

**SOUTH EASTERN RAILWAY  
MEDICAL DEPARTMENT**

**GENERAL AND MANDATORY CONDITIONS FOR REGISTRATION OF THE FIRMS FOR CONSUMABLE AND DISPOSABLE MEDICAL ITEMS ( items used in OT/Wards/Matron stores/Pathology /Radiology/Ophthalmology/G&O./Plastic Surgery, Ortho./OT for Laparoscopy/Anaesthesia/Dialysis Unit/Cardiology/Endoscopy etc. )**

The earlier website notice - Part-2 B regarding registration of firms for consumable/disposable medical items/non-medicinal items/medical stores & consumables will supersede.

1. The firm should download the attached conditions and proformas and fill up as per Annexure-A, put up their signature and stamp and submit it to the Chief Medical Director, South Eastern Railway, Garden Reach, Kolkata-7000 43 along with the followings:-
  - (i) Rs.5000/- as fees for registration ( after approval from CMD ).
  - (ii) Detailed product list in excel format. The hard copy to be submitted along with application and soft copy to be sent to the following e-mail id. - [acmdms@ser.railnet.gov.in](mailto:acmdms@ser.railnet.gov.in)
  - (iii) The application format to be as follows in Annexure-A.
  - (iv) [Indicative product list generally required in S. E. Railway is attached.](#)

The firms should apply for registration to

Chief Medical Director,  
South Eastern Railway,  
Garden Reach, Kolkata-700043.

A soft copy of the product list in MS excel format as per the format given at Annexure-B should also be emailed to [acmdms@ser.railnet.gov.in](mailto:acmdms@ser.railnet.gov.in) , while applying for registration.

1. The total turnover for the past 3 years of the Marketing firms/Authorized dealers & stockiest/importers should be Rs. 50 lakhs and above.
2. The firm should submit a declaration that there was no punitive action taken against the firm by any Zonal Railway/Central Government/State Government and if the declaration is found wrong the firm can be delisted for 3 years all over Indian Railways.
3. The product should have valid Manufacturing license of manufacturer.
4. The manufacturing unit should have ISO/CE/BIS/FDA/other certificate equivalent to it.
5. All firms registered will be required to be registered with IREPS for e-tendering. IREPS.
6. Firms should give an undertaking that they will not be part of cartel with other vendors and will be quoting competitive rates in the tender. If the rate quoted by the firm in cartel they may be deleted from the list of approved vendors.
7. Firm should attach highest value Purchase order awarded to them.

**Annexure-B.****Format for the products applied:**

Sl.No	Name of the products offered against each type of the speciality.	Brand name of each item if available.	Manufacturer /Importer's name with address	Marketer's name and address
Total NO.				

NB: Firm to attach separate sheet with signature and stamp.

Name of the firm:  
(Signature of the Authorized Official)

Name of the person to be contacted:

Designation:

Phone No:

Mobile No :

Email Id,

The application with all the relevant particulars should be submitted to the Chief Medical Director, South Eastern Railway, Garden Reach, Kolkata-7000 43 for registration. On approval of registration, registration fee of Rs.5,000/- will be deposited which will be valid for 3 years. On completion of 3 years, the firm can renew their registration as per the initial formalities.

**ANNEXURE-A**  
**APPLICATION FOR REGISTRATION OF MANUFACTURERS/IMPORTERS/  
MARKETERS/SUPPLIERS/AUTHORIZED DELERS/STOCKISTS ETC.  
DEALING WITH THE CONSUMABLE/DISPOSABLE MEDICAL ITEMS.**

Sl.No	Description	Remarks
1.	Name of the firm/supplier (state whether OEM/importer or authorised 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/importer*	
6.	Names of the products for which firm is the original manufacturer*	
7.	Names of the products for which the firm is the authorised 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/CE/BIS/FDA other certificate for manufacturing unit, submit copy of certificates.	
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	
14.	High value order from the Rly./Other Govt. Organizations and similar items.	
15.	Is the manufacturer/importer/distributor registered with any other Railway(s)?	

\* if required separate sheet may be attached

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

(b) I/We also hereby declare that no punitive action is taken against your firm by any Zonal Railway/Central government/state government. If declaration is found wrong my/our firm will be delisted for 3 years.

Date:

Name of the firm:

(Signature of Authorized Official)

Name of the person to be contacted:

Designation:

Email Id:

**Encl:** Format for the products applied.