

NAINI AEROSPACE LIMITED
NAINI, PRAYAGRAJ

ANNEXURE-7

Commercial Department

Application for Registration as Approved Supplier (Indian Suppliers)

Ref: (Office Use Only)

Complete all sections of the form, sign the declaration and send the completed form and attachments in an envelope marked 'Application for Registration as Approved Supplier':

Commercial Head

Naini Aerospace Limited

UPSIDC Industrial Area

PO: TSL, Naini, Allahabad- 211 010

The columns in this form may be filled up. No column should be left blank. If applicant has no information to

give in a particular column, "Nil" may be mentioned. In case, information not relevant in your case, please indicate "Not Applicable" in such column

<u>Section 1: Applicant Particulars</u>		
Registration Category	<ul style="list-style-type: none">○ Original Equipment Manufacturer (OEM)○ Stockist/Distributor○ Small Scale Industry (MSE)○ Public Sector Unit○ Govt. Deptt.○ Consortium / State/ Govt. Agencies○ Others (Please mention)	
Name of the Individual/ Firm/ Company:		
Constitution or Legal status		
Registration Number	Registering Authority	Date of Registration
Registered Office Address		
Email ID		
URL		

Address of Factory			
Senior Most Executive Name : Designation :			
Contact / Dealing Person Name : Designation :			
Address for Correspondence:			
Tel. No.	Fax No.		
Mobile No (Contact / Dealing person)		Email ID :	

Section 2: Applicant profile

2.1 Type of Ownership:

- Individual / Proprietary
 Partnership
 Ltd. Company (Pvt./ Public)
- PSU/ Govt. Undertaking
 Research Institute
 Trust
- Joint Venture or other tie-up for technology, equipment, financial backing and/or Project Management (Please specify.....)
- Other, please specify

- Enclose copies of Income Return (in case of individual)/Partnership Deed/Articles & Memorandum of Association/ JV Agreement/ Certificate of incorporation/ Certificate of Registration etc as applicable, duly certified by Chartered Accountant.

2.2(a) Are you a Small Scale Industry registered with the N.S.I.C? Yes / No

If yes, please enclose copy of NSIC Competency/ Capacity certificate. (b) Do you have

ISO 9001-2015 /QMS Certification (AS 9100 D)/ISO 14001 Certification etc? Yes / No

If yes, please specify & indicate validity:

(c) In case of certification by other accredited institutions, please give details :

Institution	Type of Certification	Valid up to (date)

(d) Give details of registration, if any, with HAL or its Divisions (Specify Division)/ GEM/ PSUs/ Central/State Govt. /Major Private Institutions/ Others (Specify):

Company	Registration Number	Dated	Validity	Class/ Type of Registration

Attach necessary certificates from the registering authorities.

2.3 Give the floor area of your factory and Offices. If you own more than one factory, please give separate details for each unit:

Factory or Office	Location	Area in Square Meters

2.4 Give a list of your major products / services, you intend to offer as a supplier:

Sl. No.	Major Products / Services	Are you Original Equipment Manufacturer for listed product
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No

Please enclose your Company/ Product Catalogues
(In case of Stockist /Distributor please enclose relevant authorization from respective OEM/ Manufacturer /Principals)

2.5 Give a List of your major Customers

Sl. No.	Customer's Name & Address	Serial No. of the Product/ Service (from para 2.3) provided to the Customer

Please attach Proof in the form of Purchase Order copies/ Invoice etc.

2.6 List the names of Owners/ Partners/Promoters and Directors/ Company Secretary/ Holder of Power of Attorney, as applicable, in the format detailed below:

Name of Owners/ Partners/ Promoters and Directors/ Company Secretary/ Holder of Power of Attorney	Relationship of the person with the firm

2.7 List the names & addresses of all associated, subsidiary & holding companies, including trusts

Company Name	Address	Nature of Business	Relationship with Applicant

Section 3: Financial details

3.1 Annual Turnover in the past 3 years:

Year			
Annual Turn-over (Rs. Lakhs)			
Profit/ Loss (Rs. Lakhs)			

Attach the audited Balance sheet and Profit & Loss Account the above.

3.2 IMPORTANT NOTE –Financial Assessment:

Before the assessment of this application can be completed, a representative from NAeL may contact you concerning the financial and technical information that you provide. Your co-operation is required to assist in the assessment process. Failure to co-operate may affect registration

The assessment report is specifically for use by NAeL for the purpose of assessing Suppliers for registration and will be treated as strictly confidential.

3.3 Bank(s) details:

Will you authorise your Bank/s to provide information to NAeL with a reference as to your financial position, if required? YES / NO

Name of Bank
Branch Name
Designation of Contact Person: Address:
Tel No:

3.4 Details of Income assessed, as per clearance Certificate, in the last 3 years:

YEAR			
Amount Assessed (Rs. Lakhs)			
Amount paid/ payable (Rs. Lakhs)			

3.5 /Service Details:

Central Registration No:..... State registration

No:.....

Service registration No:.....

(Copies of registration certificate shall be attached)

Details of assessed, as per clearance Certificate, in the last 3 years:

YEAR			
Amount Assessed (Rs. Lakhs)			
Amount paid/ payable (Rs. Lakhs)			

Attach copies of Clearance Certificates for the past 3 years.

4 In the last 3 years, has your firm, or any firm with which any of your company's owners, officers or partners were associated, been debarred, disqualified, removed, business dealings banned or otherwise prevented from bidding ? YES / NO

If yes, State the reference to Customer and their orders and the basis for the action.

5 Please provide any additional information, which will help you in securing registration with NAeL

6 DECLARATION:

(This declaration should be completed by Proprietor/ Partner/ Director or other Senior Manager who has the authority to do so.) I/We declare and confirm that –

- a. The NAeL Conditions of Registration are acceptable.
- b. All information and attachments submitted in this application are true and correct.
- c. I/We are aware that any false information provided herein will result in the rejection of my application and cancellation of any registrations granted.
- d. I/We shall be bound by the acts of duly constituted attorney who has signed this application and of any other person who in future shall be appointed by us in his place to carry on business of the concern whether or not an intimation of such changes is given to NAeL
- e. I / We have read and understood NAeL’s General Conditions of Contract and agree to abide by the same in all respects,
- f. I/We undertake to communicate promptly to NAeL L any changes in condition or working of the firm.

Signed: Name:

Position: Date:

Details of person holding the Power of Attorney (If different from above)
(attach attested copy of Power of Attorney)

Name Tel. No..... Mobile No..... PositionFax No. (Fax
No.

Official Seal

Note: Vendor is requested to get e-registered online at NAeL E-Portal.

ANNEXURE-8**CHECK LIST FOR FILLING UP THE VENDOR REGISTRATION FORM**

SL NO	Details Required as per Form	Proof Required	Yes/No
1	Company Registration/ Address:	(As applicable to your company)	[]
a.	For Proprietary firm - where firm registration is not mandatory	Notary certified affidavit for Proof of Company address	[]
b.	For Partnership firm - where firm registration is not mandatory	Copy of Registration with Registrar of Firm (In case of Partnership Firm) Partnership Deed Notary certified affidavit for Proof of Company address	[] [] []
c.	For companies registered under Company Act 1956	Memorandum of Association Certificate of Incorporation Certificate of Registration	[] [] []
2	Income registration	PAN	[]
3	Registration Category	If Stockiest / Distributor - Authorized Distributor Certificate / Copy of Agreement with Principal/ OEM.	[]
4	Registration with MSEs	Relevant . Certificate	[]
5	Quality Certification	ISO Certificate/ Any Other Certificate	[]
6	Registration with other Divisions/ Organizations	Registration Certificate	[]
7	List of Major Products/ Services	Product Catalog/ Service Catalog	[]
8	List of Major Customers	Past Purchase Orders Copy Any other proof	[] []
9	Annual Turnover (of Past 3 yrs)	Audited Balance Sheet of FY... last three years Audited Profit / Loss A/C of FY... last three years	[] []
10	Bank(s) Details (In enclosed ECS format)	ECS Format duly certified by Bank	[]
11	Income Assessed (of Past 3 yrs)	Copy of ITR Acknowledgment for AY... last 03 years.	[]
12	Details TIN / GST	Copy of Registration under TIN / GST (As applicable to your company)	[]
13	Details & Mandatory document uploaded on NAeL e-proc portal for 'e-Registration'		[]
	Note - Kindly provide all current documents as above, tick mark and send back along with form.		

No.

Dated:

To,

.....
.....

Sub: Vendor Registration

Dear Sir,

Reference is made to your application for Vendor registration dt.....

2. We are pleased to inform you that M/s_____have been registered as approved supplier/ contractor/ service provider as per details given below:

1	Vendor Code	
2	Date of Registration	
3	Validity of Registration	__ years
4	Registration category	OEM/ Authorized distributor/ Stockiest
5	Registration granted for	Stores/ Services
6	Category of Stores/ services for which registered	

3. Your registration at NAeL will be governed by company rules, directives etc. for Vendor Registration.

4. This registration will be renewed after the validity period at the discretion of NAeL Division.

5. Please note that this registration does not guarantee your firm/company, award of any/ all the orders/contracts or inclusion on a particular tender list. Further, this registration shall not be a binding on NAeL to float the enquiries only to the registered vendors.

6. You are required to keep confidential all trade / business / technical information etc. received from NAeL .

7. You will not resort to any publicity / advertisement of registration with NAeL, without prior permission of NAeL.

8. NAeL reserves the right to remove your firm/company's name from registered list at any time any of the following grounds / or will render registration in valid :

- a) Failing or neglecting to quote in response to invitation to tender on ten successive occasions.
- b) Failing to abide by the agreed terms & conditions of signed contract/ order
- c) Failure to execute the contracts/orders to NAeL's satisfaction. d) Making a false declaration to NAeL.
- e) Failing to meet quality services

- f) Scoring a vendor rating of less than 50 consecutively for over last 03 years
- g) The firm is declared bankrupt or insolvent
- h) In the opinion of the NAeL , retention of firm's name in registered list is not in public interest.
- i) Any other reason, which might disable your firm from satisfactorily performing the execution of likely contracts
- j) Using corrupt or unfair means to gain advantage

9. Any of the following will also render registration in valid :

- a) In case, it comes to our notice that you have rendered of false information / Misrepresentation/suppression/distortion of facts in the application for registration/ at time of assessment, it will result in cancellation of your registration and NAeL Company shall reserve the right to take suitable action.
- b) Any other ground, which in the opinion of NAeL renders the retention of the registration undesirable in the interest of the Company.

10. You will be responsible for informing NAeL company immediately (within 30 days) in case of any change in information furnished by you for the registration.

Please acknowledge the receipt.

Yours faithfully,
For Naini Aerospace Ltd.,

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Vendor Registration Cell

Commercial Department

Application for Registration as Approved Supplier (Foreign Suppliers - Manufacturer)

Ref:
(Office Use Only)

1	Name of the Firm	
2	Parent Company	
3	Address	
	City	
	State & Zip Code	
	Country	
4	Contact Name	
5	Phone	
6	Fax	
7	E-mail	
8	Web site	
9	Category	<input type="checkbox"/> Original Equipment Manufacturer (OEM) <input type="checkbox"/> Consortiums/ State/ Govt. Agencies <input type="checkbox"/> Others
10	Company Type	<input type="checkbox"/> Limited Company <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Educational or Research Institute <input type="checkbox"/> Trust <input type="checkbox"/> Others
11	Capital Employed	
12	Annual	
13	Quality Certifications/ Accreditation	
14	Employees (Total)	

COMMERCIAL DEPARTMENT
Application for Registration as Approved Supplier (Foreign Suppliers stockiest /Distributor)

Ref:
(Office Use Only)

1	Name of the Firm	
2	Name of OEM(s) represented by the firm	
3	Address for communication	
	City	
	State & Zip Code	
	Country	
4	Contact Name	
5	Phone	
6	Fax	
7	E-mail	
7A	Address of Registered office with proof thereof (Certified copy of Charter, Memorandum of Association and Articles of association, Income tax, sales Tax registration as per law of country of registration and Country of Business operation if different from country of registration to be enclosed)	

8	Document proof of for stockiest/ distributor	
9	Web site	
10	Category	<input type="checkbox"/> Stockiest <input type="checkbox"/> Distributor <input type="checkbox"/> Others <input type="checkbox"/> Trust <input type="checkbox"/> Educational or Research Institute <input type="checkbox"/> Partnership
11	Company Type	<input type="checkbox"/> Limited Company <input type="checkbox"/> Individual
12	Capital Employed	
13	Annual Sales	
14	Equipment	
15	Facilities (sq. mtr)	
16	Quality Certifications/ Accreditation	
17	Employees (Total)	
19	Key Sector	
20	Products / Services	
21	Major Customers	

22 Company's Catalogue/ Brochure enclosed. Yes No

Date.....

Name.....

.....

Position.....

.....

Company'

Note: Vendor is requested to get e-registered on line at NAeL E-Portal.

ANNEXURE-12**CHECK LIST FOR FOREIGN VENDORS/ STOCKIEST/DISTRIBUTORS**

Sl.No	Details Required	Proof Required	Yes/ No
1	Details of Business Establishment	A certified copy of the charter, statutes, or Memorandum and Articles of the company or other instrument constituting or defining the constitution of the company; and if the instrument is not in the English language, a certified translation thereof	[]
2	Full address of Registered office of the company/ firm & proof thereof	Notary certified affidavit for Proof of Company address	[]
3	OEM/ Distributor/ Stockiest category and OEM authorizations	If Stockiest / Distributor - Authorized Distributor Certificate / Copy of Agreement with Principal/OEM.	[]
4	GST Registration as per law of the country of registration	Copy of GST Registration	[]
5	Income Registration as per law of the country of registration	Copy of Income Registration	[]
6	Certification from reputed Accreditation agencies	Certificate of accreditation	[]
7	Major customers list	Past Purchase Orders or any other suitable document	[]
8	Product Details	Product catalogs/ Brochures	[]
9	Annual	Audited Balance Sheet of FY ... Last 03 years	[]
10	Any other important detail		[]
	Remarks	Kindly provide all current documents as above, tick mark and send back along with form.	

Note - In case of distributors of foreign OEMs located in foreign country, NAeL reserves the right to take up the matter of verifying your credentials (with Indian Embassy abroad or any other agency as deemed suitable).