DGAFMS, MINISTRY OF DEFENCE, 'M' BLOCK, NEW DELHI- 110001

INTIMATION TO TRADE FOR INCLUSION IN VENDOR DATA BASE OF DGAFMS

1. The office of DGAFMS shall be updating its vendor data base, with a view to enable source identification for the procurement of required medical stores like drugs, consumables, medical equipments etc.

2. The interested manufactures / dealers / suppliers may submit application with the following documents for inclusion in the data base. All documents which are submitted should be clear, legible and ***duly notarized*** clearly showing the signatures, dates and stamps of the issuing authorities. **DO NOT SUBMIT ANY DOCUMENTS IN ORIGINAL OTHER THAN THE PRODUCT LITERATURE OR UNTIL AND UNLESS ASKED BY THE OFFICE OF DGAFMS.**

Documents required from Firms / Agents / Authorized Dealers / Distributors -

FOR DRUGS/ DEVICES TREATED AS DRUGS-

(a) Address & contact details -

(i) In case of Principal Manufacturers (OEM)- Name of firm with bonafide address and local address with telephone and fax Nos. Name of local liaison person in Delhi with phone No.

(ii) In case of Agents / Dealers- Details of OEM as mentioned in para 2a (i) along with Name of registering firm with bonafied address and local address with telephone and fax Nos. Name of local liaison person in Delhi with phone No.

(b) List of products for which inclusion in vendor data base is sought (Hard copy and soft copy in MS Excel on CD as per format given below).

S.No	Name of manufacturer (OEM)	Agent/ Distributor	Address/email add of Agent/ distributor	Tele No	Fax No	Generic name of the product(s)	Trade name of the product(s)	Accounting unit (A/U)	Rate per A/U	Last supply order to any Govt/ Institute of repute
1.										
2.										

(c) Product literature in original.

(d) Manufacturing license of manufacturer along with list of products permitted for manufacturing.

(e) In case of agent / authorized dealer / stockist / distributor, agency agreement for each product with original manufacturer (OEM).

(f) WHO / GMP certificate of original manufacturer. For imported products Certificate of Pharmaceutical Product (COPP) / Certificate of Medicinal Product (COMP) from the importing countries, of drug controlling bodies / organization.

(g) 'DGQA registration certificate along with list of registered products' OR '**Annual turnover certificate of "pharmaceutical products only" of more than Rs 20 crores** for last three consecutive years, of the original manufacturer, duly audited by CA on the letter head of the CA OR certificate of Original inventor of the molecule along with requisite documents substantiating the same as applicable.

(h) Audit report of accounts of last three years by CA.

(j) Manufacturing & Marketing Certificate (MMC) : Three year's manufacturing and marketing experience certificate from the same manufacturing location from which they shall be supplying the stores and for which they have a valid Drug Manufacturing Licence, GMP certificate, duly issued by the State Drug Controller. The certificate should have been issued not earlier than 01 year from the last date for submission of the documents for Vendor Data Base inclusion, signed by the State Drug Controller. The MMC should be for the last 03 consecutive antecedent years and from the same Drug Controller.

(k) In case of imported drugs/medical devices which are considered as drugs, Import License (Form-10) and Registration Certificate for import (Form-41), issued by office of DCGI, are required to be submitted.

(l) ISO / BIS / CE / FDA certificate of original manufacturer.

(m) Latest Sales Tax Clearance Certificate (STCC) returns and authenticated copy of PAN card along with TIN / PIN.

(n) VAT or Service Tax No

(o) Last two year's satisfactory performance certificate and authenticated copies of supply orders from minimum two Govt hospitals/other reputed Institutes

(p) Non - conviction certificate issued by State Drug Controller, duly notarized.

(r) Affidavit on Rs. 100/- non-judicial stamp paper stating that no criminal / IT / VAT case is pending against the firm and the firm has not been blacklisted.

(s) Bank solvency certificate with credit limit from the bankers.

Documents required from Firms /Agents /Dealers-

FOR EQUIPMENT / CONSUMABLES-

(a) Address & contact details -

(i) In case of Original Manufacturers- Name of firm with bonafide address and local address with telephone and fax Nos. Name of local liaison person in Delhi with phone No.

(ii) In case of Agents / Dealers- Details of OEM as mentioned in para a (i) along with Name of registering firm with bonafide address and local address with telephone and fax Nos. Name of local liaison person in Delhi with phone No.

(b) List of products for which inclusion in vendor data base is sought (Hard copy and soft copy in MS Excel on pen drive / CD as per format given below).

S.No	Name of manufacturer (OEM)	Agent/ Distributor	Address of OEM/ Agent/ distributor	Tele No	Fax No	Name of the product(s)	Trade name of the product(s)	Accounting Unit (A/U)	Rate per A/U	Last supply order to any Govt/Institute of repute
1.										
2.										

(c) Product literature in original.

(d) Manufacturing license of manufacturer.

(e) Agency agreement for each product between firm and manufacturer.(Applicable only for agent / dealer)

(f) In case of imported equipments / consumables, Import Export certificate (IEC).

(g) ISO / BIS / CE / USFDA certificate of original manufacturer.

(h) Latest Sales Tax Clearance Certificate (STCC) returns copies and authenticated copy of PAN card along with TIN / PIN.

(j) VAT or Service Tax No

(k) Last two year's satisfactory performance certificate and authenticated copies of supply orders from minimum two Govt hospitals / other reputed Institutes

(l) Audit report of accounts of last three years by CA.

(m) PAN / TIN proof (Copy).

(n) Affidavit on Rs. 100/- non-judicial stamp paper stating that no criminal / IT / VAT case is pending against the firm and the firm has not been blacklisted.

(o) Bank solvency certificate with credit limit from the bankers.

3. Please note that the inclusion in the Vendor Data Base of DGAFMS will be done only **once in a year**. The interested firms may apply between **01 Jan and 29 Feb 2016**. On inclusion the firms will be intimated their **Unique Data Base Number by registered post**. The same will also be hosted on the **web site of DGAFMS at indianarmy.nic.in and will be displayed at the notice board placed at reception of 'L' & 'M' Block, New Delhi-110001 in 1st week of Apr 2016**. **THERE ARE NO CHARGES / TRANSACTION OF MONEY INVOLVED IN THIS PROCESS**.

4. There are no formal application for registration for the firms already registered with DGS&D / other Inter-Service organizations/ reputed scientific institutions / NSIC etc. If a firm produces a certificate of registration from any of the above, the registration committee may consider the registration certificate produced by the firm.

5. The inclusion of the firms in the data base will be **valid for a period of 03 (three) years**, unless cancelled by the office of DGAFMS. After the period of 03 years, the firms may reapply for revalidation/new allotment of Unique Data Base Number, along with the requisite documents.

6. Inclusion in the data base will be based purely on the documents submitted by the firm and this office will not be liable for any loss of documents in transit due to any unforeseen reason. The inclusion will be at the sole discretion of the office of DGAFMS. The firms not considered for inclusion in the data base can seek a clarification regarding the same and will be responded accordingly.

7. The office of DGAFMS reserves the right to reject the request for inclusion in vendor data base in case of submission of incomplete documents, based on technical evaluation of pamphlets, past performance etc. Following points will also be considered.

(a) Precedence of failure to supply stores within the Delivery Period.

(b) Precedence of stores being rejected by any institute.

(c) Precedence of any kind of breach in ethical practice.

8. Firms may be removed from the vendor data base list on the following grounds:-

(a) Lacking in performance in terms of response, delivery compliance, capability, quality standards, ethics or any other valid reason.
(b) Firm ceases to exist or has been acquired by or merged with another firm.
(c) Firm switches over to other sector of business operation.
(d) Firm indulges in unethical business practices.

9. A firm / supplier, against whom punitive action has been taken, shall not be eligible for re-registration for a period of two years.

10. On removal from the approved list the name of the defaulting firm / dealer / distributor / company may be communicated to all Government agencies, at the discretion of the office of DGAFMS.

11. The inclusion in the vendor data base at the office of DGAFMS does not automatically qualify the firm for tender enquiry / enquiries issued by the office of DGAFMS. The firms must apply for the tender documents and fulfill the requirement as per procedure and the terms of the tender.

12. **Applications received after 29 Feb 2016 will not be considered**. **Vendors who are already included in the vendor data base of DGAFMS with requisite validity need not apply.**

13. In case of any query the same can be clarified at Tele No 011-23093481.