

Bidder's Compliance on Submission of Documents

Name of Bidder : _____ Name of Country: _____

Sr. No.	Parameters of Scope of Work	Bidder's Compliance (Submitted/ Not submitted)
1.	Following documents / information will be collected from the prospective Agent	
	a. Attested copy of the Certificate of Registration of the organization with the appropriate authority.	
	b. Memorandum of Articles of Association (in case of Limited company).	
	c. Attested copies of Partnership Deed (in case of Partnership firm).	
	d. Trade License issued by Ministry of Commerce / Trade / Industry or such other Competent Authority.	
	e. Latest Income Tax Clearance Certificate (Original or attested copy).	
	f. Office address proof.	
	g. Original Power of Attorney for the person to sign the agency agreement.	
	h. Profiles of Senior Executives (list of Partners, in case of Partnership).	
	i. Products handled / nature of business, details of past experience in handling defence equipment for Government, etc.	
	j. List of customer references / Customer Information.	
2.	Financial information about the Agency.	
3.	Confirmation on Letter Head from the Agent that :	
	a. They shall adhere to the laws of the country of prospective business besides the laws of the country governing the agency agreement.	
	b. They have not been blacklisted/ banned by any other Company/Country.	
	c. There is no conflict of interest with the business of HAL.	

Sr. No.	Parameters of Scope of Work	Bidder's Compliance (Submitted/ Not submitted)
4.	Office Infrastructure:	
	a. Total available office area in sq. ft. / sq. m.	
	b. Available area in sq. ft. / sq. m. of Warehouse / Showroom / Service Centre.	
	c. Total Manpower	
	i. Administrative manpower	
	ii. Technical manpower	
	iii. Sales staff	
	d. Details of availability of Machinery, equipment related to aerospace business.	
	e. Details of availability of Transport such as cars, pick-ups, Trucks, Material Handling equipment, Mobile service vans etc.	
5.	Whether the Country of Prospective business has laws/ guidelines prohibiting appointment of Agents (Agent to submit certificate from legal firm of that country).	

Signature with Date :

Name :

E-mail :

Contact No :

Firm's seal :