



दिल्ली मेट्रो रेल कॉर्पोरेशन लिमिटेड
Delhi Metro Rail Corporation Limited

DMRC intends to enlist the approved vendors for the upcoming projects for the categories listed in Annexure-I (enclosed). In order to get enlisted as approved vendor, Vendors are requested to submit the duly filled form (Attached as Annexure-II) in soft as well as hard copy along with all necessary & relevant documents. The key dates are as follows:-

Submission start date	13.09.2019
Submission end date	04.10.2019 25.10.2019
Authority for seeking any clarifications	Mr. Viraj Gupta Dy.General Manager/Design-I Delhi Metro Rail Corporation Ltd., 5 th floor, B-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110001

No consideration whatsoever shall be given for postal or any kind of delay.

Note: All empanelled vendors are also requested to submit the above documents as per enclosed format. Non submission of the same shall lead to delisting of the vendors from the empanelled list.

Hard copies may be sent to the following address:

DGM/Design-I
Delhi Metro Rail Corporation Ltd.,
5th Floor, B-Wing,
Metro Bhawan, Fire Brigade Lane,
Barakhamba Road,
New Delhi-110001

Soft copies may be sent to the following address:

dmrcvendors2019@gmail.com

DMRC reserves the right to reject any or all applications without assigning any reasons thereof.

General Manager/Technical
DMRC



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ANNEXURE-I

S.No.	Details of Materials/ Products	S.No	Details of Materials/ Products	S.No	Details of Materials/ Products
1.	Cement	14	Prestressing System	29	Curing Compound
2.	Reinforcement Bars	15	Reinforcement Couplers (cold forged paralalled threads type only)	30	Polycarbonate Sheets
3.	Epoxy	16	Hollow Sections, Pipes	31	Fly Ash
4(a).	Expansion Joints for Viaduct	17	Drainage Pipes	32	Pre-Coated Profiled Metal Sheetings
4(b).	Expansion Joints for buildings	18	Acrylic Textured Coatings	33	Sodium Silicate for grouting purposes during TBM operations
5.	Admixtures	19	Non Shrink Grout	34	Fly Ash Block/ AAC Block
6(a).	Low strain Pile Integrity Testing, UPV Test , Rebound Hammer Test	20	Bonding Coat	35	Tunnel Segment EPDM
6(b).	Cross hole testing of piles	21	Polysuphide Sealant	36	Rock Bolts/Swellex Bolts
7.	Anchor Fastener	22	Steel Structural Fasteners	37	Soft eye GFRP
8.	Structural Steel	23	Corrosion Protection Paints	38	Precast Construction
9	Pre- stressing Strand (LRPC)	24	Micro Silica	39	Material Testing
10	Pot/Elastomeric Bearings	25	Fire Resistant Paint	40	Rain Water Harvesting
11	Horizontal Tie Bars/Shear Bars	26	Integral Crystalline Waterproofing Method	41	Geotechnical Investigation
12	HDPE Sheathing	27	Water stopper/ Bar		
13	Formwork Release Agent	28	Liquid Polymer membrane waterproofing		



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ANNEXURE-II

**Form of application for use of firms for enlistment as
Approved vendor for DMRC Phase-IV**

S.No.	Particulars	To be filled by the Applicant
1.	Name if firm/company whether Private/Public/Government/Non-government	
	Address of head office	
	Telephone no.	
	E-mail	
	Address of Branches	
	a. Proprietors name and address Full details of other undertakings owned/controlled by the proprietors	
	b. Partners Name address and percentage of shares held	
	c. Connection between the undertaking and others, if any other undertaking with name and address and their registration no with concerned Metro for various groups of stores	
	i. Is it subsidiary of Indian company/foreign company with particulars of the parent/holding company?	
	ii. Others companies, if any, in India which are subsidiaries of the parent company	
	iii. Stores manufactured/handled with details of specification to which these are manufactured/stoked by you as well as your subsidiaries	
2.	Items or items of store giving reference to trade groups code no. of the attached list for which enlistment/registration is desired.	
3.	Is your firm incorporated under companies' law or any other law of India? If not who are the partners/proprietors(give name and address)	
	a. Is your firm registered under Indian Partnership Act 1932?	
	b. Is your firm registered under Indian Factories Act.1948	



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No.	Particulars	To be filled by the applicant
4.	Does your firm come under the scope of Industries (Development & Regulations) Act, 1951 & if so, the no. and date of registration of license held under the Act.	
5.	If the firm is registered under the Indian companies Act, 1913/1956.	
	a. Name in which registered	
	b. Name of registrar and place	
	c. Date of registration, date and number on the registration certificate	
	d. Subscribed capital	
6.	If the firm is registered under the Indian Partnership Act, 1932 or any other act requiring the registration of firm/ partnership	
	a. The name in which it is registered	
	b. The place of the registrar	
	c. Date of registration, date and number on the registration certificate	
7.	The name and address of the proprietor and all the partners and the nature and extent of their interest in Joint business(in case of joint Hindu family give name of all persons who have interest in business)	
8.	Income tax circle/ward/district in which the concern and each of its proprietor are assessed to income tax and G.I.R. No. of each	
9.	If you are a manufacturer	
	a. Location of manufacturing works/ factory owned (Documentary evidence of ownership must be produced)	
	b. Brief description of the factory	
	c. Whether the firm comes under the scope of industries Development & regulation Act 1951 and if so, the no. and date of registration of license held under the act.	
	d. Details of manufacturing plants and machinery erected and functioning in each department.	



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No.	Particulars	To be filled by the applicant
	e. Whether the process of manufacturing in factory is carried out with aid of power or without it.	
	f. Details of stores or class of stores with which the factory is equipped	
	g. Whether stores were tested to any standard specifications, if so provide copies of test certificate	
	h. Details of arrangements for quality control of product such as laboratory etc.	
	i. In case you do not own the factory but utilize the factory of some other firm for manufacture/fabrication of the stores for which you apply for registration, on lease or other basis, you should furnish a valid legal agreement that factory of has been put up at your disposal for manufacturing/fabrication of the stores for which registration has been applied for.	
	j. In case of firms who are accredited agents of any manufacturer, they are requested to furnish an attested copy of their Agency Agreement with manufacturers concern	
10.	Classes of articles imported by the firm	
11.	Classes of imported articles normally stocked by the firm	
12.	State particulars with value (approximate) and date of any contract (of considerable magnitude) executed in the last 5 year by your firm for the industries and supplies or local body.	
13.	Recognized cottage industries and small scale industries Units should submit a certificate from the regional director of the unit in support of their statement	
14.	Are you on the approved list of Director general Suppliers and disposals and if so give details of items for which enlisted and registration no. and date.	
15.	If you were an approved vendor of any other Metro give registration No. and items for which registered.	



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No.	Particulars	To be filled by the applicant
16.	If you were an approved vendor of Railway/Metro Rail/any other government organization give registration No. and items for which registered?	
17.	Who are your bankers? Give complete addresses, further remarks if any	
18.	Further remarks if any	
19.	Do you pay income-tax if so, income-tax clearance as perform enclosed be furnished	

I/Wedo hereby declare that the entries made in this application form are true as per best of my knowledge and also that we shall bound by the act of my/our duly consulted attorney.

Mr.....who has signed this application and of any other person who in future may be appointed by me/us in his stead to carry on the Business of the concern whether an information of such changes is given to the DMRC or not.

Signature of persons signing this application form
(Proprietor, Partner or Authorised Persons etc.)

All subsequent changes in the constitution of working of a firm affecting the accuracy of the answer now given should be promptly communicated to the DMRC.

Signature of persons signing this application form
(Proprietor, Partner or Authorised Persons etc.)



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CHECKLIST FOR THE APPLICATION OF VENDOR REGISTRATION

Sub: - Application of registration from M/s

S.No.	DOCUMENT OF BE SUBMITTED ALONG WITH APPLICATIONS FORM FOR VENDOR REGISTRATION	Ref. Page Number/ Annexure
1.	Copy of following documents	
	i) Registration with Registrar of Firms	
	ii) Certificate of incorporation (Shop/Commercial Establishment/factory Act)	
	iii) GST Registration Number(s)	
	iv) Copy of GST Certificate (s)	
	v) Copies of PAN No., TAN No. & TIN No.	
	vi) Copy of Vendor registration certificate issued by Metro Rail/Railways/RDSO/any Government Organization	
	vii) Copy of ISO Certificates	
	viii) Copy of ISI/International Certificate for product offered for Vendor Registration	
	ix) Code(s)/Standard(s) followed for manufacturing & testing of products	
	x) Accreditation of Lab(s) from NABL	
	xi) Certification from IGBC/USGBC(if any)	
2.	Attested copy of Partnership deed (in case of partnership firm)	
3.	In case of Limited company (Provide following duly signed and stamped)	
	i) Memorandum and Article of Association	
	ii) Certificate of incorporation	
	iii) List of sitting Directors	
	iv) Last three years Annual report	
4.	Following documents duly signed by CA and Director /Partner/Proprietor and Stamped for last 3 years:	
	i) Last three years Profit and Loss account statement	
	ii) Last three years Balance sheet	
5.	Performance certificate (duly signed and stamped) showing details of contracts executed/supplied in past 3 years (give Description, details of PO's, order quantity, value	



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	of PO, quantity supplied, date of supply, receipt note or receipted challan No. & date) against contracts executed/supplied in Major Project works of any Metro Railway Project/Railways/Government Organisations.	
6.	Relevant specifications of the product as per the outline construction specifications of DMRC along with all relevant documents/test reports/ certifications etc. confirming the compliance of the product/item offered.	
7.	Details of all plants and Machinery and Production capacity	
8.	Details of testing facilities available in the plant for the material offered for Registration and enclose copied of manufacturers Test certificates and Third Party Test Certificates as supplied to any Metro Railway Projects/ Railways/ Government Organisations.	
9.	Details of category of items for which Registration is required with justification for demand of category duly stamped and signed by authorized signatory (separate sheet for each trade group is required as per Annexure-I of application form)	
10.	List of your clients	

Place:

Authorized Signatory

(Seal & Signature of the applicant)Date:



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**Justification for demand of Trade groups/Additional Trade groups
(Separate Sheet for each category is required)**

Description	Remarks with Reference page numbers/ Annexures
Category & Description	
Detailed description of product as per Category	
Reason for demanding this Category:-	
(a) List out the item (s) offered for Vendor registration falling this Category.	
(b) As manufacturer :- i) What are the machines available for manufacturing of above items ii) Quality control arrangement iii) Whether covered by Indian or International standard specification	
(c) Compliance with outline construction specifications of DMRC	
(d) Performance certificates of supplies to Metro/Railways & any other Govt. organizations	

S.No.	Description of Item/ Product	Purchase/work Order Reference Number & Date	Supply order Quantity	Delivery/ Supply Period	Value of Supply of product (s)	Supply details (Project & Client)
1.						
2.						
3.						

Authorized Signatory

Place:

(Seal & Signature of the applicant)

Date: