

## **List of documents to be uploaded by vendor with application for enlistment**

Applicants are required to upload following documents (digitally signed by the authorized signatory) as asked at different stages while filling the application online-

### **Important Advice:**

**Please ensure that before starting “online filling of data and uploading documents” all the documents to be uploaded from the list (given below) are converted in PDF form and separate PDF file of each document are readily available.**

**This will help to complete the document uploading without any trouble.**

<b>A ) For USER-ID creation :- Documents to be uploaded as applicable</b>				
<b>SL</b>	<b>Details</b>	<b>Documents to be uploaded</b>	<b>Validity</b>	<b>Document uploading</b>
1.	Permanent Account No (PAN)	Copy of PAN card		Mandatory
2.	GSTIN	GST Registration certificate		Mandatory
3.	GePNIC	GePNIC Registration		Mandatory
4.	Manufacturer	Proof of manufacturing- statutory document as a proof of being manufacturer of the required material		Mandatory
5.	MSE Registration	MSE Registration Certificate (Agencies under MSME falling under SC/ST category should combine both MSME registration certificate and SC/ST certificate in one sheet and scanned copy of the same should be uploaded in the application on line.		Mandatory if applicable
6.	ISO 9001 Certificate	ISO 9001 Certificate		Optional
7.	ISO 14000 Certificate	ISO 14000 Certificate		Optional

<b>B) For type of company: Documents to be uploaded as applicable (Mandatory)</b>		
8.	Proprietorship Co.	<ol style="list-style-type: none"> <li>1. The full name of the individual proprietor, his/her parentage, documentary proof of his/her age, permanent address and present postal address/ contact details.</li> <li>2. Specimen signature of the Proprietor duly attested by a scheduled Bank or First Class Magistrate.</li> <li>3. A deed of declaration by the Proprietor, that no other individual or company has any share in the concern.</li> </ol>
9.	Partnership Co.	<ol style="list-style-type: none"> <li>1. Certified photocopy of the Partnership Deed, with up to date amendments (if any).</li> <li>2. Specimen signature of the Partners duly attested by a scheduled Bank or First Class Magistrate.</li> <li>3. Registration certificate issued by the Registrar of Firms concerned.</li> </ol>
10.	Private Limited Co.	<ol style="list-style-type: none"> <li>1. Certified to be true and up to date amended copy of Memorandum and Articles of Association of the Company.</li> <li>2. Certificate of incorporation of the Company.</li> <li>3. Board resolution authorizing the Executive Director(s) to sign the bid / execute contracts/agreements etc. and affix common seal thereon in accordance with the provision of Articles of Association of the Company.</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>Original Power of Attorney issued by Competent Officer under the common seal of the Company, authorizing the person to sign the bid/ execute contracts/agreements etc.</li> <li>4. Specimen signatures of the Executive Director(s)/ authorized person above duly attested by a scheduled Bank or First Class Magistrate.</li> </ol>

11.	Public Ltd. Co.	<ol style="list-style-type: none"> <li>1. Certified to be true copy of Memorandum and Articles of Association of the Company and/or the relevant Statute/Act.</li> <li>2. Certificate of Incorporation of the company - In case of public limited Co. only.  Certificate of Commencement of Business - In case of public limited Co. only.</li> <li>3. Board resolution authorizing the Director(s)/ Executive Director(s) to sign the bid/ contracts/ agreements and affix common seal thereon in accordance with the provisions of Article of Association of the Company.  OR  Original Power of Attorney issued by Competent Officer under the common seal of the Company authorizing the person to sign the bid/ execute contracts/ agreements etc.</li> <li>4. Specimen signature of the Director(s)/ Executive Director(s)/ authorized person as in (4) above duly attested by a scheduled Bank or First Class Magistrate.</li> </ol>
12.	Public Sector Undertaking	Self-Certification by authorized person
13.	<b>For annual turnover</b>	Copy of Audited Profit & Loss Account / Balance Sheet for last three preceding years with <b>Unique Document Identification Number (UDIN)</b>
14.	<b>For experience</b>	Copies of three Purchase orders of highest value executed during last 5(five) years from the date of application, execution proof like invoices, client certificate, stores receipt vouchers, any other document etc. indicating corresponding order number, dates & material supply value etc., <b>duly certified and verified for authenticity from Independent Statutory Auditor of their Company or specified Third-Party Inspection Agency (TPIA).</b>
15.	<b>Other documents as asked in qualifying requirement</b>	<ul style="list-style-type: none"> <li>• Proof of manufacturer</li> <li>• Manufacturing / Testing facilities details (Self Attested)</li> <li>• Client certificate for successful operation period (as applicable)</li> </ul>