



भारत सरकार
Government of India
विज्ञान और प्रौद्योगिकी मंत्रालय
Ministry of Science and Technology
विज्ञान और प्रौद्योगिकी विभाग
Department of Science and Technology
प्रशासन अनुभाग
Administration II (B) Section
New Mehrauli Road, New Delhi-110 016

File No.D-24012/1/5/2011 Admin II (B)

Date : 03 Oct., 2011

To,

All interested Vendors

Subject: Registration of vendors for supply of potable drinking water in DST, Technology Bhavan, New Delhi-110016.

Dear Sirs,

Applications are invited from manufacturers of repute or their authorized distributors/ suppliers/ dealers for registering with this Department for the following items:

- i) Potable packaged drinking water in jar : Capacity 20 ltrs/ 25 ltrs.
2. Interested parties are requested to submit their application in the prescribed format (Form A) to this Notice duly filled in complete with all annexure and supported with documents called therein.
3. Companies/firms/concerns holding a valid Registration Certificate or Rate Contract or having successfully executed supply order of these/ similar items recently of a reckonable magnitude from DGS&D/ NSIC shall be eligible for grant of automatic Registration without any verification.
4. Application received shall be scrutinized thoroughly for establishing technical competence, financial soundness and decent marketing behavior of the applicant firm. The verification process may include visit and inspection of the firm premises, Offices, Godowns and factory.

Cont'd.....02/-

5. Vendors satisfying the qualification criteria shall be put on the Registration list of this Department for supply/ maintenance of the concerned stores for a period of three years from the date of issuance of registration certificates subject to their satisfactory compliance of conditions prescribed by DST. In case they fail to abide by the conditions laid down by this Department and are found violating any statutory provisions, their registration may be terminated at any point of time with a due notice of two months. This Department reserves the rights to grant registration to one or more vendors for the same item.

6. Registration granted by this Department shall not be deemed to be on par with the Registration granted by Government of India, DGS&D, NSIC or State Governments. Mere Registration with this Department will not *ipso facto* entitle a firm to award of any contract/supply/ maintenance/ work order.

7. The registered vendors will be invited for quoting their best prices against limited/ advertised tenders floated for the subject stores by this Department. The Department, however, reserves the right to continue source development/ tap additional sources of firms and invite additionally known parties to participate in the limited tender enquiries of this Department.

8. Firms if already had business relationship with this Department will have to apply afresh.

9. Applicants are advised in their own interest to visit the Technology Bhavan and acquaint themselves with the existing infrastructure to have a better idea of the likely acquirements of the stores by this Department. No commitment can be made or minimum quantity guaranteed at the time of registration. Average quantity consumed around 1000 liters per day.

- ii) There is no processing fee or application fee for Registration with DST. Applications submitted in the relevant Proforma appended herewith will only be considered or processed. Application complete in all respects may be submitted to the undersigned immediately. Registration process remains open throughout the year. However, Limited Tender floated for the item by DST will be issued to only those firms who have already secured registration on the date of issue of Limited Tender. Only those vendors will be allowed to compete/ quote tender, who have been granted Registration on or before the Tender opening date. Request for postponement in Tender opening date due to delay in securing registration shall not be entertained. Application form, Annexure can be downloaded from departmental website www.dst.gov.in and use of the same shall be acceptable.

Yours faithfully,

(Anil Kumar Yadav)
Under Secretary to the Govt. of India
Tele: 26590204

Copy to :-

1. FICCI, DST for putting the Notice and Application documents on DST website.

Cont'd.....03/-

Department of Science & Technology
(Admn.II (B) Section)

**Application form for registration of firms for indigenous stores as Manufacturers/
Authorized Agents/ Distributors of manufacturer for indigenous stores**

(STRIKE OFF WHICHEVER IS NOT APPLICABLE)

Sl No.	Description	Information
01	Name of Applicant firm	
02	Postal Address/telephone/fax/e-mail of Regd. office (attach proof)	
03	Postal Address/telephone/fax/e-mail of Head Office (attach proof)	
04	Postal Address/ telephone/ fax/ e-mail of other office (attach proof)	
05	Category under which registration is sought a) i) Manufacturer ii) Authorised Agent iii) Distributor b) State if the applicant has entered into an agency agreement with the manufacturer (s) as per Note (3) hereunder. If yes submit copy (ies) of such agreement duly notarized. c) Date of Incorporation: d) Date of commencement of business:	

Authorized signatory (ies) with seal

Date:-

Cont'd.....04/-

Sl No.	Description	Information
	<p>e) Constitution of the firm:</p> <p>i) Proprietorship / Partnership (attach copy of Partnership deed or equivalent entry certificate from Registrar of Firms)</p> <p>ii) Public Limited/Pvt.Limited/ Industrial Cooperative (Attach Memorandum/ Article of Association and copy of signed Certificate)</p> <p>f) Names, addresses and telephone nos. of Proprietor/ Partners/ Directors Having interest in the firm</p> <p>g) If the firm is a subsidiary of an Indian/ foreign company, give particulars of parents/ holding Company.</p> <p>h) Income-tax Circle/ Ward/ District In which the Applicant firm is Assessed to Income-tax. (Please Indicate GIR/ PAN No. and attach copy)</p> <p>i) Sales Tax Registration no(s) attach copies.</p>	
06	<p>Stores for which registration is required.</p> <p>a. Brief Description</p> <p>b. Reference of IS Specification</p> <p>c. Model/ brand</p> <p>d. Size/ capacity/ rating</p> <p>e. Annual Production</p> <p>f. Annual Sales FY 2007-08</p> <p align="center">FY 2008-09</p> <p align="center">FY 2009-10</p>	
07	Detail of stocks held for finished Goods & number available for ex-stock delivery	
08	<p><u>Technical facilities</u></p> <p>a) Quality control arrangements for routine and acceptance tests (May attach separate sheet).</p> <p>b) Details of plant/ testing machinery & facilities (May attach separate sheet).</p> <p>c) Details of personnel employed: Technical/ skilled/others (May attach separate sheet).</p>	

Authorized signatory (ies) with seal

Date:-

Cont'd...05/-

Sl No.	Description	Information
09	If the products require after sales Service, give names & address of places in Delhi where such facilities are available and indicate value/ extent of spare parts maintained and staff employed.	
10	Whether registered with DGS&D / NSIC / other Government organization? If so, furnish copy(ies) of such Registration letters.	
11	Whether Registered with Govt. Departments/ Ministries (other than DGS&D/ NSIC) for (a), (b) & (c) above (please specify)	
12	Whether the unit is SSI/ non-SSI? If SSI, furnish copy of permanent SSI Certificate.	
13	Annual turnover for last three Financial years (year wise) supported by Audited Balance Sheet with Profit & Loss statement FY 2007-08 FY 2008-09 FY 2009-10	
14	Name and address of the bankers: (Indicate Account No. and submit Bankers report in original as per Proforma in Annexure-4)	
15	Additional information: a) As the products are BIS marked. If so attach a copy of valid BIS license. b) State if the firm have ISO 9000 Certification. If yes, attach copy of the same.	
16	Details of past supplies made for which registration has been sought in Proforma as Annexure-5	
17	Name and designation of the signatory of this application (enclose a copy of power of attorney where applicable)	

Authorized signatory (ies) with seal

Date:-

Notes:

1. All Annexure/ Enclosures/ documents, supporting the application should be authenticated under signatures of the applicant in ink with seal of the firm.
2. This form is to be accompanied by the statements/ declaration etc. as in Annexure [1](#), [2](#), [3A & B](#), [4](#) & [5](#) (as applicable). The applications with incomplete information/documents are liable to be rejected.
3. If the firm is seeking registration as an agent/distributor of more than one manufacturer, separate application shall be submitted for each of the manufacturer.
4. For the registration of an firm as authorized agent/ distributor, the firm shall furnish agency agreement and the undertakings from the manufacturers as well as from their own side as per the following details.

a) From the manufacturers

- iii) That he will accept the responsibility for the satisfactory execution of orders placed on the authorized agents/distributors. In case of any default/ back out, the firm would arrange completion of supplies/ maintenance during contracted period.
- iv) That the price quoted by the authorized agents/distributors will not exceed that which the manufacturer would have quoted.
- v) That the inspection request submitted by the Agents would be accompanied by a certificate from the manufacturer that the stores covered under the request have been manufactured by them and the stores offered and supplied would bear the trade mark of manufacturer and that he would stand by Guarantee/Warranty of the product.
- vi) The manufacturer should fulfill the requirement as appended below:-

Land:-

1. Land should be owned/ leased by the manufacturer directly.
2. Ground water extraction permission should be obtained from the concerned authority of the State Govt.
3. No objection certificate has been obtained from the Competent Authority of State Pollution Control Board.
4. No objection Certificate should be obtained from Municipal Health Authorities.
5. The manufacturer should have developed one kitchen garden in the factory premises to utilize waste water.

Plants:-

1. Plant & Machinery should meet the standard of BIS.
2. Suitable measures should be adopted for energy conservation.

Vehicle:-

1. The manufacturer should have owned/ leased vehicle for delivery.
2. The vehicle should have plying permits in Delhi & NCR
3. The vehicle should have valid pollution control certificate.

Processing:-

1. The raw water should be dozed with alum for coagulation with heavy metals or insoluble metals.
2. The impurities of the water should be removed by Reverse Osmosis Techniques.
3. Disinfection of water should be carried out by bubbling chlorine gas.
4. Water should be passed through sand filters for trapping of undissolved impurities.
5. Water should be passed through carbon filters for removing of odour, colour and dechlorination.
6. Water should be passed through micro filters comprising of 5 microns, 1 micron & 0.4 micron followed by Ultraviolet disinfection for terminal disinfection.

Packaging:-

1. Filling of bottle should be automated.
2. Cleaning of jar should be automated
3. Automatic rinsing, filling and capping machine fitted with an ozone generator.
4. On line blowing should be carried out during filling of bottles.

Jar Quality:-

1. All the jars should be made of Polycarbonate food grade material.
2. The jars should withstand a temperature of 90⁰ C during sterilization.
3. The jars should not be deformed and loses shape during sterilization.

Quality Control & Standards:-

1. The quality of drinking water should be as per IS-10500: 2010.
2. 95% of samples should not contain any coliform organism in 100 ml
3. No sample should contain E Coli in 100 ml water
4. The seal of the jar should be embossed, tamperproof.
5. Water standard should be maintained at 15-20 TDS, BIS, Euro Norm, WHO & US standards. Documentary proof for the same is required to be attached with this application.
6. The firm should provide in-house and out-house lab test report (latest).
7. In case the application is submitted directly by the manufacturer, PAN No. & Service tax number may be furnished alongwith documentary proof.
8. In case application is submitted by the authorized bottling company/ dealer, a valid authorization certificate from the original manufacturer/ supplier/ dealership certificate may be submitted.

b) From the franchisee/ Authorized dealer/ Agent

1. The franchisee/ Authorized dealer/ Agent should submit the above mentioned documents on behalf of the manufacturer.
2. The franchisee/ Authorized dealer/ Agent should submit the certificate for the job from the manufacturer.
4. The franchisee/ Authorized dealer/ Agent should submit proof of address of office/ godown (as applicable) alongwith the application.

c) From the applicant

- i) That he will be responsible for all the contractual obligations including quality aspects, replacement of parts/items and warranty/guarantee obligations.
 - ii) That he will be responsible for providing after-sale service where necessary.
 - iii) That he will indicate besides the quoted prices, the manufacturer's price to him.
5. All Annexures/Enclosures/documents supporting the application should be authenticated under signatures of the applicant in ink with seal of the firm.
6. This form is to be accompanied by the statements/ declaration etc as in Annexure 1, 2, 3A & B, 4 & 5. The applications with incomplete information/ documents are liable to be rejected.

Cont'd.....09/-

Declaration Regarding Conditions of Registrations

1. Registered firms are required to keep Registering Authority informed about the changes in any of the particulars furnished by them in their application or in their product specification or discontinuation of production of any item for which they stand registered. This intimation is to be given within a period of 15 days from the date of such change or discontinuation.
2. Requests for change in the name of a firm and/or their office address should be addressed to this Department enclosing the original registration certificate duly supported by documentary evidence.
3. In cases where stores are manufactured by a firm other than the supplier, the manufacturer has given a back up warranty for the stores supplied, it will be the responsibility of the supplier/manufacturer (both in case they are different) to ensure availability of spares for at least a period 7 years after the date of supply.
4. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
5. Fresh application shall be required to be made on expiry of registration or for seeking additional registration/change of specification.
6. The registration on the approved list does not guarantee award of any contract. In their quotation against tenders, registered firms are to compete with other vendors invited by DST.
7. Whenever registered firms are required to produce copy of their registered certificate, copy of the original certificate complete with all the amendments including additions/deletions etc. is made their after shall be produced.
8. The Government/ DST has right to add/ delete any of the items and to amend any of the terms and conditions included in the registration granted to firms with effect from any date specified in the communication notifying such change.
9. Failure to abide by the conditions of registration as above and/or any of the other grounds as listed hereunder name of a registered firm is liable to be removed from the list approved suppliers of DST:
 - a) if they make a false declaration to DST or any other Central Government Deptt./agency;
 - b) if they are found to supply stores of inferior quality;
 - c) if they fail to execute a contract or fail to execute it satisfactorily/ do not adhere to delivery period specified in the contract.
 - d) on being declared bankrupt or insolvent;
 - e) if they fail to submit the required documents/information for review of registration where required.

Authorized signatory (ies) with seal

Date:-

DECLARATION TO BE SIGNED BY THE VENDOR

I have gone through the conditions for grant of registration detailed in this Application. I fully understand the same and confirm that I agree to fully comply with the same. I fully understand that it is incumbent on my part to comply with the provisions of the all Indian laws/ acts/ statutes as applicable to our line of manufacture/ maintenance and other provisions like Income-tax/licensing and registration under BIS licence/ Factory Act registration and any other applicable Acts/Laws/statutory requirements including the requirements of environmental clearances etc. We have submitted an application for registration with DST after having complied with these/all other statutory requirements and onus for correctness and fulfillments of the same would be on us.

Authorized signatory (ies) with seal

Date:-

Cont'd....11/-

(To be executed on Non-Judicial Stamp Paper of Rs.5/- or Rs.10/- and attested by a Notary Public or 1st Class Magistrate)

A F F I D A V I T

I/We*.....son of.....the Proprietor/Partner(s)/ Director(s)* of M/s with their registered office at..... who is/ are Agents/ authorized agent/distributors /authorized supplier of M/ssolemnly affirm and state on oath that:

1. a) The premises of the firm situated at are owned exclusively/rented by me/us* upto(indicate date).
- b) That the applicant firm possess adequate after sales service facilities which are available at(give address(es)).
2. None of the Proprietor/Partners/Directors* of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned/suspended business dealings.
3. We undertake to report to the DST immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/Partners/ Directors* are Proprietor or Partners or Directors of such a firm which is banned/suspended in future either before the Registration is granted or thereafter.

The information given above is true to the best of my/our knowledge.

Place:
Date:

Signature(s) of Deponent(s)
(Seal of the firm/Company)

Verification

I/We* above named deponent/deponents hereby verify that the contents of my/our* above deposition are true to the best of my/ our* knowledge and nothing has been concealed there from.

Verified athours on the.....day of.....month of year of two thousand and eleven.

Signature(s) of Deponent(s)
(Seal of the firm/Company)

Cont'd....12/-

(To be executed on Non -Judicial Stamp Paper of Rs.5/- or Rs.10/- and attested by a Notary Public or
1st Class Magistrate)

A F F I D A V I T

I/We.....Son of.....the Proprietor/Partner(s)/Director(s) of M/s
..... with their registered office at solemnly affirm and
state on oath that:

1. The plant & machinery/premises etc of the factory of the firm situated at
..... are owned exclusively by me/us.
2. None of the Proprietor/Partners/Directors of the firm was/is Proprietor/ Partner/ Director of
any firm with whom the Government has banned/suspended business dealings.
3. We undertake to report to the Registering authority of DST, immediately after we are
informed but in any case not later than 15 days, if any firm in which Proprietor/ Partners/
Directors are Proprietor/ Partners/ Directors of such a firm which is banned/ suspended in future
either before the registration is granted or thereafter.

The information given above is true to the best of my/our knowledge.

Place: (Signature(s) of Deponent(s))
Date: (Seal of the firm/Company)

Verification:

I/We, above-named *deponent/deponents hereby verify that the contents of my/our above
deposition are true to the best of my/our knowledge and nothing has been concealed there from.

Verified athours on the.....day of.....month of year of two thousand
and eleven.

Signature(s) of Deponent(s)
(Seal of the firm/Company)

Notes:

1. *Strike out whichever is not applicable. Affidavit portion regarding ownership of Plant
Machinery is not applicable, where audited Accounts are submitted.
2. The applicants may submit the Affidavit separately or together as is convenient.

Cont'd.....13/-

PROFORMA FOR BANKER'S REPORT
(To be submitted on the Bankers' letterhead)

The Under Secretary
Administration II (B) Section
Department of science & Technology
Technology Bhavan
New Mehrauli Road
New Delhi-110016

**Sub: Financial credibility report in respect of M/s
(Name of the firm with address) for the purpose of registration with
Department of science & Technology, New Delhi**

Sir,

This is to certify that M/s..... (Name of the firm with address) is maintaining Current/ Saving Account No..... with this bank branch for the last.....years. The firm has been provided with a credit limit of Rs..... This is further certified that their account with this bank has been operated in a satisfactory manner.

Yours faithfully

()
Chief/ Branch Manager
Bank/Branch with seal

Cont'd.....14/-

**PERFORMANCE STATEMENT
(FOR LAST 3 YEARS WITH GOVT./ MINISTRY/ DEPARTMENT)**

1. Name of the Purchaser (s)
2. P.O. No. & date
3. Brief description including AMC
4. Quantity of Stores
5. Value including AMC
6. Quantity supplied
7. Inspecting Authority
8. Satisfactory completion
letter of client/ purchaser,
if any.

Authorized signatory (ies) with seal

Date:-

