

## **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](http://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](http://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](http://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](http://www.ofb.gov.in/vendor)).**