

## VENDOR Selection - Manufacturing Drone Companies

	CRITERIA AND EXPECTED EVIDENCE	REQUIRED DOCUMENTS	REQUIREMENT	
A	<b>Manufacturing Strength</b>			
	Valid company registration	Copy of Incorporation Certificate/Other Related Document	MANDATORY	
	Plant Layout, Details of Area (Covered/ uncovered).	Copy of drawings of , pictures	MANDATORY	
	Vendor should have a Drone manufacturing facility	Copy of Manufacturing Unit Ownership/Lease or Rental Agreement	MANDATORY	
	Electricity Bills for the last 3 months	Copy of Electricity Bills	MANDATORY	
	Vendor should have an annual average turnover of minimum Rs.3 Crores in the last two audited financial years (i.e.2019-20, 2020-2021) Group Company (if any)	Copies of the Audited Balance Sheets/Income Tax Returns	NEGOTIABLE	
	Copy of PAN	Copy of PAN	MANDATORY	
	Vendor Should have the experience of supplying minimum of 5 drones to Government Agencies	Copy of Supply Orders	MANDATORY	
	Vendor should be a DGCA certified Drone Manufacturers facility	Copy of DGCA Authorization	PREFERRED	
	Vendor should be a DGCA certified Drone R & D Organization	Copy of DGCA Authorization	PREFERRED	
	If no Legal issues are available with your clients Self-Declaration that no Legal Issues are pending with Customer to be provided on your company's letterhead	Copy of Self Declaration	MANDATORY	
	List of Equipment/ machinery available with details of make, year of purchase, capacity of the machinery, Maintenance records etc. to be provided	Documents to support their manufacturing capacity	REQUIRED BEFORE VISIT	
	List of Material Handling Equipments with records of maintenance to be provided	Documents to support their manufacturing capacity	PREFERRED	
	Details of Ratio of Outsourced Cost to Total Production Value	Documents to support their manufacturing capacity	PREFERRED	

	Vendor should not be blacklisted by any of the State/Central Government Agencies.	Self-Declaration for non-blacklisting	MANDATORY	
	Details of Testing facilities, availability of the ownlab. Copies of Tie-up with external labs, if any	Documents to support the same	MANDATORY	
	List of manpower with designation with Educational qualification and Number of years of experience.	Documents to support the same	MANDATORY	
	Photographs of the factory premises	Documents to support the same	MANDATORY	
	Process flow charts/ working model	Documents to support the same	MANDATORY	
B	<b>QUALITY MANAGEMENT SYSTEM</b>			
	IF ISO 9001 certified/ any QM certificate	Copy of Certifications	MANDATORY	
	Approved Manual, Procedures, Work Instructions, Formats with clear Revision status, Master list of	List of documents to support this	PREFERRED	
	List of QA/QC Engineers with Qualification and number of Years of Experience.	List of documents to support this	PREFERRED	
	Proof and documentation for vendor selection	Copy of WO to support	RFP	
	List of Approved Sub system-Vendors with sample PO copies issued to them.	Copy of WO to support	RFP	
	Latest Drawing used in the selected project with revision status	List of documents to support this	RFP	
	Inspection Reports for Incoming material, In process and Final Products	List of documents to support this	RFP	
	List of Testing and Measuring Equipments with calibration details.	List of documents to support this	MANDATORY	
	Details of Availability of Lab reports	List of documents to support this	MANDATORY	
	Records of Non conformity and Repairs carried out	List of documents to support this	RFP	
	<b>DESIGN - ONLY FOR TECHNICAL COLLABORATION</b>			

C	List of Design Staff with Design Qualification and number of years of experience.	List of documents to support this	PREFERRED	
	Details of Specifications and Statutory Requirements.	List of documents to support this	RFP	
	Details of Support staff available to Design team	List of documents to support this	RFP	
	List of Hardware and list of Licenced software's available	List of documents to support this	RFP	
	Design Records such as Design plan, Customer inputs, Validation etc..	List of documents to support this	RFP	
	Tie-up with Technical Collaborator	List of documents to support this	RFP	
D	<b>DELIVERY &amp; LOGISTICS</b>			
	Copies of recent 5 executed purchase order copies with delivery challan	Copy of documents to support	MANDATORY	
	List of own vehicles for transportation. IF owned transport vehicles are available, RC copies, Insurance,	Copy of documents to support	MANDATORY	
	PUC to be provided. IF transportation is out sourced, then Annual Rate contract Agreement to be provided.	Copy of documents to support	MANDATORY	
	Details of Storage facility/ Warehousing to be provided	Copy of documents to support	MANDATORY	
F	<b>STATUTORY DOCUMENTATION</b>			
	Copy of GST Regn. Certificate	Copy of GST certificate	MANDATORY	
	Factory Licence	Copy of factory license	MANDATORY	
	Availability of Communication tools - Courier Services (Contact), E-mail, telephone lines, Cell Phones	Copy of documents to support	MANDATORY	
	Feedback from other customers, their customer base	Copy of documents to support	PREFERRED	
	<b>FINANCIAL STRENGTH</b>			

H	Copy of Balance sheet and P&L Statements for the latest 3 years	Copy of documents to support	MANDATORY	
	PO copies for single largest value of order executed successfully by the vendor in last three financial years	Copy of ITR for latest 3 Financial years	MANDATORY	