

**GUIDELINES TO ATTEND VENDOR INTERACTION**

1. Vendors interaction on Request For Information for Loiter Munition System is scheduled on **07 April 2020** at **1500 Hours**.
2. Vendors are requested to forward the following documents/details in respect of representatives attending the subject Vendors interaction for security clearance by **23 March 2020** positively as under :-
  - (a) Details as per format attached (Annexures I, II & III).
  - (b) Photocopy of passport/Aadhar Card.
  - (c) Photocopy of visa, if foreign agents (VISA only business purpose is accepted).
3. Laptop, Pen drive and other storage devices are not allowed within the Defence Headquarters. Only CDs can be carried if required.
4. You are also requested to intimate number of CDs (containing presentation) and details of other materials being carried by your representative for the subject interaction.
5. The above documents may please be delivered at the under mentioned address :-

Directorate General of Infantry/Infantry-7  
Room No 407, D-1 Wing  
General Staff Branch  
Integrated HQ of MoD (Army)  
DHQ PO, New Delhi-110011  
Fax No - +91-11-23018412  
Email - **banyantree@nic.in**
6. Documents received in this Directorate after **23 March 2020** for security clearance will not be entertained.
7. Representatives of desirous vendors are requested to present at Reception Office, Sena Bhawan by **1430Hrs** on **07 April 2020**.

**PARTICULARS FOR SECURITY CLEARANCE IN RESPECT OF INDIAN AGENT /  
REPRESENTATIVE OF INDIAN FIRMS / VENDORS**

1. Name :
2. Official /residential address :
3. Date of employment and appointment :
4. Brief nature of job :
5. In case know / related to any person serving in Defence Service :
  - (a) Details person :-
    - (i) Father's Name :
    - (ii) Date of Birth :
    - (iii) Nationality :
    - (iv) Passport No :
  - (b) Permanent Address :
  - (c) Present Address :
6. In case of ex-service-men following additional details may be provided.
  - (a) Rank & Arm /Service :
  - (b) Appointment last held :
  - (c) Date of retirement :
7. In case of retirement from service
  - (a) Details of his business entity (i.e whether Group) Private Limited Company Ltd. :
  - (b) Since when established :
  - (c) Registered address of the company :
  - (d) Name and address of Director :
8. Weather the individual has paid income tax :
9. PAN No :
10. Name, Account No address of Bankers within and outsides the country. :
11. Attested photocopies of agreement, Including supplementary agreements covering Appointment as representative and items relate there to. :
12. Concurrence of the officer being visited that presence of representative/agents during meeting/presentation/trials is inescapable. :

**PARTICULARS FOR SECURITY CLEARANCE (FOREIGN)**

## 1. Particulars of the Representative of Foreign Firms and their Local Agents.

(a)

| Ser No | Name & Appointment | Nationality | Details of Passport and Visa | Place of issue | Validity Period & date of issue |
|--------|--------------------|-------------|------------------------------|----------------|---------------------------------|
|        |                    |             |                              |                |                                 |

(b)

| Ser No | Particular of the firm | Status of reps/agents | Address in foreign country and address in India | Whether previously visited India, if so, give date and place of visit |
|--------|------------------------|-----------------------|---|---|
|        |                        |                       |   |   |

## 2. Details of Branch/Offices in India :-

- (a) Name of firm/Subsidiary. :
- (b) Place and Address. :
- (c) Name and appointment of head of firm/ Subsidiary. :
- (d) Tele, Fax No and E Mail.

## 3. Particulars of employees (Indian including ex-servicemen).

- (a) Name :
- (b) Appointment :
- (c) Official/residential address :
- (d) Contract point (Tele, Fax and E Mail) :
- (e) Brief nature of job :
- (f) In case related to any personnel Serving in Def Service. :  
Details of personnel related to and his appointment.
- (g) In case of ex serviceman following additional details be provided:-
- (i) Rank and Arm/Service. :
- (ii) Appointment last held :
- (iii) Date of retirement :
- (iv) Date of employment with the firm :
- (v) If related to any personnel serving in Def Service (Details of serving personnel and his present appointment) :
- (h) Name and appointment of head of firm/subsidiary :
- (j) Tele, Fax No and E Mail

**PARTICULARS FOR SECURITY CLEARANCE IN RESPECT OF  
INDIAN AGENT / REPRESENTATIVE OF FOREIGN FIRMS**

1. Name :
2. Official /residential address including Tele No, Fax No :  
and Email
3. Date of employment and appointment :
4. Brief nature of job :
5. In case know / related to any person serving in :  
serving in Defence Service
  - (a) Details person :-
  - (b) Present Appointment :
6. In case of ex-service-men (following additional :  
details may be provided) :-
  - (a) Rank & Arm /Service prior to retirement :
  - (b) Appointment last held :
  - (c) Date of retirement from service :
7. In case of collaboration :-
  - (a) Details of his business entity (i.e whether :  
functioning as individual, partnership or a private ltd coy etc).
  - (b) Since when established :
  - (c) Registered address of the company :
  - (d) Name and address of Directors, Chief :  
executive and executives of the company specifically  
indicating those who are retired civilians or defence  
services officers
8. Whether the individual has paid income tax since :  
commencing business / joining the company
9. Permanent income tax account No :
10. Name, Account No address of Bankers within and :  
outside the country
11. Attested photocopies of agreement, Including :  
supplementary agreements covering appointment as  
representative and items relate there to.
12. Concurrence of the officer being visited that presence :  
of representative/agents during meeting /presentation /  
trials is inescapable.
13. It is certified that the visit of foreign vendor including :  
Indian representative is in accordance with Ministry of  
Defence ID No 2250-B/JS (O) 89 dated 17 April 1989.

Signature