

SCRUTINY CHECK LIST FOR NI APPLICATIONS

NAME OF THE FIRM : M/s_____

I / We hereby declare that we have submitted the required information / document
(Please put ☐ / ☐ in the relevant box

Sr. No.	Name of Check list	To be filled in by the Firm ☐ / ☐	To be verified by the Scrutiny Officer ☐ / ☐	Remarks of the Scrutiny Officer
1.	I / We have submitted the Basic information at Para-1 (a) to (k) of the Application Form along with supporting / relevant documents.			
2.	I/We have submitted Pre-PSC information at Para-2 (a) to (i) of the Application Form.			
3.	I / We have paid Stage-I payment and enclosed Transaction / UTR Number.			
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: a) Barcode of the product. b) Nomenclature. c) Grammage / Volume. d) Size / Dimensions, if applicable. e) Brand. f) Company information. g) Product information.			
5.	I / We have attached Five States / UT Label registration of Liquor			
6.	I / We have submitted Grocery / Liquor Civil Sales Data (in cases / units) for the financial years :- 2023-24 2024-25 2025-26 (up to QE Sep 2025)			
7.	I / We have submitted an undertaking reproducing Para-4 to Para-6 of the Application Form.			

I / We have carefully reviewed the General Instructions to the Applicants and confirm that we fully understand the details and agree to comply with all the Terms and Conditions outlined along with application form details. We hereby declare that all information provided is true and correct to the best of my / our knowledge. In the event of any false or misleading declaration, the Department reserves the right to reject the product(s) without any further communication or liability.

AUTHORIZED SIGNATORY
WITH SEAL AND STAMP
DATE :

SIGNATURE OF THE
VERIFYING OFFICER
DATE :

ON COMPANY LETTER HEAD

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

1.	<u>BASIC INFORMATION</u>	
1.1	Name of the Firm	
1.2	Registered Address with e-Mail	
1.3	Communication Address with e-Mail	
1.4	Contact Person Name with Phone No. and e-Mail	
1.5	Name and e-Mail ID, along with official contact Nos. of top functionaries such as Owner, CEO, CMD, President etc. of the Firm	
1.6	Category of Firm (MSME / Startup / Ex-servicemen / Other) (Attach copy of Udyam / DPIIT / ESM with proof of min 51% stake whichever is applicable)	
1.7	Whether firm is owned 100% by Women (Yes/No) (Attach copy of CA / CMA certificate with UID Number / Partnership Deed)	
1.8	Whether firm is owned 100% by Divyangjan (Yes/No) (Attach copy of Govt. certificate having UDID Number regarding physical disability and copy of CA / CMA certificate / Partnership Deed)	
1.9	Type of Business (Proprietorship, Partnership, Pvt. Ltd., Ltd. Central PSU, State PSU, Cooperative / Federation)	
1.10	Status of Applicant Firm (Sole Marketer or Marketer cum Manufacturer or Marketer cum Brand Owner) (Attach copy of relevant document)	
1.11	Date of Establishment of firm and GST Number (Attach copy of Certificate of Incorporation and GST Registration certificate)	

2. **PRE - PSC INFORMATION**

	Sr. No. of Items	1	2	3	4	5	6	7	8
2.1	Barcode as updated in Smart Consumer App								
2.2	Nomenclature as updated in Smart Consumer App								
2.3	Grammage / Volume as shown in photograph updated in Smart Consumer App								
2.4	Size / Dimensions as shown in photograph updated in Smart Consumer App								
2.5	Brand as shown in photograph updated in Smart Consumer App								
2.6	Wish to apply for the variants, if any, with same Barcode								
2.7	If above is Yes, mention the variants and its numbers								
2.8	Is any mandatory, BIS, FSSAI, BEE standards available (If yes, mention type of standard)								
2.9	Whether the product has been applied in earlier PSC and got rejected (Yes / No). If yes, mention PSC number(s).								

2.10 **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 :**

- 3.1 In case of Liquor items, label registration of five States / UTs where Label Registered, preferably covering CSD's five regions.
- 3.2 Snapshot along with updated Colour Photograph from Smart Consumer App clearly showing the following on A4 size paper.

Illustration

3.2.1 Barcode

3.2.2 Nomenclature

3.2.3 Grammage / Volume

3.2.4 Size / Dimensions (if applicable)

3.2.5 Brand

The screenshot shows a product page for 'CASHUEWS DRY ROASTED & SALTED' in the Smart Consumer App. It includes a product image, a price tag of ₹345, and detailed product information such as GTIN Number (8906142771629), Brand Name (BOLAS GOLD), and Company Information (BOLAS AGRO PVT LTD, KARKALA, Udupi, Karnataka India 574110).

4. **UNDERTAKING**

- 4.1 I / We M/s. _____ hereby undertake that the items applied is available in Civil Market for THREE months or more on the date of application.
- 4.2 I / 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.
- 4.3 I / We hereby confirm our full compliance with the directives issued by the Central Pollution Control Board (CPCB) as stipulated in their letter No.B-17011/7/PWM/2022 dated 04 February 2022 regarding the prohibition and regulation of Single Use Plastic (SUP), for all products applied to the Canteen Stores Department (CSD). In the event our product(s) are selected for supply to CSD, we shall submit an annual compliance certificate issued by the CPCB confirming adherence to the said directives. Any non-compliance or deviation from the CPCB regulations will entitle CSD to take appropriate action against our firm in accordance with its policies.
- 4.4 I / We hereby confirm that our products being applied for introduction to CSD comply with the requirement of minimum 20% local value addition excluding repackaging, refurbishing and rebranding of imported items, as prescribed by the Department for Promotion of Industry and Internal Trade (DPIIT) vide letter No. 45021/2/2017-PP (BE-II)-Part(4) Vol.II dated 19 July 2024. We further confirm that our products are not sourced from the resellers of imported items and also not falls in the category of repacked, refurbished and rebranded imported item(s).

5. **Post-PSC Documentation : We undertake to provide following documents, as applicable, 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.**

- 5.1 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
5.1.1	Barcode	NOT TO BE FORWARDED AT INITIAL STAGE							
5.1.2	Shelf Life (Minimum 06 months except for aerated drinks)								
5.1.3	MRP								
5.1.4	Status of Firm (Sole Marketer, Marketer cum Manufacturer, Marketer cum Brand Owner)								
5.1.5	FSSAI No.								
5.1.6	Type of Packing as shown in photograph updated in Smart Consumer App								

- 5.2 Manufacturing Unit and Address of the items provisionally selected (wherever applicable).
- 5.3 Self Certification w.r.t. FSSAI endorsed Food and Liquor items and BIS License in case of Electrical / Electronic items / such other products in lieu of Factory Inspection (**Appendix-‘A’**).
- 5.4 Pan India Lowest EDP of the product in case of Liquor Items and the place where Lowest EDP is prevailing.
- 5.5 General conditions for supply to CSD in form of undertaking as per format attached at **Appendix-‘B’**.

5.6 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 (in ₹)	Total Fees	UTR Ref. No.	Date
	MSME	6000/-	NOT TO BE DEPOSITED AT INITIAL 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

6.1 Copies of first point net trade rate e-invoices with Invoice Reference Number IRN / QR code duly signed and stamped (including invoice corresponding to lowest net trade rate) along with the corresponding e-way bills. Invoices to cover minimum of Five states / UTs (preferably one per Region) across Five Regions of CSD.

6.2 Undertaking / Declaration certifying lowest net trade rate with corresponding MRP in civil trade including direct sales by firm through E-commerce Platforms. Modern trade and sales to CPC / Paramilitary / CAPF / INCS. Firm will also certify correctness of dates and documents submitted to CSD. Certificate of the lowest net trade rate verified and certified by statutory Chartered Accountant (CA) / CMA duly mentioning the UDINs.

6.3 CA / CMA certified civil sales data of last two Financial Years bearing UDIN Number.

6.4 Costing sheets certified by CA / CMA bearing UDIN Numbers.

6.5 Invoices for Landed Cost, if any certified by CA / CMA with UDIN Number.

6.6 Discount offered to CSD on Lowest PAN India first point trade rate.

6.7 Turnover of Firm for last two years.

6.8 Lowest trade price declaration by the firm duly certified by CA / CMA bearing UDIN.

6.9 Technical data specification of the product.

6.10 Sample of each product with Barcode updated in GS-1 System with correct nomenclature and MRP.

6.11 Manufacturing Trade Invoice in case of third party / outsourced manufacturing.

6.12 Para-8(a) Miscellaneous details of item(s) being offered to CSD and Para-9 Details of products manufacturing units / franchisee / sub-contractor / job workers / packaging units (format will be provided).

6.13 Applicable GST percentage with HSN code.

6.14 Case Pack Size.

6.15 **Additional Documents for Liquor** - All India lowest first point civil trade invoice and first point lowest civil trade invoices of minimum five States / UTs duly verified and stamped by authorized signatory of State Excise. Such trade invoices should be corresponding to lowest Ex-Distillery Price (EDP) of the item either from firm's own manufacturing facility or from its manufacturing tie-up unit (as the case may be).

6.15.1 Undertaking to confirm correctness of data, documents submitted to CSD including data and rates of sales for CPC / Paramilitary / CAPF / INCS duly notarized. Certificate of Ex-Distillery price of all states / UTs wherever supplied, duly verified and certified by Statutory Chartered Accountant (CA) / CMA with UDIN.

6.15.2 Label Registration and EDP on the company letterhead, certified by a CA. Kindly also confirm whether the lowest trade rates for the year last / current financial year (as applicable).

6.15.3 Details of AL, PL, BL and source of supply, on company's letterhead.

AUTHORIZED SIGNATORY: _____

STAMP

NAME: _____

DESIGNATION: _____

DATE

Self-certification in lieu of factory inspection
(To be submitted in Duplicate)

1. This is to certify that our following items / products have provisionally been selected by 186 PSC as conveyed vide letter No.1/Sectt/NI/186 PSC/2025/186/..... dated2026.

- a)

b)

c)

d)
- e)

f)

g)

h)

2. We hereby apply for waiver from Factory Inspection and submit the following in support (strike out whichever is not applicable)

a)	We are covered under FSSAI OR	FSSAI License No. Date : (Copy enclosed)
b)	We are covered under BIS standards (ISI) OR	BIS No. Date : (Copy enclosed)
c)	We are covered under other statutory Government body OR	License/Certificate No. Date: (Copy enclosed)
d)	Our factory has been inspected by CSD earlier within two years i) Date of Factory inspection ii) Name and Address of the Factory iii) Name of the IO who inspected the factory iv)Name of the products for which inspection was carried out v) Index No. of the product(s), if allotted by CSD	

OR

3. We do not seek any waiver and want the factory inspection to be carried out.

4. Details of Factory where the product(s) is being manufactured
a) Factory Address

- b) Factory License No. & Date
(copy enclosed)
- c) Registered Email ID of the firm
- d) Name of the contact person and contact number

5.	Additional information (in case of Liquor items only)	
	a) Excise license number granted to the factory b) Validity of Excise License c) Name of the states where LR's are registered d) The EDP in each LR State	

6. We hereby undertake that the above details are true to the best of our knowledge and in case, in near future, any details mentioned above is found incorrect, the application for new introduction will be liable for rejection.

SIGNATURE OF THE COMPETENT AUTHORITY :

NAME & DESIGNATION OF THE SIGNATORY :

STAMP OF THE COMPANY

Date :

Place :