

Vendor Approval Process

Procedure for Application and Approval

- 1) The online Application Form for enlistment of Vendors may be available at the PHE Department Web Site <https://www.wbphed.gov.in>.
- 2) Indian Manufacturers/Authorized Representatives (for Manufacturers outside India) having valid statutory licenses can apply, provided that, they have not been blacklisted or banned by Central Govt./ State Government and its organizations, public under takings.
- 3) The Application Form for enlistment of Vendors shall be received only in the month of **January & July** of every year for the process of vendor approval.

However, the existing Vendors already approved within **31.12.2022** through the earlier approval procedure will also have to get fresh approval through the new approval procedure within 3 (three) months, that is, within **31.03.2023**.

Beyond this **grace** period of 3 (three) months, all Vendors approved by 31.12.2022 through the old approval procedure, will automatically be disqualified as enlisted or registered Vendors of WBPHEd.

- 4) The Vendors will have to submit the Application Form **ONLINE** along with all the requisite supporting documents.
- 5) All the documents should have to be duly attested by a gazette officer or self-attested.
- 6) Applications received after due date & time &/or incomplete in any respect shall not be considered for vendor evaluation process & same shall be liable for rejection.
- 7) On receipt of the Application Form along with the requisite documents, the same will be sent to **Vendor Approval Committee** for preliminary examination and discussion.

If the application is found to be in order, the same will further be sent to one of the following subcommittees depending on the type of items for further evaluation on the basis of verifications/examinations of submitted documents, Online/Offline Presentation and/or Factory Inspection as decided by the respective subcommittees.

- 1) Sub-Committee (Civil) for Civil items and
 - 2) Sub-Committee (Mech/Elec) for Mechanical/Electrical items
- 8) **a)** In some special cases, the **Vendor Approval Committee** may decide to depute a team of Technical Experts (consisting of not more than three persons) who will coordinate with the respective subcommittee and will be a part of the evaluation process.
- b)** The following persons may be deputed as Technical Experts by the **Vendor Approval Committee**:
- i) Professors/Lecturers from Reputed Educational Institutions
 - ii) Engineers/Technical Experts from Reputed & Registered Inspection Agencies
 - iii) Engineers/Technical Experts from the Reputed Consultant Firms
- 9) The member officers of the respective Sub-Committees, WBPHEd and Technical Experts (if engaged) will evaluate the **Product(s)** by verifications/examinations of submitted documents, Online/Offline Presentation (including video graphs on Manufacturing, in-House Quality Control etc.) and/or Factory Inspection.

As per the decision of the **Vendor Approval Committee**, the Applicant (Vendor/OEM) may be requested to provide the same presentation also before the Committee.

Factory Inspection, wherever desired, shall be carried out by CIPET/RITES/CROWN/NTH/EIL or by Technical Expertise mentioned against Sl. 8(b) unless otherwise stated. All expenses for such factory inspection shall have to be borne by the Vendor.

- 10) The Sub-committee (along with Technical Experts, if engaged) shall prepare a **Vendor Evaluation Report** & submit the same along with their recommendations/comments to the **Vendor Approval Committee**, WBPHEd for discussion and approval by the Committee.

- 11) For items having BIS standards, approval will be given up to maximum size (including all sizes lower than this size) in related class/ category.
For Non-BIS items, approval may be given in a class, category or size-wise manner (that is, not up to maximum size).

- 12) Non-metallic pipe such as uPVC, HDPE, AC pipe etc. random sample test should be carried out from CIPET/RITES/National Test House, Kolkata laboratories. Whereas Metallic pipes, valves, and other items, the tests (as decided by the Sub-committee) may be carried out from NABL accredited Lab/ Lab decided by WBPHEd.

The vendor will have to bear all the expenses of such random sample tests, if carried out, as per instruction of the Sub-committee.

- 13) After Approval of **Vendor Approval Committee**, the approved/enlisted vendors will be communicated informing the approval/enlistment for a period 3 Years under WBPHEd.
- 14) In special cases, The Vendor Approval Committee may approve/enlist any nationally/internationally recognized Vendor having a nation-wide or world-wide footprint for its products, even without receiving any application for enlistment from the Vendor. However, such approval will be restricted only for availing the benefits of critically acclaimed quality products in WBPHEd in the interest of public service.
- 15) The **Unified Approved Vendor List of WBPHEd** will be updated continually on a regular basis by the Convenor, Vendor Approval Committee as per approval of the Vendor Approval Committee and will be published in PHE Department Web Site <https://www.wbphe.gov.in>.
- 16) **Existing Approved/Enlisted Vendors:**
a) With the commencement of this new vendor approval Process, all the existing approved/enlisted Vendors will be automatically treated as the **“Provisionally Approved Vendors”** valid for 3 (three) months, that is, up to 31.03.2023 and the same may be notified/circulated in the PHE Department website.

- b) The existing enlisted Vendors approved through the earlier approval procedure up to 31.12.2022, will have to take fresh approval through the new approval procedure within a period of 3 (three) months, that is, within 31.03.2023.
- 17) The Vendors approved through this new approval procedure will have to apply for renewal with necessary documents well in advance before expiry of existing validity.

However, on the basis of written application from the Vendors towards extension of validity period, the **Vendor Approval Committee** may approve such extension of validity period maximum up to 1(one) year based on the past performances of the products. In such cases, the Vendors will have to give appropriate and satisfactory reason for delay in submission of renewal application.

- 18) Vendors will have to apply as afresh application, in case of **addition of a Type, Class, Category, Size or Capacity of items** beyond the approved maximum/minimum size **or** change of plant location **or** addition of **BIS** marking in **Type, Class, Category, Size or Capacity of items** more than maximum approved size.
- 19) Within the validity period of approval of any product, if there is a change in place of manufacturing or significant change in manufacturing facility, validity of approval would automatically stand cancelled. In these cases, vendor shall have to re-apply seeking fresh approval.
- 20) Within the validity period of approval of any Vendor, the WBPHEd can take random sample from vendor's factory/work-site (during execution) and carried out test from NABL/Govt accredited Labs as may be decided by the WBPHEd.

If the sample fails in testing, the vendor may be removed from approved vendor list of WBPHEd. In such cases, the Vendor can re-apply only after one year from the date of failure of such random sample testing.

The expense for such random sampling test within the validity period of approval will be borne by WBPHEd.

- 21) Decision of WBPHEd regarding Approval / Rejection of Vendors at any time (even during the validity period of registration also) will be Final & binding to the vendors without assigning any reason thereof.

Contact for Factory Inspection Agency:

1. Central Institute of Petrochemicals Engineering & Technology (CIPET)
(Govt. of India)
CIPET Head Office,
T.V.K. Industrial Estate,
Guindy, Chennai - 600 032.
2. RITES Limited
A Govt. of India Enterprise
Shikhar, Plot No.01,
Sector 29, Gurgaon,
Haryana, India-122001
3. CROWN AGENTS INDIA
405 International Trade Tower,
Nehru Place,
New Delhi 110019
INDIA
4. National Test House
Block - CP, Sector - V, Salt Lake City, Kolkata - 700 091
5. Engineers India Limited
EI Bhavan, 1, Bhikaiji Cama Place,
New Delhi – 110 066, India

Public Health Engineering Department
Govt of West Bengal
Application Form for Enlistment of Vendors

[To be filled in by the Manufacturer. Separate sheet(s) may be attached wherever necessary]

Part A: General Information		
SL No	Particulars	Description/details to be filled in by the Vendor
1	Whether applied for New Enlistment or Renewal	
2	Name of Vendor & Items	
2.1	Name of the Vendor	
2.2	Descriptive Name of Item(s)	
2.3	Brand Name of Item(s)	
3	Communication Details	
3.1	Registered Office Address	
3.2	Telephone Landline	
3.3	Mobile	
3.4	E-mail	
3.5	Web Address	
4	Company/Enterprise Details	
4.1	Nature of Company: Whether Sole Proprietorship, Partnership, Private Ltd or Public Sector?	
4.2	Category of the Unit: Whether Micro, Small, Medium or Large enterprise	
4.3	GST Registration Number: Name of State/UT: State-wise GSTIN: (Copy of Registration Certificate to be attached)	
4.4	Income Tax PAN	
4.5	Year of establishment of Factory	

Part B: Manufacturing Facility		
SL No	Particulars	Description/details to be filled in by the Vendor
5	Factory Details	
5.1	Factory Address	
5.2	Telephone Landline	
5.3	E-mail Address	

5.4	Month & Year of Commencement of production	
5.5	Present Factory Loading	
5.6	Yearly Production Capacity	
5.7	Manufacturing Range: Item wise List of different sizes and classes with production capacities to be attached as separate sheet	
5.8	Adequacy of Manufacturing Facilities: List of major machinery installed for production to be attached as separate sheet (with certification)	
5.9	Details of Engineers & other technical staffs engaged to be attached as separate sheet	
5.10	Name of contact person(s) in Factory	
5.11	Mobile(s)	

Part C: Testing Facilities & Quality Control							
SL No	Particulars				Description/details to be filled in by the Vendor		
6	In-House Testing Facilities Available						
6.1	Whether in-House Testing Labs are accredited by NABL/Other Govt Institution?						
6.2	Name of in-house tests carried out on raw material						
6.3	Name of in-house tests carried out on products						
6.4	Details of in-House Testing Facilities available as per BIS/Other Standards (<i>Separate sheet(s) may be attached if necessary</i>)						
	SL No	Test	Testing Frequency	Equipment with Capacities	Nos	Make & Year	Validity of Calibration
7	Details of Tests carried out through outsourced Labs						
7.1	Name of Test carried out from outsourced Labs?						
7.2	Whether the outsourced Labs are accredited by NABL/Other Govt Institution?						

7.3	Details of Tests carried out from outsourced Labs (<i>Separate sheet(s) may be attached if necessary</i>)					
	SL No	Name & Address of Lab	Test	Testing Frequency	Nos	Validity of Calibration
8	System of NCR (Non-Conformity Report) Disposal and details of Corrective Actions (<i>Separate Sheet to be attached along with copy of NCR, if any</i>)					
9	System of Identification & Traceability of materials & processed components (<i>Separate Sheet to be attached</i>)					
10	Testing & Inspection carried out as per STI (System of Testing and Inspection) of related IS Standard/International Standards (<i>Procedure & Records in this regard to be attached as separate sheet(s)</i>)					
11	BIS/International License Number (<i>Copy of the certificate(s) to be attached</i>)					
11.1	Validity of License (SL No 10)					
12	ISO-9001:2005 Certificate [Quality Management System] (if any) (<i>Copy of the certificate to be attached</i>)					
13	ISO-17025 Certificate [Testing and Calibration] (if any) (<i>Copy of the certificate to be attached</i>)					

Part D: Financial Information						
SL No	Particulars	Description/details to be filled in by the Vendor				
		Year 1	Year 2	Year 3	Average	
14	As per Last 3 (three) Years audited Balance Sheet (attach report)					
14.1	Annual Turnover					
14.1.1	In Govt Sector					
14.1.2	In Private Sector					
14.2	Turnover for the Specific Product					
14.3	Net Current Assets					
14.3.1	Inventories					
14.4	Current Liabilities					

Part E: Marketing Network (Availability in Market)		
Dealers/Distributors	Location	Communication Details

Part F: After Sales Service		
SL No	Particulars	Description/details to be filled in by the Vendor
15.1	Number of After Sales Service Centers available in India	
15.2	Location and Communication Details (Address, Telephone, Mobile Numbers, E-mail etc) of After Sales Service Centers	
15.3	Details of Floating Service Units, if available in West Bengal	

Part G: Performance Reliability		
SL No	Particulars	Description/details to be filled in by the Vendor
16.1	Approval of Statutory and/or other Inspection Agency (Copies to be attached)	
16.2	Whether enlisted as approved Vendor in any Govt, Govt Undertaking or in Public Sector bodies (Copies such approval to be attached)	
16.3	Performance Reports from clients (Copies such reports to be attached)	
16.4	Whether the ISI Certification Mark License ever suspended/cancelled. If yes, give details with reason.	
16.5	Records of pending Court Cases/Litigations/Arbitration issues with WBPHEd or any other Govt. organisations	