

INSTRUCTIONS TO VENDORS

1. Vendors such as suppliers, Fabricators, Manufacturers, Service Contractors may apply for registration by furnishing required documents. Vendors ensure that all documents are in chronological order as per Annexure I.
2. Applicant is not permitted to apply in more than one name, including Proprietorship/partnership firms/Companies where he is involved.
3. ASL reserves the right to reject the applications of any applicant for any of the following reasons :-
 - (a) If they/he/she found black-listed in any Govt/Public Sector Organisation.
 - (b) If they/he/she found to have submitted false particulars/fake documents for securing enlistment.
6. Contractors/vendors etc., whose enlistment has been cancelled earlier, will not be considered for empanelment.
7. Contractors/vendors etc. meeting the following mandatory/minimum qualifying criteria need only to apply for empanelment/enlistment etc.
 - (a) The contractor/vendor etc. must be registered under any relevant Indian Law like Factory Act, Company Act etc., which is applicable.
 - (b) It is desirable that the contractor/vendor have experience of providing services/supplying goods in relevant/similar line for at least three years.
 - (c) The Contractor/Vendor etc. must have Sales Tax Registration No./Service Tax Registration No./Separate PF Code No./Permanent Account No. (PAN), whichever is applicable. The applicant to submit all relevant documents alongwith the application.
 - (d) The contractors/vendor etc must comply with the statutory procedure as laid down in the Vendor Registration Form.
8. The applicant shall mention clearly the category and group to which he/they may be considered for empanelment. Based on the value of job, experience and turnover, as submitted and verified, the applicants will be enlisted under relevant category and group as per norms.
9. Applicants are required to complete all parts of the Vendor Registration Form and all information requested therein. Where the answer is a statement of fact it must be accurate and supported by documentary evidence where required. Where it is a statement of opinion, it must be both true and reasonable. It is the Vendor's responsibility to answer question with such clarity that will enable the committee to interpret the responses appropriately.

10. ASL reserves the right to verify all statements of the applicants and inspect applicant's establishment to evaluate their capacity to execute contract works. ASL reserves the exclusive right and absolute discretion to call for tenders for any specialized job or otherwise it deems fit, even during the validity of the empanelment period.
11. The registration process may consist of a multiphase evaluation, establishment visit for inspection, verification of documents/information.
12. ASL reserves the exclusive right to reject any or all the applications with or without assigning any reason whatsoever.
13. Registration shall be for the purpose of inclusion of applicant's name in the list of registered vendors to ASL for purchase of goods and services.
14. **Additional Category enhancement.** Vendors can apply for additional category inclusion by submitting necessary documents. After scrutiny of documents and evaluation, vendors will be informed about inclusion and panel updated accordingly.
15. **Registration Fee.** Non-Refundable Fee of Rs. 100/- is to be paid through Demand Draft of any nationalized Bank issued in favour of "**The Director, Advanced Systems Laboratory, Hyderabad**", payable at Hyderabad. The Cheque/Money Order will NOT be accepted in any condition. Registration Fee once paid shall not be refunded in case of non acceptance of application for any reason at any stage of processing.
16. The vendors who are previously applied for registration and not in receipt of registration letter from ASL prior to release of this notice are also required to apply.
17. This invitation for registration of vendors shall remain open till **31 May 2011**. Any application received thereafter shall not be entertained.
18. Sealed application forms super scribed as "Application for Registration of vendors items/jobs in category of group" and addressed to The Director, Advanced Systems Laboratory, Kanchanbagh (PO), Hyderabad – 500058, Andhra Pradesh shall deposited before 1700 hrs on **31 May 2011**. It should reach the above address before the above stipulated time and date. ASL will not be responsible for any delay in receipt/non-receipt of documents sent by post/couriers.

ADVANCED SYSTEMS LABORATORY
HYDERABAD

APPLICATION FORM FOR REGISTRATION OF VENDORS

(Note : The information asked in ser Nos 1 to 19 & declaration at the end of form is compulsory to all type of vendors seeking registration, The Manufacturers have to fill-up all the columns)

1.	Name of the firm	:	
2.	Address		
	(a) Regd./Head Office	:	
	(b) Branch/Sales Office	:	
	(c) Godown	:	
	(d) Factory/Workshop	:	
3.	(a) Telegraphic Address (b) Telephone Nos (c) Mobile Nos (d) Fax Nos (e) E-Mail Address	Office	Branch
		Godown	Factory
4.	Jurisdiction of Police Station under which the premises fall	:	
5.	Registration is sought as TRADER/ STOCKIST/SUPPLIER/DEALER/ DISTRIBUTOR/ASSEMBLERS/MANUFAC TURERS/FABRICATOR/SERVICE CONTRACTOR		
6.	(a) Stores for which registration is sought	:	(i) Category : (ii) Group : (iii) Items :

	(b) Details of Distributor/Dealership of Articles normally stocked and the extent of such stocks indicating separately imported Articles (types of stores), Indigenous & Stocked Articles with Name of the Mfrs. & Type of Stores (if applicable)	:	
7.	Letter of authority from Manufacturer as Sole Distributor/Dealer with details of distributorship/dealership, if applicable	:	
8.	Kind of Ownership	:	
	(a) If a Limited concern, Name & Address of Directors & Managing Director (b) If Single Owner, Name & Address of the Proprietor & Manager, if any (c) If Partnership, Name & Addresses of Partners	:	
9.	Is your firm registered under ? (a) The Indian Companies Act, 1956 as amended (attach copy of Memorandum & Articles of Association) (b) The Indian Partnership Act, 1932 as amended (attach Statement in register of firms showing names of Partners) (c) Indian Factories Act, 1950 (Registration No & date to be given) (d) Any other Act	:	
10.	For any further information, person(s) to be contacted with Name, Designation, Phone (O), (R) & Address	:	
11.	Sales Tax Registration No. (att copies of GST, CST Certificates)	:	
12.	Income Tax Registration No. Date (attach latest Income Tax Clearance Certificates)	:	
13.	References of Defecne/DRDO LAB/DGS&D/Govt Dept with whom you are already registered, with documentary evidence	:	
14.	Bankers Name, Address, A/c No.	:	
15.	Are you providing after sale services? If so, indicate (a) Warranty Period (b) Scope of Warranty	:	

16.	List of Principal Customers with addresses (with special reference to Defence Contracts with proof	:	
17.	Brief Description of the Organization (ie History, Total Area, Present Set-up, Future expansion plans, Deptts., Labs etc	:	
18.	Details of Managerial & Technical Personnel (a) Total no of employees, Administrative, Technical, QC Inspectors, Skilled-unskilled personnel (b) The min. requirements, experience & Qualification laid down for Quality control manger, Supervisors & Inspection staff (c) Is any member of your staff a foreigner? If yes, give details (d) Training Programme of staff	:	
19.	Type of industry : Small/Medium/Large Scale Industry (a) In case Small Scale Industry, registration No. & date with the Director of Industries with proof (b) In case of Medium Scale/Large Scale Industry, Factory Number allotted by the Director General of Technical Development	:	
20.	Year of commencement of manufacture of stores at Sl. No 6	:	
21.	Manufacturing capacity as approved by Government (Indicate Industrial License No. & Date, product & Quantity licensed) and Annual Turnover for last 3 years (indicate company's financial year & give estimated value for current year)	:	
22.	Electric Power	:	
23.	Whether adequate facilities are available for water supply, fire fighting, security and if so give details	:	
24.	Is environment clearance obtained and from which authority (if applicable)	:	

25.	<p>Details of stores under production or development</p> <p>(a) Brief details of products manufactured indicating S.No, Type, Description, annual production for last three years</p> <p>(b) Present monthly production (give No of daily shifts)</p> <p>(c) Spares capacity available</p> <p>(d) Product under development</p> <p>(e) Future plan for development</p> <p>(f) Basic research programme in hand</p>	:	
26.	<p>Has your product been tested by any agency? If so indicate details (copies of quality approval/test certificates/reports may be enclosed in duplicate)</p>	:	
27.	<p>Whether firm is ISO certified or having any other certification? If so, mention the standards.</p>	:	
28.	<p>Foreign collaboration if any (Indicate Product, Name & Address of the Collaborator, year of collaboration, whether current or not.)</p>	:	
29.	<p>Raw Materials (Indicate requirements, Period for which reserve stock of raw material is held, sources of procurement, percentage of indigenous/imported raw materials. If imported raw materials are used, please indicate Brief Description, Estimated CIF value, % of Fe contents in finished product</p>	:	
30.	<p>Details of Items for which patent rights of the firm exist.</p>	:	
31.	<p>Details of Plants & Machinery, indicating Description, Make, Rating & Quantity</p>	:	
32.	<p>Details of Laboratory & Drawing Office facilities</p>	:	
33.	<p>Inward goods inspection & Quality control of raw materials/bought out items</p> <p>(a) Available test equipment and facilities in the factory indicating description, make, rating & quality</p> <p>(b) Assistance from external agencies</p> <p>(i) Description of the Test</p> <p>(ii) Name of the agency carrying out the test</p>	:	
34.	<p>Details of test facilities by way of equipment/instruments held by you</p>	:	
35.	<p>Inspection and quality control of finished products</p>	:	

	(a) Available test equipment & facilities in the factory (b) Assistance from external agencies		
36.	Future plans (a) Expansion Programme (b) Installation of New Machinery (c) Additional Test Facilities (d) Any other information you would like to furnish	:	

DECLARATION

1. We _____ (Name of Partners/ Proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of my knowledge and that we shall be bound by the acts of duly constituted attorney.

2. We also hereby declare that all materials related to DRDO shall be treated as CONFIDENTIAL and no information shall be passed on to any unauthorized person with written permission of the Director of the Lab/Estt.

3. We also undertake the responsibility to inform all subsequent changes in the constitution OR working of firm, affecting the accuracy of the answers now given will be promptly communicated to your Lab/Estt.

4. Mr _____ whose signatures are given below is an authorized representative of this firm.

(Specimen signature of firm's authorized representative)

Place :
Date :

(SIGNATURE OF AUTHOISED SIGNATORY
(WITH FIRM'S SEAL)

LIST OF CATEGORIES/SEGMENTS FOR WHICH VENDORS/MANUFACTURES/SUPPLIERS/CONTRACTORS /SERVICE PROVIDERS REQUIRES REGISTRATION WITH ASL.

GROUP	CATEGORIES			
	MECHANICAL	CHEMICAL	ELECTRICAL/ELECTRONICS	COMPUTERS
1. RAW MATERIALS/ SEMI FINISHED GOODS	Metallic Bar Stock/Billets/Sections/ Forgings/Sheets, Plates, Ferrous/Non- Ferrous metals & alloys, Welding Rods etc.	Adhesive, Ceramic Powder, Chemicals, CNT & CNFS, Tow Preggs, Coal Tar Pitch, Coats, Fabrics, Fibres, Graphite Items, High Purity Alloys, High Purity Brazing Alloys, Industrial Chemicals & Solvents & Gases, Materials, Paints, Prepegs, Pufoams, Carbon Fibre & Fabrics (PAN/Rayon), Resins, Rovings, Rubber Chemicals, Sealants, etc.	-	-
2. STANDARD PARTS/ COMPONENTS/PRODUCTS	Workshop Tools/Devices/Accessories, Pneumatic /Hydraulic Tools/ Accessories, Actuators/Pumps, Handling Tools, Portable Tools, Fasteners, Bearings, Gas Cylinders, etc.	Bagging Materials, Vacuum Pumps, Fire Fighting Equipments, Fittings, Glass Wares, Graphite Blocks, Personal Safety Items, Rubber Seals/Products, Valves, etc.	Cable, Coils, Connectors, Batteries, Resistors, Capacitors, Wires, Controllers, Probes, Converters, Amplifiers, PCBs, Relays, Fuses, Contactors, Antennas, Power Supplies, Sensors, Recorders, Interface Cards, Wave Guides, Diodes, BLDC Motors, etc.	Computer Peripherals, PCs Workstations, Licensed Softwares, CAD/FEA & Softwares, etc.
3. MACHINERY/EQUIPMENTS	Machine Tools, Handling Equipments, Pneumatic, Hydraulic Equipments, Hydraulic Presses, SPMs, SPEs, etc.	Autoclave, Prepreg Plants, Ovens, Furnaces, CVI, HIP, Vacuum Furnace, VARTM, RTM, Weaving Machine, Incinerator, Ball Mills, Mixing Equipments, Process Equipments, Compressors, Winding m/c etc	Power Supplies, Transformers, Generator Sets, Invertors, Switches, CNC Controllers, Stabilizers, Simulators, RF Signal Generators, IR Camera, High Speed Camera, Heating Elements, Ethernet Switches, Control Panels customized, etc	PCs, Workstations, Printers, Scanners, Servers, Computer Peripherals, etc.
4. MEASURING/ TESTING INSTRUMENTS/ EQUIPMENTS/TOOLS	CMMs, Metrology Tools, NDT Tools/ Equipments/Instruments, Gauges, Flow Meters, Dynamometers, Probes, Pyrometers, Optical Instruments, Microscopes, Shock & Acoustic Sensors, Hydraulic Power Packs, Sensors & Transducers, weighing Balance ,etc.	Chemical Instruments, Rheometers, Lab Instruments/Equipments, Mechanical & Thermal Testing Equipments, X-Ray Films, Spectroscope & Chromatographs, CHN Analyzer, Thermograph, TGA, DSC, Portable Testers, etc.	Tacho-meters, Sensors, Accelerometers, Gauges, LVDTs, Strain Gauges, Thermocouples, Load Cells Vibration/Shock Sensors, Data Acquisition Systems, Frequency Response Analysers, CCTV's, WIFI Systems, Theodolites, Oscilloscopes, Waveform Generators, Laser Instruments, Laser Trackers, Sensors & Transducers, etc.	-
5. FABRICATION	General & Precision Fabrication of Small/Medium/Large Size Tooling, Mandrels, Shells, Jigs & Fixtures, Dies, Test Rigs, Pressure Vessels, SPMs, Machining Welding, Heat Treatment, Finishing, Coating Operation on Metallic Parts, etc.	GFRP/CFRP Composites Products, Rubber Insulations/ Products, Composite Products Machining & Assembly, Tools, Mandrels, Dies, Assembly Fixtures, Jigs etc.	System Realization/Design & Development of User Defined Systems/Special Packages, etc.	-
6. OPERATION/ MAINTENANCE/ SERVICES	Workshop Machinery, CNC Machines & Equipments, CNC Controllers, Pneumatic/hydraulic Equipments, Conditioning Chambers, Testing & Inspection etc.	Autoclave Furnaces, Ovens, Process Equipments Maintenance Etc.	Calibration/Maintenance of Instruments & Equipments & Tools etc.	AMC's of Softwares & Hardwares, tc.

