



दिल्ली मेट्रो रेल कॉर्पोरेशन लिमिटेड
Delhi Metro Rail Corporation Limited

DMRC intends to enlist the empanelled Manufacturers / Suppliers for its ongoing & upcoming projects for the categories listed in Annexure-I (enclosed). In order to get enlisted as approved Manufacturers / Suppliers, the applicants are requested to submit the duly filled form in **soft copy** along with all necessary & relevant documents.

Authority for seeking any clarifications	GM/Planning Delhi Metro Rail Corporation Ltd., 7 th floor, C-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi-110 001
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The submission shall be made through online mode i.e. vide email only. No hard copies shall be considered as submission. Soft copies may be sent to the following address:

vendor@dmrc.org

Instructions for Vendor Registration

1. The interested vendors while submitting their forms / documents and fee receipt shall mention the following in the email body:
 - a) Vendor Name:
 - b) Product applied for:

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



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ANNEXURE-I

S. No.	Details of Materials / Products	S. No.	Details of Materials / Products
C1	Cement	C22	Corrosion Protection Paints
C2	Reinforcement Bars	C23	Micro Silica
C3	Epoxy	C24	Fire Resistant Paint
C4(a)	Expansion Joints for Viaduct	C25	Integral Crystalline Waterproofing
C4(b)	Expansion Joints for buildings	C26	Water stopper / Bar
C5	Admixtures	C27	Liquid Polymer membrane waterproofing
C6(a)	Low strain Pile Integrity Testing, UPV Test, Rebound Hammer Test	C28	Curing Compound
C6(b)	Cross hole testing of piles	C29	Polycarbonate Sheets
C7	Anchor Fastener (Structural)	C30	Fly Ash
C8	Structural Steel (Fabrication)	C31	Pre-Coated Profiled Metal Sheetings's
C9	Pre-stressing Strand (LRPC)	C32	Sodium Silicate for grouting purposes during TBM operations
C10 (a)	Pot/PTFE Bearings	C33	AAC Block
C10 (b)	Elastomeric Bearings	C34	Tunnel Segment EPDM
C10 (c)	Spherical Bearings	C35	Rock Bolts / Swellex Bolts
C11	Horizontal Tie Bars / Shear Bars	C36	Soft eye GFRP
C12	HDPE Sheathing	C37	Material Testing
C13	Formwork Release Agent	C38	Rain Water Harvesting
C14	Prestressing System	C39	Geotechnical Investigation
C15	Reinforcement Couplers (cold forged parallel threaded type)	C40	Premix Prestress Cable Grouts
C16	Hollow Sections, Pipes	C41	Ultrasonic Logging Tubes
C17	Drainage Pipes	C42	Welding Electrodes
C18	Non-Shrink Grout	C43	Ultrafine Fly Ash
C19	Bonding Coat	C44	Drilling Polymer
C20	Polysuphide Sealant	C45	Anti-Carbonation Coating of RCC Structures
C21	Steel Structural Fasteners		

Eligibility Criteria

The status of an applicant for enlistment as a vendor in Delhi Metro Rail Corporation Ltd. (DMRC) may be one of the following. (a) Sole proprietorship (b) Partnership (c) Limited liability partnership (d) Private limited company (e) Public limited company.

- a. All the applicants from a country which shares a land border with India seeking enlistment under the Vendor Registration shall comply with Ministry of Finance F. NO. 6/18/2019-PPD and all the extant guidelines issued by Government of India or any other Competent Authority as mentioned in the F.NO. 6/18/2019-PPD dated 23rd July 2020.
- b. The Applicant shall not be blacklisted by any Govt. Organisation / Metro / Railway Organisation / PSUs / Statutory bodies.
- c. The applicant must be manufacture / supplier of items appearing in the trade group enclosed detailed list published on web site of Delhi Metro Rail Corporation Ltd. (DMRC).

The applicants may be considered for approval only if they submit the following credential documents and fulfil the requisite eligibility criteria as detailed in Table-I.

Table-I

S.No.	Documents	Description	Remarks
1	Statutory Documents (CIN / Partnership Deed / AOA / Registration in Delhi Shop Establishment Act, GST, PAN, MSME, Labour License, Factory License, EPF, ESIC, Electrical License, Fire Fighting License etc. as applicable)	The documents as applicable to be submitted Note: if the applicant is a dealer or supplier, a valid authorization certificate from OEM is mandatory	-
2	Work Experience Criteria		
2(i)	Approval / Registration certificates	Approval / Registration Empanelment certificates required from Metro / Railways / RDSO / Government, Semi-Govt. & Govt. undertaking Organizations / PSUs / SPVs / Govt. Owned Institution / Private Corporate listed in NSE, BSE (India) in last 3 years	The applicant should have min. three (03) approval / registration / empanelment certificates from Metro / Railways / RDSO / Government, semi-govt. & govt. undertaking organizations / PSUs / SPVs / Govt. owned Institution / Private corporate listed in NSE, BSE (India) with at least one in railways / Metro rail organization.
2(ii)	Performance Certificates	Performance certificate (duly signed and stamped) showing details of contracts /	Min. three (03) Performance Certificates along with

S.No.	Documents	Description	Remarks
		Work Orders executed in last 3 years against contracts executed in Major project work of Metro rail / Railways / Government Organization / Government, Semi-Govt. & Govt. undertaking Organizations / PSUs / SPVs / Govt. Owned Institution / Private Corporate listed in NSE, BSE (India) along with corresponding Purchase Orders / Work Orders / LOA / LOI.	corresponding Purchase Orders / Work Orders / LOA / LOI for Major project work of Metro rail / Railways / Government Organization / Semi Govt. / PSUs / SPVs / Govt. Owned Institution / Private Corporate listed in NSE, BSE (India) for last three years (one for each year).
Other General / Quality / Financial Requirements			
3	Test Certificates	The applicant shall submit latest Third-Party Test Certificates from NABL accredited lab (Tests must be conducted within 6 months)	-
4	ISO certified (If any)	The applicant should have latest relevant versions of ISO certificates	-
5	Financial turnover of the Firm.	Balance Sheets, Audit Reports from statutory Auditor, ITR to be submitted for last 3 years Statutory Auditor / CA certified Average Annual Turnover, profit,	-
6	Declaration regarding defaulted / Black listed by Delhi-Metro or any other Metro corporation / Central / State Government Organization / PSUs	The applicant shall submit the undertaking	-
7	Company's Profile, Brochure, Technical catalogue	Required	-
8	Organization chart / Details of Manpower Employed	Required	-
9	Details of Machinery / Equipment	Required	-
10	Production Capacity details	Required	-

S.No.	Documents	Description	Remarks
11	Details of Quality control / Testing facilities / inspection facilities	Required Note: In house test certificates to be submitted	-
12	QA / QC Plan / BIM / Execution Plan	Required	-
13	Relevant BIS Codes for the Product Manufacturing & Testing and BIS License	Required (Submit BIS License wherever applicable)	-
14	Details of Clients	Required	-
15	GeM Registration	Preferable for all	-
16	TreDS portal registration of MSMEs	Preferable	Applicable for MSME only
17	SHE Compliance / Material Data Sheet	Preferable	-
18	Make in India Compliance	Preferable	-
19	Any other documents as deemed necessary by DMRC	Required	-
20	Compliance to Ministry of Finance F.NO. 6/18/2019-PPD and all the extant guidelines issued by Government of India or any other competent authority of Govt. of India from time to time	Undertaking to be submitted Registration with competent authority as mentioned in Finance F.No. 6/18/2019/-PPD	Applicable for all Applicants from a country which shares a land border with India.

Documents to be submitted:

- Form of application (3 pages)
- Checklist (3 pages)
- Annexure A (1 page)
- Annexure B (1 page)
- Annexure C (1 page)
- Annexure D (1 page)
- Annexure E (1 page)

Additional Notes:

1. DMRC reserves all the rights to test the proposed product at any independent reputed laboratory / Govt. laboratory / any institution for validation or seek the opinion of an expert / specialist and the cost of such tests / consultation shall be borne by the applicant
2. DMRC will not assure or offer any orders / supply to the newly enlisted product / work / services of the applicant.
3. Compliance of relevant specification, code & standards shall be maintained during entire period, supply of material.
4. Necessary field test & laboratory test at specified duration shall be conducted strictly as per relevant specification, code & standards and acceptability of material shall be assessed

accordingly.

5. DMRC will not give any assurance / Guarantee for the supply / use of products / services / works to DMRC ongoing / future projects
6. This approval does not bind DMRC in any way for the use of product or services / works in DMRC Projects.
7. This approval shall stand withdrawn in case of any credible negative feedback about the performance / compliance of the products / services to the specifications and quality requirement from organization where the products / services have been used.
8. DMRC reserves the right to remove or suspend the approval without assigning any reasons at any time.
9. The empanelment is applicable in all the projects of DMRC at various places in India.
10. Separate checklist shall be submitted for separate products for which Manufacturer / Supplier is applying for vendor registration.



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Form of application for enlistment as Empanelled Manufacturer / Supplier for DMRC

Sub: Name of Manufacturer / Supplier: _____

Details of Materials / Products: _____

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 store	
	d. Director's Name and Address	
	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. In which companies directors have financial interests or are represented on boards of other companies with name and address and full particulars about the registration No. concerned with Metros of various groups of stores	
	iv. 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 Partnership Act 1948?	



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S. 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	
	d. Name and address of partners and extent of their shares	
	e. Whether under partnership deed any one partner has been authorised to sign and bind the firm in all contractual obligations including power to refer cases of arbitration. If not whether a separate power of attorney exists in favour of particular to perform such functions. In later case a copy duly signed by a Notary public shall be submitted.	
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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S. 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 Manufacturer / Supplier of any other Metro give registration No. and items for which registered?	
16	Are you Blacklisted / De-registered / debarred by any Government department / Public Sector Undertaking / Private Sector / or any other agency for which we have Executed / Undertaken the works / Services during the last 5 years. (Submit Annexure-A)	
17	Whether any litigation / Arbitration History with any Government department / Public Sector Undertaking / Private Sector / or any other agency for which we have Executed / Undertaken the works / Services during the last 5 years. (Submit Annexure-B)	



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S. No.	Particulars	To be filled by the Applicant
18	If you were an approved Manufacturer / Supplier of Railway / Metro Rail / any other government organisation, give registration No. and items for which registered?	
19	Who are your bankers? Give complete addresses, further remarks if any	
20	Further remarks if any	
21	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 MANUFACTURER / SUPPLIER

Sub: Name of Manufacturer / Supplier M/s _____

Details of Materials / Products: _____

(Note: Separate checklist shall be filled for each product for which manufacturer / supplier is applying)

S. No.	Document of Be Submitted along with Applications Form for Manufacturer / Supplier 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 Manufacturer / Supplier 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 Manufacturer / Supplier 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 (Turnover in Rs __)	
	a)	2022-23 (Assessment year)	
	b)	2023-24 (Assessment year)	
	c)	2024-25 (Assessment year)	



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S. No.	Document of Be Submitted along with Applications Form for Manufacturer / Supplier Registration		Ref. Page Number / Annexure
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 (% of Profit / Loss)	
	a)	2022-23 (Assessment year)	
	b)	2023-24 (Assessment year)	
	c)	2024-25 (Assessment year)	
	ii)	Last three years Balance sheet	
	a)	2022-23 (Assessment year)	
	b)	2023-24 (Assessment year)	
	c)	2024-25 (Assessment year)	
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 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 bodies.		
a)	2022 (Calendar year)	Name of Work:	
		Contract value:	
		Start Date:	
		Completion Date:	
b)	2023 (Calendar year)	Name of Work:	
		Contract value:	
		Start Date:	
		Completion Date:	
c)	2024 (Calendar year)	Name of Work:	
		Contract value:	
		Start Date:	
		Completion Date:	
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. (Submit Annexure-E)		



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S. No.	Document of Be Submitted along with Applications Form for Manufacturer / Supplier Registration	Ref. Page Number / Annexure
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	Letter of Authorization in the favour of the concerned personnel to whom the authority of signing all documents on behalf of the company / firm has been delegated (not more than 3 months old).	
10	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) (Submit Annexure-C)	
11	List of your clients	

Date:

Authorized Signatory

Place:

(Seal & Signature of the applicant)

Note: All pages of the submission (including enclosures, annexures, etc.) shall be duly signed by the authorized signatory.



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Annexure-A

**AFFIDAVIT OF UNDERTAKING, TO BE FURNISHED ON NON-
JUDICIAL STAMP PAPER WITH REGARD TO BLACKLISTING /
DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING
BLACKLISTING / NON-DEBARMENT**

To,
GM/Planning
Delhi Metro Rail Corporation Ltd.,
7th floor, C-Wing, Metro Bhawan,
Fire Brigade Lane, Barakhamba Road,
New Delhi-110 001

We hereby confirm and declare that we, M/s _____, is not
blacklisted / de-registered / debarred by any Government department / Public Sector Undertaking
/ Private Sector / or any other agency for which we have Executed / Undertaken the works /
Services during the last 5 years.

Place:

Authorized Signatory

Date:

(Seal & Signature of the applicant)



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Annexure-B

**AFFIDAVIT OF UNDERTAKING, TO BE FURNISHED ON NON-
JUDICIAL STAMP PAPER REGARD TO LITIGATION / ARBITRATION,
BY ORGANISATION UNDERTAKING REGARDING LITIGATION /
ARBITRATION**

To,
GM/Planning
Delhi Metro Rail Corporation Ltd.,
7th floor, C-Wing, Metro Bhawan,
Fire Brigade Lane, Barakhamba Road,
New Delhi-110 001

We hereby confirm and declare that we, M/s _____, does not have any litigation / Arbitration History with any Government department/Public Sector Undertaking / Private Sector / or any other agency for which we have Executed / Undertaken the works / Services during the last 5 years.

Place:

Authorized Signatory

Date:

(Seal & Signature of the applicant)



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Annexure-C

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

Description	Remarks with Reference page numbers / Annexure
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						

Place:

Authorized Signatory

Date:

(Seal & Signature of the applicant)



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Annexure-D

UNDERTAKING

Name of Contract:

Date of start of work:

Category of work:

Date of completion of work:

This is to certify that work of (Category to be mentioned) at (Location) of the contract (Name of contract) has been executed / completed in accordance with the manufacturer's / supplier's specifications and as per the approved method statement.

The work has been jointly inspected by authorised representative of (Manufacturer / supplier), (Executing agency) & (Contractor) during its execution and all non-conformities observed during inspection have been complied to achieve the best industry standards.

The undersigned take full responsibility of the overall adequacy, accuracy, effectiveness & warranty (up to design life) of the completed work as per the provision of the contract (Contract number) and Outline Construction Specifications of DMRC.

(Stamp and Signature)

**Manufacturer
Representative**

(Stamp and Signature)

**Executing agency
Representative**

(Stamp and Signature)

**Contractor
Representative**



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Annexure-E

S. No.	Name of Material / Product and category as per Annexure-I	Requirement as per Outline Construction Specification for Civil works of DMRC (Mention all relevant clause(s) pertaining to the product)	Compliance of the Specifications (Attach all relevant certificates / test reports / documents etc.	Testing Standard	Relevant Annexure / Page No. in the submission	Remarks

- Note: 1. Separate Annexure shall be submitted for each product for which Manufacturer/Supplier is applying.
2. All relevant clause(s) as per Outline Construction Specification for Civil works of DMRC shall be covered/complied in totality. Submission of part/incomplete compliance may lead to rejection of the application.

Place:

Authorized signatory

Date:

(Seal & Signature of applicant)