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 March 30, 2021

OFFICE MEMORANDUM

Subject: Instructions for submitting revised format for registration of bidders from countries sharing land border with India– regarding.

The undersigned is directed to inform that henceforth only one hard copy in the prescribed format along with a soft copy (pdf) is required to be submitted by the applicants seeking registration having beneficial ownership in land border sharing countries in accordance with Department of Expenditure Order No. F. No. 6/18/2019-PPD dated 23.07.2020. The applicant shall be asked to submit additional hard copies, if required, at a later date.

2. Hard copy of application in the prescribed format has to be submitted to the Office of Joint Secretary (MKN), DPIIT, Room No. 236A, Udyog Bhawan, New Delhi. The soft copy (pdf) of the same has to be emailed at dpiit.144@gov.in.

3. This issues with the approval of competent authority.

(Rajesh Gupta)
Director
Email: rajesh.gupta66@gov.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 (MKN)
Chairman Registration Committee
Room No. 236A, Udyog Bhawan, 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 Order no. F. No. 6/18/2019-PPD dated 23.07.2020 - regarding.

We, M/s _____ (Name of the Bidder), hereby submit an application for registration of our Company in accordance with Department of Expenditure Order No. F. No. 6/18/2019-PPD dated 23.07.2020 through its authorized signatory consisting of following documents:

i. The Covering letter
ii. Letter of authority in favor of signatory.
iii. Details of Bidder as per Appendix 'A'.
iv. Details of Manufacturer/ Service provider/ Contractor, if different from bidder, as per Appendix 'B'.
v. Details of item (goods/ services / works) for which registration is being sought as per Appendix 'C'.
vi. Details of Bidder for security clearance as per Appendix 'D'.
vii. Details of Manufacturer/ Service provider/ Contractor, if different from bidder, for security clearance as per Appendix 'E'.

2. We confirm that the application complete in all respects, and duly signed by authorized signatory on all pages, is being submitted in ten hard copies. We also confirm that a soft copy in pdf format 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, 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 be 3 years from date of issue of registration letter. 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)

Appendix - A

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

1.	**Name of Bidder** - as defined in the Department of Expenditure Order (Public Procurement No. 1) issued vide No. F.No.6/18/2019-PPD dated 23rd July, 2020	
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 - to 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 As an **agent/reseller/distributor/member of consortium/ Branch Office/ Office Controlled by bidder/any subsidy of any artificial juridical person**/ any other type of category) 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, **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 subsidy 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 items (**goods/ services / works**)** for which registration is sought as per **Appendix- C**.	

9. **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.

10. **Beneficial owners# of the bidder,** as defined in the Department of Expenditure Order (Public Procurement No. 1) issued vide No. F.No.6/18/2019-PPD dated 23rd July, 2020, 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 9 of Department of Expenditure Order (Public Procurement No. 1) issued vide No. F.No.6/18/2019-PPD dated 23rd July, 2020 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 “9” and “10” should be on Chartered Accountant’s letterhead indicating name, membership number and UDIN number.

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 not 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 - to 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 Order (Public Procurement No. 1) issued vide No. F.No.6/18/2019-PPD dated 23rd July, 2020, 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 9 of Department of Expenditure Order (Public Procurement No. 1) issued vide No. F.No.6/18/2019-PPD dated 23rd July, 2020 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 number.

Appendix - C

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	

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, whose details have been furnished in Appendix-B, if bidder is not Manufacturer/ Service provider/ Contractor. 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 number.

Appendix - D

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	Percentage (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**

Annexure to Appendix - D

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 charge sheet 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.

Appendix - E

Details of Manufacturer/Service Provider/Contractor for security clearance

(Note: The Appendix-E is to be filled up only in case Manufacturer/ Service provider/ Contractor is other not bidder, whose details have already been provided in Appendix -D)

I. **Details in respect of Manufacturer/Service provider/Contractor:**

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:**

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 manufacturing company/ person or service provider or contractor 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:**

SI No.	Full Name of Board of Directors	Present position held with date (since when)	Date of birth	Percentage (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 (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**

Annexure to Appendix - E

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 charge sheet 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.