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Policy Letter No 38/2012

Directorate General Married
Accommodation Project (DG MAP)
Engineer-in-Chief's Branch,
Integrated HQ of MoD (Army)
Kashmir House, Rajaji Marg,
DHQ PO, New Delhi-110011

21379/Spec Ph-III/P&S/52/MAP

04 Oct 2012

(All PMs)

SOP FOR APPROVAL OF VENDORS

1. Standard Operating Procedure (SOP) for approval of Vendors for the projects of DG MAP is enclosed.
2. The Policy will come into force with immediate effect.

(JS Sodhi)
Lt Col
SO 1 (P&S)
for DG MAP

Encls: as above
(four pages)

Internal

Team 'A'

Team 'B'

Contract Section Team 'A'

Contract Section Team 'B'

Arch Section

FEEDBACK FORM AFTER PRODUCT PRSN ON (DATE) FOR RECOMMENDATIONS AS TO WHICH FIRMS SHOULD BE SHORTLISTED FOR APPROVAL AS VENDORS FOR DG MAP

<u>Ser No</u>	<u>Name of Firm</u>	<u>Recommending/Not Recommending for shortlisting</u>
(a)		
(b)		
(c)		
(d)		
(e)		

Signature of Offr:

Name of Offr:

Date:

LIST OF DETAILS TO BE SUBMITTED AS PART OF BOARD PROCEEDINGS FOR FIRMS BEING RECOMMENDED FOR APPROVAL AS VENDOR FOR DG MAP

1. Technical Literature of product for registration.
2. Test Certificate of product, if any from approved Govt Laboratories in conformity with relevant IS Code/International Code.
3. Photocopy of IS/BIS Certification of product.
4.
 - a) VAT number of the Firm along with photocopy of the VAT certificate.
 - b) CST number of the Firm along with photocopy of the CST certificate.
 - c) PAN number of the Firm along with photocopy of the PAN card.
5. Manufacturer and their complete address including telephones numbers.
6. Present usage of product.
7. Product Profile.
8. List of earlier approvals by Govt departments.
9. Quality assurance checks.
10. List of dealer network in India.
11. Last two yrs balance sheet.
12. Technical catalogue.
13. Relevant clearances of Govt like CPCB, Incometax, Labour department, Excise etc.
14. Source of procurement of raw materials for which approval is sought.
15. Five Photographs of office and ten Photographs of factory premises.
16.
 - (a) Does the firm outsource the manufacturer of the product for which the are seeking re-registration.
 - (b) Is the co-vendor exclusively manufacturing for the Firm. (Attach copy of MoU between vendor and co-vendors).
17. Details of after sales service network and consumer complaint system.
18. Willingness to supply products for which approval is being sought as per the specifications of DG MAP.
19. Willingness to supply products of higher specifications of DG MAP projects at no additional cost if the manufacture of the product of existing specifications of DG MAP is discontinued by the manufacturer due to any reasons whatsoever during the currency of the Project.

SOP FOR APPROVAL OF VENDORS : DG MAP

General

1. DG MAP has been entrusted the task of constructing about 2 lakh Dwelling units pan India for the three Defence Services. To meet this challenging task the correct selection of Firms as vendors for the projects of DG MAP will play a vital role in ensuring users satisfaction.

Aim

2. The aim of this SOP is to lay down the guidelines for approval of Firms as vendors for the projects of DG MAP.

Procedure for approval of vendors of DG MAP

3. The following procedure will be followed while approving vendors for the projects of DG MAP:-

a) The Firms seeking approval as vendors for the projects of DG MAP will be asked to submit a request letter for approval giving brief details of the Firm like turnover, products being manufactured etc. Wherever approved list is not sufficient for a particular product for generating competition, SO1 (P&S) will seek addl vendors through DGS & D list, CE Zones, internet etc.

b) Upon receipt of the letter, SO1 (P&S) will evaluate the utility of the products with respect to the projects of DG MAP and capability of the Firm ab-initio to supply the material for the large volumes required in DG MAP projects.

c) Thereafter the Firms so selected will give a product prsn in HQ DG MAP on the date and time which will be intimated to them telephonically/ e-mail.

d) All Officers who will be attending the product prsn will be given a feedback form before the commencement of the product prsn (specimen of feedback form attached as Appx 'A') The Officers will fill in the feedback form and submit it to the SO1(P&S) on completion of the product prsn.

e) Based on the feedback from the Offrs, the list of vendors to be shortlisted for factory visit would be got approved from the Director General through a noting sheet.

f) Thereafter a Board of Officers comprising of SO 1(P&S) and one more Offr in rotation from Team A and B will carry out a factory visit of the shortlisted Firms. The Board of Officers will submit the board proceedings with the list of document/details as given in Appx 'B'. The Board of Officers will also clearly mention the following in the board proceedings:

(a) The Firms and their products which are being recommended/not recommended.

(b) In case any Firm is not being recommended then reasons for the same shall be clearly mentioned. Size of the Firm, capacity, state of manpower, machinery, quality, cost etc should be brought out by the BOO.

(c) Whether the Firms which are being recommended have the capacity to supply large volumes for DG MAP projects.

g) On receipt of the board proceedings, SO1 (P&S) will process the case on a noting sheet.

h) Only these Firms which are approved as vendors by the Director General, will be issued the approval letters.

4. This policy will come into force with immediate effect.

Place: New Delhi

(JS Sodhi)

Lt Col

Date: Oct 2012

SO 1 (P&S)