

Criteria for vendor enlistment and renewal of enlistment in MJP (Foreign Product)

1. Company should have valid registration certificate and factory license of the country where product is manufactured.
2. Company should have valid BIS license certificate (including schedule I and II) and with all updated endorsement or valid International organization for standardization (ISO) or valid International Electro Technical Commission Certificate (IEC) or Measuring Instruments Directive (MID) Certificate of International Electro Mechanical Certificate (IEM)
3. Company should have at least 3 nos. of performance certificate issued by any government agency or any reputed company.
4. The company or the product for which enlistment is requested shall not be blacklisted or banned by central govt./ state govt. and its organization, public undertakings.
5. Manufacturer shall be technically capable.
6. Manufacturer shall have good in-house testing facility and they should have good quality control during all stages of manufacturing.
7. Manufacturer must pay enlistment fees of Rs. 50,000/- (no refundable) (per plant).

Guidelines for Manufacturers for Vender enlistment and Renewal of enlistment in MJP

A. GENERAL

1. Manufacturer who fulfil the vender enlistment criteria, submit the Application in prescribed format (annexure C) duly signed by the manufacturer along with company stamp.
2. All the documents duly notarized or attested by gazetted officer.
3. Manufacturer's must apply separate application for each product.

B. DOCUMENTS REQUIRED

- i) Demand draft of Rs. 50000/ (per plant). (Non-refundable)
- ii) Company should have, valid BIS license Certificate (including schedule I and II) and with all updated endorsements, or valid International organization for standardization (ISO) or valid International Electro Technical Commission certificate (IEC) or Measuring Instruments Directives (MID) Certificate or International Electro Mechanical Certificate (IEM)
- iii) Company should have at least 3 Nos of user Performance Certificates issued by any Government Agency or any reputed company.
- iv) Affidavit on Rs.100/- stamp paper regarding company or the product for which enlistment is requested shall not be blacklisted or banned by Central Govt./ State Government and its organizations, public undertakings.

C. PROCEDURE

1. Manufacturer shall submit the application in the desired format along with all required relevant documents and information. The primary scrutiny of the proposal will be done at Deputy Engineer level & proposal will be accepted only if all the documents are attached with the application.

2. After primary scrutiny of the documents submitted by the Manufacturers, shop survey will be conducted by the Third-Party Agency appointed by the MJP. The Third-Party Agency will carry out through investigation and checks for quantitative as well as qualitative performance of company. This includes, Company turn over, Technical performance, Man power availability, Raw Material procurement, infrastructure facility, Testing Equipment, Test carried out as per BIS, Marketing Network etc. TPI will carry out shop survey and submit their report to MJP in well-defined format along with original photographs of various stages of manufacturing of product.

3. MJP officials also visit the factory for inspection. Based on the certain criteria; they will submit their field inspection report.

4. Based on reports, documents submitted, MJP will take appropriate decision on manufacturer application for vender enlistment and renewal of enlistment.

D. OTHER INFORMATION

1. The following rules will be applicable regarding the vendor enlistment fees.

i) Manufacturers must submit the entire amount of vender enlistment fees (non-refundable) with the application form at once.

ii) Due to minor reasons viz. non availability of necessary documents, if the TPI shop survey reports is negative or not recommended for enlistment then Manufacturers is allowed to resubmit their request/representation for Re-shop Survey within 3-month period after depositing 50% extra fees in advance.

iii) The MJP may revise vender enlistment fees time to time.

2. Manufacturer shall be Technically Capable.

3. Manufacturer shall have good in-house testing facility and they should have good quality control during all the stages of manufacturing.

4. Since the factory is located outside of India, manufacturers should make necessary arrangement for To and for journey along-with staying arrangement, local transport etc of two MJP officers and one representative of Third-Party Agency (Total three nos.). All necessary charges for travelling, local transport & staying etc has to be borne by the Manufacture.

5. Generally the validity of Vender enlistment for eligible Manufacturer's will be three years; while eligible manufacturers who have no performance certificates, the validity of enlistment will be one year.

6. The Manufacturers must comply the remarks raised by SE (HQ) on Vender enlistment proposal within One month after intimation from MJP. Failure of the above, the proposal will not be considered and manufacturers needs to be apply fresh application for their product enlistment.