

**EAST COAST RAILWAY  
(Medical Department)**

**APPLICATION FORM FOR REGISTRATION OF FIRMS/SUPPLIERS  
UNDER MEDICAL DEPARTMENT OF E. Co. RAILWAY  
MANUFACTURING/MARKETING/WHOLE SALING/IMPORTING  
MEDICAL STORES/CONSUMABLES(DISPOSABLES & NON  
DISPOSABLES e.g. X-RAY, LABORTORY,DRESSING  
MATERIALS,SURGICAL CONSUMABLES, O.T ITEMS & T&P ITEMS ETC.)**

1. Name of the firm :
2. Postal address of Regd office with Tel. no. & E-mail ID:
3. Name and address of the Branch Office
4. Whether the firm is having 3 years standing experience in marketing/ manufacturing of the above mentioned items. (Yes/ No)
5. Valid Mfg/Mktg/ Whole Sale/Retail/Import drug license from Drug Controller
6. Valid Sale Tax/VAT/GST registration No.
7. A declaration that there was no punitive action taken against the firm by any Zonal Railway/Central Government/State Government(If the declaration provided is found wrong,the firm can be de-listed for 3 years all over the Indian Railways)
8. Valid ISO,BIS,CE,FDA or equivalent certificates if available
9. Average Annual Turn over (over last 03 yrs ) issued by C.A./Legal Authority with documentary proof{Average Annual Turn Over (over last 03 yrs) should be Rs.50Lakh and above}.
10. List of the items manufactured/ marketed/imported by your firm
11. Authorisation from OEM if any(copy of letter of authorization to be enclosed).
12. Registration with other Railways, State Govt., Central Govt & Public Sector Units ( copy to be enclosed)
13. Performance report/previous supply orders issued by other Govt. organizations ( Desirable).
14. An under taking that the firm will not be part of a cartel with other vendors and will be quoting competitive rates in the tenders.(If any firm will quote in cartel,its name is likely to be deleted from the list of approved vendors.

# Check List

The following informations have been furnished with relevant documents towards registration of my/our firm with East Coast Railway.

1. Name of the firm with address, Tel no., E-Mail & FAX no.
2. Name and address of the Local Branch Offices/ Distributor with address, Tel no., E-mail & FAX
3. Standing experience in manufacturing and marketing of products for last 3 years.  
Valid Mfg/Mktg/ Whole Sale/Retail /import drug license from Drug Controller
4. Valid Sale Tax/VAT registration No.
5. A declaration that there was no punitive action taken against the firm by any Zonal Railway/Central Government/State Government
6. Valid ISO,BIS,CE,FDA or equivalent certificates.
7. Average Annual Turn over (over last 03 yrs) issued by C.A. ./Legal Authority with documentary proof{Average Annual Turn Over (over last 03 yrs) should be Rs.50Lakh and above}.
8. List of the items manufactured/ marketed /Imported by our firm
9. Authorisation letter from OEM
10. Registration with other Railways, State Govt., Central Govt & Public Sector Units( copy/copies enclosed)
11. Performance report/previous supply orders issued by other Govt. organizations (copy/copies enclosed).
12. Under taking that the my/our firm will not be part of a cartel with other vendors and will be quoting competitive rates in the tenders.

I/ We.....do hereby declare that the entries made in this application form 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.

I/ We do hereby confirm that, all future changes in the constitution or working of the firm, affecting the accuracy of the information now given should be promptly communicated to the Railway.

Signature .....  
(Designation of person signing the application form (proprietor, Partner, Manager etc)

Place .....

Date .....

**Guidelines for Registration of firms for approved source of  
supply of Medical Stores/Consumables:**

- 1) The registration is valid for a period of 3 years subject to correct verified documents submitted by the firm(s) and approval of PCMD.
- 2) Average Annual Turn Over (over last 03 yrs) of the firm/supplier should be Rs.50Lakh and above for consideration towards registration/renewal of registration.
- 3) Renewal of registration will be done after three years subject to satisfactory performance of the firm.
- 4) If the firm/supplier is approved for registration by the competent authority(PCMD/ECOR/BBS),the firm will be informed to deposit Rs.5000/-+GST@18% towards registration fee valid for 03 yrs.Renewal fee will also be Rs.5,000/-+GST@18% valid for 03 yrs.
- 5) The registration form can be down-loaded from [www.eastcoastrail.indianrailways.gov.in](http://www.eastcoastrail.indianrailways.gov.in)
- 6) The registration form duly filled up in all respect along with the relevant documents as per the check-list to be submitted in the office of Pr. Chief Medical Director, E.Co.Railway,Railsadan,2<sup>nd</sup> floor, Bhubaneswar-751017 on any working day between 15.00 hrs to 18.00 hrs.