

**Form-F2**  
**CHECK LIST FOR VENDOR REGISTRATION AT DESK**

Application No. :

**I. ABOUT VENDOR:**

- Registration Fee paid
- Certificate of Registration with Industries valid
- GST Certificate valid
- Pan Card valid
- Quality accreditations submitted
- Pending Litigations undertaking submitted
- Terminations (Contracts/Agreements) undertaking submitted
- Black List undertaking submitted
- Approved Vendor Certificates of other power utilities submitted
- Power of attorney submitted

**II. FINANCIAL POSITION OF COMPANY**

- Company Annual turnover during last 5 years submitted
- IT Clearance certificate of applicant firm (for 3 years) submitted
- Balance Sheet for last 3 years submitted
- Profit & Loss statement for the last 3 years submitted
- Certificate from bank not less than 1 month old submitted
- List of orders on hand submitted
- Certified copy of the Partnership Deed submitted

**III. PERFORMANCE**

- Manufacturing Experience submitted
- Successful supply completion certificates submitted
- Performance certificates submitted

PTO

#### **IV. PRODUCT DETAILS**

- Proof of document regarding source of Raw Material for production or fabrication or assembling submitted
- Product catalogue submitted
- Drawings of product submitted
- Guarantee Technical Particulars of product submitted

#### **V. DECLARATION BY THE QUALITY CONTROL WING**

- Vendor plant inspection Passed