

**GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
CENTRAL POLICE CANTEEN
CENTRAL OFFICE
EAST BLOCK-7(LEVEL-II), SECTOR-1, R.K. PURAM, NEW DELHI-66**

APPLICATION FORM FOR REGISTRATION WITH CPC

1. Name of the Firm/Company : _____

2. Address :

a) Head Office : _____

b) Regional Office at Delhi :

c) Factory :

	<u>Head Office</u>	<u>Regional Office</u>	<u>Factory</u>
a) Telephones :			
b) Fax No :			
c) E-mail :			

3. **Type of Industry with registration No. and Date** (attach relevant certificate supporting document from local authority).

- a) Heavy
- b) Medium
- c) Small Scale
- d) Cottage

4. **Type of Business:**

- a) Sole proprietorship
- b) Partnership (please indicate number of partners with share of each partner and attach a copy of the Partnership Deed)
- c) Private Ltd (attach copy of article of Association & Memorandum)
- d) Public Ltd (attach copy of article of Association & Memorandum)
- e) Co-operative/Federation (attach copy of By-laws)
- f) State/Central Govt undertaking (attach certificate from the Senior most official)

5. **Status of Supplier:**

- a) Manufacturer
- b) Brand Owner: Attested copy of agreement between you and the manufacturer to be attached.
- c) ~~All India Sole Selling Agency~~: If you are not a manufacturer but are a sole selling agent of the products at all India level (for civil as well as Institutional sales), please attach an attested copy of the agreement between you and the manufacturer.
- d) Importers: Copy of agreement between Principle Manufacturer and Importer to be attached. Original copy of the agreement to be shown on returnable basis.

6. **Details of Product Manufacturing:** -

- a) Name and address of factories where each of the products being offered are being wholly/partly manufactured.

- b) Are each of these factories wholly/partly owned by you or you are getting job work outside? Please specify and provide complete details.
- c) Are each of these factories registered under the India Factories Act 1948? If so, give Registration No & Date. Attach copy of Certificate for Registration and License to work as factory or manufacturer.
- d) Provide details of quality control measure being taken at each of these manufacturing premises.
- e) Provide technical data of final testing being done for each of the finished products and attach a copy of the final testing sheet specifying various parameters and permitted tolerances. Please intimate the names and addresses of testing labs from where the offered product can be tested.
- f) What is the shelf life of each of the products being offered? For food and other low shelf life items? (Please note that products having shelf life of more than 09 months only can be supplied to CPC.)

7. **Details of the Firm:**

- a) Balance sheet and Annual turnover of your firm in the last three financial years duly certified by your Chartered Accountant. (**Note : Minimum criteria of Turn over for mandatory for registration with CPC is as under) w.e.f 01 April 2016**)

Turn over criteria for new firm	Turn Over for Renewal Criteria (Old Firm)	Area to be covered by Firm with MC (Old Firm)
Minimum Rs. 5 Crore	Minimum 25 Lakh (With CPC)	Business by the Firm with CPC should cover atleast 15% of existing Master Canteen (i.e. 18 MC) across the Country

- b) Please submit CST/ST registration Xerox copy.
- c) Please attach last Income Tax and Sales Tax clearance certificate.
- d) If your firm is an SSI Unit, then please attach a certificate to that effect from the NSSIC or the State Director of Industries.
- e) Are you a current supplier to CPC Canteen? If so, state Index No and

nomenclature of the products being supplied.

- f) Has your firm ever been blacklisted by the Central/State Govt at any time? If so, please give details.

8. Details of Distribution Network of offered products within India:

- a) Addresses of your warehouses in India :
- b) Addresses of your C&F Agents in India :
- c) Address of your major distributors/wholesalers in India:
- d) Addresses of your authorized dealer network all over India in case of firm demand items:

9. Product Details:

- a) Date of introduction of each of the offered products in civil market and market share held:
- (i)
- (ii)
- (iii)
- (iv)
- (v)
- b) Brand Name :
- c) Weight, Pack & Colour :
- d) Shelf life of the product :
- e) Are the products offered do carry warranty period ? If yes, please specify.
- f) Annual first point sale in number and case packs indicating turnover separately during the last three financial years for each of the products being offered:
- g) Market share of each of your offered products at the All India Level:
- h) Are your products being exported? If so, please give details of quantum of export in value and number of cases in the last three years duly certified by your Chartered Accountant.

- i) Were any other products offered to CPC/BSF Prahari Canteen earlier under your or any other name? If so, please provide details of application.
- j) Are your offered products on the contract list of DGS&D/CSD or any other authority? If so, give details with rates at which each of the product is being supplied.
- k) ISI/ Agmark/ FPO Registration No /FSSAI certification (Mandatory in respect of Electrical appliances consuming power i.e. Iron, Immersion Rod, Heater, Oven Kettle etc. and Food Product(s) along with a copy of the authenticated document. Details of relevant ISI/BIS/ any other specification & product specification against each parameters of ISI/BIS/ any other specification should be attached along with introduction form.
- l) In case of Hosiery items submit cloth certificate with regard to reed/pick/count/weight from recognized Govt Laboratories/ Institute (also furnish details of Appendix-'D').
- m) Monthly production capacity of the offered products:
 - i) Normal
 - ii) Maximum
- n) Product pricing (Applicable for price revision also). Information to be furnished as per Appendix-'A'. Details of cost should match with your first point trade invoice (exclusive of sales taxes). In case of Brand owner details of transfer price be provided showing other components of your pricing.

10. Technical Data Specification:

(Please enclose copies of authenticated documents in support of information furnished herein)

(To be furnished as per Appendix-'C')

11. Terms and Rates to Trade:

- a) Ex-factory price
- b) Net rates to trade exclusive of taxes
- c) Incident of Tax elements on each of the finished products
 - i) Excise element stating % based on MRP
 - ii) ST (If operating on Wt. Av. Please specify)
 - iii) CST
 - iv) Octroi
 - v) Surcharge

- vi) Any other Cess/Levy
- d) Maximum discount to trade
- e) Please attach authenticated printed wholesale and retail price list, showing the percentage of tax element.
- f) Please also attach copy of manufacturer's invoice to wholesalers/distributors i.e. First Point Trade Invoice of all the states else a declaration that the submitted invoice rate(s) (exclusive of taxes) are the lowest.
- g) In case, if the item(s) is imported, please submit bill of landing. Bill of entry and relevant commercial invoice and landed price in rupees.
- h) Invoice showing excise details.
- i) For AFD items, please submit statewise price structure.

12. **Terms being offered to CPC:**

- a) Net rates exclusive of taxes:
- b) Incidence of tax element on each of the finished products:
 - i) Excise ii) Gen. Tax (iii) ST
 - iv) CST v) Misc
- c) Maximum discount being offered to CPC: (Please specify in reference to para-11 (a)/(b) above)
- d) Terms of Payment:
- e) Full addresses of your major retailers co-located to CPC Master Canteens.
Please enclose separate annexure.
- f) If being marketed in Delhi, please give complete postal address and telephone numbers of atleast five major retailers for each of the offered product:

1.	2.	3.
4.	5.	
- g) Are the item(s) being sold through the agencies like Apna Bazar, Big Bazar, Co-operative Societies, Super Bazar, Govt Agencies or any such channels? If so, give details including rates thereof and also attach copies of current cash memo (also indicate separately percentage of sales Tax, Octroi etc. included in the retail prices of each product).

h) State proposed method of supply to CPC (preference will be given to suppliers making direct delivery from factory/warehouses/C&F Agents to depots, please specify the origin of dispatch:

i) Direct delivery from _____ to all Master Canteens.

ii) Direct delivery from _____ to the following Master Canteens.

13. Product Serving:

- a) Replacement Policy of defective items.
- b) After Sales Service (ASS) being provided through retail outlets/Branch Offices/Service Centers on all India basis:
- c) In case of consumer durable items, i.e. Electric appliances, Sewing Machines, Cooking Range, Tine devices, Two wheelers etc, it is obligatory on your part to cover 100% of CPC Master Canteen directly with ASS Centers co-located with Master Canteens. Accordingly please submit Dealer Network giving complete address, Telephone No and Contact person for after sales service. To substantiate the same, please furnish an undertaking on Rs 100/- non- judicial stamp paper duly signed by Notary Public or First Class Magistrate, as per Appendix-'B'.

14. Product Promotion:

- a) Submit post card size of two coloured photographs of offered product.
- b) One sample will be provided free of cost to all our Master Canteens for display as and when required.
- c) Technical literature should be provided in octuplicate (eight copies) along with this form in respect to Against Firm Demand (AFD) items like VCP, DVD players, TV, Refrigerators, Two wheelers, Four wheelers, washing Machine, Music System, Micro Ovens etc.
- d) Please indicate your consent to the subscription of the advertisements in

CPC Price List, CPC News letter periodicals and souvenir concerned with Police Forces and their welfare for increasing awareness of your products. The subscription is mandatory for at least the first year after introduction of product for creating awareness amongst clientele.

15. **Bank Guarantee:**

It is understood that in order to safeguard government funds, 100% bank guarantee is required to be provided to us, valid for three years, to cover the value of initial order placed on us before payment can be released to us. Moreover, subsequent orders will be placed on us in a manner to ensure that the value of stocking plus fresh orders plus stock in transit does not exceed the value of bank guarantee provided.

Please give your acceptance to the above.

Note: - Since we have not yet developed single window order and clearance system, we will decide the matter during the

16. **purchase negotiation.**

Miscellaneous:

- a) Attach Photostat copy of proforma for determination of value under section-4 of Central Excise & Salt Act 1944, if applicable to the product offered.
- b) Attach one foolscap paper write-up about your firm and products along with product leaf with the application form in octuplicate (eight copies).
- c) Time schedule to effect supplies after placement of orders:
- d) Any other relevant information:
- e) Are you willing to supply the products against firm demand?

17. Details of your executives/employees on whole time employment with your firm and their appointment who are authorized to represent your firm with CPC (please spare us from liaison agents).

18. Please confirm your acceptance against each:

- a) In case of any default, the CEO-CUM-GM will be the sole authority to impose any penalty.
- b) It is mandatory that changes in size/pack/packing material is made with our prior approval.
- c) You are required to execute all our orders at the existing rates mentioned in the orders till such time price applied for is approved by the Competent Authority or for three months after your revised price reaches department, which is earlier.
- d) You will extend all consumer promotion scheme launched by you in the civil market, directly or through your stockiest/dealers etc, simultaneously to CPC as well. Intimation about such schemes will be given by you well in advance (at least one month in advance, if not more) to General Manager by registered A/D post. In case of any default, CPC will be at liberty to recover the value of the gift offer as liquidity damages plus penalty thereon as per the prevailing policy of the Department from the outstanding payments. In case the outstanding payment falls short of recoverable amount, the balance amount would be recovered from your payments against future supplies and/or from the Bank Guarantee, if any, held by the Department.
- e) You will neither seek/apply for price increase nor will be granted by the department for at least one year after introduction of the items. However, any statutory levies like excise, sales tax, Octroi etc. will be granted on proof of submission of the documents.
- f) After two years of introduction, if your products do not pick up adequate demand amongst our clientele, these would get deleted. After allowing two months for sale, the unsold stocks will be returned to you at the wholesale price of CPC at your cost.
- g) Any damaged/date expired stock will have to be replaced with fresh one at your risk and cost.
- h) Penalty shall be imposed on late receipt of consignments against delivery schedule.
- i) Arrangements for 'After Sales Service' of consumer durable products must exist at All India level and the items under complaint will be replaced with fresh one at your cost in case your after sales Service Center is unable to repair the same within 30 days.
- j) Extra packing material would have to be supplied at your cost as and

when required for replacing damaged ones.

- k) Price parity established and agreed to from time to time will be maintained.

Signature of the person

Name _____

Designation _____

Name of the firm _____

COSTING PROFORMA

1. Details of raw materials with percentage weight/volume that go into production of each product along with their present cost (Rs):
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
 - g)
 - h)
2. Cost of Raw Material (including Transportation)
3. Labour Cost
4. Packing Costs:
 - a) Product (Bottles/Cans/Wrapper etc)
 - b) Case pack (cardboard cartons/wooden cases/gunny bags/polypropylene bags etc)
5. Marketing Expenses:
 - a) Advertisement
 - b) Selling
 - c) Marketing
6. Transportation cost of finished product
7. Overheads-Administrative

8. Margins

Total Cost : _____

NOTE

The costing proforma should be supported by

- a) Excise declaration (form excisable commodities)
- b) Costing declaration made to financial institutions Banks etc.

Authorised Signatory

**UNDERTAKING FROM SUPPLIERS TO CENTRAL POLICE CANTEEN
MINISTRY OF HOME AFFAIRS, GOVERNMENT OF INDIA**

(To be executed on Rs 100/- non-judicial stamp paper duly notorised)

1. We, M/S _____ with Head Office located at _____ solemnly affirm the following:-

That the following products have been offered by us to Central Police Canteen for introduction:

i)

ii)

iii)

iv)

v)

2. We are the manufactures of the products stated at para-1 above.

OR

We are the brand owners of the branded products stated at para-1 above and are being manufactured by M/s. _____ having address _____ on our behalf our brand stands registered by _____ (state relevant registration authority) vide their letter _____ dated _____ .

OR

Product at para-1 above are being manufactured by M/s. _____ (name and address of the firm) and the firm has appointed us their sole selling agent at All India level including open market for these products. A copy of the agreement between us and the manufacturer is attached.

OR

We are the principal importers of M/S having address_____

3. We will nominate our whole time executives/employees for dealing with the CPC and undertake NOT to use the services of any liaison agent for the same.
4. All decisions taken by our nominated whole time executives/employees will be honoured by the firm.
5. We shall adhere to the delivery schedule stated in the orders placed on us. Unless amended by the CPC, penalty imposed by the CPC for late delivery will be accepted by us.
6. We also undertake not to make supplies of any our products, listed with CPC, directly to any other Master/Subsidiary Canteens of CPC.
7. We undertake to provide Bank Guarantee valid for one year from schedule 'A' Bank for the value specified by the CPC.

PACKING

8. All changes in the size/pack/packing material will be made by us only with the prior approval of the CPC and till the approval is accorded or two months after intimation to the CPC through registered AD post, whichever is earlier, suppliers will continue to be made in the existing approved size/pack/packing material.
9. That in case our packing get damaged in transit/stocking, we will supply packing material at our cost.

PRICE

10. For any change in the Price or terms, we will apply to the CPC in the specified format at least three months in advance by registered AD and will continue to make supplies at the existing rates and terms till the approval is accorded or three months of dispatch of request, whichever is earlier.

11. Price parity established and agreed to from time to time will be maintained.
12. We also undertake to extend any consumer promotion scheme launched by us in the civil market directly or through our stockiest/dealers etc. simultaneously to CPC as well. Intimation about such schemes will be given to CPC by us well in advance (at least one month in advance, if not more) by CEO-CUM-GM through regd. A/D post.
13. In case of any default on this account on our part, CPC will be at liberty to recover the value of the gift offer as liquidity damages plus penalty thereon as per the prevailing policy of CPC. CPC may recover the amount from our outstanding payments and incase the outstanding payments falls short of the recoverable amount, the balance amount may be recovered from our payments against future supplies and/or from the bank guarantee, if any, held by the CPC.

AFTER SALES SERVICE

14. We undertake to provide After Sales Service to the above items through dealers/show rooms co-located with CPC Master/Subsidiary Canteens as and when complaints received through IC Master Canteens/Subsidiary Canteens from the customers. The addresses of dealers/show rooms providing after sales service to cover all Canteen location, are attached in case of any change, we undertake to inform CPC Central Office by registered AD post within 07 days of making any change.
15. We confirm that all the service centers stated at para-15 above have agreement with us to render after sales services with 30 days of the receipt of complaint from the IC Master/Subsidiary Canteen. In case service is not rendered as stipulated the Master/Subsidiary Canteen Manager is at liberty to exchange the defective item on freight to pay basis at the risk and cost of the firm.
16. In case we (directly or through dealers appointed by us) fail to render After Sales Services with maximum period of 30 days, the items be replaced ex-stock or credit note to be given to canteen/customer and the amount will be debited to our account. Besides the defective items be back-loaded to us at our risk and cost.

QUALITY

17. We undertake to ensure the quality of the products being supplied by us as per specification. In case the quality is found to be lacking, the CPC is at liberty to make recovery as per the prevailing policy of the CPC, impose penalty, and/or delete our product from the CPC inventory range.
18. If any of our consignments found to be damaged, unfit for CPC vending, unfit for human consumption or of inferior quality or having any deviation from the TDS/BIS/FPO standards or from our CPC, we undertake the responsibility to take back the entire stock at our risk and cost from the Canteen and the CPC can recover the entire cost of the stock held of affected batch/mfg date plus penalty thereon (at the wholesale rates of CPC) and any other cost from any of our pending bills and also suspend the ordering and sale of that particular item/batch. We also accept any punitive action that may be taken by the CPC by way of imposing liquidity damages in case, in the departmental investigation, if it is established/revealed that inferior quality/seconds have been supplied to the CPC. Furthermore, we will take back any unsold stock under our own arrangement.
19. In case our products are found to be not conforming to the prescribed specifications, recovery may be made and penalty be imposed on us as per the prevailing policy of the CPC and on merit of each case. Persistent quality deviations may lead to deletion of our product without any prior notice. The cost of samples and testing charges will be debited to us.

DISTRIBUTION

20. That in case our products are accepted by CPC for procurement against Firm Demand or on local supply basis, we undertake to establish warehouse or appoint C&F Agents/Local dealers at all Master Canteen Stations with three months of receipt of acceptance for ensuring local supply to CPC Canteens.

DELIVERY

- 21. We undertake to supply the goods within the prescribed delivery schedule and in case of delay, the CPC may recover penalty, as per the prevailing policy of the Department.

- 22. We also confirm that we have noted the condition that in case of persistent non-supply on more than three consecutive occasions, our item in question is liable to be deleted from CPC inventory range.

For and on behalf of _____

M/S _____

Signature _____

Name & Designation _____

Date _____

Witness _____

(Signature)

Name and Address : _____

Date : _____

(SIGNATURE)

TECHNICAL DATA SPECIFICATION (in duplicate)

1. Index No
2. Nomenclature of the item
3. Dimensions with tolerances
4. Weight with tolerance
5. Capacity with tolerance
6. Colour
7. ISI Specification Number (attach ISI copy)
8. Design
9. Technical Data with details of active ingredients used in the item
 - a) Composition/Active ingredients
 - b) Raw material/fillers
10. Parts and their specification
11. Identification marks/markings
12. Life-cycle/shelf life/warranty
13. Packing type and specifications
14. Storage instructions
15. Transportation instructions
16. Criteria to declare the items as 'SECONDS' at the factory level
17. Criteria to declare the items as "REJECT"
18. Criteria while carrying out visual inspection (finish and workmanship)
19. Any other details
20. For hosiery items, please furnish technical data specification as per format attached.

Stamp & Seal of the manufacturer with name

1. Index No
2. Nomenclature of article
3. ISI Specification No.
4. Identification mark/markings
5. Technical specifications
 - a) Fiber specification (composition)
 - b) Yarn specification
 - B - 1 Count
 - B - 2 Carded/Combed
 - c) Fabric specification
(A measured in finished garment)
 - C - 1 Knit (Design)
 - C - 2 Dimensional Change %
 - 5 - 1 Wales Direction
 - C - 6 PH Valve
 - C - 7 Colour fastness
(Applicable for coloured goods only)
 - 7 - 1 Colour fastness to light
 - 7 - 1 Colour fastness to washing
 - 7 - 3 Colour fastness to perspiration C - 8 Colour
 - d) Garment specification
 - D - 1 Size
 - D - 2 Width across chest
 - D - 3 length of vest
 - D - 4 Length of Arm Hole
 - D - 5 Neck opening
 - D - 6 Width of tape/welt at bottom/at sleeves
6. Life cycle/shelf life/warranty
7. Criteria to declare item as second at factory level

8. Criteria to declare item as rejected at factory level
9. Parts and their specification
10. Packing specifications
(clearly indicating whether wooden/card board etc)
11. Storage instructions
12. Transport instructions

Stamp & Seal of the Manufacturer

1. **FIRM'S PROFILE**

- a) Status of the firm
- b) Location
 - i) Corporate office address
 - ii) Head Office Address
 - iii) Factory address
- c) Business Interests
 - i) International
 - ii) National
 - iii) Regional
- d) Total turnover
(give details of last 3 years)
- e) Important persons in the firm
 - i) Their names & designations and
 - ii) Addresses with telephone Nos
 - iii) Fax Nos & E-mail address
 - iv)
- f) Any other products being manufactured Or dealt with by the firm
- g) Has the firm offered the gift schemes For consumers
- h) Has any sponsorship been undertaken By the firm. If so details thereof
- i) Business relationship with CPC (+)

2. **ITEMS LISTED WITH CPC, DATE OF INTRODUCTION, ANNUAL SALES AND PERCENTAGE IN THE GENERIC GROUP (-)**

3. Has any item been deleted of the firm, if so, reason thereof (-)

4. Any problem area, the firm is having, if so details thereof

(-) In case not applicable, please ignore.

Signature
Name & Designation

Important Instructions: -

1. This form shall not be valid for product(s) which are covered under moratorium at the time of filling this application form.
2. Complete and definite answers to the questions must be given, along with relevant connecting documents.
3. Application form complete in all respect with the authenticated supporting documents must be submitted either in person or by post so as to reach the office of CEO-cum-GM Central Office. Incomplete forms will not be accepted and returned to prospective supplier intimating discrepancies for re-submission/acceptance.
4. This form can be deposited after filling up of all relevant columns along with payment of Rs.1000/- (Rs.5000/- w.e.f. 1st April' 2017)) only by cash or Bank Draft drawn in favour of CPC (CEO-cum-GM, CPC payable at SBI CGO Complex, Lodhi Road, New Delhi, Code-07837) payable at any scheduled bank in Delhi for enterprises owned (sole ownership or majority share holding confirmed through an affidavit with the name of each share holder age, relationship and percentage share holding). The fee is neither refundable on any account nor this form is transferable. Payment of fee and the issue of the application form do not in any way convey the approval of the product for supplies to CPC, this is subject to fulfillment of conditions and requirements of CPC. The forms may be rejected without assigning any reason and no representation will be entertained in this connection.

5. From 1st April 2017, Registration fee of Rs.15, 000/- will be charged after finalization of negotiation and approval for sale of approved products in CPC. Firms also will have to deposit Rs.1500/- per product for the products approved in PNC.
6. Renewal of the firm is subject to fulfillment of conditions mentioned in letter of acceptance.
7. Your factory premises are liable for inspection by the CPC officials as and when required.
8. In case of a particular question, the space in the application form is not sufficient, separate sheet of paper can be enclosed as Annexure. The annexure should be numbered and duly signed by the authorized signatory.
9. Along with the application, an undertaking on non-judicial stamp paper of Rs.100/- duly notarized is also required to be submitted by the prospective manufacturer/supplier as per Appendix-B.

Please submit one sample each of items being offered to CPC(returnable) at the time of negotiation.

PERFORMA : PRICE SHEET OF OFFERED PRODUCTS

FIRM NAME :	GSTN	Firm						
		Supply Source						
BRAND NAME :		Email id :-						
FIRM REPRESENTATIVE NAME/Designation/Mob No								
Sr No	Nomenclature of Item with Weight/Volume/Dimensions / Size/Container capacity as applicable	No. Of Unit Per Case	MRP Per Unit	Wholesale / Distributor rate	HSN Code	Rates offered per Unit	% of discount offered per Unit	GST%
1	2	3	4	5	6	7	8	9

Soft copy may also be sent through email. (centraloffice-cpc@nic.in)