

To:
Principal Chief Medical Director's Office,
South Western Rialway,
Old GM's Office,Club Road,
Keshwapur, Hubli-580 023
DOT: 0836-2362208 RLY: 26006
FAX: 0836-2289820, Email: medstorescmd@gmail.com
Web site: <http://www.swr.indianrailways.gov.in>

Format for registration the following information will be asked as per the following proforma

1.	Name of the marketing Company/Authorized Distributors /Stockiest/Importers need to be Registered.	
2.	Postal address of the Head Office of Marketing company/ Authorized Distributors/Stockiest/Importers with Fax, Contract Phone No., Website & Email ID.	
3.	Postal address of the Regional/Branch Office nearest to Hubli, Bangalore & Mysore along with Fax, Contract Phone No., Website & Email ID.	
4.	Name of the Manufacturing Units which are Marketed by the firm with full Postal address along with Fax, Contract Phone No., Website & Email ID of the persons.	
5.	Drug License No. & Validity.	
6.	GSTIN.	
7.	The average annual domestic turnover of the firm for the previous three years Certificate issued by Chartered Accountant.	
8.	Authorization letter from the Manufactures.	
9.	'Performance' Certificate issued by the Govt/Railway.	
10	High value purchased orders copies (Govt/Railway).	
11	Copy of Registration available with other Railways/ other Government Institutions.	

12	Manufacturing & Marketing standing certificate of the firm for the products which need to be Registered to the each of the Manufacturing Unit.	
13	Registration fees of Rs. 5000/- for three years (To be paid if Registration approved).	
14	Annual turnover should be Rs. 50,00,000/- over the last 3 years (CA Certified)	
15	GMP Certificate issued from the Competent Authority as per the Drug Controller General (India), New Delhi to the each of the Manufacturing Unit.	
16	'Non Conviction' Certificate issued by the competent authority to the each of the Manufacturing Unit/ Distributor.	
17	'ISO 9000' BIS/CE/FDA Certificates if available	
18	Latest Ranking as per ORG-MARG NIELSEN if available.	
19	Items found Sub/Non standard within previous three years .	
20	Latest updated Product list with Brand Name, MRP & Institutional Rate. LIST TO BE SUBMITTED IN SOFT COPY ALSO IN FORMAT OF MS-EXCEL ONLY.	
21	The firm should be registered with Indian Railway E-procurement System and should have digital signature key for participating in e-tendering process	

I/We here by declare that

1. I/We do here by declare that the there is 'No Major Punitive Action taken/Contemplated against our firm by any Zonal Railways/Central Government/State Government' and if the information provided is found wrong my/our firm can be de-listed for three years all over Indian Railways.
2. I/We do here by declare that the, I/We agree for Inspection to be carried by your Officials for the all Manufacturing units located in your Railways for the products Marketed by our firm before confirmation of Registration.
3. I/We do here by declare that the, I/We agree to the all tender Conditions of Medical Department of South Western Railways as amended till date and that the Final Decision for Registration of the firm lies with your Railways.
4. I/We do here by confirm that, all future changes in the constitutions or working of the firm, affecting the accuracy of the information now given would be promptly communicated to your Office.
5. I/We do here by declare that the entries made in this application forms are true to the best of my/our knowledge and also that we shall be bound by the acts of my/our duly constituted attorney.
6. I/We do here by declare to pay the DD as Registration fees of Rs. 5,000/- for three years (To be paid if registration approved).

Authorized Signatory of the Firm

(Full Name with Stamp of the firm)