

ON FIRM'S LETTER HEAD

UNDERTAKING

"I/We confirm that the information furnished about Plant & Machinery and Inspection/Testing facilities available at in-house as well as with sub-vendors are correct to the best of my/our knowledge and belief. In the event of any information given by me/us is found incorrect/false at any time, I/We understand that our registration will be cancelled without notice, besides any other appropriate action against me/us.

To be signed by –

**CEO / MD / Director / Proprietor / Partner
(With Name & Designation)**

**To,
THE GENERAL MANAGER
HEAVY VEHICLES FACTORY,
AVADI, CHENNAI – 600 054.**

(Note: If the above undertaking is signed by authorized person/ representative of the firm, then scanned copy of the authorization letter should be attached. In the authorization letter, the authorized person's name, designation and his/ her specimen signature shall be affixed.)

INSTRUCTIONS FOR VENDOR QUALIFICATION CRITERIA (VQC)

1. The Main/Applied Vendor have to submit their Plant & Machinery and Inspection/Testing facilities duly signed by the CEO/MD/Director/Proprietor/Partner (with Name & Designation). If it is signed by Authorized Person/Representative, then scanned copy of the authorization letter should be attached. Authorization letter should be signed by the CEO/MD/Director/ Proprietor/Partner (with Name & Designation). In the authorization letter, the authorized person Name, Designation and his/her specimen signature shall be affixed. These details are to be submitted in www.ofb.gov.in/vendor.
2. If the facilities are outsourced as per the VQC requirement, then the Plant & Machinery and Inspection/Testing facilities duly signed by the CEO/MD/Director/Proprietor/Partner (with Name & Designation) of the sub-vendor(s). If it is signed by Authorized Person/Representative, then scanned copy of the authorization letter should be attached. Authorization letter should be signed by the CEO/MD/Director/Proprietor/Partner (with Name & Designation). In the authorization letter, the authorized person Name, Designation and his/her specimen signature shall be affixed. These details are to be submitted in www.ofb.gov.in/vendor.
3. In case, if the sub-vendors are not submitting the above information, then the Main/Applied vendor have to endorse the Outsourcing Vendor Name, Plant & Machinery and Inspection/Testing facilities available with sub-vendors in the letter head of Main/Applied vendor duly signed by the CEO/MD/Director/Proprietor/Partner (with Name & Designation). If it is signed by Authorized Person/Representative, then scanned copy of the authorization letter should be attached. In the authorization letter, the authorized person Name, Designation and his/her specimen signature shall be affixed. These details are to be submitted in www.ofb.gov.in/vendor.
4. **The Main/Applied Vendor also have to submit the Undertaking stating that, "I/We confirm that the information furnished about Plant & Machinery and Inspection/Testing facilities available at in-house as well as sub-vendors are correct to the best of my/our knowledge and belief. In the event of any information given by me/us is found incorrect/false at any time, I/We understand our registration will be cancelled without notice, besides any other appropriate action against me/us. (Undertaking format should be submitted in e-procurement as well as in www.ofb.gov.in/vendor).**

Undertaking has to be submitted by the firm for the facilities for inspection to be developed as per QAI/ TY specification after getting Supply Order.

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We M/s. having our registered office at _____ hereby undertake that we will develop the necessary facilities for inspection as per QAI/TY specification after getting Supply Order.

For and on behalf of:

M/s.

Signature:

Name:

Designation:

Date:

To,

1. The firm already established with HVF is not eligible to quote, being source development efforts.
2. In-house facilities including facilities with sister / parent companies shall be considered for capacity verification. However, supporting documents to establish relationship with sister/ parent company need to be submitted along with response to AVR/OTE.

FIR'S SEAL

AUTHORISED SIGNATORY

