



4	<b>Business Details of Firm</b>
	<b>For Stockiest / Distributor / Wholesaler / Supplier / Importer / Exporter</b> a. Nature of Store/Business _____ b. Name/Country/address of OEM: _____ c. Name/Country/address of the Principal: _____ d. Detail of stocks carried with value thereof : _____ e. Detail of staff held : _____
5	<b>For Manufacturer:-</b> a. Nature of articles/ items manufactured: _____ b. Site of factory / address: _____ c. Number of operators/DAE holders/Engineers employed: _____ d. Detail of machines installed: _____
	<b>Registration Detail of Firm/ Company</b> (attach relevant certificate showing distribution of shares where applicable): Is your Firm registered with Registrar of Firms _____ Yes / No (Shares must be distributed among Partners in accordance with Byelaw 2(a) & 3(3) of Consultancy Byelaws) Is your Firm registered with with SECP _____ Yes/No ( Shares must be distributed in accordance with Byelaw 2(a) & 3(3) of Consultancy Byelaws) Is your Firm registered under the Factories Act 1934? _____ Yes/No Is your Firm registered with the Chamber of Commerce and Industry _____ Yes/No Is your Firm registered under the Development of Industries Rule 1958? _____ Yes/No Is your Firm registered with any other Govt/Defence Organization _____ Yes/No Is your Firm registered with any other agency/organization _____ Yes/No <b>(Attach relevant documents)</b>

#### 6. Financial Soundness of Firm being Registered (Last Three Years)

Serial#	Financial Soundness	Financial Year 1 -----	Financial Year 2 -----	Financial Year 3 -----	Average of 3 x Financial Years
a	Annual Turn Over				
b	Working Capital				
c	Financial Capacity of Firm to supply store per Year				

(Last three years audit report required)

#### 7. Relevant Experience (Last Five Years)

Serial#	Similar Nature of Contract	Amount	Organization	Category/Nature of Store	Completed or Not
a					
b					
c					
d					
e					

(Attach relevant record and use separate sheet if required)

#### 8. Relevant Performance (Last Five Years)

<b>Litigation Record of Firm (Last Five Years)</b>					
Serial #	Nature of Case/Relevant Court	Amount	Organization	Category/Nature of Store/Contract	Result/Status
a					
b					
<b>Risk and Expense against Firm (Last Five Years)</b>					
Serial #	Nature of Case/Relevant Court	Amount	Organization	Category/Nature of Store/Contract	Result/Status
a					
b					

(Attach relevant record and use separate sheet if required)

**9. CEO Personal Details**

- a. Name: \_\_\_\_\_ CNIC No: \_\_\_\_\_
- b. Father's name \_\_\_\_\_
- c. Religion \_\_\_\_\_ Sect \_\_\_\_\_
- d. Nationality \_\_\_\_\_
- e. Date and place of birth \_\_\_\_\_
- f. Permanent Own Home address  
\_\_\_\_\_
- g. Present Own Residential Address  
\_\_\_\_\_  
\_\_\_\_\_
- h. CEO's Family Detail(Sons)
- I. Name: \_\_\_\_\_ CNIC No \_\_\_\_\_
- II. Name \_\_\_\_\_ CNIC No \_\_\_\_\_
- III. Name \_\_\_\_\_ CNIC No \_\_\_\_\_
- i. Previous occupation / business of CEO (three years prior to joining/sponsoring the firm)
- j. Nature of employment \_\_\_\_\_
- k. Appointment/Status \_\_\_\_\_
- l. Detail of employment with date \_\_\_\_\_
- 

**WITNESS NO.1**

Name of Witness \_\_\_\_\_

Firm of Witness \_\_\_\_\_

CNIC Number \_\_\_\_\_

Relationship \_\_\_\_\_

Signature \_\_\_\_\_

**WITNESS NO.2**

Name of Witness \_\_\_\_\_

Firm of Witness \_\_\_\_\_

CNIC Number \_\_\_\_\_

Relationship \_\_\_\_\_

Signature \_\_\_\_\_

Signature of the applicant \_\_\_\_\_ Date and Month \_\_\_\_\_

**10. Undertaking:**

I undertake that;

- a. The information given in all these documents/papers attached is correct and accurate to the best of my knowledge and belief and nothing has been concealed.
- b. I shall be responsible if any information, document or paper submitted by me is found incorrect or forged.

**Company/Firm's Seal**



Signature of CEO: \_\_\_\_\_

Name: \_\_\_\_\_

**OFFICE OF THE DISTRICT POLICE OFFICER**(NAME OF STATION)

No. \_\_\_\_\_ Dated: \_\_\_\_\_

To:

The Director  
 Procurement Directorate  
 Heavy Industries Taxila,  
 Taxila Cantonment, Pakistan

Subject: **Police Verification of Firm**

Reference: Heavy Industries Taxila Cantonment Letter Number \_\_\_\_\_ dated \_\_\_\_\_.

Dear Sir.

With due respect \_\_\_\_\_, having CNIC No. \_\_\_\_\_,  
 (Name of Director/CEO of the firm)

being the Director/CEO of M/s \_\_\_\_\_,

situated at \_\_\_\_\_ has approached our office that their firm is applying for doing  
 business with Heavy Industries Taxila for supply of defence materials/stores.

On thorough verification/ checking through local police record, there is nothing adverse either against  
 the firm M/s \_\_\_\_\_ nor its Director /  
 CEO Namely \_\_\_\_\_.

**AFFIDAVIT****NO BLACK LISTED/ NO LITIGATION / NO DEFAULTER CERTIFICATE**

It is certified that M/s \_\_\_\_\_ and his CEO named, \_\_\_\_\_ having CNIC Number \_\_\_\_\_ have never been blacklisted with any Govt / Semi Govt / Defence Organization/ PPRA / KPK PPRA / Punjab PPRA / Sindh PPRA within or outside Pakistan.

\_\_\_\_\_  
(Designation, Signature & Stamp)

\_\_\_\_\_  
(Signature & Stamp of Notary Public)

**CHECK LIST OF DOCUMENTS**

<b>Serial</b>	<b>Document required to be attached with application</b>	<b>Tick Yes/No</b>
1.	Covering Letter of Company/Firm on Letter Head	
2.	Duly Filled Firm Registration Form	
3.	Previous Original Registration Certificate (For Renewal Cases only)	
4.	Copy of Registration from Registrar of Firms and Partnership Deed in the light of "Partnership Act 2017".	
5.	Copy of "Certificate of Incorporation, Form-29 & Form-A" from SECP and "Articles & Memorandum of Association of the Company" duly endorsed by Registrar of Companies as required under "Companies Ordinance 2017".	
6.	Copy of NTN/STRN Certificate duly issued in name of Firm/Company showing its Legal Status.	
7.	Copy of Bank Certificate issued by Firm's Banker showing detail of partners/shareholders as per Bank Record / Bank Statement	
8.	Verifiable Audit Report for last 3x Financial Years from Registered Chartered Accounted Firm (Min Category 'E')	
9.	Income Tax Return for last 3x Financial Years fully verified by ITO of the Circle.	
10.	Verification of Firm from Police Authorities (specimen attached as per Annexure "A")	
11.	Affidavit on Judicial Paper of Rs 100, regarding Non Blacklisting of Firm/Company duly attested by Notary Public / Oath Commissioner (specimen attached as per Annexure "B")	
12.	Past Experience and Past Performance Proofs (Last 5 Years)	
13.	Agency Agreement with OEM (Applicable for FOB Basis Only)	
14.	Registration of OEM/Principal in its country with respective Govt Department for export	
15.	3xPassport Size Photographs of CEO/all Directors/Partners/Share Holders alongwith Photocopy of CNIC.	

**REGISTRATION PROCEDURE AND GUIDELINE**  
**HEAVY INDUSTRIES TAXILA**

1. Heavy Industries Taxila, an organization of the Ministry of Defence Production (MODP) registers reputed firms as suppliers and manufacturers on FOR/FOB basis for the following categories of stores required for the manufacture / rebuild of armored vehicles:
2. **Category of Stores**

Cat I - Machine Tools, Welding Equipment Workshop Equipment and Test Equipment.	Cat VIII - Industrial and Laboratory Chemicals.
Cat II - Hand Tools, Cutting Tools, Power Tools	Cat IX - Electro medical Equipment.
Cat III - Raw Material (Ferrous and nonferrous, Spring and Steel Alloys).	Cat X - Medicines, Medical/Laboratory Items and Medical Stores.
Cat IV - Spares for: (1) Tracked Vehicles (2) Wheeled Vehicles (3) Electronic Assemblies	Cat XI - Stationery and Office Equipment's, Computers.
Cat V - Oils/Lubricants/Transportation	Cat XII - Uniforms/Clothing Items.
Cat VI - Paints.	Cat XIII - Wood, Soap, Cotton Rags etc.
Cat VII - Industrial and Medical Gases.	Cat XIV - Gen Order Supplier, Freight Forwarder, Miscellaneous
3. Interested firms may contact HIT at under mentioned address or down load details from HIT Portal and can apply for registration alongwith all supporting documents.
4. Provisional registration may be granted if major paper formalities are complete followed by regular registration.
5. Besides police verification, Security check will also be carried out by HIT before granting regular registration.
6. Following fee structure will be followed for provision of services like dispatch / intimation of tenders and e- mail on relevant matters.
  - a. Rs 3500 for provisional registration (one time)
  - b. Rs 7500 fee for regular registration (biennial) for all or any category of stores
  - c. Rs 1500 Indexation for additional or other category of stores after regular registration
  - d. Rs 1500 for renewal registration (biennial) for all or any category of stores
  - e. After approval of the registration by competent authority firms will deposit through bank challan form into Government Treasury in **Main Head 21, Sub Head A, Miscellaneous Code Head 01/894/07** of National / State Bank of Pakistan or in any schedule bank of Pakistan.
7. HIT Reserves the right to reject any application without giving any justification.

**Mailing Address:-** Registration Cell, Procurement Directorate, Heavy Industries Taxila, Taxila Cantt. **Telephone: 051-9315333-63219& 051-9315333-63211 Fax: 051-9315029**

**E-mail: [dirprocde@hit.gov.pk](mailto:dirprocde@hit.gov.pk)**

**<http://www.hit.gov.pk>**