



**CIDCO**  
WE MAKE CITIES

***INFORMATION BROCHURE***  
***FOR REGISTRATION /***  
***RENEWAL OF PRODUCT***

**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 (Product Approval & NAINA)**,

3<sup>rd</sup> Floor, CIDCO Bhavan, CBD Belapur,

Navi Mumbai -400 614

Tel: 022 6791 8364, Fax: 022 6791 8562

Email id: [ee.pa.naina@gmail.com](mailto:ee.pa.naina@gmail.com)

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

- Rs.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 .Amount to be paid to the cash counter on fifth floor, CIDCO Bhavan on all working days from Monday to Friday during 14.00hr to 15.00hr.
- Rs.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. Amount to be paid to the cash counter on fifth floor, CIDCO Bhavan on all working days from Monday to Friday during 14.00hr to 15.00hr.

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

## **Terms & Conditions:**

1. The Vendor is expected to read the terms, 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. Manufacturer/ Vendor will be informed through email about checklist list & balance documents to be submitted to process the proposal.
6. The approval will be granted initially for a period of 02 (two) years and subsequently can be renewed after submitting application for renewal before two-month expiry of validity of registration of product 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 along with the mobile number of concerned person.
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 per the checklist.

## **Documents to be submitted:**

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

1. Details of manufacturer as per format mentioned in Annexure 1.
2. Company profile along with quality assurance plan/quality control manual, flowcharts of raw material process, procedure of products, manufacturing 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 on CA's letterhead . ( Please note that Balance sheet, income tax return document will not be considered as Annual turnover statement).
4. Copy of sales tax registration, central sales tax registration, vat, tin, pan card , registration with small-scale industries, if any.
5. List of clients.
6. Latest performance certificate from Govt., Semi Govt. & Corporate bodies. (Please note that work completion certificates ,purchase order will not be considered as performance certificates)-Minimum three certificates, one from each body is required.
7. Self attested Copies of valid registration of product in Govt., Semi Govt.& Corporate bodies. (Please note that Purchase Orders will not be considered as registration)- Minimum three certificates, one from each body is required.

8. Latest test reports of product from Govt., Semi Govt. & Corporate - Minimum three report Minimum three certificates required, one from each body is required.
9. Self attested Copy of valid BIS certification marks licence for the product. (If BIS license is not available ,then declaration for the same on company's letterhead signed by the authorized person needs to be submit. )
10. Self attested Copy of valid ISO certificate.
11. Performance certificate from CIDCO, if material has been previously used in CIDCO projects. (If the product is not directly supplied by manufacturer to CIDCO, then performance certificate issued by CIDCO to contractor who used the material of the manufacturer for the CIDCO works.)
12. Details of technical staff working in the organization with their name, qualifications & mobile number.
13. Details of the In-House testing facility along with latest test reports.( Minimum three reports required)
14. Details of R&D facility in the manufacturing unit.
15. Copy of IS/ASTM/BS/IEC book to which the product is related.
16. List of machineries available in the manufacturing unit/plant.
17. Details of any import of raw materials/ export orders of finished products/ foreign collaboration with the manufactures with copy of proof.(Self attested copies of purchase order, custom documents)
18. Catalogue of product with recent price list.

**NOTE:**

- 1) Original certificates/documents shall be produced for all documents for verification when demanded.
- 2) If the required documents as per checklist also not submitted, the proposal will be liable to rejected.
- 3) All document need to be self attested by company's authorized person and with company seal.

## ANNEXURE - 1

**(To be typed on letterhead 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) Address of manufacturing unit and 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 this company's 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 authorized concerned person with Telephone No., Mobile No. & Email Id.	



## CHECKLIST FOR REGISTRATION/RENEWAL OF PRODUCT

<b>Vendor name:</b>		<b>Date</b>		
<b>File No:</b>				
Sr.No	Checklist	Submitted /pending	Submitted /pending	Submitted /pending
1	Application for registration of product			
2	Details of manufacturer as per format mentioned in Annexure 1.			
3	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 (flow chart)			
d	Procedure of products(flow chart)			
e	Planning process control(flowchart)			
f	Product identification(flowchart)			
g	Handling storage packing and delivery (flowchart)			
4	Annual turnover statement of the company for the last three years duly certified by the Chartered Accountant.(balance sheet or income tax return document not required)			
5	Copy of sales tax registration, central sales tax registration, registration with small scale industries, VAT, TIN etc.			
a	Copy of sales tax registration			
b	Central sales tax registration			
c	Registration with small scale industries, if any.			
d	Copy of VAT registration			

Sr.No	Checklist	Submitted /pending	Submitted /pending	Submitted /pending
e	Copy of TIN registration			
f	Other registration if any			
6	List of clients.			
7	Latest Performance certificate from Government/ Semi Government /Corporate bodies .			
a	Latest Performance certificate from Government (Minimum one required)			
b	Latest Performance certificate from Semi Government (Minimum one required)			
c	Latest Performance certificate from Corporate bodies (Minimum one required)			
8	Copies of valid registration of product in Government/Semi Government /Corporate bodies.			
a	Copies of valid registration of product in Government (Minimum one required)			
b	Copies of valid registration of product in Semi Government (Minimum one required)			
c	Copies of valid registration of product in Corporate bodies (Minimum one required)			
9	Latest test reports from Government/Semi Government /Third party inspection reports of the product to be registered.			
a	Latest test reports from Government reports of the product to be registered (Minimum one required)			
b	Latest test reports from Semi Government reports of the product to be registered (Minimum one required)			
c	Latest test reports from Third party inspection reports of the product to be registered (Minimum one required)			

Sr.No	Checklist	Submitted /pending	Submitted /pending	Submitted /pending
10	Copy of valid BIS license for the product			
11	Copy of valid ISO certificate.			
12	Performance certificate from CIDCO ,if material has been previously used in CIDCO projects.			
13	Details of technical staff working in the organization with their qualifications and mobile no.			
14	Details of the In-House testing facility along with latest test reports.			
a	Details of the In-House testing facility available			
b	Latest In-House testing test reports.(minimum 3 required)			
15	Details of R& D facility in the manufacturing unit.			
16	Copy of IS/IEC/BS/ASTM book to which the product is related.			
17	List of machineries.			
18	Details of any import of raw materials/export orders of finished products/foreign collaboration with copy of proof.			
a	Details of any import of raw materials with copy of proof.			
b	Details of any export orders of finished products with copy of proof.			
c	Details of any foreign collaboration with copy of proof.			
19	Catalogue of product with recent price list.			
a	Catalogue of product			
b	Recent price list.			