



DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY  
(DEEMED UNIVERSITY)  
DEFENCE RESEARCH & DEVELOPMENT ORGANISATION,  
MINISTRY OF DEFENCE,  
GIRINAGAR, PUNE 411025 (INDIA)

APPLICATION FORM FOR REGISTRATION OF VENDORS

(Note: The information asked in Sr. Nos. 1 to 19 & declaration at the end of form is compulsory to  
All type of vendor 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. 

Office	Branch	Godown	Factory
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  - (a) Telegraphic Address
  - (b) Telephone No./Nos
  - (c) Mobile/Nos.
  - (d) Fax No./Nos.
  - (e) E-Mail Address
4. Jurisdiction of Police Station under which  
The premises fall:
5. Registration is sought as TRADERS / STOCKIST / SUPPLIER / DEALER / DISTRIBUTOR/  
ASSEMBLERS/ MANUFACTURER/ FABRICATOR / SERVICE CONTRACTOR
6. (a) Stores for which registration is sought.  
  
(b) Details of Distributor/Dealership of Articles normally stocked & 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 & Addresses of Directors & Managing Director with four  
passport size photographs.
  - (b) If Single Owner, Name & Address of the Proprietor & manager, with four passport size  
photographs.
  - (c) If Partnership, name & Addresses of Partners with four passport size photographs.
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. (attach copies of GST, CST Certificates)
12. Income Tax Registration No. Date (attach latest Income Tax Clearance Certificate)
13. References of Defence/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 Organisation  
( i.e. History, Total Area, Present Set-up, Future expansion plans, Depts., Labs, etc.)
18. Details of Managerial & Technical Personnel
  - (a) Total no. of employees, Administrative, Technical, Q C Inspectors, Skilled-unskilled personnel.
  - (b) The min. requirements, experience & qualification laid Down for Quality control manager, Supervisors & Inspection staff.
  - (c) Is any member of your staff a foreigner ? If yes, give details
  - (d) Training Programmer 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 SI. 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:                      Sanctioned                      Installed                      Utilized
23. Whether adequate facilities are available for water-supply, Fire fighting, Security and if so give details

24. Is environment clearance obtained & from which authority (if applicable)
25. Details of stores under production or development
  - (a) Brief details of products manufactured indicating S.NO. Type, Description, Annual production for last three years
  - (b) present monthly productions (give No of daily shifts)
  - (c) Spare capacity available
  - (d) Product under development
  - (e) Future plan for development
  - (f) Basic research programmed in hand
26. Has your product been tested by any agency? If so, indicate details  
(Copies of quality approval/test certificate/test reports may be enclosed in duplicate)
27. Whether firm is ISO certified or having any other certification?  
If so, mention the standards.
28. Foreign collaboration if any:  
(Indicate Product, name & Address of the Collaborator, Year of Collaboration, whether current or not.)
29. Raw Materials:  
Indicate Requirements, Period for which reserve stock of raw material is held, Sources of procurement, percentage of indigenous/imported 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.
30. Details of Items for which patent rights of the firm exist.
31. Details of Plants & Machinery, indicating Description, Make, Rating & Quantity.
32. Details of laboratory & Drawing Office facilities.
33. Inward goods inspection & quality control of raw materials/bought out items.
  - (a) Available test equipment and facilities in factory indicating Description, Make, Rating & Quantity.
  - (b) Assistance from external agencies
    - (1) Description of the Test
    - (2) Name of the agency carrying out the test
34. Details of test facilities by way of equipment/instruments held by you
35. Inspection and quality control of finished products.
  - (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 our knowledge and that we shall be bound by the acts of duly constituted attorney.
2. We also hereby declare that all materials related to DIAT shall be treated as CONFIDENTIAL and no information shall be passed on to any unauthorized person without written permission of the Vice Chancellor of this Institute.
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 Institute.
4. Mr. \_\_\_\_\_ whose signatures are given below is an authorised representative of this firm.

\_\_\_\_\_

( Specimen signatures of firm's authorized representative)

Place: \_\_\_\_\_

SIGNATURE OF AUTHORISED SIGNATORY

Date: \_\_\_\_\_

(WITH FIRM'S SEAL)