

**GENERAL CONDITIONS FOR REGISTRATION OF FIRMS FOR MEDICINE AND  
MEDICAL STORES/CONSUMABLE ITEMS.**

The firms should apply for registration to

Principal Chief Medical Director,  
Central Railway,  
3<sup>rd</sup> Floor, Annexe Building,  
C.S.M.T. Mumbai-400 001.

In the application format given in Annexure under Application for Registration of Suppliers in the website [www.cr.indianrailways.gov.in](http://www.cr.indianrailways.gov.in) .

A soft copy of the product list in excel format as per the format given below should also be emailed to [cmd@cr.railnet.gov.in](mailto:cmd@cr.railnet.gov.in) while applying for registration.

The list of medicines and Medical Stores/Consumable items required by this Railway is available in the website [www.cr.indianrailways/About](http://www.cr.indianrailways/About) Us/Headquarter/Medical/Stores &Tenders/Guideline for registration of firms. This should be downloaded and items that the firm should apply for registration for only such products which exactly matches the specification as given in the excel format (click on Detailed specification of Medicines and Medical Stores/Consumable) by endorsing “Yes” under the column “Firms specification”

**A. The firms applying for registration for Medicines should enclose the following Mandatory documents**

- a) Market standing of 5 years. The pharmaceutical firms should have at least 5 years of market standing in the field of Manufacturing/ Marketing of Medicines. A certificate in a proper format from State Drug Controller, Certifying & Licensing Authority, Directorate General Health to be submitted
- b) GMP Certificate: GMP certification is mandatory.
- c) Turn over: The average annual domestic turnover of the firm for the previous 3 years should be minimum Rs.50 crores. However, if there are 5 (five) or less vendors for a particular molecule or drug at the time of application, the turnover can be relaxed to 20 crores. The turnover data should be supported by the audited statements of the firm.  
Firm should register individually for each sister concern, associate etc., (based on their turnovers). If they are two independent firms under company law they should register as such. The firm should give declaration to this effect (that they are one firm or two different firms under law of the land).
- d) Credibility of the firms: The firm applying for registration/renewal should submit a declaration that there was no punitive action taken against the firm in last 5 years by any Zonal Railway/ Central or State government/PSU’s.
- e) The firm must give an undertaking that it will submit Testing protocols/Reference standards of the supplied medicine whenever asked for, by the consignee or any of the Principal Chief Medical Director’s office.

**(Additional Documents)**

The following conditions will be additionally considered for registration

The following documents will be required to be submitted by the firm at the time of registration:

1. ISO 9000 Certification.
2. WHO-GMP certificate
3. Market share of the items. As supporting documents, the latest ORG-MARG NIELSEN analysis or National/Central Health Ministry report for registration of the firms can be taken into consideration. The firm can be asked to submit details of their supply orders for the previous 3 years, to get an idea of the market share.
4. High value orders- from the Railways/other Govt. organizations for similar items.
5. Performance report- issued by other Government organizations may be submitted by the firm, when applying for registration.

**B. The firms applying for registration for Medical stores/Consumable should enclosed**

- a) ISO, BIS, CE, FDA or equivalent certificates, if available for the products desired to be registered.
- b) The average annual domestic turnover of the firm for the previous 3 years should be minimum Rs.50 lakhs to be supported by the audited statements of the firm.
- c) Copies of a valid authorization letter issued by the original manufacturing company.

**C. Format to be filled up for the products applied for:**

Sr.No.	Item Code (as given in our website)	Railway's Description/ Specification of the item. (as given in our website)	Firm's specification	Brand Name	Name of the manufacturer	Address of the manufacturer

Date:

(Signature of the Authorized Official)

Name of the Authorised Official

Name of the firm.

Name of the person to be contacted:

Designation:

Email Id:

Mobile No.

Address.

The firms may please note that the Address/Email ID/Mobile no. mentioned above are very important as all our future correspondence will be made to this address. Hence, the firm should take extra care while filling up this column.

Note: 1. Application registration fee for supply medicines is Rs.50,000/- valid for 3 yrs and for Medical stores/consumable is Rs. 5,000/- to be paid only after communication of PCMD's approval by this office.

2. If the firm is applying for renewal, a renewal fee for medicine is Rs.50,000/- to be paid for 3 yrs and for Medical stores/consumable is Rs. 5,000/- for 3 yrs period.

The firm should also enclose the following declaration format signed by the Authorized Signatory.

**I/We hereby declare that**

1. I/We do hereby 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 Railway.
2. I/We do hereby declare that the, I/We agree for inspection to be carried by your Officials for the all Manufacturing units located in the jurisdiction of Railways for the products Marketed by our firm before confirmation of Registration.

3. I/We do hereby declare that the I/We agree to the all Tender Conditions of Medical Department of Central Railway as amended till date and that the final decision of registration of the firm lies with your Railways.
4. 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 would be promptly communicated to your office.
5. 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.
6. I/We do hereby declare to pay the DD as Registration fees of Rs. \_\_\_\_\_ for three years (To be paid after approval of registration is communicated).
7. I/We do hereby declare that we will not resort to anti competitive behavior (including desisting from cartel formation) in dealing with different units of Indian Railways. In case Indian Railways observes that we are resorting to anti-competitive behavior, we can be delisted from the list of registered vendors from Indian Railways.
8. I/We are always aware that if in any tender to Railways, we are suspected to be in cartel with other firms, our offer will be liable to be ignored for placement of order. We are aware that the decision of Railway administration will be final and binding. We are aware that cases of suspected cartel formation may also be reported by Railways to THE COMPETITION COMMISSION OF INDIA (CCI), New Delhi.

Signature of the Authorized Official.

**NOTE:** - The Competent Authority may decide to get the firms inspected as and when required, prior to registration.

## **Application for registration of suppliers (Medical Stores/Consumables)**

<b>Sr.No.</b>	<b>Description</b>	<b>Remarks.</b>
1.	Name of the item/supplier (state whether OEM or distributor)	
2.	Full Address of the firm for communication	
3.	Telephone No., FAX No., email address for future communication.	
4.	Manufacturing unit and address.	
5.	If authorized supplier, Authorization letter from the original manufacturer.	
6.	Names of the products for which firm is the original manufacturer.	
7.	Names of the products for which the firm is the distributor.	
8.	Whether valid license is available for each product.	
9.	Audited Annual turnover figures of the firm/supplier for the last 3 years	
10.	ISO/CEOBIS/FDA other certificate for manufacturing unit.	
11.	Income tax returns filed for 3 years.	
12.	Name, item code of the products that are required to be registered. (The list of items to be downloaded from the medical website) as per format.	
13.	Declaration that no punitive action is taken against your firm by any Zonal Railway/Central government/ State government. If declaration is found wrong your firm will be delisted for 3 years.	

**I/We hereby declare that they will not be part of a cartel with other vendors and will be quoting competitive rates in the tenders. I am aware that if we are part of cartel our names are likely to be deleted from the approved vendors and the case will be reported to the COMPETITION COMMISSION OF INDIA(CCI), NEW DELHI.**

Date:

Name of the firm:  
(Signature of Authorized Official)

Name of the person to be contacted:

Designation:

Email ID:

Mobile No: