



**STANDARD OPERATING PROCEDURE
FOR
ENLISTMENT OF ELECTRICAL
ITEMS/PRODUCTS AS PREFERRED MAKE IN
MUNICIPAL CORPORATION OF DELHI**

**MUNICIPAL CORPORATION OF DELHI
OFFICE OF EXECUTIVE ENGINEER (PLANNING)
ROOM NO.7, DR. AMBEDKAR STADIUM, DELHI GATE, DELHI-110002**



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OFFICE OF EXECUTIVE ENGINEER (PLANNING)
ROOM NO.7, DR. AMBEDKAR STADIUM, DELHI GATE, DELHI-110002

No. EEE(P)/MCD/2026/D-58

Date: 03/09/2026

SOP for Enlistment of makes of Electrical items as preferred makes in MCD

1. This standard operating procedure is for inclusion of various makes/ brands in the list of preferred make for Electrical/E&M/Auto works in MCD.
2. Only OEM/Manufacturers can apply for inclusion of makes/Brands
3. Applications duly numbered serially (preferably spiral bound) , signed and stamped by authorized signatory should be submitted physically/ by post/courier to the

Executive Engineer (Elect)/Planning, Room No.7, Ambedkar stadium, Delhi Gate, New Delhi- 110002.

4. A committee comprising the following members shall be constituted for evaluation of the application and documents :-
 - SE(Elect)/Planning - Chairman
 - EE(Elect/E&M/Auto)/Planning - Member
 - EE(Elect/E&M/Auto)/QC - Member
 - AE(Elect/E&M/Auto)/Planning - Member secretary
5. The above committee shall evaluate the application and give its recommendation to the competent authority i.e. Chief Engineer (Elect)/Planning.
6. Department may seek clarifications/shortfalls on the submitted documents, If required, within two weeks preferably and communicate the same to applicant by e-mail with a request to furnish required clarifications with or without supporting documents within two week's time, failing which it will be presumed that they do not have any further clarifications to furnish and decision on application will be taken accordingly.
7. MCD reserves the right to inspect the work place / factory / manufacturing unit for the verification of manufacturing and testing facilities declared by the OEM/Manufacturer and product quality purpose. Manufacturers/ OEM shall arrange inspection of the product as and when required by the MCD.

A. Minimum Eligibility Criteria

1. **Grouping** – The products being used in MCD which are to be considered for enlistment have been classified in Groups (refer Annexure-A) based on the Scale of Manufacturing facilities or turnover required for different type of products. The eligibility of the OEM/Manufacturer shall be evaluated based on the same.

2. **Turnover-** Shall have average financial turnover in the last three financial years continuously duly supported with certificate by Chartered Accountant as per the following (Annexure –IV):

Minimum Average Turnover:

S. No.	Group of Item	For OEMs/Manufacturers other than MSME	For MSME OEMs/Manufacturers
1	For Group "A" items	100 (Hundred)Crore	20 (Twenty) Crore
2	For Group "B" items	50 (Fifty) Crore.	3 (Three) Crore
3	For Group "C" items	10 (Ten) Crore	No Limit

3. **Marking Criteria:-** The application of OEM/Manufacturer will be evaluated as per the marking System mentioned in Section-C of this document. The OEM/Manufacturer has to score "40" marks out of total 60 marks to get qualified for recommended list of preferred make
4. Manufacturers shall submit Chartered Accountant certificate with UDIN of average annual financial turnover certificate and profit/ loss detail for the last three audited financial years.
5. Manufacturers showing continuous losses (profit after tax shall be positive) during the last three audited financial years shall be summarily rejected.
6. OEMs /Manufacturers claiming MSME status shall submit valid MSME certificate.
7. Undertaking as OEM / Manufacturer that their company and any of their items / products have not been blacklisted by Central Govt. / State Govt. / PSUs. (As per Annexure- II)
8. Undertaking from OEMs/ Manufacturers shall be submitted in respect of manufacturing the product in their factory/OEM outsourced facility for the product to be enlisted.(Annexure-III)

B. EVALUATION CRITERIA & DOCUMENTS REQUIRED:

- (i) **Product / Item Production Record and Item / Product Certification Status –**
- (a) The number of years for which the applicant firm has been undertaking production of Item / Product to be enlisted, as an indication of its stability, OEM/manufacturer is required to submit documents such as Completion Certificate/ Order/MSME certificate/Factory License /Udyam / NSIC/ Third party Test certificates. – ref. Annexure –V.
- (b) OEM/manufacturer is required to submit the certification of the product complying the IS / International standard of the manufacturing. (Test certificate of product from approved Government / Private laboratories in conformity with relevant IS code/International Code) For High Mast wind test from any govt. institute shall be considered as product certification) – ref. Annexure –V.
- (ii) **Testing Facility –** Type of testing facility at the manufacturing unit available to establish

the quality of the product / item, OEM/manufacturer is required to submit documents such as Certificate/Self Declaration-ref. Annexure-VI.

(iii) Experience Details-

OEM / manufacturer should have successfully completed work / supply of minimum cumulative order of following value during last seven years from the date of application for the item to be enlisted (as per Annexure VII).

1. For Group "A" items: Rs. 10.0 Cr. (excl. GST /VAT)
2. For Group "B" items: Rs. 5.0 Cr. (excl. GST/VAT)
3. For Group "C" items: Rs. 1.0 Cr. (excl. GST/VAT)

a. In case of supply/SITC in any Govt. / CPSUs /SPSUs	• Purchase Order & Completion certificate issued by any Govt. Official. • Consignee Receipt & Acceptance Certificate (CRAC) issued by GeM. • Direct PO issued by the Govt./ CPSU/ Railway/ DMRC and Tax Invoices with Consignee/ Billing to Govt./ CPSU/ Railway/DMRC • Work done by the Contractor for the Govt./ CPSU/ Railway/ DMRC and completion certificate issued by the contractor mentioning Govt./ CPSU/ Railway/ DMRC project details along with tax invoice indicating consignee as Govt./ CPSU/ Railway/ DMRC. • PO from Contractor for the Govt./ CPSU/ Railway/ DMRC work along with Inspection Report/ Packing details/ Delivery Challan duly signed and stamped by the Govt./ CPSU/ Railway/ DMRC officials
b. In case of SITC in any Non-Govt.Organization	• Purchase Order, Invoice copy along with TDS certificate along with a certificate issued by registered Chartered Accountant with UDIN, clearly specifying the name of work, total payment received against the work order /purchase order and TDS amount for the work completed.
c. In case of Supply in any Non-Govt. Organization	• Purchase Order, Invoice copy along with proof of payment receipt such as bank statement along with a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work order /purchase order.

Note- For the lower capacity items; the experience of higher capacity item (if applied) is considered. Viz. UPS, transformer etc.

- (iv) **Approval Status** –OEM/manufacture is required to submit approval letters from Govt. / CPSU's/ SPSUs (within last 03 years from date of application) with validity or tender specific approval with date of tender (within last 03 years from date of application) Annexure – VIII.
- (v) **Service Network Supports/ Dealership Network-** OEM/ Manufacturers are required to submit self-declaration with supporting documents to show their presence service/dealership network availability in Delhi NCR in support of after sales service. Ref. Annexure – IX.

Note-

1. After this process, brand of items as enlisted shall be indicative only.
2. The enlistment of make shall be done for a period of 3 years provisionally. Fresh application along with documents has to be submitted by the OEM/Manufacturer for renewal /extension atleast 3 months before expiry of validity.
3. Mere inclusion of brand name in the preferred make list does not guarantee for use in work unless specification of brand meets technical specifications of product as stipulated in tender document.
4. The OEM/Manufacturer will be required to provide items as per the specifications indicated in tender document.
5. MCD reserves full rights to remove or include any of the item /Products as listed in Annexure-A at any time without assigning any reason, whatsoever.
6. Enlistment can be withdrawn any time on reporting of unsatisfactory/poor performance from field stations.
7. MCD reserves the full rights to cancel the procedure at any time without assigning any reason, whatsoever.

C. MARKING SYSTEM FOR ITEMS AS MENTIONED IN ANNEXURE-A

S.No.	DESCRIPTION	MAX.MARKS
1.0	PRODUCTION OF PRODUCT/ITEM-10 MARKS	
1.1	MORE THAN 07 YEARS (FOR MSMEs, MORE THAN 3 YEARS)	10
1.2	7 YEARS & LESS THAN 07 YEARS (FOR MSMEs, 3 YEARS & LESS THAN 3 YEARS)	8
2.0	TESTING FACILITY-10 MARKS	
2.1	OWN QC LAB (CERTIFIED/ACCREDITED BY GoI/IS/IEC/EN/NABL)	10
2.2	THIRD PARTY CERTIFICATION QC LAB (CERTIFIED/ACCREDITED BY GoI/IS/IEC/EN/NABL)	8
3.0	EXPERIENCE DETAILS-10 MARKS	
3.1	WORK WITH CPWD /RAILWAY / DMRC / CPSU / AIRPORT TERMINAL BUILDINGS/STATE PWD/STATE PSU/MES /ANY GOVT.DEPTT.	10
3.2	WORK WITH COMMERCIAL COMPLEXES / SHOPPING MALLS /5 STARS HOTELS / SUPER SPECIALITY HOSPITALS	8
4.0	APPROVAL STATUS-10 MARKS	
4.1	CPWD/RAILWAY/DMRC/CPSU	10
4.2	MES/ STATE PWD / STATE PSU / GOVT. DEPTT. OTHER THAN ABOVE	8
4.3	NOT APPROVED IN ANY GOVT. DEPARTMENT	5
5.0	ITEM/ PRODUCT CERTIFICATION STATUS – 10 MARKS	
5.1	BIS/UL/EN/INTERNATIONAL LAB/ANY GOVT. LABS	10
5.2	GOVT APPROVED/NABL ACCREDITED PRIVATE LAB	8
6.0	SERVICE SUPPORT/DEALERSHIP NETWORK AFTER SALE OF THE ITEM/PRODUCT -10 MARKS	
6.1	DELHI NCR WITH 24x7 TOLL FREE CUSTOMER CARE NUMBER.	10
6.2	DELHI NCR WITHOUT TOLL FREE CUSTOMER CARE NUMBER	6
6.3	OUTSIDE DELHI NCR WITH/WITHOUT 24x7 TOLL FREE CUSTOMER CARE NUMBER.	3
	TOTAL (MAX.MARKS)	60

Qualifying Marks- The OEM/Manufacturer has to score "40" marks out of total 60 marks to get qualified for recommended list of preferred make.

D. REJECTION OF APPLICATION

- (i) MCD reserves the right to reject all the application or any of the application without assigning any reason.
- (ii) MCD also reserves the right at its sole discretion not to enlist any item/product under this application. MCD shall not pay any costs or loss incurred by the agencies in the preparation and submission of any requisite application for any of the items described herein.
- (iii) The application of OEMs/ Manufacturers who don't have required minimum turnover as mentioned above shall be summarily rejected.
- (iv) If the OEM / Manufacturer deliberately gives wrong information or suppress any information in his application, MCD reserves the right to reject such application at any stage or to delist the products/items, if enlisted, in addition to any other appropriate/legal action.



Ex. Engineer (Elect)/Planning

YASH PAL GUPTA

**Ex. Engg./Eect./E&M/Auto
Planning, MCD**

LIST OF ITEMS /PRODUCTS FOR PREFERRED/ENLISTMENT OF MAKES IN APPLICATION

S.No.	Items	Grouping
1	2	3
A.	PANEL, SWITCHGEARS AND RELATED ITEMS:	
A-1	AIR CIRCUIT BREAKERS (ACB)	A
A-2	MOULDED CASE CIRCUIT BREAKERS (MCCB)	A
A-3	CHANGE OVER SWITCH/ FUSE DISCONNECTOR SWITCH/ SWITCH FUSE UNITS/	B
A-4	METERS/MULTIFUNCTION METERS- ANALOGUE/DIGITAL	C
A-5	SELECTOR SWITCH, PUSH BUTTON SWITCH / EMERGENCY SWITCH	C
A-6	CT's/PT's	C
A-7	PROTECTIVE RELAYS (ALL TYPE)	C
A-8	CONTACTORS	C
A-9	TIMERS/TIME SWITCH - ANALOGUE/DIGITAL	C
A-10	LED INDICATION LAMPS	C
B.	SUB STATION RELATED ITEMS.	
B-1	TRANSFORMER UP TO 500KVA (DRY/OIL)	A
B-2	TRANSFORMER MORE THAN 500KVA (DRY/OIL)	A
B-3	BUS DUCT-SANDWICH	A
B-4	H.T/L.T. TERMINATION & JOINTING KIT.	C
B-5	POWER CABLES ABOVE 1.1KV	A
B-6	POWER CABLES UPTO AND INCLUDING 1.1KV	A
B-7	CONTROL CABLES	B
B-8	TELEPHONE CABLE	C
B-9	CO- AXIAL/ INSTRUMENTATION/ FIBRE OPTIC/ CAT-6 / CAT-6A CABLES	B
B-10	GI/SS CABLE MANAGEMENT SYSTEM (CABLE TRAY- PRE-FABRICATED/ PERFORATED / LADDER TYPE / WIRE MESH TYPE, ETC.)	C
B-11	UNDER FLOOR RACEWAYS & ITS ACCESSORIES	C
B-12	CAPACITORS	C
B-13	LIGHTNING PROTECTION SYSTEM (LPS) COMPLYING UPDATED IEC / NBC	C
B-14	SURGE PROTECTION DEVICES	C
B-15	SF6 CIRCUIT BREAKER/VACUUM CIRCUIT BREAKER	A

B-16	SERVO/AUTOMATIC VOLTAGE STABLIZER	C
B-17	AUTO TRANSFER SWITCH (ATS)	B
B-18	COMPACT SUBSTATION	A
B-19	EMERGENCY LIGHT-LED (PORTABLE).	C
B-20	CABLES GLANDS	C
B-21	LUGS & THIMBLES	C
B-22	SYNTHETIC/PVC INSULATING MATS	C
B-23	INSULATION TAPE (HT/LT)	C
C	DG SETS & RELATED ITEMS	
C-1	DIESEL ENGINE ABOVE 250KVA.	A
C-2	DIESEL ENGINE UPTO AND INCLUDING 250KVA	A
C-3	ALTERNATOR	A
C-4	BATTERIES – LEAD ACID/LI-ION	C
C-5	BATTERY CHARGER	C
C-6	UPS/INVERTER-ABOVE 10KVA	B
C-7	UPS/INVERTER-UPTO 10KVA	C

S. No.	Items	Grouping
1	2	3
D	INTERNAL WIRING RELATED ITEMS	
D-1	MCB/ISOLATOR/MCB DB/RCCB/RCBO/ELCB	A
D-2	MS CONDUIT (ISI MARKED)	C
D-3	PVC CONDUIT (ISI MARKED)	C
D-4	INDUSTRIAL SOCKET IN SHEET STEEL ENCLOSURE WITH MCB/SWITCH	B
D-5	INSULATED COPPER WIRE	B
D-6	SWITCHES/SOCKETS/TELEPHONE/TV/DATA SOCKET /BOXES (MODULAR TYPE)	B
D-7	SWITCHES/SOCKETS/TELEPHONE/TV/DATASOCKET /BOXES (PIANO TYPE)	C
D-8	SUBMERSIBLE CABLE	B
E	FIRE ALARM EQUIPMENTS	
E-1	FIRE / SMOKE DETECTOR/ MULTI CRITERIA DETECTOR/ FIRE ALARM PANEL / REPEATER PANEL/ HOOTER / MANUAL CALL POINT / RESPONSE INDICATOR/ FAULT ISOLATOR	B
E-2	FIRE SURVIVAL CABLE	B
E-3	FIRE SIGNAGES	C
E-4	ASPIRATION SYSTEM	C
F	LED LIGHT FIXTURE AND FANS	
F-1	LIGHT FIXTURE WITH LED-INDOOR	A
F-2	LIGHT FIXTURE WITH LED-OUTDOOR	A
F-3	LINEAR LED/ CUSTOMISED/ DECORATIVE LED LIGHT FIXTURE	B
F-4	AVIATION WARNING/OBSTRUCTION LIGHT	C
F-5	CEILING/ WALL / EXHAUST / PEDESTAL FAN (CONVENTIONAL/BLDC)	B



S. No.	Items	Grouping
1	2	3
G	AIR CONDITIONING AND FIRE FIGHTING ACCESSORIES	
G-1	GI/MS PIPE(ISI MARKED)	B
G-2	MANUAL VALVE – BUTTERFLY/ SLUICE / CHECK / NRV / FOOT/GATE / GLOBE	C
G-3	MOTORISED VALVE – BALANCING / MODULATING / PICB / DELTA T / CONTROL / MIXING	C
G-4	SUCTION/POT/Y-STRAINER	C
G-5	FLEXIBLE CONNECTION FOR SPRINKLER/SPRINKLER	C
G-6	FIRE HYDRANT LANDING VALVES/ INSTALLATION VALVE/ FIRE BRIGADE CONNECTION.	C
G-7	FIRE HOSE PIPES/FIRST AID HOSE REEL/BRANCH PIPE/ NOZZLE/COUPLINGS	C
G-8	FIRE EXTINGUISHERS	C
G-9	GAS BASED FIRE SUPPRESSION SYSTEM	B
G-10	HIGH/LOW PRESSURE WATER MIST BASED FIRE SUPPRESSION SYSTEM	C
G-11	FLOW SWITCH/PRESSURE SWITCH	C
G-12	FIRE MAN AXE	C
G-13	DIESEL ENGINE DRIVEN PUMP FOR FIRE FIGHTING	A
G-14	PUMPS-VERTICAL/HORIZONTAL/SUBMERSIBLE	B
G-15	MOTORS	B
G-16	MOTOR STARTER/ CUBICAL CONTROL PANEL	C
G-17	SINGLE PHASE PREVENTER / OVER LOAD PROTECTION/HIGH VOLTAGE/LOW VOLTAGE/EARTH FAULTPROTECTION	C
G-18	GI SHEETS.	A
G-19	GRILLS/DIFFUSERS.	C
G-20	INSULATION MATERIAL-ROCKWOOL/GLASSWOOL	B
G-21	INSULATION MATERIAL-XLPE/EPDM/NITRILE RUBBER	B
G-22	PRE-INSULATED DUCT	B
G-23	PRE-FABRICATED GI DUCT	B
G-24	FIRE DAMPERS	C
G-25	AIR CURTAINS	C



S. No.	Items	Grouping
1	2	3
G-26	MODULATING MOTOR/FIRE DAMPER MOTOR	C
G-27	REFRIGERANT VALVE & FITTINGS	C
G-28	AIR FILTERS (MERV/ESP/HEPA) FOR HVAC SYSTEM	C
G-29	ELECTRONIC AIR CLEANER	C
G-30	THERMOSTATS/HUMIDISTATS	C
G-31	THERMOMETERS/PRESSURE GAUGE	C
G-32	VFD DRIVE	A
G-33	FIRE & SMOKE CURTAIN	B
H	AC PLANTS,AC UNITS & EQUIPMENTS	
H-1	AIR-CONDITIONER UNITS – SPLIT / WINDOW / CASSETTE/TOWER	A
H-2	STABILIZER	C
H-3	PRECISION AIR CONDITIONING(PAC)	A
H-4	PACKAGED AIR CONDITIONER	A
H-5	CHILLERS	A
H-6	AIR HANDLING UNITS(AHU)	A
H-7	FAN COIL UNIT(FCU)	A
H-8	VRV/VRF HVAC UNIT	A
H-9	COOLING TOWER	B
H-10	EXPANSION TANK	C
H-11	AIR & DIRT SEPARATOR	C
H-12	FAN-AXIAL FLOW/ INLINE/ VENTILATION/ PROPELLER/ PLUG	C
H-13	RO SYSTEM/WATER FILTER/ WATER SOFTENING PLANT	C
H-14	WATER COOLER	B
H-15	WATER DISPENSER	C
H-16	DRINKING WATER FOUNTAIN	C



S.No.	Items	Grouping
1	2	3
I	PA SYSTEM, CCTV& RELATED ITEMS	
I-1	AMPLIFIERS	A
I-2	ANNOUNCEMENT MICRO PHONES/CAR CALL CONSOLES	A
I-3	CONTROLLERS	A
I-4	DIGITAL SIGNAL PROCESSOR	A
I-5	SPEAKER	A
I-6	DIGITAL CALL STATION/WORKSTATION	C
I-7	EQUIPMENT RACK	C
I-8	DVD/DVR/MP3 PLAYER	C
I-9	CABLE FOR MICRO PHONE/SPEAKER	C
I-10	DIGITAL LINE ARRAY SPEAKER	C
I-11	CCTV CAMERA	A
I-12	MONITOR/DISPLAY-LCD/LED/PLASMA	A
I-13	ACTIVE LED DISPLAY/LED VIDEO WALL	B
J	SOLAR PLANT & ACCESSORIES	
J-1	SOLAR INVERTER/POWER CONDITIONING UNIT	B
J-2	SOLAR MODULES	B
J-3	DC CABLES	B
K	MISCELLANEOUS & OTHER MECHANICAL ITEMS	
K-1	HAND DRIER	C
K-2	DOUBLE WALL CORRUGATED HDPE PIPE/PLAIN HDPE PIPE	B
K-3	HDPE TANK	B
K-4	AUTOMATIC SLIDING DOOR	B
K-5	ELEVATOR	A
K-6	ESCALATOR/TRAVELATOR	A
K-7	BOLLARD	B
K-8	BOOM BARRIER	B
K-9	FLAP BARRIER	B
K-10	TROLLEY GATE	B
K-11	PVC PIPE (ISI MARKED)	B



S. No.	Items	Grouping
1	2	3
K-12	EXTERNAL LIGHTING POLES/GI POLE	C
K-13	DECORATIVE LIGHT POLE	C
K-14	SEMI HIGH MAST/HIGH MAST	C
K-15	ALUMINIUM LADDERS/HYDRAULIC LADDERS	C
K-16	BOOM/SCISSOR/SPIDER/VERTICAL LIFT	B
K-17	DASH FASTENERS	C
K-18	WEIGHING SCALES	C
K-19	BEARINGS	C
K-20	BELT FOR BHS	C
K-21	GEAR BOX	C
K-22	GEARED MOTOR	C
K-23	FRICTION DRIVE MOTOR	C
K-24	WEATHER PROOF JUNCTION BOX	C
K-25	SMC BOX	C
K-26	EV CHARGERS	C
K-27	PASSIVE FIRE STOP	C

Note:- MCD reserves full rights to remove or include any of the item/Products as listed in Annexure-A at any time without assigning any reason, whatsoever.

**ANNEXURE-"I"****APPLICATION FORM****PART-A**

S.No.	Particulars	Fill the details
1	Name of Manufacturer/OEM	
2	Concerned Persons & Contact details	
3	Registered Address of OEM/Manufacturer	
	Telephone & Mobile no.	
	E-mail address	
	Web site address	
4	Factory Address	
	Telephone/Mobile no.	
	Fax no.	
	E-mail address	
5	Date of Registration	
6	Registration No.	
7	Whether registered under company act/ Factory act, etc.	
8	GST Registration	
9	PAN No.	
10	Registration certificates of MSME as applicable.	
11	Average Financial Turn Over (For last 3years), attach certified Copies from CA	
12	Service Centers	
	Telephone/Mobile no.	
	Fax no.	
	E-mail address	

Note:- Any other information which the applicant feels is necessary to be given, may be added.



PART-B

S.No.	Item / Product to Be Enlisted	Reference Code as per Annexure -A	Brand Name

Signature With Stamp
Authorized signatory of the Agency/Manufacturer/OEM

Place:

Date:



ANNEXURE-"II"

**DECLARATION REGARDING BLACKLISTING / DEBARRING OF OEMs
/MANUFACTURERS**

(To be executed on Rs100/- Non Judicial Stamp Paper duly Notarized)

**SUB. : APPLICATION FOR ENLISTMENT AS PREFERRED MAKES FOR THE ITEMS
/PRODUCTS TO BE USED IN THE ELECTRICAL WORKS IN MUNICIPAL CORPORATION
OF DELHI**

I, (.....), age years
S/o , proprietor/ Managing Partner/Managing Director of
M/s having
address do hereby solemnly affirm and state as follows;

1. That, I / We hereby declare that our company or any product is not Debarred / blacklisted by MCD or Central /State Govt. Depts./PSUs/ World Bank/ ADB, etc. as on the date of submission of application. The Information/ documents, submitted / enclosed with this application are true and correct. In case any document at any stage is found fake/incorrect, MCD can take legal action against my company besides cancellation of Enlistment of our Items / Products.

**(Authorized Signatory of the
Company/Firm with rubber stamp)**

**Place:-
Date:-**



ANNEXURE-"III"

**DECLARATION REGARDING MANUFACTURING OF ITEM/PRODUCT IN OWN
FACTORY/ OEM OUTSOURCED FACILITY**

(To be executed on Rs100/- Non Judicial Stamp Paper duly Notarized)

**SUB.:APPLICATION FOR ENLISTMENT AS PREFERRED MAKES FOR THE ITEMS /
PRODUCTS TO BE USED IN THE ELECTRICAL WORKS IN MUNICIPAL CORPORATIOJN OF
DELHI**

I, (_____), age _____ years S/o _____ proprietor /
Managing Partner/ Managing Director of M/s _____ having address _____ do
hereby solemnly affirm and state as follows;

That, I / We hereby declare that the item / product i.e., I / we have applied for enlistment as
preferred make is being manufactured in our own factory / OEM out sourced facility as per details
furnished in Annexure-I. Further at any stage, if this declaration is found fake/incorrect, MCD can
cancel the enlistment of our Items / Products in their preferred make list with immediate effect

**(Authorized Signatory of the Company
/Firm with rubber stamp)**

**Place:-
Date:-**



PROFORMA FOR FINANCIAL INFORMATION

ANNEXURE-"IV"

Average Annual Financial Turnover for previous 03 audited financial years (Rs.in Crores only)	Ref. Page No. of submission on which Auditor / Chartered Accountant's Certificate with UDIN number
Whether firm has occurred Losses after taxes continuously for previous 03 audited financial years	Ref. Page No. of submission on which Auditor / Chartered Accountant's Certificate with UDIN number
Yes/No	

Signature of the OEM/Manufacturer:.....
 Name & Designation of Authorized signature:.....
 Place, Date and seal/stamp of the OEM/Manufacturer:.....

PROFORMA OF PRODUCTION OF PRODUCT/ITEM

ANNEXURE-"V"

S. No.	Name of Product / Item and Reference Code as per Annexure-A	Date of starting of productio n of the product / item to be enlisted	Period of Productio n of the product / item to be enlisted.	Standard of Manufacturing (IS code/Internatio nal code)	Lab / Test house /Agency certified the product complying standards/ code.	Ref. Page No. of submission on which Certificate submitted
1.						
2.						

Signature of the OEM/Manufacturer:.....
 Name & Designation of Authorized signature:.....
 Place, Date and seal/stamp of the OEM/Manufacturer:.....



PROFORMA FOR TEST FACILITY

ANNEXURE-"VI"

S.No	Description of Testing facility (NABL Accredited Lab / Third Party Certification / Factory QC Lab)	Accreditation from	Ref. Page No. of submission on which Certificate submitted
1			
2			

Signature of the OEM/Manufacturer:.....

Name & Designation of Authorized signature:.....

Place, Date and seal/stamp of the OEM/Manufacturer:.....

PROFORMA OF EXPERIENCE OF SUPPLY OF PRODUCT

ANNEXURE-"VII"

S. No.	Name of the Work /Project	Name of the Client	Date of completi on of work/PO	Principal Department for which work has been completed	Amount of work/supply completed as per order	Ref. Page No. of submission on which Client Certificate / Order/PO /Invoice submitted
1						
2						

Signature of the OEM/Manufacturer:.....

Name & Designation of Authorized signature:.....

Place, Date and seal/stamp of the OEM/Manufacturer:.....



PROFORMA OF APPROVAL STATUS

ANNEXURE-"VIII"

S. No.	Name of the Department / PSU in which product is already approved	Validity	Ref. no. of the Approval letter.	Date of approval	Ref. Page No. of submission on which letter is submitted
1					
2					

Signature of the OEM/Manufacturer:.....

Name & Designation of Authorized signature:.....

Place, Date and seal/stamp of the OEM/Manufacturer:.....

PROFORMA FOR OEM'S / MANUFACTURER'S SERVICE SUPPORT NETWORK/ DEALERSHIP NETWORK AFTER SALE OF THE ITEM / PRODUCT

ANNEXURE-"IX"

S. No.	OEM's / Manufacturer's Service Network Supports details	Supporting Documents to establish Service Network Supports	Ref. Page No. of submission
1			

Signature of the OEM/Manufacturer:.....

Name & Designation of Authorized signature:.....

Place, Date and seal/stamp of the OEM/Manufacturer:.....



CHECKLIST

S.No.	DESCRIPTION	ATTACHED (YES/NO)
1	Registration under company / factory act/ NSIC/UDYAM/ etc. as applicable.	
2	Corporate Incorporation Number (CIN)/Declaration for LLP.	
3	Undertaking for manufacturing of products in their factory/ OEM out sourced facility to be submitted for the products / Items to be enlisted.	
4	Registrations certificate (if MSME).	
5	Duly filled Annexure-I to Annexure-IX along with supporting documents.	
6	Authorization Letter of authorized signatory by the Owner/ MD/ Proprietor/Director of the firm.	

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