

Checklist for Vendor approval documents**Annexure-1****Project** 220kV GIS 2X60 MW Vyasi HEP Project

SI No	Name	Documents / Credentials / Confirmation submitted by Vendor
1	- PAN of Company/Firm/Proprietor - GST Certificates - Factory License	
2	Organization chart with name and qualification of key persons	
3	Audited copy of Financial Report for last 3 years	
4	- Updated experience list in tabular format of supplies for last 03 years (<i>mentioning Name of Project, Order Reference Number, Item description, End-Customer, Quantity, Year of Supply, Size and Range etc.</i>) - Copy of 4-5 POs for above alongwith copy of inspection/test report, despatch details and Performance Certificate.	
5	- Letter of approval/vendor enlistment from NTPC/PGCIL/IOCL/Other State Board, PSUs etc. if any - Performance Certificates from customers	
6	Quality Management System Certification (ISO, OHSAS etc.)	
7	Quality Manual	
8	- Type test approvals conducted, if applicable - Consolidated list of type test in tabular form mentioning item details, rating, date, name of test lab. - List of Tests Conducted In-house and Outsourced (in tabular format) along with supporting documents	
9	List of Plant and Machinery	
10	List of testing equipment alongwith valid copy of calibration certificates.	
11	Photographs of factory, plant & machinery and testing facilities.	