

(Enclosure of circular No.159 Issued by Director (Tech.) MJP vide letter
No. मजीप्रा/सं(तां)/मुख्यालय/६०१, दिनांक: ०८.०६.२०१५)

MAHARASHTRA JEEVAN PRADHIKARAN

Criteria for Vender enlistment and renewal of enlistment in MJP (Indian Product)

The Manufacturers must fulfill the following criteria for Vender enlistment in Maharashtra Jeevan Pradhikaran

1. Company should have Valid BIS license Certificate (including schedule I and II) with all updated endorsements.
2. In case of vender enlistment or renewal of enlistment for the product related with Electrical and Mechanical section, Non BIS Company product can also be considered provided following certificates are attached
 - Fluid Control Research Institute(FRCI) certificates for Water Meter
 - Central Power Research Institute (CPRI) certificates or Electrical Research and Development Association (ERDA) certificates for Electrical components
3. Company should have valid Registration certificate and Factory License depending upon the Manufacturer capacity. (small scale, medium and Large scale)
4. Company should have at least 3 nos. of user Performance Certificates issued by an officer not below the rank of Executive Engineer or an equivalent officer of the Government/Semi Government/Government Undertaking organizations. In case of works executed in Gram Panchyat, the user performance certificate must be countersigned by the concerned Executive Engineer of Zilha Parishad/MJP. In case of works related with Municipal Council, the performance certificate shall be signed by Municipal Engineer and Chief Officer of the concerned Municipal Council.
5. Company /Product should have Valid PAN Card, VAT and TIN no
6. Company should have Registration certificate issued by NSICL. (wherever applicable)
7. The 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.
8. Manufacturer shall be Technically Capable.
9. Manufacturer shall have good in house testing facility and they should have good quality control during all the stages of manufacturing.
10. Manufacturer must pay enlistment fees(non refundable) for medium and large scale industry; Rs 50000/ (per plant) and for small scale industry Rs. 30000/-.(per plant)

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MAHARASHTRA JEEVAN PRADHIKARAN

Guidelines for Manufacturers for Vender enlistment and renewal of enlistment in MJP (Indian Product)

A. GENERAL

1. Manufacturers who fulfill the vender enlistment criteria, submit the Application to Superintending Engineer (HQ) MJP, 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. 30000/ for small scale unit and Rs. 50000/ for medium and large scale industries.(Non Refundable)
- ii. Valid BIS Licenses certificates (including schedule I & II) along with all updated endorsements.
- iii. In case of vender enlistment or renewal of enlistment for the product related with Electrical and Mechanical section, Non BIS Company product can also be considered provided following certificates are attached
 - Fluid Control Research Institute(**FRCI**) certificates for Water Meter
 - Central Power Research Institute (**CPRI**) certificates or Electrical Research and Development Association (**ERDA**) certificates for Electrical components
- iv. Industrial registration certificate and Factory License.
- v. At least 3 nos of user Performance Certificates issued by an officer not below the rank of Executive Engineer or an equivalent officer of the Government/Semi Government/Government Undertaking organizations. In case of works executed in Gram Panchyat, the user performance certificate must be countersigned by the concerned Executive Engineer of Zilha Parishad/MJP. In case of works related with Municipal Council, the performance certificate shall be signed by Municipal Engineer and Chief Officer of the concerned Municipal Council.
- vi. Valid PAN Card, VAT and TIN no
- vii. Copy of IS for manufacturing and lying of the product.
- viii. Registration certificate issued by NSICL (wherever applicable).
- ix. 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.
- x Current Price list
- xi Turnover of last three years
- xii Dealers network in India

C. PROCEDURE

1. **Manufacturer shall submit the application in the desired format along with all required relevant documents and information. The primary screening of the proposal will be done at Deputy Engineer level & same 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 Equipments, 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. In some cases if required, MJP officials may also to 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/renewal of 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. In case if new manufacturers, who have received BIS certification recently and therefore, not in a position to provide valid performance certificates, the Maharashtra Jeevan Pradhikaran will depute their officers along with TPI for inspection and this shall be informed to company in advance. However in case of enlistment related with Electrical Mechanical products, factory visit by MJP officers is compulsory. For factory visit by MJP Officers, the To and Fro travelling charges and staying arrangement shall be borne by the manufacturer. Enlistment will be considered based on the reports submitted by Third Party Agency and M.J.P officials.
5. Generally the validity of Vender enlistment for eligible Manufacturer's will be three years; while eligible manufacturer's 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 for enlistment and manufacturers needs to be apply fresh application for their product enlistment.

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MAHARASHTRA JEEVAN PRADHIKARAN

Criteria for New Vendor enlistment/Renewal of enlistment for Foreign product.

The Manufacturer must fulfill the following criteria for vender Enlistment in Maharashtra Jeevan Pradhikaran.

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 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)
3. Company should have at least 3 nos of user 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 Government and its organizations, 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 the stages of manufacturing.
7. Manufacturer must pay enlistment fees Rs 50000/ (non refundable) (per plant).

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MAHARASHTRA JEEVAN PRADHIKARAN

Guidelines for Manufacturers for Vender enlistment and Renewal of enlistment in MJP (Foreign Product)

A. GENERAL

1. Manufacturer who fulfill 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 Equipments, 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 vendor 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 vendor 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 vendor 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 Fro 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 Vendor enlistment for eligible Manufacturer's will be three years; while eligible manufacturer's 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 Vendor 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.

***** LETTER HEAD *****

Office of the: -----

Performance Certificate

No -----

Date -----

This is to certify that M/s. -----

Manufacturer of the ----- (insert name of
product/company) supplied the following material for the -----
(insert name of scheme).

1. Product Name -----.

2. IS Code -----

3. Quantity (Diameter / Class / Length) -----

The said material was used during the ----- (mention dates
here) Period and the quality of the product is satisfactory.

Till now no complaint or defect is observed in the material supplied by M/s. ---

Place:

Executive Engineer/Chief officer or
Equivalent officer

Date:

(Name & Seat of the officer Post)