

Covering Letter Format

To

The Office of JS(MKN)
Chairman Registration Committee
Room No. 236A, Udyog Bhawan, New Delhi

Subject: Application for registration of bidders having beneficial ownership in countries which share land border with India in accordance with Department of Expenditure Order no. F. No. 6/18/2019-PPD dated 23.07.2020 and DPIIT OM No.P-45021/112/2020-PP(BE-II)(E-43780) dated 24.08.2020 - regarding.

We, M/s _____ (Name of the Bidder), hereby submit an application for registration of our Company in accordance with Department of Expenditure Order No. F. No. 6/18/2019-PPD dated 23.07.2020 and DPIIT OM No.P-45021/112/2020-PP(BE-II)(E-43780) dated 24.08.2020 through its authorized signatory.

2. We confirm that the application complete in all regards, and duly signed by authorised signatory on all pages, is being submitted in four hard copies. We also confirm that a soft copy in pdf format has been emailed to dpiit.144@gov.in . We understand that incomplete application will not be processed and summarily ignored.

3. We also confirm that we, M/s _____ (Name of the Bidder), and M/s(Name of Manufacturer/ Service provider/ Contractor, if different from bidder) are not currently debarred/blacklisted/banned by any Government entity in India.

4. We also confirm that signatory of this letter & application form is the authorised signatory of the _____ (Name of the Bidder). A copy of authorisation letter is enclosed.

(Name and Signature of
authorised signatory of bidder along with
telephone number and email Id)

Appendix-A

Format for bidder registration under Rule 144(xi) of GFR

<p>Name of Bidder - as defined in the Department of Expenditure Order (Public Procurement No. 1) issued vide No. F.No.6/18/2019-PPD dated 23rd July, 2020</p>	
<p>Type of business entity</p> <p>(Natural Person/ Private Limited Company/ Public Limited Company/ Sole Proprietorship/ One Person Company/ Partnership firm/ Limited Liability Partnership/ Joint Venture/ Trust/ NGO/or any other type of entity)</p> <p>In case of incorporated entity - to attach certificate of incorporation.</p>	
<p>Beneficial owners - as defined in the Department of Expenditure Order (Public Procurement No. 1) issued vide No. F.No.6/18/2019-PPD dated 23rd July, 2020</p> <p>Details of all beneficial owners having ownership more than that prescribed in Para 9 of Department of Expenditure Order (Public Procurement No. 1) issued vide No. F.No.6/18/2019-PPD dated 23rd July, 2020 may be furnished in the format as given in Annexure -I duly certified by practicing Chartered Account in India.</p>	
<p>Complete address of the Registered Office with contact person name, telephone number and email Id.</p>	
<p>Whether registration is being sought as</p> <p style="margin-left: 40px;">a. Manufacturer/ service provider/ contractor for supply of goods/ services / works</p> <p style="margin-left: 40px;">or</p> <p style="margin-left: 40px;">b. As an agent/reseller/distributor/member of consortium/ Branch Office/ Office Controlled by bidder/any subsidy of any artificial juridical person/ any other type of category)</p>	

Bidder to give details in which category – registration is being sought.	
In case registration is being sought as an agent/reseller/distributor/Office controlled by bidder/ any other subsidiary of any artificial juridical person /any other category other than manufacturers , service provider and contractor of above - the details of manufacturer/ service provider/ contractor may be furnished in Annexure-II.	
The details of items (goods/ services / works) for which registration is sought as per Annexure –III	
Financial details in INR/ US Dollar for last five financial years as per Annexure –IV duly certified by practicing Chartered Account in India.	

Note: The terminology “Works” in the entire document means “Works including turnkey works/ projects”. Similarly, the terminology “Services” means “Consultancy as well as non-consultancy services”.

Details of manufacturer/ service provider/ contractor

Name of manufacturer/ service provider/ contractor	
Type of business entity (Natural Person/ Private Limited Company/ Public Limited Company/ Sole Proprietorship/ One Person Company/ Partnership firm/ Limited Liability Partnership/ Joint Venture/ Trust/ NGO/or any other type of entity) In case of incorporated entity - to attach certificate of incorporation.	
Beneficial owners - as defined in the Department of Expenditure Order (Public Procurement No. 1) issued vide No. F.No.6/18/2019-PPD dated 23rd July, 2020 Details of all beneficial owners having ownership more than that prescribed in Para 9 of Department of Expenditure Order (Public Procurement No. 1) issued vide No. F.No.6/18/2019-PPD dated 23rd July, 2020 may be furnished in the format as given in Annexure -I duly certified by practicing Chartered Account in India.	
Complete address of the Registered Office of manufacturer/ service provider/ contractor with contact person name, telephone number and email Id.	
In case of manufacturer, complete address of the manufacturing premises with name, telephone number and email Id of contact person.	
In case of service provider/ contractor, complete address of the premises from where services are provided may be given with name, telephone number and email Id of contact person.	
The details of items (goods/ services / works) for which registration is sought as per Annexure –III	
Financial details in INR/USD for last five financial years as per Annexure –IV duly certified by practicing Chartered Account in India.	

Annexure-III

Details of item (goods/ services / works) for which registration is sought

Description of items (goods/ services / works) for which registration is being sought.	
Broad technical specification parameters/ details of items	
Annual Capacity of bidder for each of the goods/ services / works for which registration is being sought.	
Major public procuring entities in India for these items	
Details of contracts received in last 05 years for these items from public procuring entities in India in the format given in Annexure-V	
Details of contracts received in last 05 years for these item from private sector in India in the format given in Annexure-VI	
Details of outsourced components/goods and subcontracted works and services proposed to be used in execution of contract may be provided in the format given in Annexure –VII.	

Note:-

1. Bidder can seek registration for multiple items in an application by providing requisite details for each of the item for which registration is being sought.
2. Registration will be valid for a period of one year from the date of issue.
3. If there is change in the beneficial ownership of the bidder/ manufacturer/ contractor/service provider – this registration shall automatically stand annulled. Fresh registration need to be filed in such cases.

Annexure-IV

Financial details in INR/ US Dollar for last five financial years duly certified by practicing Chartered Account in India.

Financial year (FY)	Net Sales turnover during the FY	Net Profit during the FY	Net worth at the end of the FY

Annexure-V

Details of contracts received in last 05 years from public procuring entities in India

Sr. No.	Description of goods/ services / works with broad technical parameters	Procuring entity details – Name and complete address of the Organization.	Purchase Order Qty and value	Status of the Order – Executed successfully/ under execution/ cancelled

Note: The details are required to be furnished only for those goods/ services / works for which registration is being sought.

Annexure-VI

Details of contracts received in last 05 years from private sector in India

Sr. No.	Description of goods/ services / works with broad technical parameters	Procuring entity details – Name and complete address of the Organization.	Purchase Order Qty and value	Status of the Order – Executed successfully/ under execution/ cancelled

Note: The details are required to be furnished only for those goods/ services / works for which registration is being sought.

Annexure-VII

Details of outsourced components/goods and subcontracted works and services proposed to be used in execution of contract

Sr. No.	Details of outsourced components/goods and subcontracted works and services	Major technical parameters	Manufactured by /Subcontracted to	Country of Origin

*The details are required to be furnished for top 20 high value outsourced components/goods and subcontracted works and services.

Proforma for application for security clearance for registration of bidders from countries which share land border with India**I. Details in respect of bidding company / person:**

Sl. No.	Name of the company / person	Type of company (Pvt. Ltd. / Pub. Ltd. / sole proprietorship / one person company / partnership / LLP / JV / Trust / NGO etc.)	Country of registration in case of company / nationality (if holding multiple nationality, all must be mentioned) in case of person	Registration number with date in case of company / passport nos. and issue date in case of person	Registered office address and correspondence address in case of company / Contact Address in case of person	Previous name of the company, if any	Details of earlier registration, if any (ref. no. & date)

II. Details of beneficial ownership of entity:

Sl. No.	Name of the company/individuals which/who are the beneficial owner of bidding company	Country of registration, registration number with date in case beneficial owner is a company / nationality, passport nos. and issue date (if holding multiple nationality, all must be mentioned) in case beneficial owner is an individual	Registered office address in case of company and correspondence address / contact address in case of individual	Details of intermediary company(s) / persons between bidder company or person and beneficial owner company / individual	Enclose a chart depicting the link between bidding company / person and the beneficial company / owners along with details such as address, parentage, passport details (in case of individuals) or company registration details (in case of companies)

III. Details in respect of Directors of bidding company:

Sl. No.	Full Name of Board of Directors	Present position held with date (since when)	Date of birth	Parentage (name of father / mother)	Present & Permanent Address	Nationality (if holding multiple nationality, all must be mentioned)	Passport Nos. and issue date, if any	Contact Address & telephone number
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IV. Details of shareholders of bidding company (all companies/entities/individuals with more than 10% shares or having controlling ownership interest or exercising control through other means in case of less than 10% shares):

Sl. No.	Full Name of individual / company	Parentage (name of father / mother) in case of individuals, and registration number in case of companies	Permanent address / present address in case of individuals, and registered and correspondence address in case of companies	Present position held, in any, in the applicant company	Nationality, in case of individual (if holding multiple nationality, all must be mentioned) / country of registration, in case of company	Passport Nos. and date of issue, if any (date of birth, in case passport is not available) for individuals	% of shares held in the company
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V. Details of tender(s) and specific goods / services / works proposed to be supplied:

VI. Reasons for seeking registration with Registration Committee of DPIIT: A brief note be attached

VII. Details of nature of activities undertaken by bidding company / person: A brief note be attached.

VIII. Details of nature of activities undertaken by beneficial owner of bidding company / person: A brief note be attached.

IX. Details of criminal cases, if any, against the bidding company, its director(s) or person as per annexure

Self-declaration for bidding company and its director(s) / owners or person

- a. Name & address and registration number of the company :
- b. Name and address of owners (in case of proprietorship firm) / directors of the company / person :
1. _____
 2. _____
 3. _____
 4. _____
- c. Are the company owners (in case of proprietorship firm) / directors / person listed above, are the subject of any?
1. Preventive detention proceedings under Public Safety Act / National Security Act etc. : Yes / No
 2. Criminal investigation in which chargesheet has been filed : Yes / No
- d. If, Yes, please provide following details
1. Case / FIR number :
 2. Detention / warrant number, if any, :
 3. Police station / district / agency :
 4. Sections of law under which case(s) has / have been filed :
 5. Name and place of the court :
- e. The above mentioned details are in respect of both India and any other foreign country.

(Signature)

Note: The above self-declaration is required to be filled and signed by the authorized signatory of the company.