

LIST OF DOCUMENTS FOR RENEWAL OF REGISTRATION OF PRODUCT

Vendor name:		Scrutiny No.		
File No:		Date		
Sr.No	Checklist	Submitted/ Pending/ Not Applicable (S/P/NA)	C/	C/
1	Application for registration of product/s (on letter head of firm/company)			
2	Details of manufacturer as per format in Annexure 1			
3	Undertaking by manufacturer as per format in Annexure 2 on stamp paper of Rs. 500/- and duly notarized			
4	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)			
5	Documents pertaining incorporation of business			
a	Copy of GSTN			
b	Copy of PAN			
6	Valid Factory Permit/ License issued by Competent Authority (MPCB, Directorate of Industries, etc.)			
7	Latest Performance certificate from CIDCO, if material has been previously used in CIDCO projects.			
8	<u>Latest Performance certificate</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 certificate shall be issued by Architect consultant/Project Management Consultant appointed by the Client) (Minimum four required)			
9	<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)			
10	Latest test reports of the product from Government/Semi Government/Private NABL accredited laboratories/ Third party inspection reports of the product to be registered. (Minimum 2 required)			
11	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			

Sr.No	Checklist	Submitted/ Pending/ Not Applicable (S/P/NA)	C/	C/
12	Copy of valid ISO certificates.			
a	ISO 9001:2015 - Quality Management Systems			
b	ISO 14001:2015- Environment Management Systems (if available)			
c	ISO 45001:2015- Occupationl Health & Safety Management Systems (if available)			

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 certitifctae 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**