

	PROCUREMENT DIVISION INSTRUMENTATION LIMITED (A GOVT. OF INDIA ENTERPRISE) KOTA-324005 (RAJ.) INDIA		QUESTIONNAIRE FOR ENLISTMENT AS APPROVED SUPPLIER	
	Phone : 2423381-85, Email : dgm-ip@ilkota.in , website: www.ilkota.in		Fax :(0744) 2425510,2422505	
<u>For Indigenous Manufacturers/Authorized Distributors, Dealers & Stockists</u>				
Instruction : 1. The questionnaire shall be typed or written in ink clearly by the suppliers. 2. The questionnaire should be filled complete in all respects and all necessary documents should be furnished without which request for enlistment is liable to be rejected. 3. We reserve the right to consider or reject the request without assigning any reason. This enlistment shall not bind ILK for placement of any order/business. 4. All informations, furnished here' shall be kept confidential.				
1.	Activity (Tick whichever is applicable).	<input type="checkbox"/> Manufactures <input type="checkbox"/> Auth. Distributors <input type="checkbox"/> Auth. Dealer <input type="checkbox"/> Auth. Stockist		
2.	Name of Company			
(a)	Complete address of registered office with Telephone No., Fax No., Email Address & Web site.			
(b)	Complete address of manufacturing plant with Telephone No., Fax No., Email Address & Web site.			
(c)	Complete address for Correspondence			
(d)	Complete address of branch office with Telephone No., Fax No., Email Address & Web site.			
(e)	Name of the Person to be contacted with Designation.			
(f)	Name of the chief executive with Designation.			
3.	TO BE FILLED IN BY DISTRIBUTORS, DEALERS & STOCKIST			
	Complete address of manufacturing plant with Telephone No., Fax No., Email Address & Web site.	Articles for which Agency held	Value of normal Stock for these items	Name of the concerned person of principal manufacturer

4.(a)	Constitution of the firm	●Proprietary ●Partner Ship ●PVT.LTD. ●Public LTD. ●Any Other (Specify)			
(b)	Registration No. of firm & Date				
(c)	Authority with whom registered				
5.	Date of Commencement of business				
6.	Complete details & brand name of the articles for which enlistment sought. (attach 2Sets of detailed specifications & catalogues/literature for these items	ITEM		Brand Name	
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7.	Collaboration (if any)				
8.	Name & addresses of important companies or Govt. Departments with whom registered as approved supplier (if necessary, please attach additional sheet)	Registration No. & date	Item for which registration	Validity of registration	Amount of order executed for the registered items during 12 month
9.	Details of major & repeat order executed for each item during last 12 months.	Attach annexure giving details of item/name & address of customer/order No., date & value			
10.	Details of rate contracts				
11.	Details of Test approvals/Certificate for each item (Attach zerox copies)				
12.	Brief of manufacturing facility available	Attach annexure giving description of machinery/make & quantity.			
13.	Brief of Testing facility available.	Attach annexure giving brief write up/description of Test facility installed/make & quantity.			
14.	Name of bankers with address.				
15.	Number of last income Tax clearance Certificate & date (Attach zerox copy).				
16.	C.S.T. & L.S.T. No. & Date (Attach zerox copies)				
(b)	Central Excies Duty applicable or not				
17.	Annual Turn over in respect of products during last 3 year (Attach copy of last Balance Sheet)				
18.	Any Other details e.g. Company's profile etc.				

Signature & Seal of Authorised Signatory

Place

Name

Date.....

Designation.....