

PROCEDURE FOR MANUFACTURER/ VENDOR REGISTRATION OR RENEWAL OF PRODUCTS FOR CIVIL CONSTRUCTION/ ELECTRICAL WORKS IN CIDCO

This informatory booklet / brochure can be obtained in person from the address mentioned below:

Office of the Executive Engineer (Navi Mumbai),
3rd Floor, CIDCO Bhavan, CBD Belapur,
Navi Mumbai -400 614
Tel: 022 6791 8318, Fax: 022 6791 8562

A registration charge per set of product * is ₹ 3000/- for two years which is to be paid as under:

- ₹ 500/- as scrutiny fee (non refundable) in the form of DD favouring "CIDCO Ltd." Payable at Navi Mumbai OR cash along with the documents to be submitted in person (to be adjusted towards registration charges, if the product is approved).
- ₹ 2500/- as registration fee (non refundable) in the form of DD favouring "CIDCO Ltd." Payable at Navi Mumbai OR cash to be submitted after the approval of the product.

**** Set of Product means products of similar raw materials and of similar use***

Terms & Conditions:

1. The Vendor is expected to read the terms and conditions carefully and shall attach all documents strictly in the prescribed format.
2. After approval, the name of the Vendor and the Product will be included in the CIDCO's approved list of products.
3. CIDCO reserves the right to register the product or reject the same without assigning any reason thereof.
4. The Manufacturer/ Vendor will have to submit separate application for each set of products along with required documents.
5. Eligible Manufacturer/ Vendor will be informed as soon as the approval from the Competent Authority is received.
6. The approval will be granted initially for a period of 02 (two) years and subsequently renewed based on the performance of the product.
7. Ideally we prefer to communicate through e-mails and hence would request the Vendors to indicate E-mail ID's of the contact persons.
8. Factory inspection by CIDCO officials shall have to be arranged by the Manufacturer/ Vendor at their own cost.
9. Technical scrutiny shall be done only after submission of all the documents as required.

Documents to be submitted:

Following documents shall be submitted by manufacturer/ vendor in the same order along with an application, addressing to Executive Engineer (Navi Mumbai) in person.

1. Details of manufacturer as per format mentioned in Annexure 1.
2. Company profile along with quality assurance plan, raw material process, procedure of products, planning process control, product identification, handling storage packing and delivery.
3. Annual turnover statement of the company for last three years duly certified by the Chartered Accountant.
4. Copy of sales tax registration, central sales tax registration, registration with small scale industries, if any.
5. List of clients.
6. Latest performance certificate from Govt. /Semi Govt. /Corporate bodies. (Please note that completion certificates will not be considered as performance certificates)
7. Copies of valid registration of product in Govt. /Semi Govt. /Corporate bodies. (Please note that Purchase Orders will not be considered as registration)
8. Latest test reports from Govt. / Semi Govt. / Third Party Inspection reports of the product to be registered.
9. Copy of valid BIS license for the product.
10. Copy of valid ISO certificate.
11. Performance certificate from CIDCO, if material has been previously used in CIDCO projects.
12. Details of technical staff working in the organization with their qualifications.
13. Details of the In-House testing facility along with latest test reports.
14. Details of R&D facility in the manufacturing unit.

15. Copy of IS book to which the product is related.
16. List of machineries.
17. Details of any import of raw materials/ export orders of finished products/ foreign collaboration with copy of proof.
18. Catalogue of product with recent price list.

Note: 1) Original certificates shall be produced for verification when demanded.

2) For insufficient documents/ information, the proposal will be liable to be rejected.

ANNEXURE 1 (To be typed on letter head of the company)

1	a) Name of the Manufacturer	
	b) Organization set up: Public Ltd. / Private Ltd. / Proprietary concern	
2	Name of the product for which registration is requested	
3	a) Year of establishment of company	
	b) Location of manufacturing unit (approximate distance from Navi Mumbai)	
4	Material conforms to which IS Code	
5	Manufacturing capacity per year	
6	Annual turnover of the company for the last three years (in crores)	
7	Willingness to train CIDCO staff/ contractor staff free of cost, if supply order given	
8	List of tests carried out as per quality assurance plan during and after manufacturing the product	
9	Willingness to send copies of invoice to CIDCO	
10	IS certification stamped/ embossed on product or not	
11	Whether manufacturing unit is ISO certified	
12	Whether supplies were interrupted in the past and reasons thereof	
13	Minimum quantity which can be supplied at a time	
14	Advantages in using companies product over other similar products in market	

15	Whether R&D facility is available in the manufacturing site	
16	Whether any imported raw material is being used	
17	Whether the product is being exported, if yes to which country (submit proof)	
18	Whether the product is used in CIDCO projects in the past, if yes produce performance certificates	
19	Willing to make presentation about the product to CIDCO staff	
20	Name of the contact person with Telephone No., Mobile No. & Email Id.	