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TO: **DIRECTORATE OF PLANNING & WORKS
ENGINEERING –IN-CHIEF’S BRANCH
GENERAL HEADQUARTERS
RAWALPINDI CANTT
PAKISTAN**

SUBJ: **ENLISTMENT/REGISTRATION OF MANUFACTURERS/SUPPLIER FOR
MILITARY ENGINEER SERVICES (MES)**

1. I/We _____ request for the enlistment as manufacturer / supplier in **M E S** . My/Our field/group of interest is as indicated below:-

- * Building stores/items/fixtures.
- * Sewerage work stores/items
- * Electrical/electronic items/fixtures.
- * Mechanical equipment/items/fixtures
- * Water supply stores/fittings.
- * Petroleum, Oil and Lubricants equipments, stores and fittings.
- * Gas appliances and fittings.
- * HV & AC equipment/items
- * Wood works/furniture items
- * Miscellaneous items (**NOT COVERED ABOVE**)

2. Date of our Firm and management is appended below:-

a. **Data of Firm**

(1) Name of Firm _____

(2) Type / category of Firm as per “companies Laws/acts”:-

(Attach copy of Registration letter / Certificate)

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- (3) Indicate Type of business:-
- Manufacturer.
 - Supplier.
 - Manufacturer-cum-supplier.
- (4) Type of product / products:-
- Country made.
 - Imported / OEM.
 - Combination of (A) & (B)
- (5) OUR TAXATION NUMBER (NTN) IS: _____
(Photocopy of NTN allotment letter is attached).
- (6) Postal Address of the Firm is as under:-
- _____
- _____
- _____
- _____
- (7) Telephone / Fax / Telex Number are:-
- Office: _____
And _____
Factory: _____
 - Residence: _____
Or _____
After Office _____
Time _____
 - Fax: _____
 - Telex: _____
 - E-mail: _____

b. **Management Data:** (Annexures "A" to "E" and other documents may please be attached duly signed / verified)

- Bio-data of the management is attached as Annexure "A"
- Data of technical staff is attached as Annexure "B".
- List of Machinery / Plant /Transport is attached as Annexure "C".
- Details of the orders supplied in last 2 years are attached as Annexures "D"
- Details of supply orders in hand are attached as Annexure "E"
- Bank statement for the last one year is attached.
- Certificate of registration of Firm with the Govt, As per By Laws is attached.
- Copies of enlistment letters with other departments are attached.

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(9) Copies of performance certificates from other departments are attached.

(10) Copies of Challan for INCOME TAX PAID during last two years attached.

3. Relevant data / details of our products / supply items are as under:-

a. Name, brief description of items offered is as under:-

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

b. Technical details, manuals, brochures / leaflets of our products are attached.

c. The products offered conform to following International / National Standards / Specifications. Copies of specifications are attached:-

<u>S/NO</u>	<u>ITEMS</u>	<u>INTERNATIONAL/NATIONAL SPECS NO</u>
(1)		
(2)		
(3)		
(4)		
(5)		

d. The Products offered have been tested in under mentioned Laboratories and the Copies of test reports are attached:-

(1) _____

(2) _____

(3) _____

e. We offer following guarantee / warranty for our products:-

(1) For replacement : _____ Years.

(2) For repairs : _____ Years.

f. We offer _____ years back up / repair services for our products.

g. We hereby inform that:-

(1) We have no authorized dealers in Pakistan and we operate directly.

OR

(2) We have authorized dealers / agencies all over Pakistan and will operate through them. List of our dealers / agencies is attached. We will notify the changes on occurrence.

h. Details not covered/included above have been attached on separate sheets.

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4. I / We want to be enlisted as CATEGORY _____ Manufacturer / Supplier.
5. I / We are interested in supply for following Province / Areas:-
- a. All Pakistan Basis.
 - b. _____
 - c. _____
 - d. _____
 - e. _____
6. I / We hereby certify / acknowledge that:-
- a. All the information / data provided in this application alongwith its enclosures are correct to the best of my / our knowledge. Any data / information proved false at any stage will make me / us liable for disqualification for subject enlistment / registration.
 - b. Enlistment is the sole jurisdiction of the E-in-C. Decisions of E-in-C Branch on this subject will be final and accepted by us. No dispute or disagreement will be referred to any other authority or court of law.
 - c. Enlistment if granted by E-in-C's Branch will be valid for TWO CALENDAR YEARS only and is subject to renewal on my / our request.
 - d. The accorded enlistment can be cancelled at any time by the E-in-C and I / We will have NO CLIM OF ANY NATURE due to such cancellation.
 - e. In case our product is tested by the E-in-C Branch from the laboratories of their own choosing, then I / We accept the responsibility of making the payment of the expenditures incurred, as and when directed by the E-in-C Branch.
 - f. I / We invite / authorize the concerned representation of the E-in-C to visit our offices / factories at any desired date / time, with / without prior information.
 - g. All the instructions and terms / conditions issued with reference to this enlistment have been read, fully understood and agreed for compliance.
 - h. In case of imitation or inferior product manufactured by any other party against our branded / registered products, we shall be duty bound to inform E-in-C Branch and other M E S departments at our earliest, failing which I / We shall be responsible for making good the loss.
 - i. In case of closure / shifting of our Firm I / We shall be responsible to inform E-in-C Branch and other M E S departments at the earliest.

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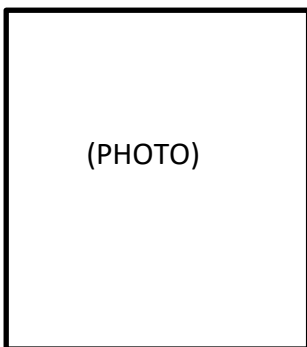
- j. In case of any change of NAME SPECIFICATIONS AND/OR MATERIAL OF OUR PRODUCT, I/We shall be duty bound to inform E-in-C Branch and other MES department at the earliest, failing which our enlistment/registration shall be liable to cancellation.
- k. In case My/Our representative is called by E-in-C Branch or any other MES department for any business matter then any such visit will made on my/Our expenses.
- l. In case of cancellation/terminator or renewal of my enlistment I am duty bound to return my old enlistment certificate. Any misuse of expired certificate will make me liable for legal action by the E-in-C Branch.
- § IN CASE OF IMPORTERS PLEASE ATTACH A CERTIFICATE FROM YOUR FOREIGN FIRM DECLARING YOU AS SOLE REPRESENTATIVE/IMPORTER IN PAKISTAN.

(_____)
(Signatures)

(_____)
(Name)

(_____)
(Designation in the Firm)

(_____)
(Date)



@ PLEASE PROVIDE 2 X PASSPORT SIZE PHOTOS.

PLEASE RETAIN A COPY OF THIS APPLICATION FOR FUTURE REFERENCE AND RECORD.

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CONFIDENTIAL**ENLISTMENT APPLICATION PART-II****FOR USE IN E-IN-C BRANCH**

1. APPLICATION NUMBER: _____
2. ISSUED ON: _____ 3. RECEIVED ON. _____
4. PROCESSED FROM: _____ TO: _____
5. PRODUCT/MATERIAL TESTED AT: _____
6. TEST DATES: _____ RESULT: _____
7. REGISTRATION/RENEWAL FEE RECEIVED VIDE: _____
8. LABORATORY TEST FEE PAIDE VIDE: _____
9. STANDING SECURITY DEPOSIT RS: _____
10. **ENLISTMENT CERTIFICATE:-**
 - a. ISSUED ON: _____ b. SERIAL NO. _____
 - c. REGISTRATION NO: _____ d. VALID UPTO: _____
 - e. RENEWAL DATES: I _____ II _____ III _____
11. **COMPLAINTS AGAINST MANUFACTURER/SUPPLIERS**
 - A. DATE OF COMPLAINT:
 - B. USER FORMATION/WING:
 - C. DETAILS/SUMMARY:
 - D. PROCESSING DETAILS:
 - E. FINAL DECISION ON COMPLAINT:

(_____)
 (Signatures of officer concerned)

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ANNEXURE "A"

BIO DATE OF MANAGEMENT

NAME OF THE FIRM _____

It is certified that our Firm has _____ Partners/Directors and their bio date is as under:-

S/No	NAME & FATHER's NAME	NATIONAL ID CARD NUMBER	DESIGNATION IN THE FIRM	ADDRESS	REMARKS
(A)	(B)	(C)	(D)	(E)	(F)

(SIGNATURES)

CONFIDENTIAL**ANNEXURE "B"****DATE OF THE TECHNICAL STAFF****NAME OF THE FIRM** _____

S/No	NAME & FATHER's NAME	PRESENT APPOINTMENT	QUALIFICATIONS & EXPERIENCE	REMARKS
(A)	(B)	(C)	(D)	(F)

(SIGNATURES)

NOTE: PLEASE INCLUDE DIPLOMA HOLDER & GRADUATE TECHNICAL STAFF ONLY. FOR OTHER JUST GIVE NUMBERS EMPLOYED WITH THEIR CATEGORY

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ANNEXURE "C"

LIST OF MACHINERY/PLANT/TRANSPORT

NAME OF THE FIRM _____

S/No	ITEM	PRODUCTION PURPOSE	CAPACITY	NUMBER OF UNITS	ESTIMATE COST	PRESENT LOCATION
(A)	(B)	(C)	(D)	(E)	(F)	(G)

(SIGNATURES)

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ANNEXURE "D"

DETAILS OF ORDERS SUPPLIED IN LAST TWO YEARS

NAME OF THE FIRM _____

S/No	SUPPLY ITEM	CLIENT	CONTRACT COST	COMMENCEMENT DATE	SCHEDULED SUPPLY PERIOD	ACTUALLY SUPPLY PERIOD	REASON FOR DELAY
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(SIGNATURES)

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ANNEXURE "E"

DETAILS OF SUPPLY ORDERS IN HAND

NAME OF THE FIRM _____

S/No	SUPPLY ITEM	CLIENT	COST OF SUPPLY ORDER	ORIGINAL COMPLETION PERIOD	EXTENDED COMPLETION PERIOD	% PROGRESS	REASON FOR DELAY
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(SIGNATURES)