

Introduction of Items

1. This is to inform that Departments is accepting Application for Introduction of items in CSD from 15th Dec 2022 (Every Working day from 10:00 hrs to 17.30 hrs).
2. The format of application form along with undertakings & instructions are uploaded herewith. (Scroll Down to refer the same).
3. The filled in Application Form can be submitted through Speed Post/ Courier or By Hand. The Envelop possessing the Application Form & Enclosures should be superscribed with the following sentence.
“ APPLICATION FOR INTRODUCTION OF ITEMS IN CSD - 181 PSC”
4. The duly filled Application form along with required enclosures are required to be submitted in hard copies only at the following address :

CANTEEN STORES DEPARTMENT

Secretariat Branch
“Adelphi”, 119 M. K. Road,
Mumbai- 400020.

INSTRUCTIONS TO THE APPLICANTS

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1. The firm should be in business a minimum of two years before they apply for introduction of their products in CSD.
2. The items to be applied for introduction should be in the market for at least three months on the date of applying for introduction except for AFD-I category ie for all type of vehicles and white goods.
3. Items having been different sizes, different article codes, different colours, different styles having different /distinct barcodes should be treated as separate SKUs and accordingly the firms should apply for introduction of items.
4. There should be considerable/significant presence of items to be introduced in Civil Market on Pan India Basis.
5. Firms planning to introduce products to be sold only in CSD are strictly prohibited for applying unless special sanction accorded by Ministry.
6. All Sorts of fees once paid are not refundable and non transferable.
7. Payment of fees and receipt of application form does not convey the approval for introduction of the products.
8. For liquor items, it is preferable that firm should get the label registered of the proposed items in at least five states while applying for introduction. However, label registration in five states are mandatory before getting purchase orders.
9. The complete details of the products proposed for introduction should be updated in the database of GS-I, a "NOT FOR PROFIT" registered society set up by ministry of commerce, GOI and the barcodes/UPC/GSTIN(EAN) of the products should be assigned by GS-I, so that the details of the proposed products can be fetched through Smart Consumer App.
10. The nomenclature of the product to be applied for introduction should be same as updated in the GS-I database and Smart Consumer Apps.
11. Presently there is a restriction on selling the imported items through CSD.
12. Once an item is rejected by earlier Preliminary Screening Committee (PSC), the firm should not apply for the same item at least for six months from the date of rejection. If rejected twice, the same item will not be considered for introduction at all.
13. If a firm is found to have submitted false information / documents, Board of Administration of CSD can take action as deemed fit, including debarring them from applying in future.
14. **APPLICATION FEES as per dissection taken in 704 BoA dt. 12 – 13 July 2023 : to be applicable for 15th July 2023.**

Revised Fee structure applicable from 15th July 2023 towards application for introduction of non AFD-I items at two stages are mentioned below. Please make the payment accordingly:

	Fees applicable for Ex-Servicemen/ Entities which are owned 100% by Women/ Physically Challenged Persons (Divyangjan)	Fees applicable to MSME / Start-up Companies	Fees application for other companies
	(1)	(2)	(3)
Stage I	Rs. 4000/- per SKU	Rs. 6000/- per SKU	Rs. 26000/- per SKU
Stage II	Rs. 3500/- per SKU	Rs. 6000/- per SKU	Rs. 19000- per SKU

* **Startup / MSM Enterprises claiming fee concession as above should furnish relevant certificate / proof of their status, failing which fees as per Col (3) will be applicable to them.**

* **For Divyangjan, furnishing of the certificate with UDID No. issued from the State or Central Government will be mandatory.**

For AFD-I Category of Items

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Please note that stage wise fees will also be applicable for applicants dealing with AFD-I category of items (Four Wheeler, Two Wheeler & White Goods). The application fees for AFD-I category applicants are as under :

	Fees applicable for Ex-Servicemen/ Entities which are owned 100% by Women/ Physically Challenged Persons (Divyangjan)	Fees applicable to MSME / Start-up Companies	Fees application for other companies
	(1)	(2)	(3)
Stage – I Fees (Along with Application Form)	Rs. 2500/- per SKU	Rs. 4000/- per SKU	Rs. 15000/- per SKU
Stage – II Fees (Post PNC & BoA)	Rs. 2500/- per SKU	Rs. 4000/- per SKU	Rs. 15000/- per SKU

Beneficiary Name	CANTEEN STORES DEPARTMENT MAIN ACCOUNT INTRODUCTION FEE
Beneficiary Bank Name	PUNJAB NATIONAL BANK
Address of Bank where A/c is held	FORT, MUMBAI-400001
Bank A/c Number	0062002100156393
RTGS/NEFT IFSC Code	PUNB0006200

15. CHECKLIST / DETAILS TO BE SUBMITTED ALONG WITH APPLICATION

1.	Annual first point sale of each offered products separately in Rupee value (<i>in Lakhs</i>) and in quantity in terms of units(cases for liquor only) alongwith Company Annual Turnover for preceding three years in India (excluding exports) duly certified by Chartered Accountant. This is not applicable for Four wheelers & Two Wheelers.
2.	Certificate issued by Registrar of Companies indicating date of establishment of the company and type of business configuration namely Public Ltd, Central PSU, State PSU & Pvt Ltd. wherever applicable
3.	Partnership deed indicating the names of partner and their respective shares in the firm, including validity of the deed, wherever applicable.
4.	Certificate issued by the Chartered Accountant certifying the proprietorship nature of the firm.
5.	Certificate issued by Taxation department indicating GSTIN No of the firm.
6.	PPO/Discharge certificate issued by ZSB/KSB for Ex-Servicemen (ESM)/Veer Nari/NOK of ESM. For Divyangjan, furnishing of the certificate with UDID No. issued from the State or Central Government will be mandatory.
7.	In Case of Start ups, Certificate issued by DPIIT.
8.	Udyam registration certificate in case of MSME firm.
9.	Clear picture of the product indicating the name, graphics, MRP, Batch no, Barcode, Tags & FSSAI number (wherever applicable).
10.	Balance Sheet, Profit and Loss A/c and notes to accounts for the last three financial years duly audited by Chartered Accountant.
11.	Details of Distribution Network of offered products covering all regions where CSD depots are located in the country. a) Addresses of your warehouses in India. b) Addresses of your C&F Agents in India. c) Addresses of your major distributors/wholesalers in India.
12.	Market Share in percentage of each offered products at the All India Level along with certificate from any reputed Market Research Agency.

13.	Supporting document related to type of Business i.e. if Sole Proprietor Ship / Partnership / Private Limited Company / Public Limited Company / Any Other – please specify.										
14.	Copies of labels & label registration with the excise authorities & trade invoice of offered liquor items for states in which civil trade is carried out for which Ex Distillery price are quoted in the application (for minimum 05 (ten) states) (FOR LIQUOR)										
15.	IMFL/Rum/Beer/Wine items having sale in civil market for quantity sold in cases per year duly supported by Excise Duty paid and certified by respective Excise authorities in respect of offered items for last two years (For LIQUOR) .										
16.	Valid Factory License under Factory Act 1948.										
17.	Latest Test Report in respect of each item from Govt. / Govt. recognized laboratory / NABL Accredited Labs.										
18.	FSSAI Certificate for food products.										
19.	Valid GS1 Certified Barcodes of the offered Products.										
20.	If outsourced, manufacturing agreement and manufacturing Trade Invoice of the applied products.										
21.	Technical Data Specification(TDS) for each products. (as per format at APPX-B)										
22.	In case of Hosiery and Textile items submit original cloth certificate in regard to reed/pick/count/weight from government recognized Laboratories/Institute. (as per format at APPX-C)										
23.	Latest Income Tax and clearance Certificate Duly attested by a recognized Chartered Accountant.										
24.	Valid Brand Registration Certificate of Trade Mark Registry . If applied for registration of Trade Mark, Submit Certificate on Rs 100/- Non-Judicial Stamp Paper. (as per format at APPX-E)										
25.	Monthly production capacity of each of the offered products (Both normal & maximum)										
26.	Production capacity of the distillery in bulk litres duly certified by Excise authorities for liquor items.										
27.	Product pricing (Applicable for price revision also) duly certified by Chartered Accountant along with UDIN No. in format given at APPX-A. Details of cost should match with first point trade invoice in respect of the state where the lowest trade price for the product is offered . In case of Brand owner, details of transfer price be provided showing other components of pricing. (Not Applicable for AFD-I items)										
28.	Details of quality control measure being taken at each of the manufacturing premises (Write up in max 2 pages) .										
29.	If existing supplier to CSD, furnish the details in the following format : <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Index No.</th> <th style="width: 15%;">Nomenc- lature</th> <th style="width: 15%;">Date of introduction in CSD</th> <th style="width: 15%;">% age of initial discount given to CSD</th> <th style="width: 40%;">Item wise turnover for 3 years in CSD</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Index No.	Nomenc- lature	Date of introduction in CSD	% age of initial discount given to CSD	Item wise turnover for 3 years in CSD					
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30.	Complete postal address and telephone numbers of five major retailers for each of the offered products in metro cities.										
31.	Details of item(s) being sold through the agencies like Apna Bazar, Co-operative Societies, Super Bazar, Govt. Agencies or through large retail chains such as Malls/ Metro including rates thereof and also attach copies of current cash memo.										
32.	GST Registration Certificate / ISI/Agmark/FPO/FSSAI Registration No.(Mandatory in respect of Electrical appliances consuming power i.e. Iron, Immersion Rod, Heater, Oven kettle etc. and Liquor/Food products) along with copy of the registration certificate. Details of relevant latest ISI/BIS/any other specification & parameters thereof should be attached.										
33.	Copy of manufacturer's invoice to wholesalers / distributors i.e First Point Trade Invoice of all the states.										
34.	Attach one foolscap paper write-up about your firm and each products along with product leaflets.										
35.	Certificate from the Excise authorities to the effect that the Rum is matured for the number of years as mentioned in your application (for Matured Rum only).										

36.	Clearance certificate from Pollution Control Board.
37.	Details of Alcoholic Litre, Proof Litre, Bulk Litre and source of supply to all CSD Area Depots.
38.	Undertaking associated with servicing and after sales services from Authorized service centers as per format at Annx-D
39.	Address of authorized dealer network covering all CSD Area Depots all Over India (for automobiles and White Goods)
40.	After sales service outlets with address, Contact Person & Phone nos. all over the country.
41.	Technical literature of the products (for automobiles and White Goods)
42.	Declaration from Chartered Accountant mentioning UDIN No. and verifying and mentioning the lowest trade rate for each of the products anywhere in the country along with trade invoice copy of the same.

DATE :

The AGM (Secy)
Canteen Stores Department
"Adelphi", 119 M.K. Road

APPLICATION FORM OF NEW INTRODUCTION : AFD-I

SUPPLIER DETAILS:

1 NAME OF THE FIRM: _____

2 ADDRESS OF THE REGISTERED OFFICE :

AREA- _____, PIN CODE

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STATE- _____

PHONE NO. : _____, _____, _____

FAX NOS. : _____, _____, _____

EMAIL ADDRESS. _____

WEBSITE ADDRESS _____

GSTIN NO : _____ (attach certified copy)

3 ADDRESS FOR COMMUNICATION: _____

AREA- _____, PIN CODE

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STATE- _____

PHONE NO. : _____, _____, _____

FAX NOS. : _____, _____, _____

EMAIL ADDRESS. _____

4 CONTACT PERSON : NAME : _____

DESIGNATION : _____

TEL/MOB. NO. : _____

5 Type of Industry
(eg. Heavy / Large, MSME (Micro, Small, Medium)
(supporting documents from local authorities) : _____

6 Type of Business
(Proprietorship, Partnership, Pvt. Ltd, Ltd,
Central PSU, State PSU, Cooperative, Federation): _____
(attach supporting documents)

7 Status of Supplier : _____
(Marketer, Manufacturer, Brand Owner, All India Sole selling agents for domestic manufactured items, All India Sole selling agents for imported items) (Attach supporting Documents)

8 (a) Annual Turnover of the firm for past 3 Financial Years. (The figures should be supported with the copies of Audited P&L Statements.)

Sl No.	FY	Turnover (in Crores)
1.		
2.		
3.		

8(b) **Product offered (For AFD-I White Goods)** :

Sl. No	Nomenclature of the Products with Brand Name	Model No.	HSN Code	Month & Year of Launch in Civil Market	Warranty	Barcode	MRP	Landed Cost exclusive of GST & levies, if any	Net Rate exclusive of GST and other levies	% of Market Share **	Annual Sales Data (excluding exports) for past 3 Financial Years (Both in Volume & value) UOM for Volume is "Units". Value to be denoted in "Lakhs" ***						
											FY:		FY:		FY:		FY:
								Trade *		Offered to CSD		Vol	Val	Vol	Val	Vol	Val

9) Details of Products manufacturing units / franchisee / sub-contractor / job workers / packaging units:

Sr. No.	Product offered for introduction	Name of factory (In case of imported product address of warehouse to be mentioned)	Factory Address & Phone no. (In case of imported product, name & address of exporter to be mentioned)	Factory License Registration No. & Validity of license	Whether owned, franchisee, sub-contract, job work or packing unit (to be specified) with supporting documents	Validity of Contract upto (date)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

10) Was any item of the firm deleted from CSD in the last 3 years? If so reason thereof.

11) Is any court case pending in consumer court? If so details thereof with present status.

12) Is any complaint against any of the products of the firm? If so details thereof.

13) Was your firm ever been blacklisted by the Central/State Govt./CPC at any time? If so, please give details.

14) Whether items offered now have been applied earlier for introduction but rejected in last 3 years? If so details thereof.

Sr.	Name of the Products	Period of Rejection

15) Whether the products are sold/available on online shopping / e-commerce sites i.e Flipkart, Amazon, etc.

16) Whether products are available on GeM Portal of GOI.

17) Terms of supply : F.O.R Area Depots

18) What is the replacement Policy of defective items?

19) Please indicate your consent to the subscription of the advertisements in CSD Price List, CSD Newsletter, Hamara Samachar or any other magazines, periodicals and souvenir concerned with Armed Forces and their welfare for increasing awareness of your products.

20) Whether willing to provide 100% bank guarantee valid for three year to cover value of initial order and subsequent orders ?

21) Are you a current supplier of CSD ?

22) Whether the brand being offered is being supplied in the civil market at the following levels ? If so, since when ?

- a) National level - All India covering all states.
- b) Regional level with names of states.
- c) Local level with names of cities.

23) Sources of procurement of molasses or rectified spirit etc.

- a) Whether purchased from open market.
- b) From own sugar mills.
- c) Allotment from State Government at controlled rates

24) Name other brands in CSD and civil market separately which are comparable with each of your product being offered now.

Items applied	Comparable with existing items in CSD	Comparable with existing items in Civil Market

25) Are you ready to effect supply as per schedule

26) Are you willing to supply the products Against Firm Demand?

27) The self-attested details of Pan India After Sales Service network is attached Excel sheet to appear

28) Details of executives/employees on whole time employment with your Firm and authorized to represent the firm with CSD (No Liaison Agents allowed).

Sr. No.	Name	Design	Address & email	Mobile No.

29) Please confirm your acceptance against each :

a) In case of any default, the General Manager CSD will be the sole authority to impose any penalty.

- b) You are required to execute all our orders at the existing rates mentioned in the orders till such time price applied for is approved by the Competent Authority or for three months after your revised price reaches department, whichever is earlier.
- c) If your products do not pick up sale while reviewing its performance after a certain period depending on the nature of the item, these items would be put up for deletion. After allowing two months for sale, the unsold stocks will be returned to you at the wholesale price of CSD at your cost.
- d) Any damaged/date expired stock will have to be replaced with fresh one at your risk and cost.
- e) Penalty shall be imposed as per the policy reviewed from time to time on late receipt of consignments against delivery schedule.
- f) Extra packing material would have to be supplied at your cost as and when requested for replacing damaged ones.
- g) Price parity established and agreed to will be maintained from time to time.
- h) One sample will be provided free of cost to all our Area Depots for display as & when required

j)Undertaking :-

"It is certified that information rendered in the application form is correct to the best of my/our knowledge. In case of any incorrect information rendered/deviations found thereto at a later stage which may adversely affect the department's interest, it will be the manufacture/ supplier's responsibility and the item will become liable for deletion and also the unsold stocks of the items will be taken back by the manufacturer/supplier at his risk and cost. The decision of General Manager, CSD will be final".

Items offered for introduction vide this application form were not applied for one to one replacement during last 1 year.

It is certified that latest models available in the market have been offered.

Canvassing/influencing in any form by the concerned supplier or through any outside agency, the decision making process of introduction of the Department will lead to the product being rejected.

Introduction request will be treated as closed, in an eventuality of your failure to attend the Price Negotiation on Scheduled date as fixed and communicated by the Department.

30) NUMBER OF ITEMS APPLIED	Type of Industry (MSME, Startups / Ex-Servicemen / Entities which are owned 100% by Women/ Physically Challenged Persons (Divyangjan)/ Others)	BANK NAME	STAGE-I AMOUNT PAID	Payment Ref / UTR No.	IFS code	DATE OF TRANSACTION

SIGNATURE OF SUPPLIER/ PERSON AUTHORIZED : _____

STAMP

NAME: _____

DESIGNATION : _____

DATE _____

UNIQUE APPLICATION NO.:

EXCEL FORMAT

- 1) Name of the Firm :
- 2) Whether Ex-servicemen Enterprises (Yes/No) :
- 3) Whether Firm is registered with CSD or GeM / DGSSAD
- 4) Annual Turnover of Firm (In Crores):
 - (a) 2020 - 2021 :
 - (b) 2021 - 2022 :
- 5) Whether MSME (Yes / No) :

Total Items Applied for Introduction :
 Total Fees Paid (In Rs.) :
 Payment Transaction Ref No. :
 Name of Bank :-
 Payment Transaction Date :
 Email Address :
 Mobile No. :-

SR. NO	NOMENCLATURE OF THE PRODUCTS APPLIED FOR INTRODUCTION	MRP PER UNIT	OFFERED RATE TO CSD EXCLUSIVE OF GST	Complete Factory Address	WHETHER FIRM IS A MARKETER, MANUFACTURER, BRAND OWNER OR SOLE SELLING AGENT FOR THE PRODUCTS	SINCE WHEN AVAILABLE IN CIVIL MARKET (MONTH & YEAR)	WHETHER SOLD IN COOPERATIVE GOVERNMENT STORES	SHELF LIFE / WARRANTY (IF APPLICABLE)	ANNUAL SALE DATA				MARKET SHARE AS PER MARKET SURVEY BY RESEARCH AGENCY (IN %)	No. of Sales in Which Label Registered (In Case of Liquor)	Name Of States In Which Label Registered
									2020-21	In Qty (Units)	In Value (Lakhs)	2021-22			
a)															
b)															
c)															
d)															
e)															
f)															
g)															
h)															

Signature & Stamp of Supplier / Person Authorised

(For the State with lowest trade price as per the trade invoices provided)

COSTING PROFORMA DULY CERTIFIED
BY CHARTERED ACCOUNTANT

1. Details of raw materials with percentage weight/volume that go into production of each product alongwith their present cost (Rs.) :
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
 - g)
 - h)
2. Cost of Raw Material(including Transportation)
3. Labour Cost
4. Packaging Costs :
 - a) Product (Bottles/Cans/Wrapper etc.)
 - b) Case Pack (Cardboard Cartons/Wooden cases/Gunny Bags/ Polyproplyne Bags etc.)
5. Marketing Expenses :
 - a) Advertisement
 - b) Selling
 - c) Marketing
6. Transportation cost of finished product
7. Overheads-Administrative
8. Excise Duty (If applicable) :
9. Margins

Total cost: _____

NOTE

The costing proforma should be supported by

- a) Excise declaration (for excisable commodities)
- b) Costing declaration made to financial Institutions/Banks etc.

Authorised Signatory

With name seal

APPENDIX 'B'

TECHNICAL DATA SPECIFICATION (In duplicate)

- 1. Nomenclature of the Item :
- 2. Dimensions with tolerances :
- 3. Weight with tolerance :
- 4. Capacity with tolerance :
- 5. Colour :
- 6. ISI Specification Number (Attach ISI Copy) :
- 7. Design :
- 8. Technical Data with details of active Ingredients used in the item.
(a) Composition / Active ingredients
(b) Raw material / Fillers :
- 9. Parts and their specifications :
- 10. Identification Marks / Marking :
- 11. Life-cycle / Shelf Life / Warranty :
- 12. Packing Type and Specifications :
- 13. Storage Instructions :
- 14. Transportation Instructions :
- 15. Criteria to declare the items as 'SECONDS' at the factory level :
- 16. Criteria to declare the items as 'REJECT' at the factory level. :
- 17. Criteria while carrying out visual inspection (Finish and Workmanship) :
- 18. Any other details :
- 19. For Hosiery and textile Items, Please furnish Technical Data Specification as per Format attached (Appendix E) :

Dated :

**Stamp & Seal of the
Manufacturer with name**

Applicable only for AFD OEMs - (4 WHEELERS & 2 WHEELERS ONLY)

**UNDERTAKING FROM SUPPLIERS TO CANTEEN STORES DEPARTMENT
MINISTRY OF DEFENCE, GOVERNMENT OF INDIA**

(To be executed on Rs.500/-non-judicial Stamp Paper duly notarized)

1. I/We, M/s. _____, with Head Office located at _____
_____solemnly affirm the following :-

That the following products have been offered by us to Canteen Stores Department for introduction:

Sr. No.	Item	Fuel Type	Category	Engine Cubic Capacity

2. (*)We are the manufacturers of the products stated at para-1 above.

OR

(*)We are the brand owners of the branded products stated at para-1 above and are being manufactured by M/s _____ having address _____ on our behalf our brand stands registered by _____ (state relevant registration authority) vide their letter _____ dated _____.

OR

(*)Products at para-1 above are being manufactured by M/s _____ (name and address of the firm) and the said firm has appointed us as their sole selling agent at All India level including open market for these products.

A copy of the agreement between us and the manufacturer is attached.

(*)DELETE WHICHEVER IS NOT APPLICABLE

Cont...2/-

3. We will nominate our whole time executives/employees for dealing with the CSD and undertake NOT to use the services of any liaison agent for the same.
4. All decisions taken by our nominated whole time executives/employees will be honoured by the firm.
5. Our nominated dealers shall adhere to the delivery schedule stated in the availability certificate & LS orders placed on them, unless amended by the CSD, as per the prevailing norms that will be associated with AFD.
6. We also undertake not to make supplies of any of our products, listed with CSD, directly to Indian Naval Canteen Services (INCS) Canteen(s) or any other Unit -Run -Canteens.
7. We undertake to provide an Indemnity Bond or the other instruments to indemnify CSD against actions of our firm and our dealer ship to the extent permissible by Law.
8. We also undertake to refrain from dealing with CSD personnel directly or indirectly for any clarifications on introduction of items except through official channel. Infringement of this is liable to render our items ineligible for introduction into CSD.
9. We also undertake to provide all the correct details and valid documents as per the requirement of the Department within three months, failing which the application can be closed by CSD.
10. In case the department found at any point of time that the data / information submitted by us as supplier is incorrect the department can delete the items without giving any reason or notice which will be acceptable to us.

DELIVERY

11. We undertake to supply the goods within the prescribed delivery schedule or the date mentioned in the availability certificate and in case of delay, the Department may take action, as per the prevailing policy of the Department associated with AFD.

PRICE

12. It is declared that nett trade rates (without CET & other levies) as appearing in first point trade invoice/s submitted with this application pertain to our lowest trade price in the country.

Cont...3/-

13. For any change in the price or terms, we will apply immediately to the department in the specified and will continue to make supplies at the existing rates and terms till the approval is accorded. For price decrease, rates will be reduced immediately. For any complaint of overcharging from CSD customer CSD can recover the amount from pending / future payment of firm or dealer.
14. We undertake to submit the Monthly Selling Price on or before 04th of every month for updating in AFD portal for sales.
15. Price parity established and agreed to from time to time will be maintained as per the extant policy/SOP associated with AFD.
16. We also undertake to extend any consumer promotion scheme launched by us in the civil market directly or through our stockists/dealers etc., simultaneously to CSD as well. Intimation about such schemes will be given to CSD well in advance to DGM (MS) as per the specified time lines of CSD.

AFTER SALES SERVICE

17. We confirm that as per the warranty & guarantee clause all the Dealers/Service Centres will render after sales services in terms of After Sales Service clause of the OEM/dealer. In case service is not rendered as stipulated, the CSD is at liberty to take action on the dealers as per prevailing norms associated with AFD including delisting the dealer.

QUALITY

18. We undertake to ensure the quality of the products being supplied by us as per specification. In case the quality is found to be lacking, the Department is at liberty to take action on us and delete our product from the CSD inventory range.
19. In case our products are found to be not conforming to the prescribed specifications, penal action shall be imposed on us on the merit of each case as per prevailing norms that will be associated with AFD.
20. We accept punitive action that may be taken by the Department as per prevailing norms that will be associated with AFD in case, in the departmental investigation, if it is established / revealed that inferior quality/seconds have been supplied to CSD customers.

Cont...4/-

DISTRIBUTION

- 21. That, our products are offered to CSD for procurement Against Firm Demand-I on local supply basis, we undertake to appoint Local dealers at all depot stations within 15 days of receipt of NI Circular for ensuring local supply to CSD Depots/ CSD beneficiaries.
- 22. We undertake to submit the dealer acceptance letter from each dealer who will be nominated by us to deal with CSD Depots/Beneficiaries.

For and on behalf of

M/s _____

Name & Designation _____

Signature _____

Date

Witness _____

(Signature)

Name and (Address) : _____

(Date) : _____

(SIGNATURE)

Applicable only for AFD OBEs -- (WHITE GOODS ONLY)

**UNDERTAKING FROM SUPPLIERS TO CANTEEN STORES DEPARTMENT
MINISTRY OF DEFENCE, GOVERNMENT OF INDIA**

(To be executed on Rs.500/-non-judicial Stamp Paper duly notarized)

1. I/We, M/s. _____, with Head Office located at _____
_____solemnly affirm the following :-

That the following products have been offered by us to Canteen Stores Department for introduction:

Sr. No.	Nomenclature of item	Category

2. (*)We are the manufacturers of the products stated at para-1 above.

OR

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A copy of the agreement between us and the manufacturer is attached.

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Cont...2/-

20

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5. Our nominated dealers shall adhere to the delivery schedule stated in the availability certificate & LS orders placed on them, unless amended by the CSD, as per the prevailing norms that will be associated with AFD.
6. We also undertake not to make supplies of any of our products, listed with CSD, directly to Indian Naval Canteen Services (INCS) Canteen(s) or any other Unit -Run -Canteens.
7. We undertake to provide an Indemnity Bond or the other instruments to indemnify CSD against actions of our firm and our dealer ship to the extent permissible by Law.
8. We also undertake to refrain from dealing with CSD personnel directly or indirectly for any clarifications on introduction of items except through official channel. Infringement of this is liable to render our items ineligible for introduction into CSD.
9. We also undertake to provide all the correct details and valid documents as per the requirement of the Department within three months, failing which the application can be closed by CSD.
10. In case the department found at any point of time that the data / information submitted by us as supplier is incorrect the department can delete the items without giving any reason or notice which will be acceptable to us.

DELIVERY

11. We undertake to supply the goods within the prescribed delivery schedule or the date mentioned in the availability certificate and in case of delay, the Department may take action, as per the prevailing policy of the Department associated with AFD.

PACKAGING

12. All changes in the size/pack/packing material etc will be made by us only with the prior approval of the Department and till the approval is accorded supplies will continue to be made in the existing approved size/pack/packing material.

Cont...3/-

PRICE

13. It is declared that nett trade rates (without GST & other levies) as appearing in first point trade invoice/s submitted with this application pertain to our lowest trade price in the country.
14. For any change in the price or terms, we will apply immediately to the department in the specified and will continue to make supplies at the existing rates and terms till the approval is accorded. For price decrease, rates will be reduced immediately. For any complaint of overcharging from CSD customer CSD can recover the amount from pending / future payment of firm or dealer.
15. We undertake to submit the Monthly Selling Price on or before 04th of every month for updating in AFD portal for sales.
16. Price parity established and agreed to from time to time will be maintained as per the extant policy/SOP associated with AFD.
17. We also undertake to extend any consumer promotion scheme launched by us in the civil market directly or through our stockists/dealers etc., simultaneously to CSD as well. Intimation about such schemes will be given to CSD well in advance to DGM (MS) as per the specified time lines of CSD.

AFTER SALES SERVICE

18. We confirm that as per the warranty & guarantee clause all the Dealers/Service Centres will render after sales services in terms of After Sales Service clause of the OEM/dealer. In case service is not rendered as stipulated, the CSD is at liberty to take action on the dealers as per prevailing norms associated with AFD including delisting the dealer.

QUALITY

19. We undertake to ensure the quality of the products being supplied by us as per specification. In case the quality is found to be lacking, the Department is at liberty to take action on us and delete our product from the CSD inventory range.
20. In case our products are found to be not conforming to the prescribed specifications, penal action shall be imposed on us on the merit of each case as per prevailing norms that will be associated with AFD.

Cont...4/-

- 21. We accept punitive action that may be taken by the Department as per prevailing norms that will be associated with AFD in case, in the departmental investigation, if it is established / revealed that inferior quality/seconds have been supplied to CSD customers.

DISTRIBUTION

- 22. That, our products are offered to CSD for procurement Against Firm Demand on local supply basis, we undertake to appoint Local dealers at all depot stations within 15 days of receipt of NI Circular for ensuring local supply to CSD Depots/ CSD beneficiaries.
- 23. We undertake to submit the dealer acceptance letter from each dealer who will be nominated by us to deal with CSD Depots/Beneficiaries.

For and on behalf of

M/s _____

Name & Designation _____

Signature _____

Date

Witness _____

(Signature)

Name and (Address) : _____

(Date) : _____

(SIGNATURE)

APPENDIX 'E'

(UNDERTAKING ONLY FOR NEWLY APPLIED BRAND REGISTRATION)

TO BE TYPED ON RS. 100/- NON-JUDICIAL STAMP PAPER DULY NOTORISED

IT IS INFORMED THAT WE HAVE APPLIED FOR NEW REGISTRATION OF OUR TRADE MARK TO TRADE MARK REGISTRY VIDE APPLICATION NO. _____ ON (DATE) _____, AS PER FOLLOWING DETAILS

AND ALL THE REQUISITE DOCUMENTS HAVE BEEN SUBMITTED TO THE TRADE MARK REGISTRY.

WE HEREBY CONFIRM TO SUBMIT THE TRADE MARK REGISTRATION CERTIFICATE AT THE EARLIEST. FURTHER WE CONFIRM THAT IN CASE ANY DISPUTE ARISES LATER ON IN RESPECT OF TRADE MARK REGISTRATION OF THE PRODUCT APPLIED BY US NEITHER CANTEEN STORES DEPARTMENT WILL BE HELD RESPONSIBLE IN ANY CIRCUMSTANCES NOR CANTEEN STORES DEPARTMENT WILL BE MADE A PARTY IN ANY LEGAL PROCEEDING WHATSOEVER IT MAY BE.