

INSTRUCTIONS FOR REGISTRATION OF 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 the Vendor Registration Form DRDO.VR.01.

2. Applicant is not permitted to apply in more than one name, including Proprietorship/partnership firms/Companies where he is involved. However same Vendor can apply for more than one category. Registration of indigenous firms would be done for specific items/ class of items under following categories:

(a) **Manufacturers/ Distributors:** The registration will be awarded to the firms who are manufacturers or authorized stockists/ distributors/ dealers of Commercially-Off-The-Shelf (COTS) Items.

(b) **Service Providers:** Firms which are providing professional services for the outsourced jobs and maintenance services such as AMC of computers, air conditioners and other utility services to the Lab/ Estt would be registered as Service Providers.

(c) **Fabrication/ Production (P) Agency:** The firms having only production facilities for converting designs into hardware or end stores or those capable of specified process such as fabrication, casting, machining etc. will be included in this category. These firms do not have any contribution of intellectual property.

(d) **Development and Production (DP) Agency:** The firms having capability for development/ up-gradation and manufacturing would be categorized as DP. Such firms do not have infrastructure for design, i.e., conversion of a concept into an engineering design.

(e) **Design, Development and Production (DDP) Agency:** The firms having design capability and infrastructure for research & development apart from manufacturing capability covering all requirements of a quality system would be categorized as DDP.

(f) **Others.** Firms not falling in any of above categories may be registered under this heading.

3. DMRL reserves the right to reject the applications of any applicant with or without assigning any reason whatsoever or 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 or fails to submit necessary documents. DMRL may/may not communicate with the Vendor for seeking additional documents

before such rejection.

4. Contractors/vendors etc., whose enlistment has been cancelled earlier, will not be considered for empanelment.

5. 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) & GST No, whichever is applicable as per the latest GOI instructions on the subject. The applicant to submit all relevant valid documents along with the application. **Submission of ITCC of last two years is mandatory to assess financial background and compliance of the Vendor.**

(d) The contractors/vendor etc must comply with the statutory procedure as laid down in the Vendor Registration Form.

(e) No formal application for registration is necessary for the firms already registered with DGS&D/ other Inter-Service Organizations/ Government Dept/ reputed Scientific Institutions/ NSIC etc. If a firm produces a certificate of registration from any of the above, the registration committee at DMRL may consider the registration certificate produced by the firm

6. The applicant shall mention clearly the category and the range of products/services to which he/they may be considered for empanelment. The applicant seeking registration will have to **apply separately for each category** in the separate application form, and pay a non refundable nominal fee of Rs.500/- payable in the form of a bank draft drawn in favour of the "Director, Defence Metallurgical Research Laboratory, Hyderabad". Registration Fee once paid shall not be refunded in case of non acceptance of application for any reason at any stage of processing.

7. 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 questions with clarity that will enable the committee to interpret the responses appropriately. **INFORMATION ON PRODUCT/SERVICE RANGES BEING DEALT/ OFFERED BY THE VENDORS NEED TO BE CLEARLY LISTED OUT ITEM/SERVICE WISE BY THE VENDORS (IF REQUIRED ON A SEPARATE SHEET)** as it would form the basis for product wise registration under respective category by this Lab.

