

SCRUTINY CHECK LIST FOR NI APPLICATIONS

NAME OF THE FIRM : _____

I / We hereby declare that we have submitted the required information/document

(Please put / in the relevant box

S no	Name of Check list	To be filled in by the Firm <input checked="" type="checkbox"/> / <input type="checkbox"/>	To be verified by the Scrutiny Officer <input checked="" type="checkbox"/> / <input type="checkbox"/>	Remarks of the Scrutiny Officer
1.	I/We have submitted the Basic Information at para 1 (a) to (i) of the Application Form.			
2.	I/We have submitted Pre-PSC information at para 2 (a) to (i) of the Application Form			
3.	I / We have paid Stage -1 payment and enclosed Transaction/UTR no			
4.	I / We have attached a snap shot along with updated colour photograph from Smart Consumer App on A4 size paper showing following information clearly: i) Barcode of the product ii) Nomenclature iii) Grammage / Volume iv) Size/Dimensions, if applicable v) Brand vi) Company information vii) Product information			
5.	I /We have submitted an undertaking reproducing para 4 to para 6 of the Application Form			
6..	I/We have attached Five State/UT Label registration of Liquor along with Civil Sales Data for the last two years 2022-23 & 2023-24 (For Liquor only			

SIGNATURE OF THE FIRM WITH

SEAL AND STAMP

DATE:

SIGNATURE OF THE VERIFYING OFFICER

DATE

ON COMPANY'S LETTER HEAD

APPLICATION FOR INTRODUCTION OF ITEMS / PRODUCTS OTHER THAN AFD IN CSD

1. BASIC INFORMATION

- a) Name of the Firm -
- b) Registered Address with e-mail -
- c) Communication Address with e-mail -
- d) Contact Person with Phone No. and e-mail -
- e) Name and Email Id, along with official contact nos of top functionaries such as Owner, CEO, CMD, President etc of the Firm
- f) Category of Firm (MSME/Startup, Ex-servicemen/ Other) -
- g) Whether firm is owned 100% by Women (Yes/No) -
- h) Whether firm is owned by Divyangjan (Yes/No) -
- i) Type of Business (Proprietorship, Partnership, Pvt. Ltd., Ltd. Central PSU, State PSU, Cooperative / Federation) -
- j) Date of Establishment of firm -

2. PRE – PSC INFORMATION

a)	Sl. No. of Items	1	2	3	4	5	6	7	8
b)	Barcode as updated in Smart Consumer App								
c)	Nomenclature as updated in Smart Consumer App								
d)	Grammage / Volume as shown in photograph updated in Smart Consumer App								
e)	Size / Dimensions as shown in photograph updated in Smart Consumer App								
f)	Brand as shown in photograph updated in Smart Consumer App								
g)	Wish to apply for the variants, if any, with same Barcode								
h)	If above is Yes, mention the variants and its numbers								
i)	Is any mandatory, BIS, FSSAI, BEE standard available (If yes, mention type of standard)								

j) Stage-I Payment Details:-

No. of Items	Category of Firm	Per SKU fees	Total Fees	UTR Ref. No.	Date
	MSME	6000/-			
	Startup	6000/-			
	Ex-Servicemen	4000/-			
	100% owned by Women	4000/-			
	100% owned by Divyangjan	4000/-			
	Others	26,000/-			

3. **Documents to be attached along with Application Form at initial stage:**

- a) In case of Liquor items, label registration of 5 States / UTs where Label Registered.
- b) Snapshot alongwith updated colour photograph from Smart Consumer Appclearly showing the following on A4 size paper.

Illustration

- i) Barcode
- ii) Nomenclature
- iii) Grammage / Volume
- iv) Size / Dimensions (if applicable)
- v) Brand



4. **UNDERTAKING** (Delete whichever is not applicable)

a) We M/s. _____ hereby undertake that the applicant firm is a MSME registered with Ministry of MSME having Udyam Reg. No., Proof of Registration would be provided to CSD, as and when called for, within 14 days, failure to submit the proof within the stipulated time will render this application for New Introduction liable for rejection.

b) We M/s. _____ hereby undertake that the applicant firm is a Startup registered with Ministry of Commerce and Industry having DPIIT certificate & No. and proof would be provided to CSD, as and when called for, within 14 days, failure to submit the proof within the stipulated time will render this application for New Introduction liable for rejection.

c) We M/s. _____ hereby undertake that the applicant firm is Ex-Servicemen entity having 51% stake the proof would be provided to CSD, as and when called for, within 14 days, failure to submit the proof within the stipulated time will render this application for New Introduction liable for rejection.

d) We M/s. _____ hereby undertake that the applicant firm is 100% owned by Women, proof would be provided to CSD, as and when called for, within 14 days, failure to submit the proof within the stipulated time will render this application for New Introduction liable for rejection.

e) We M/s. _____ hereby undertake that the applicant firm is 100% owned by Divyangjan, proof would be provided to CSD, as and when called for, within 14 days, failure to submit the proof within the stipulated time will render this application for New Introduction liable for rejection.

f) We M/s. _____ hereby undertake that the applicant firm is (Proprietorship / Partnership / Pvt. Ltd. / Ltd. / Central PSU / State PSU / Cooperative / Federation) the proof would be provided to CSD, as and when called for, within 14 days, failure to submit the proof within the stipulated time will render this application for New Introduction liable for rejection.

g) We M/s. _____ hereby undertake that the applicant firm is either a sole marketer or Marketer cum Manufacturer or Marketer cum Brand Owner for the products applied in this application, the proof would be provided in CSD as and when called for, within 14 days, failure to submit the proof within the stipulated time will render this application for New Introduction liable for rejection.

h) We M/s. _____ hereby undertake that the firm was established atleast two years back. The same can be verified from the date of liability mentioned in the GSTIN registration certificate to be submitted at Post PSC stage.

i) We M/s. _____ hereby undertake that the items applied is available in Civil Market for 3 months or more on the date of application.

j) We confirm that Trade Mark of the Brand associate with applied products / SKUs are free from any legal encumbrance and are duly registered in the trade mark registry.

5)Post – PSC Documentation-We undertake to provide following documents,asapplicable, if provisionally selected by PSC, as and when called for within 14 days,failure to submit the same will render this application liable for rejection.

i) Snapshot of Smart Consumer App indicating complete information and legible photograph containing following information of provisionally selected items which will be verified from Smart Consumer App:-

	Parameters / Nomenclature of Provisionally selected items	1	2	3	4	5	6	7	8
a)	Barcode	<u>Not to be forwarded at initial stage</u>							
b)	Shelf Life (Minimum 06 months except for aerated drinks)								
c)	MRP								
d)	Status of Firm (Sole Marketer, Marketer cum Manufacturer, Marketer cum Brand Owner)								
e)	FSSAI No.								
f)	Type of Packing as shown in photograph updated in Smart Consumer App								

ii) Copy of Udyam Registration certificate for MSME.

iii) Copy of DPIIT certificate for Startup.

iv) Copy of Ex-serviceman certificate with proof of owing 51% stake in the firm for Ex-Servicemen.

(Note:- The ESM enterprises would also constitute the NoK of Battle Casualties in receipt of Liberalized Family Pension, NoK in receipt of Special Family Pension or Ordinary Family Pension and retired personnel from Army/Navy/Airforce including Short Service/Pre-Mature Retirees. However, ESM who have been boarded out due to misconduct/disciplinary issues will not be extended this facility. The ESM/ entitle NoK must have 51% stake in the enterprise to be considered in ESM category in CSD. ESM/NoK will provide necessary documents such as Service Particular Book/Discharge Book, PPO details (where eligible), certificate from respective Record Offices/Kendriya Sainik Board.)

v) Copy of CA certificate (statutory auditors with UID No.) / Partnership Deed to showthat the entity is owned 100% by women in case so claimed.

vi) Copy of Govt. certificate having UDID no. regarding physical disability and copy of CA certificate (statutory auditors) / Partnership Deed to show that the entity is owned 100% by the Divyangjan in case so claimed.

vii) Manufacturing unit and address of the items provisionally selected. (wherever applicable)

viii) Selfcertification wrt FSSAI endorsed food and Liquor items and BIS License in case of electrical / electronic items / such other products in lieu of Factory Inspection. (Appx-'A')

ix) Pan India Lowest EDP of the product in case of Liquor items and the place where Lowest EDP is prevailing.

x) GSTIN certificate.

xi) General conditions for supply to CSD in form of undertaking as per format attached at Appx- 'B'.

xii) **Stage-II Payment details:-**

No. of Provisionally selected Items	Category of Firm (MSME/Ex-Servicemen / Startup / 100% owned by Women / 100% owned by Divyangjan)	Per SKU fees	Total Fees	UTR No.	Ref.	Date
	MSME	6000/-	NOT TO BE DESPOSITED AT INITAIL STAGE			
	Startup	6000/-				
	Ex-Servicemen	3500/-				
	100% owned by Women	3500/-				
	100% owned by Divyangjan	3500/-				
	Others	19,000/-				

6) Pre PNC Documentation:-We undertake to provide following documents, whichever applicable ,at Pre PNC stage, as and when called for within a period of 14 days else the NI application will be liable for rejection.

- a) Costing Sheet certified by CA with UDIN No.
- b) Invoices for Landed Cost,if any certified by CA with UDIN No.
- c) Certificate of Lowest Pan India First Point Trade Rate with ref of invoices certified by CA with UDIN No.
- d) Discount offered to CSD on Lowest PAN India first point trade rate
- e) Turnover of Firm for last two years
- f) Sales Data of the proposed itemsfor previous two years certified by CA with UDIN No.
- g) Applicable GST% with HSC code
- h) Case PackSize

**SIGNATURE OF SUPPLIER/
PERSON AUTHORIZED :** _____

STAMP

NAME: _____

DESIGNATION : _____

DATE _____