

No.P-45021/112/2020-PP (BE-II) (E-43780)
Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade
(Public Procurement Section)

Udyog Bhawan, New Delhi
Dated April 28, 2023

OFFICE MEMORANDUM

Subject: Revised format for registration of bidders from countries sharing land border with India-regarding.

The undersigned is directed to inform that in pursuant of Department of Expenditure's Order No. F. No. 7/10/2021-PPD dated 23.02.2023 the format of application for seeking registration for bidders having beneficial ownership in countries which share land border with India has been revised. A copy of the revised format is enclosed herewith. Accordingly, applicants are informed that henceforth one hard copy in prescribed format is required to be submitted in the Office of Joint Secretary (Public Procurement Division), DPIIT, Room No. 237, Vanijya Bhawan, 16 Akbar Road, New Delhi. The pdf copy of the same may also be emailed to dpiit.144@gov.in. **Please note that there should be no difference between hard copy and the Pdf copy of the application and both should be identical.**

2. The applications already received in this Department, as per earlier prescribed format, are under process and are not required to be submitted again.
3. This issues with the approval of competent authority.

Encl: As above



(Surendra Singh)

Under Secretary to the Government of India
Email: ssingh.dopt@nic.in

To

1. DPIIT Website
2. DG, NIC- It is requested to kindly get it uploaded on CPP Portal
3. CEO, GeM-It is requested to kindly get it uploaded on GeM Portal

Covering Letter Format

To

The Office of JS (Public Procurement Division)
Chairman Registration Committee
Room No. 237, Vanijya Bhawan, 16 Akbar Road, New Delhi

Subject: Application for registration of bidders having beneficial ownership in countries which share land border with India in accordance with Department of Expenditure's Order No. F. No. 7/10/2021-PPD dated 23.02.2023 - regarding.

We, M/s _____ (Name of the Bidder), hereby submit an application for registration of our Company in accordance with Department of Expenditure's Order No. F. No. 7/10/2021-PPD dated 23.02.2023 through its authorized signatory consisting of following documents:

- i. The Covering letter
- ii. Letter of authority in favor of signatory.
- iii. Details of Bidder (including bidders having ToT arrangement) as per Appendix 'A'.
- iv. Details of Manufacturer/ Service provider/ Contractor/, if different from bidder, as per Appendix 'B'.
- v. Details of entity with whom, there is/are ToT arrangement(s) as per Appendix 'C'.
- vi. Details of item (goods/ services / works) for which registration is being sought as per Appendix 'D'.
- vii. Details of Bidder for security clearance as per Appendix 'E'.
- viii. Details of Manufacturer/ Service provider/ Contractor/ Entity providing ToT, if different from bidder, for security clearance as per Appendix 'F'.
- ix. Details of Sensitive Sector & Sensitive Technologies in case(s) of ToT arrangement as per Appendix 'G'.

2. We confirm that the application is complete in all regards, and duly signed by authorized signatory on all pages, is being submitted in one hard copy. We also confirm that a soft copy in pdf format of the same has been **emailed to dpiit.144@gov.in**. We understand that incomplete application will not be processed and summarily ignored.

3. We also confirm that we, M/s _____ (Name of the Bidder), and M/s (Name of Manufacturer/ Service provider/ Contractor/ Entity providing ToT, if different from bidder) are not currently debarred/blacklisted/banned by any Government entity in India.

4. We also confirm that signatory of this letter & application form is the authorized signatory of the _____ (Name of the Bidder). A copy of authorization letter is enclosed.

5. We understand that the registration granted by the Registration Committee shall be only for the purpose of bid participation under Rule 144(xi) of General Financial Rules, 2017. We also understand that validity period of Registration shall ordinarily be 3 years from date of issue of registration letter and in special case(s) may be less than 3 years. However, in case of appointment of new Director(s)/ new shareholders with more than 10% shares/ change in controlling ownership interest or control through other means, the registration shall automatically stand annulled.

(Name and Signature of authorized signatory of bidder along with telephone number and email Id)

Bidder's details for registration under Rule 144(xi) of GFR

1.	Name of Bidder – as defined in the Department of Expenditure's Order (Public Procurement No. 4) issued vide No. F. 7/10/2021-PPD dated 23.02.2023	
2.	Type of business entity (Natural Person/ Private Limited Company/ Public Limited Company/ Sole Proprietorship/ One Person Company/ Partnership firm/ Limited Liability Partnership/ Joint Venture/ Trust/ NGO/or any other type of entity) In case of incorporated entity - attach certificate of incorporation.	
3.	Complete address of the Registered Office with contact person name, telephone number and email Id.	
4.	Whether registration is being sought as Manufacturer/ service provider/ contractor for supply of goods/ services / works or An agent/reseller/distributor/member of consortium/ Office Controlled by bidder/any subsidiary of any artificial juridical person/ any other type of category) or A bidder having ToT arrangement with an entity from a country sharing land border with India Bidder to give details in which category – registration is being sought.	
5.	In case bidder is seeking registration as manufacturer, complete address of the manufacturing premises with name, telephone number and email Id of contact person.	
6.	In case bidder is seeking registration as service provider/ contractor/ToT arrangement, complete address of the premises from where services are provided may be given with name, telephone number and email Id of contact person.	

7.	In case registration is being sought as an agent/reseller/distributor/Office controlled by bidder/ any other subsidiary of any artificial juridical person /any other category other than manufacturers, service provider and contractor of above – the details of manufacturer/ service provider/ contractor may be furnished in Appendix- B.	
8.	The details of entity with whom, there is/are ToT arrangement(s) as per Appendix 'C'.	
9.	The details of items (goods/ services / works/) for which registration is sought as per Appendix-D.	

10. **Financial details[#] of the bidder in INR/ US Dollar** for last five financial years in the following format, duly certified by practicing Chartered Accountant (CA) in India:

Financial year (FY)	Net Sales turnover during the FY	Net Profit during the FY	Net worth at the end of the FY

Refer foot notes at the end of Appendix.

11. **Beneficial owners[#] of the bidder**, as defined in the Department of Expenditure's Order (Public Procurement No. 4) issued vide No. F. No. 7/10/2021-PPD dated 23.02.2023, in the following format, duly certified by practicing Chartered Accountant (CA) in India:

Beneficial owner details				
Name of the beneficial owner	% beneficial ownership	Natural person or legal/ artificial juridical person/ entity	Country of Citizenship / Country of incorporation of legal/ artificial juridical person/ entity.	In case of legal/ artificial juridical person/ entity, beneficial ownership details of such entities may be furnished and so on.

Refer foot notes at the end of Appendix.

Note:

1. The terminology "Works" in the entire document means "Works including turnkey works/ projects". Similarly, the terminology "Services" means "Consultancy as well as non- consultancy services".
2. Details of all beneficial owners having ownership more than that prescribed in Para 13 of Department of Expenditure's Order (Public Procurement No. 4) issued vide F. No. 7/10/2021-PPD dated 23.02.2023 are to be furnished.
3. In case beneficial owner is legal/ artificial juridical person/ entity, beneficial ownership details of such entities to the last natural person are to be furnished.
4. The details at serial number "10" and "11" should be on Chartered Accountant's letterhead indicating name, membership number and UDIN.
5. Transfer of Technology (ToT) means dissemination and transfer of all forms of commercially usable knowledge such as transfer of know-how, skills, technical expertise, designs, processes and procedures, trade secrets, which enables the acquirer of such technology to perform activities using the transferred technology independently.

Appendix -B

Manufacturer/ Service provider/ Contractor/ details for registration under Rule 144(xi) of GFR

(Note: The Appendix-B is to be filled up only in case Manufacturer/ Service provider/ Contractor is other than bidder, whose details have already been provided in Appendix - A)

1.	Name of manufacturer/ service provider/ contractor	
2.	Type of business entity (Natural Person/ Private Limited Company/ Public Limited Company/ Sole Proprietorship/ One Person Company/ Partnership firm/ Limited Liability Partnership/ Joint Venture/ Trust/ NGO/or any other type of entity) In case of incorporated entity - attach certificate of incorporation.	
3.	Complete address of the Registered Office of manufacturer/ service provider/ contractor with contact person name, telephone number and email Id.	
4.	In case of manufacturer, complete address of the manufacturing premises with name, telephone number and email Id of contact person.	
5.	In case of service provider/ contractor, complete address of the premises from where services are provided may be given with name, telephone number and email Id of contact person.	
6.	Manufacturer/ service provider/ contractor's agreement with the bidder to seek registration under Rule 144(xi) of GFR and participate in public procurement in India, if any. Copy to be attached with the application.	

7. **Financial details[#] of the manufacturer/ Service provider/ Contractor in INR/ US Dollar** for last five financial years in the following format, duly certified by practicing Chartered Accountant (CA) in India:

Financial year (FY)	Net Sales turnover during the FY	Net Profit during the FY	Net worth at the end of the FY

Refer foot notes at the end of Appendix.

8. **Beneficial owners[#] of the Manufacturer/ Service provider/ Contractor**, as defined in the Department of Expenditure's Order (Public Procurement No. 4) issued vide F. No. 7/10/2021-PPD dated 23.02.2023, in the following format, duly certified by practicing Chartered Accountant (CA) in India:

Beneficial owner details				
Name of the beneficial owner	% beneficial ownership	Natural person or legal/ artificial juridical person/ entity	Country of Citizenship / Country of incorporation of legal/ artificial juridical person/ entity.	In case of legal/ artificial juridical person/ entity, beneficial ownership details of such entities may be furnished and so on.

Refer foot notes at the end of Appendix.

Note:

1. The terminology "Works" in the entire document means "Works including turnkey works/ projects". Similarly, the terminology "Services" means "Consultancy as well as non- consultancy services".
2. Details of all beneficial owners having ownership more than that prescribed in Para 13 of Department of Expenditure's Order (Public Procurement No. 4) issued vide F. No. 7/10/2021-PPD dated 23.02.2023 are to be furnished.
3. In case beneficial owner is legal/ artificial juridical person/ entity, beneficial ownership details of such entities to the last natural person are to be furnished.
4. The details at serial number "7" and "8" should be on Chartered Accountant's letterhead indicating name, membership number and UDIN.

Appendix -C

Details of Entity providing ToT for registration under Rule 144(xi) of GFR

(Note: The Appendix-C is to be filled up only in case Entity providing ToT is other than bidder, whose details have already been provided in Appendix -A)

1.	Name of / Entity providing ToT	
2.	Type of business entity (Natural Person/ Private Limited Company/ Public Limited Company/ Sole Proprietorship/ One Person Company/ Partnership firm/ Limited Liability Partnership/ Joint Venture/ Trust/ NGO/or any other type of entity) In case of incorporated entity - attach certificate of incorporation.	
3.	Complete address of the Registered Office of Entity providing ToT with contact person name, telephone number and email Id.	
4.	Agreement of Entity providing ToT/ with the bidder to seek registration under Rule 144(xi) of GFR and participate in public procurement in India, if any. Copy to be attached with the application.	

5. **Financial details[#] of Entity providing ToT in INR/ US Dollar** for last five financial years in the following format, duly certified by practicing Chartered Accountant (CA) in India:

Financial year (FY)	Net Sales turnover during the FY	Net Profit during the FY	Net worth at the end of the FY

Refer foot notes at the end of Appendix.

6. **Beneficial owners[#] of the Entity providing ToT**, as defined in the Department of Expenditure's Order (Public Procurement No. 4) issued vide F. No. 7/10/2021-PPD dated 23.02.2023, in the following format, duly certified by practicing Chartered Accountant (CA) in India:

Beneficial owner details				
Name of the beneficial owner	% beneficial ownership	Natural person or legal/ artificial juridical person/ entity	Country of Citizenship / Country of incorporation of legal/ artificial juridical person/ entity.	In case of legal/ artificial juridical entity, beneficial ownership details of such entities may be furnished and so on.

#Refer foot notes at the end of Appendix.

Note:

1. Transfer of Technology (ToT) means dissemination and transfer of all forms of commercially usable knowledge such as transfer of know-how, skills, technical expertise, designs, processes and procedures, trade secrets, which enables the acquirer of such technology to perform activities using the transferred technology independently.
2. The details at serial number "5" and "6" should be on Chartered Accountant's letterhead indicating name, membership number and UDIN.

Appendix - D

Details of items (goods/ services / works) for which registration is sought

1.	Description of items (goods/ services / works) for which registration is being sought.	
2.	Broad technical specification parameters/ details of items/	
3.	Annual Capacity of bidder for each of the goods/ services / works for which registration is being sought.	
4.	Major public procuring entities in India for these items	

(Items also includes such items where ToT arrangement with land border sharing countries have been done)

5. Details of contracts[#] received by the bidder in last 05 years from public procuring entities in India in the following format, duly certified by practicing Chartered Accountant (CA) in India:

Sr. No.	Description of goods/ services / works with broad technical parameters	Procuring entity details – Name and complete address of the Organization.	Purchase Order No., date, Qty and value	Status of the Order – Executed successfully/ under execution/ cancelled

Refer foot notes at the end of Appendix.

6. Details of contracts[#] received by the bidder in last 05 years from private procuring entities in India in the following format, duly certified by practicing Chartered Accountant (CA) in India:

Sr. No.	Description of goods/ services / works with broad technical parameters	Procuring entity details – Name and complete address of the Organization.	Purchase Order No., date, Qty and value	Status of the Order – Executed successfully/ under execution/ cancelled

#Refer foot notes at the end of Appendix.

7. Details of outsourced components/goods and subcontracted works and services proposed to be used in execution of contract may be provided in the format given below:

Sr. No.	Details of outsourced components/goods and subcontracted works and services	Major technical parameters	Manufactured by /Subcontracted to	Country of Origin

Note:

1. The details at serial number "5" and "6" above are required to be furnished **only for those goods/ services / works for which registration is being sought** and for the **same** Manufacturer/ Service provider/ Contractor/Entity Providing ToT, whose details have been furnished in Appendix-B or Appendix-C, if bidder is not Manufacturer/ Service provider/ Contractor/ Entity Providing ToT. In case of large number of contracts, the details may be **restricted to 20 (twenty) high value contracts.**
2. The details at serial number "7" above are required to be furnished only for **top 20 high value outsourced components/goods and subcontracted works and services.**
3. Bidder can seek registration for multiple items in an application by providing requisite details for each of the item for which registration is being sought.
4. The details at serial number "5" and "6" should be on Chartered Accountant's letterhead indicating name, membership number and UDIN.

Details of bidder for security clearance

I. Details in respect of bidding company/person:

SI No.	Name of company/person	Type of Company (Pvt. Ltd. /Pub. Ltd. /Sole Proprietorship/one person company/partnership/LLP/JV/Trust /NGO etc.)	Country of registration in case of company/ nationality (if holding multiple nationality, all must be mentioned) in case of person	Registration number with date in case of company/ passport nos. and issue date in case of person	Registered office address and correspondence address in case of company/ Contact Address in case of person	Previous Name of the Company, if any	Details of earlier registration, if any (ref no. & date)

II. Details of beneficial ownership of entity:

SI No.	Name of company/individual which/who are the beneficial owner of bidding company	Country of registration, registration number with date in case beneficial owner is a company/nationality, passport number and issue date (if holding multiple nationality, all must be mentioned) in case beneficial owner is an individual	Registered office address and correspondence address in case of company/Contact Address in case of person	Details of intermediary company(s)/persons between bidder company or person and beneficial owner company/individual	Enclose a chart depicting the link between bidding company/person and the beneficial company/owners along with details such as address, parentage, passport details (in case of individuals) or company registration details (in case of companies)

III. **Details in respect of Directors of bidding Company:**

SI No.	Full Name of Board of Directors	Present position held with date (since when)	Date of birth	Parentage (name of father/mother)	Present & Permanent Address	Nationality (if holding multiple nationality, all must be mentioned)	Passport Nos. and issue date, if any.	Contact Address & telephone number

IV. **Details of shareholders of bidding company (all companies/entities/individuals with more than 10% shares or having controlling ownership interest or exercising control through means in case of less than 10% shares):**

SI No.	Full Name of individual/company	Parentage (name of father/mother) in case of individuals and registration number in case of companies	Permanent address/present address in case of individuals, and registered and correspondence address in case of companies	Present position held, if any, in the applicant company	Nationality, in case of individual (if holding multiple nationality, all must be mentioned)/country of registration, in case of company	Passport Nos. and date of issue, if any (date of birth, in case passport is not available) for individuals	% of shares held in the company

V. **Details of tender(s) and specific goods/services/works proposed to be supplied:**

VI. **Reasons for seeking registration with Registration Committee of DPIIT:**

A brief note to be attached

VII. **Details of nature of activities undertaken by bidding company/person:**

A brief note to be attached

VIII. **Details of nature of activities undertaken by beneficial owner of bidding company/person:**

A brief note to be attached

IX. **Details of criminal cases, if any, against the bidding company, its director(s) or person as per annexure**

Self-Declaration for bidding company and its director(s)/owners or person

- a. Name & address and registration number of the Company :
- b. Name and address of owners (in case of proprietorship firm)/directors of the company/person :
 1. _____
 2. _____
 3. _____
 4. _____
- c. Are the company owners (in case of proprietorship firm)/directors/person listed above, are the subject of any?
 1. Preventive detention proceedings under Public Safety Act/National Security Act etc. : Yes/No
 2. Criminal Investigation in which chargesheet has been filed: Yes/No
- d. If, Yes, please provide following details
 1. Case/FIR number :
 2. Detention/warrant number, if any :
 3. Police Station/district/agency :
 4. Sections of law under which cases has/have been filed :
 5. Name and place of the court :
- e. The above mentioned details are in respect of both India and any other foreign country.

(Signature)

Note: The above self-declaration is required to be filled and signed by the authorized signatory of the Company.

I. Details of Manufacturer/Service Provider/Contractor / Entity providing ToT for security clearance

(Note: The Appendix-F is to be filled up only in case Manufacturer/ Service provider/ Contractor/ Entity providing ToT is other than bidder, whose details have already been provided in Appendix - E)

II. Details in respect of Manufacturer/Service provider/Contractor/ Entity providing ToT:

III.

SI No.	Name of company/ person	Type of Company (Pvt. Ltd. /Pub. Ltd. /Sole Proprietorship/one person company/partnership/LLP/JV/Trust /NGO etc.)	Country of registration in case of company/ nationality (if holding multiple nationality, all must be mentioned) in case of person	Registration number with date in case of company/ passport nos. and issue date in case of person	Registered office address and correspondence address in case of company/ Contact Address in case of person	Previous Name of the Company, if any	Details of earlier registration, if any (ref no. & date)

II. Details of beneficial ownership of Manufacturer/Service provider/Contractor/ Entity providing ToT:

SI No.	Name of company/individual which/who are the beneficial owner of bidding company	Country of registration, registration number with date in case beneficial owner is a company/nationality, passport number and issue date (if holding multiple nationality, all must be mentioned) in case beneficial owner is an individual	Registered office address and correspondence address in case of company/Contact Address in case of person	Details of intermediary company(s)/persons between bidder company or person and beneficial owner company/individual	Enclose a chart depicting the link between bidding company/person and the beneficial company/owners along with details such as address, parentage, passport details (in case of individuals) or company registration details (in case of companies)

III. **Details in respect of Directors of Manufacturing Entity/Individuals/Service Provider/Contractor/ Entity providing ToT:**

SI No.	Full Name of Board of Directors	Present position held with date (since when)	Date of birth	Parentage (name of father/mother)	Present & Permanent Address	Nationality (if holding multiple nationality, all must be mentioned)	Passport Nos. and issue date, if any.	Contact Address & telephone number

IV. **Details of shareholders of Manufacturer/Service provider/Contractor/ Entity providing ToT (all companies/entities/individuals with more than 10% shares or having controlling ownership interest or exercising control through means in case of less than 10% shares):**

SI No.	Full Name of individual/company	Parentage (name of father/mother) in case of individuals and registration number in case of companies	Permanent address/present address in case of individuals, and registered and correspondence address in case of companies	Present position held, if any, in the applicant company	Nationality, in case of individual (if holding multiple nationality, all must be mentioned)/country of registration, in case of company	Passport Nos. and date of issue, if any (date of birth, in case passport is not available) for individuals	% of shares held in the company

V. **Details of tender(s) and specific goods/services/works proposed to be supplied:**

VI. **Reasons for seeking registration with Registration Committee of DPIIT:**

A brief note to be attached

VII. **Details of nature of activities undertaken by bidding company/person:**

A brief note to be attached

VIII. **Details of nature of activities undertaken by beneficial owner of bidding company/person:**

A brief note to be attached

IX. **Details of criminal cases, if any, against the bidding company, its director(s) or person as per annexure**

Self-Declaration for manufacturer/service provider/ contractor and its director(s)/owners or person

- a. Name & address and registration number of the Company :
- b. Name and address of owners (in case of proprietorship firm)/directors of the company/person :
- _____
 - _____
 - _____
 - _____
- c. Are the company owners (in case of proprietorship firm)/directors/person listed above, are the subject of any?
- Preventive detention proceedings under Public Safety Act/National Security Act etc. : Yes/No
 - Criminal Investigation in which chargesheet has been filed: Yes/No
- d. If, Yes, please provide following details
- Case/FIR number :
 - Detention/warrant number, if any :
 - Police Station/district/agency :
 - Sections of law under which cases has/have been filed :
 - Name and place of the court :
- e. The above mentioned details are in respect of both India and any other foreign country.

(Signature)

Note: The above self-declaration is required to be filled and signed by the authorized signatory of the Company.

Appendix – G (For ToT only)

Bidders with ToT arrangement with an entity from a country which shares a land border with India shall specify:-

1. Whether they have ToT arrangement in the following or any of the following Sensitive sectors:

Sector	Sector's Name		Bidder to give details in which of the following sectors - registration is being sought
Category -I Sensitive Sectors	I.	Atomic Energy	
	I.	Broadcasting/ Print and Digital Media	
	II.	Defence	
	III.	Space	
	IV.	Telecommunications	
Category-II Sensitive Sectors	I.	Power and Energy (including exploration/ generation/ transmission/ distribution/ pipeline)	
	II.	Banking and finance including insurance	
	III.	Civil Aviation	
	IV.	Constructions of Ports and dams & River valley projects	
	V.	Electronics and Microelectronics	
	VI.	Meteorology and Ocean observation	
	VII.	Mining and extraction (including deep sea projects)	
	VIII.	railways	
	IX.	Pharmaceuticals & medical devices	
	X.	Agriculture	
	XI.	Health	
	XII.	Urban transportation	

2. Whether they have ToT arrangement in the following or any of the following sensitive Technology:-

Technology	Sensitive Technology		Bidder to give details in which of the following technologies - registration is being sought
Sensitive Technologies	I.	Additive Manufacturing(e.g. 3D Printing)	
	II.	Any equipment having electronics programmable components or autonomous systems(e.g. SCADA Systems)	
	III.	Any technology used for uploading and streaming of data including broadcasting, satellite communication etc.	
	IV.	Chemical Technologies	
	V.	Biotechnologies including genetic Engineering and biological Technologies	
	VI.	Information and Communication Technologies	
	VII.	Software	