

LIST OF DOCUMENTS FOR REGISTRATION OF PRODUCT IN CIDCO LTD.

| Sr.No | Paticulars of Document |
|--------------|---|
| 1 | Application for registration of product/s (on letter head of firm/company) |
| 2 | Details of manufacturer as per format in Annexure 1 |
| 3 | Affidavit by manufacturer a for authenticity of submitted documents as per format in Annexure 2 on stamp paper of Rs. 500/- and duly notarized |
| 4 | Company profile along with quality assurance plan, raw material process, procedure of products, planning process control, product identification handling storage packing and delivery. |
| a | Company profile |
| b | Quality assurance plan/Quality control manual |
| c | Raw material process (flowchart) |
| d | Procedure of products(flowchart) |
| e | Planning process control(flowchart) |
| f | Product identification(flowchart) |
| g | Handling storage packing and delivery (flowchart) |
| 5 | Annual turnover statement of the company for the last three financial years duly certified by the Chartered Accountant. (balance sheet or income tax return document not required) |
| 6 | Documents pertaining incorporation of business |
| a | Copy of GSTN |
| b | Copy of PAN |
| c | Certificate of Incorporation from Registrar of Companies |
| d | Registration of small scale industries, if applicable |
| 7 | Valid Factory Permit/ License issued by Competent Authority (MPCB, Directorate of Industries, etc.) |
| 8 | List of clients alongwith project names where products have been supplied in previous 3 years |
| 9 | Latest Performance certificate from CIDCO issued by officer not below rank of Executive Engineer, if material has been previously used in CIDCO projects. |
| 10 | <u>Latest Performance Certificates</u> |
| a | Latest Performance certificate from Government/Semi Government/Statutory Body - (Minimum two required) |
| b | Latest Performance certificate from Corporate/Public Ltd. Organizations (Minimum two required) |
| c | Latest Performance certificate from Private Ltd./Proprietary firms; (Performance certificaate shal be issued by Architect consultant/Project Management Consultant appointed by the Client) (Minimum four required) |
| 11 | <u>Valid registration of product</u> |
| a | Copies of valid registration of product in Government/Semi Government/Statutory Body(Minimum one required) |
| b | Copies of valid registration of product in Corporate bodies/ Public Ltd. companies (Minimum 2 required) |
| c | Copies of valid registration of product in Private Ltd. companies/ Proprietary firms(Minimum 2 required) |

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|-------|---|
| 12 | <u>Latest test reports of the product to be registered.</u> |
| a | Latest test reports from laboratory of Government/Semi Government/Statutory Body (Minimum two required) |
| b | Latest test reports from private NABL accredited laboratories (Minimum two required) |
| 13 | Copy of valid BIS license for the product If BIS license is not applicable for product, then the product shall comply to relevant EN/ASTM/IEC standards and copy of License to be submitted |
| 14 | Copy of valid ISO certificates. |
| a | Copy of ISO 9001:2015 - Quality Management Systems |
| b | Copy of ISO 14001:2015- Environment Management Systems (if available) |
| c | Copy of ISO 45001:2018- Occupationl Health & Safety Management Systems (if available) |
| 15 | Details of technical staff/skilled manpower working in the organization with their qualifications and total experience |
| 16 | Details of the In-House testing facility along with latest test reports. |
| a | Details of the In-House testing facility available alongwith coloured photographs duly labeled |
| b | Latest In-House test reports duly signed by QA/QC In-charge(minimum 3 nos. required) |
| 17 | Details of R& D facility in the manufacturing unit |
| 18 | List of IS/IEC/BS/ASTM codes/standards to which the product is related & conforms |
| 19 | List of machineries used in production process alongwith duly labeled photographs |
| 20 | Details of any export orders of finished products/foreign collaboration with copy of proof. |
| a | Details of any export orders of finished products with copy of proof. |
| b | Details of any foreign collaboration with copy of proof. |
| 21 | Catalogue of product with recent price list. |
| a | Catalogue of product |
| b | Recent price list. |

Note:

1. Separate applications shall be made for products with different functionalities and geographical location of manufacturing facilities.
2. It is mandatory to submit at least one performance certificate issued by client for project of Government/Semi Government. The performance certificate shall be issued by Competent Authority. In case of private work the performance certifiactae shall be issued by architect for the project/ Project Management Consultant appointed by the Client.
- 3.All documents which are to be submitted should be compulsory self attested by Authorized Signatory alongwith company seal andstamp
4. All documents should be submitted in Box File with Index and duly indexed along with pdf CD/pendrive
5. The proper submission of the proposal alongwith above self attested documents may be helpful for early disposal of the proposal