

Annexure 'A'

SOUTH EAST CENTRAL RAILWAY (Medical Department)

APPLICATION FORM FOR REGISTRATION OF FIRMS/SUPPLIERS UNDER MEDICAL DEPARTMENT OF SEC RAILWAY MANUFACTURING/MARKETING/ WHOLESALING/IMPORTING MEDICAL STORES/CONSUMABLES/DISPOSABLES & NON DISPOSABLES e.g. X-RAY, LABORATORY, DRESSING MATERIALS, SURGICAL CONSUMABLES, O.T.ITEMS & T.P. ITEMS ETC.

SN		
1	Name of the firm	
2	Postal address of Regd office with Tel no ad E-Mail ID	
3	Name and address if the Branch office	
4	Whether the firm is having 3 years standing experience in marketing/manufacturing of the above mentioned items (Yes/No)	
5	Valid Mfg/Mktg/Whole sale/retail/import drug license from Drug Controller	
6	Valid Sale Tax/VAT/GST Registration no	
7	A declaration that there was no punitive action taken against the firm by any Zonal Railway / Central Government / State Government (if the declaration provided is found wrong the firm can be de-listed for 3 years all over the Indian Railways)	
8	Valid ISO,BIS,CE,FDA or equivalent certificates if available	
9	Average Annual Turnover (over last three years) issued by CA/Legal Authority with documentary proof (Average Annual Turn Over (over last 03 years) should be Rs. 50 lakh and above	
10	List of the items manufactured/marketed/imported by the firm (Attach extra sheet)	
11	Authorisation from OEM if any (copy of letter of authorization to be enclosed)	
12	Registration with other Railways, State Govt., Central Govt. & Public Sector Unit (copy to be enclosed)	
13	Performance report / previous supply orders issued by other Govt organizations (desirable)	
14	An undertaking that the firm will not be part of a cartel with other vendors and will be quoting competitive rates in the tenders (if any firm will quote in cartel, its name is likely to be deleted from the list of approved vendors.)	

NB: Kindly attach extra sheet of paper wherever applicable.

Date:

Name of the firm / supplier:

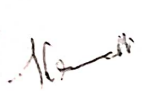
(Signature of the Authorized Official)

Name of the person to be contacted:

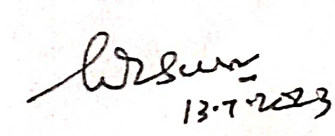
Designation:

E-mail id:

Mobile No:






13.7.2023

Annexure 'B'

Check List

The following information has been furnished with relevant documents towards registration of my/our firm with South East Central Railway.

1. Name of the firm with address, Tel no, E-mail and Fax no.
2. Name and address of the Local Branch Offices/Distributor with address, Tel no, E-Mail & FAX
3. Standing experience in manufacturing and marketing of products for last three years.
Valid Mfg/Mktg/Whole sale/retail/import drug license from Drug Controller
4. Valid Sale Tax/VAT/GST Registration no.
5. I/we declare that no punitive action has been taken against the firm by any Zonal Railway / Central Government / State Government. If the declaration provided is found wrong, the firm can be de-listed for 3 years all over the Indian Railways.
6. Valid ISO, BIS, CE, FDA or equivalent certificates if available.
7. Average Annual Turnover (over last three years) issued by CA/Legal Authority with documentary proof (Average Annual Turn Over (over last 03 years) should be Rs. 50 lakh and above.
8. List of the items manufactured/marketed/imported by the firm.
9. Authorization from OEM if any (copy of letter of authorization to be enclosed)
10. Registration with other Railways, State Govt., Central Govt. & Public Sector Unit (copy to be enclosed)
11. Performance report / previous supply orders issued by other Govt. organizations (desirable)
12. An undertaking that the firm will not be part of a cartel with other vendors and will be quoting competitive rates in the tenders (if any firm will quote in cartel, its name is likely to be deleted from the list of approved vendors.)

I/We _____ do hereby declare that the entries made in this application form are true to the best of my/our knowledge and also that we shall be bound by the acts of my/our duly constituted attorney.

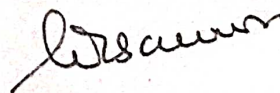
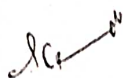
I/We do hereby confirm that, all future changes in the constitution of working of the firm, affecting the accuracy of the information now given should be promptly communicated to the Railway.

I/We do declare that there was no punitive action taken against the Firm by any Zonal Railway Central Government / State Government

(Signature of the Authorized Official)
Designation of person signing the application
form (proprietor, partner, manager etc)

Place

Date.....



Guidelines for Registration of firms for approved source of supply of
Medical Stores/Consumables:

1. The registration is a valid for a period of 3 years subject to correct verified documents submitted by the firm(s) and approval of PCMD
2. Average Annual Turn Over (over last 03 years) of the firm/supplier should be Rs 50 lakh ad above for consideration towards registration/renewal of registration
3. Renewal of registration will be done after three years subject to satisfactory performance of the firm
4. If the firm/supplier is approved for registration by the competent authority (PCMD/SECR/BSP), the firm will be informed to deposit Rs 5000/- + GST@18% towards registration fee valid for 03 years. Renewa fee with also be Rs 5000/- + GST@18% valid for 03 years.
5. The registration firm can be downloaded from www.secrindianrailways.gov.in
6. The registration form duly filled up in all respect along with the relevant documents as per the check-list to be submitted in the office of Principal Chief Medical Director / SEC Railway / Construction Office Compound, beside GM Office, Bilaspur 495004 on any working day between 15:00 hrs to 18:00 hrs

Signature

Signature

RC
11/07/2023
Asst. Pharmacy Officer
S.E.C. Railway / Bilaspur