

## Registration of Firms

### **1. REGISTRATIONS OF FIRMS FOR SUPPLY OF MEDICAL STORES & CONSUMABLES ITEMS TO NORTHERN RAILWAY**

Interested Manufacturing/Marketing firms/authorized stockist or dealers/Importers are invited to register with Northern Railway for supplying of **Surgical Instruments** of all specialties like surgery, ENT, Eye, Gynae, Ortho etc., **Orthopaedic Implants (all type)**, **Dental Instruments & Consumables**, **Disposable & Consumables** like IV sets, cannulas, catheters, BT sets, face masks, caps, aprons, shoe covers, urine bags, needles, syringes, hollister bags and other disposable items used in OT; **Hospital Equipments** like pulse Oximeter, nebulizer, BI PAP mask, oxygen mask, ambu bag, ECG machines, O2 Cylinders, infusion pump, defibrillator, Multi Para Monitor, laryngoscope, B P instruments, instruments trolley, weighing machines, stethoscope, small instruments of Nephrology; Ophthalmology instruments; **Radiology Items** like X ray film, Barium etc.; **Anaesthesia Items** like Endotracheal tubes, Probes, packing pads etc.; **Medical Gases**, **Surgical Cotton**, **Cotton Gauze**, **Cotton Bandage**, **Crape Bandages etc.**, **Adhesive tapes**, **Bandage for POP**, **Surgical Dressing etc.**, **Sterile Surgical gloves**, **Sutures & meshes etc.**, **Intra Ocular Lens**, **Pathology Reagents & Chemicals**, pathology T & P items, **Hospital furniture** including motorised Beds, fowler Beds, Stretcher Trolley, Folding Screens, Bed side lockers, Revolving stools/drums etc.; **Physiotherapy items**, **Blood Glucometer/strips**, **Hospital Disinfectant & Instrument Cleaner**, hand wash etc. and other miscellaneous items used in hospitals.

The registration criteria and the form (as per Annexure A ) is available on N. Rly. web site

[https://nr.indianrailways.gov.in/view\\_section.jsp?fontColor=black&backgroundColor=LIGHTSTEEELBLUE&lang=0&id=0,6,308](https://nr.indianrailways.gov.in/view_section.jsp?fontColor=black&backgroundColor=LIGHTSTEEELBLUE&lang=0&id=0,6,308) and at office of the PCMD/N. Rly. /Baroda House, New Delhi.

The firm who are already registered are also requested to apply for renewal if their registration has expired or going to expire within next 6 months.

The firms are advised to procure class III Digital Signature Certificate with Encryption Certificate and should also be registered at Indian Railway e- procurement system (IREPS) and intimation of same should be attached with the application.

Applications complete in all aspects along with required documents must be submit containing all the relevant papers serially numbered and duly signed & stamped addressed to “**The Pr. Chief Medical Director, Northern Railway, Headquarters’ Office, Baroda House, K.G. Marg, New Delhi-110001.**” with superscription  
Application for Registration for supplying Surgical Disposables, Consumables, Pathology Items, Ophthalmology Items, Hospital Furniture etc. over Northern Railway Hospitals.

### **2. Criteria for registration of manufacturing/marketing firms/authorized stockist or dealers/importers for procurement of non drug Medical stores/consumables.**

**Following procedure will be adopted for registration/renewal of registration for Part II firms as per DPP 2014 over Northern Railway.**

1. Request letter.
2. Proforma (as per Drug Procurement Policy Annexure -Aø).
3. All documents should be signed and stamped by the authorised firm representative.
4. Affidavit (notary)/valid marketing standing certificate as issued by Drug authority, if any one, or certificate issued.
5. Valid Manufacturing certificate for manufacturer, in case of OEMø.
6. Valid Licence:-Sell & Stock as issued by Drug authority or MSME certificate.
7. Minimum Turn Over certificate :-
  - (a) Supplier minimum 15 Lakh per year for domestic turnover.
  - (b) Manufacture minimum One Crore per year for domestic turnover.
8. **Average Audited Domestic Annual Turnover of last 3 financial years (excluding any 3<sup>rd</sup> party manufacturing (Copy of audited report to be attached.)**  
In last three financial years should also be included duly certified by the auditor with seal and stamp.
9. List of products.
10. Authorisation letter.
11. Valid Non- conviction certificate. (No punitive action taken against the firm in last 5/3 yrs as issued by Drug authority/Affidavit (notary), if any one certificate essential.
12. Affidavit for Rs.100/- (notary).
13. GST certificate.
14. ISO/CE (if available).
15. Declaration: Cartel formations.
16. Declaration: Certification of availability of Products in local retail market.
17. Registration Fee (as per Drug procurement policy) with GST@18%.
18. **Mandatory requirement of Registration of Imported Product:-**
  - (a) Source of manufacturer of finished product with quality report (valid EC Quality certificate & US-FDA Certificate essential.)
  - (b) Relation of Indian stockiest/ authorized importer with foreign companies for last 3 years. (Declaration from OEM)
  - (c) Whether the same product is sold in USA or other developed countries. (Declaration from OEM)
  - (d) Authorization letter by original manufacturer abroad for local agent in India.
19. Import Licence.

Pr. Chief Medical Director/NR

**NB:** Application along with Annexure-A should be duly signed with stamp and serially numbered, with contact details (mobile no., phone no. & e-mail id) of the authorized signatory, which can be inspected by Railway authorities.

**Proforma for inspection of Firms application For Registration & renewal  
(Para 1.1.1 of part-I of policy)**

	Name of the firm and detailed address (including fax, telephone no, website, e-mail, Name of representative with contact no.	
<b>Sl. No</b>	<b>List of Criteria</b>	
<b>1.</b>	<b>Mandatory conditions</b>	
	a) Market standing/manufacturing certificate	
	b) Drug License with validity period details	
	c) GMP Certificate	
	<b>d) Average Audited Domestic Annual Turnover of last 3 financial years (excluding any 3<sup>rd</sup> party manufacturing (Copy of audited report to be attached.)</b> In last three financial years should also be included duly certified by the auditor with seal and stamp.	
	e) Non- conviction certificate. (No punitive action taken against the firm in last 5 yrs.	
<b>2.</b>	<b>Additional documents</b>	
	a) ISO 9000 Certificate	
	b) ORG-MARG NIELSEN Certificate (Market Share)	
	c) Value of railway order for medicine received during the last three year.	
	d) Performance report by other Govt. Organization.	
	e) WHO-GMP Certificate	
<b>3</b>	<b>Mandatory requirement of Registration of Imported Product.</b>	
	a) Source of manufacturer of finished product with quality report	
	b) Relation of Indian stockiest/ authorized importer with foreign companies for last 3 years.	
	c) Whether the same product is sold in USA or other developed countries.	
	d) Authorization letter by original manufacturer abroad for local agent in India.	
<b>4</b>	<b>Other Information.</b>	
	a) Product list (generic and brand name to be mentioned) for which Registration/renewal us sought for.	
	b) Certification of availability of Products in local retail market.	
	c) Names & addresses of own manufacturing units	
	d) Name & addresses of other manufacturing units including loan licensing units	
	e) No of subsidiary units of the firm with full particulars & their relationship	
	f) Firm's own research products.	
	g) Firm's own patented products.	
	h) Availability of R & D facility and if yes, then the annual expenditure for last three years.	
	i) Any other relevant information.	

- (i) We hereby certify that we will not resort to anti competitive behaviour (including desisting from cartel formation) in dealing with different units of Indian Railways. In case Indian Railways observes that we are resorting to anti-competitive behaviour, we can be delisted from the list from the registered vendors from Indian Railways.
- (ii) We are aware that if in any tender to railways, we are suspected to be in cartel with other firms, our offer will be liable to be ignored for placement of order. We are aware that the decision of railway administration in this regard will be final and binding. We are aware that cases of suspected cartel formation may also be reported by railways to THE COMPETITION COMMISSION OF INDIA (CCI), New Delhi.

Seal of the firm Representative  
Complete Name & Address

Signature of the firm

## Affidavit

We hereby affirm that:

1. No Punitive action has ever been *taken* by any Hospital/Railways/State Government/ Central Government or other Govt. Hospitals or any Organization against the firm during the last five years.
2. The firm has not been ever Convicted by any Govt. Agency/CBI/VAT Deptt./IT Deptt./ Drug Control Department or any other Govt. Organization during the last Five Years.
3. The firm is in the business for more than five years.
4. The Facts and Figures mentioned in the CA's Report (Turnover Certificate) is as per Company's record & true to best of my knowledge.
5. I certify that the documents submitted by me as per check list. If any deficiency is found in the file. I will be responsible for it.
6. I hereby declare that all the particulars/documents furnished in this application for registration are true, correct and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the time of registration, action can be taken against firm by the Railway. Railway has the right to cancel/reject the proposal of registration submitted by me.

**Signature:**

**Name:**