

## **HOW TO REGISTER YOUR FIRM WITH NATIONAL DEFENCE ACADEMY**

1. Vendor registration form for registration in NDA for supply of goods/services from the auth suppliers and service providers is available on NDA website.
2. The willing suppliers/service providers can download the application form and may submit the same alongwith the attested copy of following as a documentary proof:-
  - (a) VAT, TIN, BST, CST, Shop Act registration & latest Income Tax Clearance certificate and police verification.
  - (b) Certificate on a non judicial stamp paper worth Rs 100/- regarding physical existence of firm.
  - (c) ECS Mandate.
  - (d) Certificate from the vendor bankers to be attached duly signed by the bank Manager for verification of accounts. This should be the same account as mentioned as ECS mandate.
  - (e) Audited balance sheet for last three years.
  - (f) Photograph of the owner in front of the factory, workshop, shop/office.
3. **Scrutiny of the Credentials of the Firms.** The credentials of the firms applying for registration, including physical existence, financial status, the business ethics, past performance and their market standing will be scrutinized before registering them as an approved source of supply through a Board of Officers. Only those firms fulfilling all the required credentials and as recommended by the Board of Officers and approved by the competent authority will be registered with the Academy for supply of stores/services.
4. The application duly completed in all respects should be submitted by 20 Apr 2015 alongwith a registration fees of Rs 250/- to Administration Branch, NDA Khadakwasla.
5. Commandant, NDA will be the final authority for registration of firms.
6. [Click here](#) for downloading the vendor registration application form.