

**GUIDLINE AND FORM FOR REGISTRATION OF SUPPLIER /DISTRIBUTOR FOR  
MEDICINE TO SOUTH EASTERN RAILWAY.**

The distributor/supplier of medicine should fulfil the following criteria

1. The Average turnover for the past 3 years of the Marketing firms/authorized dealers & stockiest/importers should be Rs. 50 lakh and above.
2. All firms registered will be required to be registered with IREPS for e-tendering.
3. Firm should attached highest value Purchase order awarded to them.
4. The firm should submit the following declaration
  - (a) That there was no punitive action taken against the firm by any Zonal Railway/Central Government/State Government and if declarations found wrong the firm can be delisted for 3 years all over Indian Railway.
  - (b) I/We agree for inspection to be carried by your Officials for My/Our Godawn/ medicine storage room.
  - (c) I/We agree to the all Tender Conditions of South Eastern Railway as amended till date and that the final decision of registration of the firm lies with your Railways.
  - (d) 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.
  - (e) To pay the DD as Registration fees of Rs. 5000/- for three years ( to be paid after registration is approved by Competent Authority)
5. Valid /Fresh relevant documents like trade License/License to Sell, Stock or exhibit or offer of sale or distribute by wholesales drugs/Audited Turnover certificate may please be submitted from time to time for this office record.
6. Authorization of OEM/Manufacturing /Importing firms (who are approved by Indian Railway) to be submitted.

**Annexure -A****APPLICATION FOR REGISTRATION OF SUPPLIERS/AUTHORIZED  
DELERS/DISTIBUTORS/STOCKISTS/IMPOTER ETC. DEALING WITH THE MEDICINE**

<b>SI. NO.</b>	<b>Description</b>	<b>Remarks</b>
1.	Name of the Suppliers/Distributors/Dealers	
2.	Full address	
3.	Telephone No., Mobile No., email address	
4.	GST No.	
5.	Valid Trade License	
6.	Valid License to Sell, Stock or exhibit or offer of sale or distribute by wholesales drugs.	
7.	Authorization letter from OEM/Manufacturing /Importing firms (who are approved by Indian Railway)	
8.	Audited Annual turnover figures for last 3 years	
9.	Income tax returns filed for 3 years	
10.	High value order from the Rly./Other Govt. Organizations and similar items.	
11.	Other Railway(s) Registration Certificate (if any)	
12.	IREPS Registration	

We declared that :

- (a) That there was no punitive action taken against the firm by any Zonal Railway/Central Government/State Government and if declarations found wrong the firm can be delisted for 3 years all over Indian Railway.
- (b) 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.
- (c) I/We agree for inspection to be carried by your Officials for My/Our Godawn/ medicine storage room.
- (d) I/We agree to the all Tender Conditions of South Eastern Railway as amended till date and that the final decision of registration of the firm lies with your Railways.

**Date :**

**Name of the Firm:**

**(Signature of the Authorized Official) :**

**Name of the person to be contacted :**

**Email ID:**