

REGISTRATION FORMS

DIRECTORATE OF INDIGENOUS TECHNICAL DEVELOPMENT (SOUTH),

at NAVAL STORES SUB DEPOT AREA,

WEST WHARF ROAD, KARACHI

TEL: 021-48509402, 48508410 & FAX: 021-99214765

GUIDE LINES FOR FILLING OF REGISTRATION FORMS

- a. Documents duly completed and provide as per Annex 'A' (in triplicate).
- b. Required documents must be attached with forms Annex 'C' 'D' and 'E' as required (in triplicate).
- c. Every undertaking to be given on affidavit (stamp paper) of Rs 50/- or Rs 20/- duly attested by Oath Commissioner/ Magistrate as required.
- d. Processing fee for registration Rs 6000/- in the form of 02 separate Bank Drafts / Pay Orders to be attached as under:
 - (1) Bank Draft/ Pay Order amounting Rs 5000/- in favour of DNI (S) A/c No 4000039734 payable at NBP Avari Tower Branch Karachi.
 - (2) Bank Draft/ Pay Order amounting Rs 1000/- in favour of DITD (S) A/c No. 4000039556 payable at NBP Avari Tower Branch Karachi.

PRE-REGISTRATION FORMALITIES

M/s: _____

Following documents will be required for processing of the case for registration

S No	Details of Required Documents	Copies
1.	Passport size photographs of the Proprietor & Managing Director & Managing Partner/ Partners/ Attorney.	4 Each
2.	Attested copies of Computerized National Identity Card of the Proprietor & Managing Directors & Managing Partner/ Partners Attorney.	2 each
3.	Character certificate duly attested by two different Class-I gazetted officers (Grade-17 & above) of above mentioned personnel.	2 Copies
4.	Academic degrees/ certificate of above mentioned personnel.	1 Each
5.	Bank statement of the firm for the last 6 months.	1
6.	Income Tax/ Sales Tax registration certificate of the firm.	1
7.	Documents on Income Tax and Sales Tax paid by the firm for the last 3 years.	1 Each years
8.	List of assets/ liabilities of the firm & personal assets and liabilities of the Proprietor & Managing Director & Director or Managing Partner/ Partners (attested by the 1 st Class Magistrate).	1 Each
9.	Valid Registration letter(s) if this firm is already registered with any other department or organization.	1
10.	Works under execution with the firm.	1 Each
11.	List of technical/non-technical staff with the firm.	1
12.	List of equipment, plants, tools & laboratory.	1
13.	Power of Attorney if applicable (original).	1
14.	Visiting Card and Letter Head of the firm.	1 Each
15.	Complete life history of the Proprietor & Managing Director or Director & Partners from the date of birth to date (it includes education, employment, shifting of residence from one place to another and other activities).	1 Each
16.	Photographs of firms (including office set up, machinery/equipment, stores/stocks, sign boards).	1 Each
17.	Registration with chambers of commerce and industries (if applicable)	1
18.	Import and export license (if applicable).	1
19.	Route map leading to the firm's location.	1
20.	Detail of court cases/ litigation (if any) against the firm by any Govt. or private agency/ customers.	2 copies
21.	Duly completed forms as per Annex B, C, D, E & G with relevant documents.	3 copies

Signature of Proprietor

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ANNEX 'B'

UNDERTAKING

(To be given on affidavit duly attested by Oath Commissioner / Magistrate)

1. I _____
(Name & Appointment)

on behalf of _____
(Name of Firm/Contractor)

(With address and Telephone number)

2. Do hereby submit an undertaking to abide by the provision of Official Secret Act 1923 and conditions hereinafter contained. Breach of these provisions on my part or any employee of the firm, in addition to any other penalty under law, will render immediate cancellation of the contract and completion of the remainder work by any other business concern considered suitable by the accepting office at our own risk

Sig _____

Status/Appointment _____

Place _____

Date _____

1. Signature of Witness _____

Name (in block capital) _____

CNIC No _____

Seal & Date

Please attach photocopy _____

Address _____

2. Signature of Witness _____

Name (in block capital) _____

CNIC No _____

Seal & Date

(Please attach photocopy) _____

Address _____

**PARTICULARS OF FIRM/CONTRACTOR APPLYING FOR REGISTRATION WITH
PAKISTAN NAVY**

(To be filled in triplicate)

1. Name and location of the firm _____
2. Address of Head Office _____
3. Telegraphic address and telephone No _____
4. Branches and their address with telephone number _____
5. For what stores you desire registration _____
6. Do you seek enlistment as Manufacturer, if so, please furnish
 - a. Details of articles manufactured _____
 - b. Site of the factory _____
 - c. Number of operators employed _____
 - d. Details of the machines installed _____
7. Do you seek enlistment as stockiest, or agents or Building Contractors, if so please state _____
8. Have you any objection to have your factory, works or premises being inspected by an officer of the department _____
9. Bank reference. _____
10. Name of person in whose name the account is maintained _____
11. Is your firm a sole proprietary, partnership or limited liability concern _____
12. Is your firm registered under Factories Act. If so attach relevant papers. _____

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- 13. Is your firm registered under the Company's Act 1913 if so attach relevant papers. _____

- 14. Is your firm registered under the Partnership Act 1932, if so, attach relevant papers. _____

- 15. Are you enclosing attested copies of partnership deed or memorandum and Articles of Association. _____

- 16. Person (s) authorized to sign correspondence. _____
- 17. Is your firm registered under the Sale Tax Act. If so a Photostat copy of the Registration to be enclosed. _____

- 18. Are you registered with the CCI & E and if so what is your category for the stores for which you arte registered. _____

- 19. Whether registered under the Development of Industries Rules 1950 _____

- 20 Does your firm has its website if yes what is the website address. _____

- 21. What is your E-mail Address. _____
- 22. Is your firm ISO certified? If yes when was ISO certificate obtained? _____

In case the above information is found to be incorrect subsequently the registration of the firm is liable to be cancelled.

Dated _____

1. Signature _____

Witness _____

Dated _____

2. Signature _____

Witness _____

Dated _____

Signature of the applicant

Address with Telephone No. _____

Address with Telephone No _____

Note

- 1. Separate sheets may be used where required

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ANNEX 'D'

PERSONAL DATA OF PROPRIETOR
MD OR PARTNER
(To be filled in triplicate)



1. Full Name _____
2. If you have changed your name state previous name (s) giving reasons for change

3. Aliases _____
4. Name of Firm/contractor employed with _____
5. Date & place of birth _____
6. Date of employment _____
7. Status _____ 8. Weight _____ 9. Colour of eye _____
10. Complexion _____ 11. Build _____
12. Visible mark of identification _____
13. Religion _____ (a) Sect _____
14. Nationality _____ Cast/ Tribe _____
15. If naturalized, state previous nationality _____
16. Permanent Home Address with Tele No _____
17. Present Residential Address with Tele No. _____
18. Mobile phone No _____
19. E-mail Address _____
20. If displaced person or optee form India, previous address _____
21. Name (s) of Bankers _____
22. Membership of clubs and other Social/Literary Organization _____

23. Previous occupation/or Employment (Three years prior to joining Service) _____

24. Date of joining service _____
25. If tried by summarily or charge sheeted in defence Service/ Civil Court

Offence Date Place If found Guilty Punishment Awarded

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26. Near relatives in Defence Service:

Rank Name Relationship Unit Present Address

27. Three person not below the status of Class-I Gazette (not relative) who have been acquainted with you for the last five years (give their present address):

a. _____

b. _____

c. _____

28. Shares, securities and properties held in your name in the name of your (wife and children)

a. Moveable _____ b. Immovable _____

c. Shares/securities (at present held) _____

29. Wife (or husband in case of female) _____

Full Name _____

Present address with Tel No _____

Nationality _____ Religion _____

Occupation _____

Place _____ Date _____ Signature _____

VERIFICATION OF CHARACTER AND ANTECEDENTS OF FIRMS/ CONTRACTORS

1. Particulars:
 - a. Name of Firms _____
 - b. Name of Owner/Proprietor _____
 - c. Father's Name _____
 - d. Business address with Tel No _____

 - e. Police Station _____
 - f. If partnership, Name, Nationality, Share and address with Tel No _____

2. Name of Bank and Branch _____
Account No _____ Amount in Bank _____
Investment in Business _____
3. Income Tax Registration No _____
4. Income Tax paid for the last 3 years _____
5. Date of Migration from India _____
6. Pre-Migration Address and profession _____

7. Whether citizenship acquired, if so state Reg/Certificate _____
Date of issue _____
Issuing Authority _____
8. Relatives in India, their professions and addresses:
 - a. _____
 - b. _____
 - c. _____
9. Property in Pakistan (Address and Value) _____

10. Nearest Relatives in Defence Forces of Pakistan (if any)

<u>P No / Rank</u>	<u>Name</u>	<u>Relationship</u>	<u>Unit Address</u>
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11. Relatives in Pakistan, Relationship profession and address

a. _____

b. _____

c. _____

12. Passport No _____ Date of Issue _____

Issuing Authority _____

13. Whether visited India after partition _____

14. Place visited in India:

<u>Place</u>	<u>Date</u>	<u>Purpose of Visit</u>
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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15. REMARKS

**PROCEDURE FOR DISCIPLINARY ACTION AGAINST
FIRMS/CONTRACTORS / SUPPLIERS**

1. Following procedure will be followed for taking disciplinary action against a defaulting firms/contractors / suppliers

2. **ACTIONS AT ADMIN AUTHORITY LEVEL**
 - a. To initiate disciplinary action against the defaulting firm/ contractor/supplier by holding BOI/Inquiry and to complete all service requirements/procedure in this regard.

 - b. To issue show cause notice to the defaulting firm/contract/supplier.

 - c. Show cause notice of complicated nature having legal ramifications will be referred to SO (Legal) for advice before issue.

 - d. To provide chance of personal hearing to the defaulting Proprietor

 - e. To award penalty as deemed appropriate.

 - f. To forward the case to NHQ (DGNI) alongwith following documents:
 - (1) BOI/Inquiry report (if any)
 - (2) Show cause notice issued to the firm/contractor
 - (3) Reply of show cause notice
 - (4) Letter giving chance of personal hearing to the Proprietor

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- (5) Proceedings of personal hearing.
- (6) Decision taken.

g. If the firm is involved in serious irregularities and has been blacklisted then a precautionary letter is to be issued to all Admin Authorities (para 3 of Fleet Order) and no contract is to be finalized with the concerned firm without obtaining NOC form DGNI.

3. ACTION AT NHQ LEVEL

- a. DNI (Counter) Islamabad will communicate the decision of blacklisting to all relevant Govt Depts./ Agencies.
- b. In case the firm/contractor/supplier applies to NHQ for redress of grievances/review of the decision by Admin Authority, DNI (Counter) is to take following action:
 - (1) Analyze the case received from concerned Admin Authority.
 - (2) Obtain views of sponsoring Dte and legal advice of JAG.
 - (3) Issue final show cause notices to the defaulting firm providing him opportunity of personal hearing, if considered appropriate.
 - (4) Firm's reply received in response to final show cause notices will be referred to concerned Admin Authority for views/comments, if considered necessary.
 - (5) Based upon the above inputs the case will be forwarded to DGNI for approval of appropriate action. In case the decision of Admin Authority needs to be reviewed the approval of VCNS/COS will be solicited.
 - (6) Final decision will be communicated to all concerned.

UNDERTAKING TO AVOID CARTEL DEALING

(To be given on affidavit duly attested by Oath Commissioner/Magistrate)

1. I certify that none of my near relatives (father, mother, sister, uncle, son, daughter or any other relatives with whom I should not like to compete in the open market) has registered any firm dealing in the same or similar type of stores/items. In case any such person attempts to do so I undertake to inform Registration Authority of this fact without any loss of time

2. I certify that the information given is correct to the best of my knowledge. In case it is detected at any stage that information is incorrect or contrary to the facts/information given in the Application Form, the registration may be cancelled and disciplinary action initiated (ie debarring the firm to do business with other Defence Establishment and Government Agencies)

Date: _____

(Signature of Applicant)

Name _____

(in block capital)

1. Signature of Witness _____

Name (in block capital) _____

CNIC No. _____

(Please attach photocopy) _____

Address _____

Seal & Date

2. Signature of Witness _____

Name (in block capital) _____

CNIC No. _____

(Please attach photocopy) _____

Address _____

Seal & Date

(Witnesses should be class-I gazetted officers)

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ANNEX H (Revised)
to CFO A-1/08

UNDERTAKING

(To be given on affidavit duly attested by Oath Commissioner/Magistrate)

1. I certify that none of my family members/ following family members are serving in Pakistan Navy.

P/PJO/O No	NAME	RANK/RATE	UNIT

2. I certify that the information given is correct to the best of my knowledge. In case it is detected at any stage that information is incorrect or contrary to the facts/information given in the Application Form, the registration may be cancelled and disciplinary action initiated (i.e. Blacklisting the firm to do business with PN and other Defence Establishments/ Government Agencies)

(Signature of Applicant)

Name: _____
(in block capital)

Date: _____

CERTIFICATE BY PN OFFICER/CPO/SAILOR/CIVILIAN

1. I hereby solemnly declare that following person(s) employed by M/s _____ is/are relative to me as per following details:

<u>Name</u>	<u>Father's Name</u>	<u>CNIC No</u>	<u>Relationship</u>
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2. I hereby undertake that my official position/appointment in Pakistan Navy will not be used to accrue any undue benefit/ favours to the above firm. I shall be personally responsible for any action of my part if such an anomaly is detected during the course of firm's business/ dealings with PN.

Signature: _____

Name: _____

Rank/Rate: _____

P/PJO/O. No _____

Date: _____

WITNESS-I

1. Signature of Witness: _____

2. Name (in block letters): _____

3. CNIC No. _____

(Please attach photocopy)

4. Address: _____

Seal & Date

WITNESS-II

1. Signature of Witness: _____

2. Name (in block letters): _____

3. CNIC No. _____

(Please attach photocopy)

4. Address: _____

Seal & Date

* Witnesses should be class-I gazetted officers)