

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 certifctae 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