

GOVERNMENT OF INDIA
TELECOMMUNICATION ENGINEERING CENTRE
(Department of Telecommunications)

Khurshid Lal Bhawan, Janpath, New Delhi - 110001



INFRASTRUCTURE ASSESSMENT ADVICE

No.

Date:

1	Name and address of the Company	
2	Name of the product(s)	
3	Specification No. (with amendments if any)	
4	Date of Infrastructure Assessment	
5	Proposed manufacturing plan (Indigenous / CKD/SKD/HTOT etc.)	
6	Collaborations (Foreign)if any	
7	Present status of Manufacturing (on the day of visit)	
8	Test Infrastructure	
	a. Inward Goods Inspection(IGI)	
	b. Assembly and integration	
	c. Test Jigs & Templates	
	d. Final product test facilities	
9	Repair facilities	
10	Manufacturing Facility	
	a) Mechanical Parts Assembly	
	b) Card/Unit Level Assembly	
11	Production capacity (Monthly)	
12	Recommendation	
13	Conditions, if any	
14	Remarks, if any	
15	Validity (5 years)	

Assistant Director General (RTECs)
O/o Director (RTECs).

Copy to: 1. The Applicant
2. DDG (T &C), TEC, New Delhi
3. GM (QA), Bangalore
4. Concerned file.

**Department of Telecommunications
Telecommunication Engineering Centre
Gate No.5, Khurshid Lal Bhawan, Janpath,
New Delhi-100 001.**

**INFRASTRUCTURE ASSESSMENT/ADVICE PROFORMA
(For Telecom Equipment)
Part – I General
(To be filled by the manufacturer/Traders as applicable)**

Note: Last column is reserved for use by TEC Officer

Ref:

Date:

1.	General Information		Comments of TEC
1.1	Name of the Manufacturer/trader		
1.2	Registered Office Address Or Corporate Office address/Head Office address (Applicable to Trader)		
	Telephone No. FAX No. E-mail		
1.3	Factory Address		
	Telephone No. FAX No. E-mail		

Signature & Seal of Manufacturer/Trader

**Signature & Seal of TEC
TEC Officer**

Name of the Manufacturer/trader			Comments of TEC
1.4	Mention the nature of company, (whether Proprietorship concern or partnership firm or Private/Public Ltd. Company or Public Sector		
1.5	Name, address and telephone No. of the proprietor or Managing Partner/s or Chief Executive of the Private/Public Ltd., Company/Public Sector undertaking/joint ventures as the case may be		
1.6	Name of persons who will liaison with RTEC/alternate nominee Designation: Phone No. E-mail Address		
2.	Financial details (Applicable to private Limited Companies & Private Enterprises)		

**Signature & Seal of Manufacturer
/Trader**

**Signature & Seal of TEC
TEC Officer**

Name of the Manufacturer/Trader			Comments of TEC
2.1	Financial Status of the organization. Please furnish details to establish that the organization is in a sound position financially to undertake the manufacture the items for which approval is sought. Copy of tax returns		

3.0 Is your firm registered with any of the following? Please furnish necessary details and enclose a copy of the currently valid certificate/s

Sr. No.	Name of the unit	Registration No. & Date	Large/medium/Small	Valid up to
a)				
b)				
c)				
d)				

4.0 Details of items now proposed to be offered to TEC for Approval.

Details of items	Relevant spec. Ref.	Amendment No.
a)		
b)		
c)		
d)		

**Signature & Seal of Manufacturer
/Trader**

**Signature & Seal of TEC
TEC Officer**

Name of the Manufacturer/Trader	
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5.0 Details of types and ranges of products manufactured and its production capacity with existing resources for the last three years.

Sr. No.	Description of the product	Year	Capacity		Major organization to whom supplied	Value Rs.
			Installed	Utilized		
1.						
2.						
3.						

Note: Please give Purchase Order No. relevant to the above items.

6.0	Particulars of foreign/Indian collaboration, if any
6.1	Name & Address of the collaborator/s
6.2	Products for which foreign/Indian collaboration is entered into
6.3	Date of commencement and period of collaboration
6.4	Phased manufacturing programme
7.0	Brief description of the factory
7.1	Uncovered Area
7.2	Covered accommodation
7.3	Departments into which divided

**Signature & Seal of Manufacturer
/Trader**

**Signature & Seal of TEC
TEC Officer**

Name of the Manufacturer/Trader	
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7.4	Whether adequate water supply, fire fighting & other amenities are available (Furnish details)	
7.5	Whether accommodation is owned/leased/rented?	
7.6	Electricity (Power) 1. Sanctioned 2. Installed 3. Standby generator	
7.7	Battery Back-up available	

8.0	Human resources (No. of personnel employed)	
8.1	Management	
8.2	Technical a. R&D b. Production c. Q.C.	
8.3	Quality Assurance (Details of QA methodology followed to be furnished)	
8.4	Skilled/Semi-skilled (for production) (Furnish details)	
8.5	Administrative (Furnish details)	
8.6	Unskilled & Others (Furnished details)	

Total staff	
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9.0	Any other item/information which the firm would like to furnish	
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**Signature & Seal of
Manufacturer/Trader**

Signature & Seal of TEC Officer

Place:

Date:

TEC-002

Department of Telecommunications
Telecommunication Engineering Centre
Gate No.5, Khurshid Lal Bhawan, Janpath,
New Delhi-100 001.

INFRASTRUCTURE ASSESSMENT/ADVICE PROFORMA
(For Telecom Equipment)
Part – II –Technical

(To be filled by the manufacturer/Trader)

Note: Last column is reserved for use by TEC Officer

Note: In case of Trader for Foreign manufactured Product, Only Test & Repair Facilities have to be verified by RTECs.

Name of the Manufacturer/Trader:

**Name of the product:
Under TEC approval:**

Description	Make & Model No.	Qty.	Year of purchase	Supplier Particulars	Comments of TEC

2.1 DETAILS OF TESTING EQUIPMENT/JIGS FOR IGI

Description	Make & Model No.	Calibration status	Year of purchase	Qty.	Supplier Particulars	Comments of TEC

**Signature & Seal of
Manufacturer/Trader**

Signature & Seal of TEC Officer

Name of the Manufacturer/Trader	
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2.2 DETAILS OF TESTING EQUIPMENTS, JIGS FOR INPROCESS/FINAL PRODUCT/TESTING

Description	Make & Model No.	Calibration status	Year of purchase	Qty.	Supplier Particulars	Comments of TEC

Note: Indicate the items, which are specific to the product under approval

Please give the capacity calculation per shift (Time & month study) with item 1 & 2

2.3 DETAILS OF REPAIR FACILITY

Check for Adequacy		Comments of TEC
a) For Electronic Equipments (i) The staff to be conversant with the repairing (ii) Sufficient space to be kept for repairing (iii) Jigs & spares for repairing to be available (iv) Repair methodology and due turn around time for repair of items		
b) For Cables (i) Past record of after sales service (ii) Any major complaint dealt with (iii) Adequacy of staff		

2.4 DETAILS OF ENVIRONMENTAL CHAMBERS (CLIMATIC, VIBRATION, BUMP)

Description	Make & Model No.	Calibration status	Year of purchase	Qty.	Supplier Particulars	Comments of TEC

**Signature & Seal of
Manufacturer/Trader**

Signature & Seal of TEC Officer

Name of the Manufacturer/Trader	
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**3.1 DETAILS OF MECHANICAL PARTS:
(For Electronic Equipment)**

		Comments of TEC
(a) List out the imported items used in the product (familywise/groupwise)		
(b) List out the items, which are used by external sources and the names of the external sources.		

3.2 DETAILS OF RAW MATERIAL (For Cables)

Name	Indigenous/Imported	Name of the supplier & address	Parameters	Test eqpt.	Details as to whether in-house tested or from external source	Any proposal to indigenize the source if imported	Comments of TEC

3.3	DETAILS OF RAW MATERIALS (For Electronic Equipments)		Comments of TEC
	(a) List out the components/material whichever tested by external sources and the names of the external sources (b) List out the components/materials, which are not tested either by in-house testing or by external sources (c) List out the components/materials, which are not approved by CACT/collaborators.		

**Signature & Seal of
Manufacturer/Trader**

Signature & Seal of TEC Officer

Name of the Manufacturer/Trader	
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**3.4 DETAILS OF SUB-CONTRACTED ITEMS, MODULES/SUB ASSEMBLIES
(LIST OUT THE DETAILS):**

Name	Indigenous/ Imported	Name of the supplier & address	Parameters	Test eqpt.	Details as to whether in-house tested or from external source	Any proposal to indigenize the source if imported	Comments of TEC

Please indicate whether the declaration is obtained from sub-contractors in Form 1 & 2 given as Annexure – III and Annexure – IV.

	Details of Quality Assurance/Quality Control systems:		Comments of TEC
	Please furnish a copy of Quality Manual and Quality Plan as per the contents given in Annexure- I and II respectively before submission of the product for Bulk Production Clearance		

Note: The Quality System requirements are included as a supplement to this Part-II. These may also be filled and made over to TEC at the time of approval.

**Signature & Seal of
Manufacturer/Trader**

Signature & Seal of TEC Officer

Assessed by:

We declare and confirm that the information furnished above is true and correct to the best of our knowledge.

We shall promptly bring to the notice of the Sr. Deputy Director General ,Telecommunication Engineering Centre ,3rd Floor, Khursheed Lal Bhavan , Janpath, New Delhi- 110 001 with full details regarding the changes, if any, in the matters of given drawing, raw materials used, indigenization of raw materials and other parts, and also the changes in Due to shift/any break in production and any other relevant reasons.....

Seal of the firm

Signature:
Name in Capital:
Designation:

Place:
Date:

Note: Data sheet and capacity assessment forms (Part I & II) with all annexure wherever necessary be produced in duplicate in A4 sheets and should be signed only by a Senior Executive of the Company, viz Director or Managing Director.

**DEPARTMENT OF TELECOMMUNICATIONS
TELECOMMUNICATION ENGINEERING CENTRE
NEW DELHI/BANGALORE/MUMBAI/KOLKATA**

Application for Approval

[To be submitted in duplicate along with an affidavit (Annexure G)]

1. Name & Address of the Applicant

Name : _____

Address : _____

Telephone : _____ FAX: _____

2. Name & Address of the manufacturing location

Name : _____

Address: _____

Telephone : _____ FAX : _____

3. Registration No. & Date : _____

4. Product details: (Name, Model, Serial No. & Year of manufacture)

Indicate to which telecommunications systems the product is intended for connection:

5. Application For: _____ Equipment Approval

6. Specification No. against which the approval is sought

TEC GR/IR/SR No.

Manufacturer's specification No.

7. Product is imported or Indigenous:

8. Collaboration particulars: [documentary proof of TOT/MOU etc. to be given]

9. The application for this product is submitted

First time: _____ YES/NO

Renewal:

Earlier ref. if any: _____ YES/NO

Resubmission: _____ YES/NO

If the equipment was earlier rejected, then indicate modifications carried out and attach details:

10. All documents as desired by TEC attached: YES/NO

11. I (name) _____ designation _____
certify that the above stated information is correct, complete and truly stated.

Dated:

Place:

Signature of the Applicant

[To be filled in by TEC]

Received the application form.

TEC ACK. No.

Signature of
receiving officer : _____

OFFICE STAMP

Name & Designation :

Date :

**DEPARTMENT OF TELECOMMUNICATIONS
TELECOMMUNICATION ENGINEERING CENTRE
NEW DELHI/BANGALORE/MUMBAI /KOLKATTA**

[To be submitted in duplicate along with the products]

TEC ACK No & Date:

1. Applicant's Name:
2. Any status change in Form A YES/NO
-(If YES, attach details-item wise)
3. Samples submitted for test:

Samples requested: Samples supplied :
4. Confirm all samples are complete &
and can be tested independently: YES/NO
5. Product Model and Serial No.:
(Software Version No. also if applicable)
6. Production Plan (PMP) of product if applicable:
7. Fee Remittance details:

Payment Mode:(Cheque/Demand Draft) NO. _____
Dated:

Banker's name:

Amount:

Signature
of the applicant

To be filled in by TEC

TEC Registration No:

Signature of
receiving officer: _____

Name & designation:
Date:

OFFICE STAMP

To be submitted on a Rs. 10 non-Judicial Stamp paper and duly attested by a 1st class Magistrate, Oath Commissioner or by a Notary Public with Notarial Stamp of Rs 5.

AFFIDAVIT

[DELETE which one is not applicable]

I, _____ son/daughter of _____ resident of _____ do solemnly declare and affirm as follows.

1. That I am the Owner/Partner of the firm operating in the name and style as _____ having its Headquarters at _____.
2. That I am competent to sign this affidavit on behalf of the company mentioned at serial one above.
3. That we are trading in _____ manufactured by _____ under proper authority and we have complete in house test and repair facility.
or

That we are manufacturing the product with our own technology/Transfer of Technology (TOT) from _____ with valid authority.

4. That our company is/is not the sole representative of this product in India on behalf of the original manufacturer of this product.
5. That we affirm and declare that the import of equipment described at serial 3 above has been within the framework or rules of Government of India as prescribed in its Export and Import policy or any other law, rule or notification in force by any competent authority of Govt. of India.
6. That we affirm and declare that we shall be responsible for any dispute arising out of TOT/Technology mentioned above and shall bear the cost of any litigation and loss/damage caused to DOT.
7. That we hereby indemnify the Department of Telecommunication and the Telecommunication Engineering Centre against all third party claims of infringement of patent, trade mark, Industrial design rights or intellectual property rights arising from giving approval to or using the product or any part thereof.

[DEPONENT)

Witness

- 1.
- 2.

VERIFICATION

Verified this _____ day of _____ year 200_ that the contents of my above affidavit are true to the best of my knowledge and belief and nothing untrue has been stated not any facts has been concealed.