

**ANNEXURE—I**

**CHECK LIST**

Copies of the following documents whichever applicable must be enclosed to the application form for Vendor Registration, and also please mark  for the submitted documents in the given box. In case of non -availability/not applicable, remarks may be furnished against Sl.No.(24)

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|---|--|--|
| <b>1.</b> Product catalogue:  | <input type="checkbox"/>                       |  |
| <b>2.</b> Company profile   | <input type="checkbox"/>                       |  |
| <b>3.</b> Manufacturing unit/workshop premises  |  |  |
| (i) Ownership deed /sale deed <input type="checkbox"/>  | (ii) Lease Deed <input type="checkbox"/>       |  |
| <b>4.</b> Company type :  |  |  |
| (i) Proprietorship deed <input type="checkbox"/>  | (ii) Partnership deed <input type="checkbox"/> |  |
| (iii) Private/Public limited  |  |  |
| Memorandum of articles <input type="checkbox"/>   |  |  |
| <b>5.</b> Valid Industrial Registration Certificate in case of manufacturer   |  |  |
| (i) SSI/DIC <input type="checkbox"/>  | (ii) NSICL <input type="checkbox"/>            | (iii) Ministry of Commerce & Industry <input type="checkbox"/> |
| <b>6.</b> Valid Factory license certificate issued by Inspector of Factories in case of manufacturer.   | <input type="checkbox"/>                       |  |
| <b>7.</b> Valid Trade License/Shop & Establishment certificate in case of supplier  | <input type="checkbox"/>                       |  |
| <b>8.</b> Importer and exporter Licensee (if available)   | <input type="checkbox"/>                       |  |
| <b>9.</b> Documents indicating authorized signatory.  | <input type="checkbox"/>                       |  |
| <b>10.</b> Valid Authorized Dealer/Distributor ship Certificate/Technical support agreement issued by your principals (if supplier).Strike off whichever is not applicable. | <input type="checkbox"/>                       |  |
| <b>11.</b> Authorization certificate of local agent appointed if any  | <input type="checkbox"/>                       |  |
| <b>12.</b> Purchase orders executed / under execution placed by APGenco/other Electricity Boards/Govt. organization/Public Sectors etc..                                    | <input type="checkbox"/>                       |  |
| <b>13.</b> Performance reports issued by any Govt. /reputed organizations   | <input type="checkbox"/>                       |  |

**Contd..2**

14. Vendor Enlistment certificate with Govt. /reputed organizations or Power utilities
15. Sales Tax/VAT & CST registration and Excise Duty registration Certificates
16. Sales tax/VAT& CST paid challans for the previous financial year.
17. EPF and ESI
18. PAN card
19. Details of Machinery (Name of the machinery-size/ specification-Nos.)
20. Details of testing equipment (Name of Testing machine-specification Year of purchase-date of last calibration)
21. Test Certificate as per the relevant IS specifications
22. Financial Statements for the last 3 FYs  
(a) Balance Sheet.  (b) Profit & Loss A/cs
23. Latest bank solvency certificate duly mentioning the date of issue as per the APGenco Proforma(Annexure-II)
24. Ramarks:

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