

## **GUIDELINES FOR REGISTRATION OF FIRMS WITH U.P. Police**

### **1. What is Registration?**

Police Head Quarters, being the Central Purchase Organization of U.P. Police, has a system of registering firms for supply of various stores as approved contractors. The main object of registration of firms as approved contractors is to have a broad based panel of technically capable, financially sound and reliable sources of supply to whom enquiries can be addressed for Government purchases. The stores purchased by U.P. Police cover almost all areas of industrial production.

### **2. Eligibility & categories for registration.**

All firms, who are in the business of manufacturing, stocking or marketing of stores are eligible for registration, if otherwise suitable, subject to specific conditions or restrictions stipulated in this document. Where such registration is granted based on manufacturing or marketing agreements, it shall be the responsibility of the registered unit to keep such agreements renewed at all times to keep their registration valid for the period for which the registration has been granted.

### **3. Categories for registration:**

#### **I) Registration of firms who supply indigenous items:**

Such firms are registered in following categories. The application form to be used for different categories of registration is given against each category.

##### **a) Manufacturers: (Form-A)**

i) Indigenous firms having factory(s) of their own and being in the opinion of the U.P. Police capable of producing material of the required standard.

ii) In case the firm do not own the factory but utilizes the factory of some other firms on lease or other arrangements for manufacture/fabrication of the stores for which registration is sought, it should have entered into a valid agreement to formalize such arrangement with the firm owning the factory. The agreement should valid at least for three years at the time of application. While granting registration to such units the registration certificate should clearly indicate the name of the lessor, the type of arrangement the firm has with lesser and that in case lease or other arrangement in respect of factory/works is terminated, the firms registration shall stand terminated with effect from the date when the arrangement is terminated. iii) The manufacturers shall be registered for a maximum period of five years.

##### **b) Assemblers: (Form-A)**

This category is restricted to stores using major brought out items such as Generating sets, water treatment plants, Air Conditioning Plants. Registration in this category shall also be for maximum period of five years.

##### **c) Converters: (Form-A)**

This category is restricted to firms who by their own technical facility make valued addition to the products like Computer Stationery, Photocopier Paper etc. Registration in this category shall be for maximum period of five years.

d) **Authorized agents/distributors of Indian manufacturers:** (Form-B)

The authorized agents/distributors of Indian manufacturers themselves are registered with U.P. POLICE. Such registration shall be granted for a maximum period of five years or until their manufacturer is registered with U.P. POLICE, whichever is earlier.

e) **Stockiest for indigenous stores:** (Form-B)

The registration of stockiest for indigenous stores is restricted to natural products such registration shall be granted for a maximum period of two years.

(Note: Firms in categories (b) & (c) may also avail of the facilities provided under (a) (ii)).

**II) Registration of firms who supply imported stores:**

Registration of firms who supply imported stores shall be made in following categories. The form nos. to be used is given in brackets.

a) **Foreign manufacturers and their accredited agents in India :** (Form-C Part I&II)

Foreign manufacturing firms and their accredited agents in India are registered for a maximum period of five years or for the period for which their Indian agent's agreement is valid. The foreign manufacturing firms can also be registered without Indian agents if they have necessary arrangements for after sales service where required in India.

b) **Stockiest of imported stores:** (Form - D)

Stockiest of imported stores are registered for such items for which there is need for imported capacity on regular basis. Firms in this category are required to be accredited by the foreign manufacturers and should be holding stocks of the items regularly. Such registration shall be granted for a maximum period of two years.

c) **Suppliers of imported stores:** (Form-E)

Firms having regular arrangement with a particular foreign manufacturer for supply equipment and who adapt/tropical's the equipment to suit Indian conditions and can prove the performance of the same at their premises in India shall be registered as suppliers. They are required to produce documentary proof of import and certificate of origin at the time of supply. They are also required to have established facilities for after sales services for the equipment in India. The registration in this category shall be granted for a maximum period of two years. (Note: Firms in categories (b) & (c) above are required to have valid agreements entered into between them and their foreign principals).

**3. What advantages flow out of registration?**

The firms registered with U.P. POLICE enjoy the following benefits:

a) Tender enquiries against demands which are not advertised, are sent to the registered firms.

b) In case of advertised tender enquiries, copies of tender notices are sent to registered firms giving them advance information to enable them to purchase the Tender sets.

c) Rate Contracts and Running Contracts are generally awarded to registered firms.

d) Although ordinary demands are mostly covered on registered suppliers, operational/express/urgent demands are normally reserved for supply by registered firms.

e) Earnest money and security deposit which are normally insisted upon from unregistered firms, are waived partly or fully in the case of registered firms who respond to the tender enquiries and secure orders.

#### **4. General information:**

It is important to note that registration with U.P. POLICE is subject to certain conditions as detailed in **Appendix-C**.

Firms desirous of supplying stores to U.P. POLICE may note that being registered with U.P. POLICE is only a part of the process. Normally a case of registration takes about three months to get processed after the firm has put in its completed application/cleared the deficiencies pointed out as per Appendix-F after receipt of the application. Adhering to this time limit will require prompt and clear response from firms to the references where these are made during the process. In case where a test report from a recognized laboratory is required for processing the cases, firms are required to have their products tested at their own expenses.

#### **5. Cost of application form and processing fee.**

The cost of application forms and processing fees payable for different categories of registration shall as prescribed from time to time by the competent authority. The present rates are as given **Appendix-B**.

The processing fee may be paid by a crossed demand draft on any Scheduled Bank drawn in favor of ADG U.P. POLICE, Head Quarters, Allahabad.

The original treasury challan/bank draft should be attached to the application for registration. For obtaining further details/guidance on the mode of payment of processing fee etc. applicant firms are advised to get in touch with the officer in charge of the Add SP HQ U.P. POLICE, Head Quarters, Allahabad.

Purchase of forms or payment of processing fees does not ipso facto confer any right on any applicant firm to claim registration. The application will be scrutinized and the premises and factory of the firms will be inspected for verifying technical capacity/capability, quality control arrangements etc. before registration is granted. U.P. POLICE also reserves the right to make such enquiries as are necessary to verify the financial standing, goodwill and reliability of the applicant firms. The fee once paid is neither refundable nor transferable.

#### **6. Authorities competent to deal with the applications for registration**

##### **And grant registration:**

The authorities competent to deal with the applications and grant registration shall be as per the delegation of authority given in **Appendix-D**.

The officer receiving the registration application shall issue on acknowledgement as per specimen at **Appendix-E**.

The Appellate Authority for any representation or grievance redressal would be the ADG HQ, UP Police Hqrts, Allahabad.

**7. Signing of the application forms:**

a) The application should be signed by the authorized signatory(ies) as under:

Proprietorship Firms: Proprietor.

Partnership Firms: all partners.

Limited Companies: Managing Director or any of the Directors of the firm duly authorized.

**b) General Power of Attorney:**

In case the application has been signed by a person holding power of Attorney on behalf of an authorized signatory (Proprietor/ Partners/ Directors), a copy of the Power of Attorney duly attested by the Notary Public/Ist Class Magistrate should be furnished along with the application. The firms should ensure that the General Power of Attorney executed in favor of the person signing the application for registration, must authorize the person appointed as a constituted attorney to do the following acts:

i) To sign for and on behalf of the firm.

ii) To bind the firm in all contractual obligations.

iii) To refer the disputes if any, arising out of contracts placed on the firm by U.P. POLICE or any of its regional officers to Arbitration under the Indian Arbitration Act, 1940.

If the General Power of Attorney in respect of the person appointed as a constituted attorney who had submitted the applications forms under his signature, is later on withdrawn, revoked or becomes ineffective for any reason whatsoever, then the firm concerned shall furnish a new set of forms duly signed by a person appointed in his place to perform the functions aforesaid by virtue of a new general Power of Attorney, a copy of which duly attested by a Notary Public/Ist Class Magistrate should be sent to the Registering Authority. All acts and deeds done by the person under the previous General Power of Attorney after its withdrawal or revocation shall be deemed to have been done by the firm.

**8. Showing last three years turnover of firms with loss/profit in registration certificate.**

To give a better picture of performance capability of the firm it would be beneficial to show turnovers based on annual balance sheet showing profit and loss account of the firm during the preceding three years of the registration. In those cases where auditing of the annual balance sheets is not compulsory according to Income-tax Rules, a certificate to this effect duly signed by the applicant shall be accepted along with the unaudited balance sheets. Where it is a new firm or started only one year or two years then it should be mentioned against the turnover column "Not available, since new firm".

In such cases where no turnover can be indicated, then in the subsequent years it will be responsibility of the firm to come with the relevant details and have them incorporated in the certificate from time to time, failing which registration can be withdrawn by U.P. POLICE. Turnovers shall be shown in the Registration

Certificate based on Annual balance sheet for the last three years instead of monetary limit.

**9. Documents to be furnished by Indian firms with applications for Registration:**

- i) A copy of the Partnership Deed and extracts from Registrar of Firms in Form A or equivalent (In case of Partnership concern).
- ii) A copy of the Certificate of Incorporation along with articles of association and Memorandum (in the case of a Limited Company).
- iii) Copies of ownership documents in respect of firm's factory and plant and machinery installed therein (in respect of manufacturers) together with copies\ of valid agreements in case of utilization of factory of others.
- iv) A General Power of Attorney(GPA) together with a copy of the Resolution of Board of Directors (in case of companies) when the application is signed by a person other than the Proprietor, Partners, Managing Director/Director as the case may be. The GPA should satisfy the requirements for the same as specified elsewhere in this document.
- v) Copies of the last three years' Annual Report indicating the profit and loss account and Balance Sheet.
- vi) Permanent Registration with Director of Industries of the State if the firm is an SSI Unit or Acknowledgement of the Memorandum submitted to S.I.A. of Ministry of Industry in case of Non-SSI Units.
- vii) Technical Papers: The manufacturing units are to furnish full information of the technical knowhow, manufacturing facilities, Quality Assurance facilities, Technical and skilled manpower available, the items and the standard specifications to which the registration sought, copies of licenses of statutory authorizes and type test certificates as applicable for the items in the prescribed format.
- viii) Firms' current Income-tax Clearance Certificate (ITCC) in case of Partnership and limited concerns and proprietor's current ITCC in case of proprietorship concerns. (Note: ITCC shall however not be required at the time of registration in the category of Manufacturers as the same is required to be verified by the purchase officers before the award of contracts. A note to this effect should be given in the Registration Certificate).
- ix) Performance Statement in Annexure-4.
- x) Affidavit regarding banning in Annexure 3A/3B.
- xi) Agency agreement giving details of agency commission and confirmation of acceptance of payment in rupees (in respect of Indian Agents of foreign manufacturers).
- xii) For the registration of an Indian firm as authorized agent/distributor, the firm shall furnish agency agreement and the undertaking from the manufacturers as well as from their own side as per the following details. Registering authorities will accept only notarized copies of the various agreements/undertakings to be furnished by the Manufacturers and authorized Agents/Distributors).

**The manufacturers**

- a) That he does not have sufficient marketing arrangements in respect of the specified territory or set of items to participate in U.P. POLICE Purchases.
- b) That he will accept the responsibility for the satisfactory execution of orders placed on the authorized agents/distributors.
- c) That he will provide requisite inspection and testing facilities at his works in respect of orders placed on authorized agents/distributors.
- d) That the authorized agents/distributors price will not exceed that which the manufacturer would have quoted.
- e) That the manufacturer will declare the quantum of commission or the margin of profit to which authorized agent/distributor is entitled.
- f) that the request for inspection against a contract submitted by the agents/distributors would be accompanied by a certificate from the manufacturer that the stores covered under the request have been manufactured by them and the stores offered and supplied would bear the trade mark of manufacturer.

**Authorized agents/distributors**

- a) That he will be responsible for all the contractual obligations including quality aspects, replacement of parts/items and warranty/guarantee obligations.
- b) That he will be responsible for providing after-sale service where necessary.
- c) That he will indicate besides the quoted prices, the manufacturer's price to him.

(Note: Registering authorities will accept only notarized copies of the various agreements/undertakings to be furnished by the Manufacturers and authorized Agents/Distributors).

**10. Documents to be furnished by foreign firms with applications for****Registration:**

- i) One set of catalogue, price list etc of the products manufactured.
- ii) For registration of Indian agents of foreign manufacturers, the agency agreement between the foreign manufacturer and the Indian agent giving details of agency commission and confirmation of acceptance of payment in Indian Rupees.

**11. Communication of deficiencies of firms:**

In cases where the firm is not considered capable and registration cannot be granted, ADG HQ U.P. Police Headquarters, Allahabad would communicate the deficiencies or shortcomings direct to the firms. This intimation would be dispatched by registered post to the applicant firm. In case such firms apply for recertification of their capability/within three months of the intimation, claiming to have made good the deficiencies pointed out to them, the request will be entertained without any processing fee by the registration office. Such requests shall be entertained only once. Requests for revivification after expiry of the said three months period would be treated as fresh application and processing fee charged accordingly.

## **12. Items for which registration is not granted by U.P. POLICE**

U.P. POLICE does not register suppliers of following items.

- a) Food stuffs and forage
- b) Straw saw dust, Firewood and Charcoal.
- c) Road Metal, bricks, stones, marble, surkhi, lime, sand, chalk and other similar building materials.
- d) Beverages like tea, coffee, cocoa etc.
- e) Photographic films
- f) Aeroparts.
- g) Potable liquors including Brandy, whisky, Rum, Gin, Wines etc.
- h) Tobacco Raw or finished, including Cigarettes, Cigars, beedies, Charoots.
- l) Instrument landing system and allied equipment required by DGCA, Air Borne control equipment and monitoring equipment.
- j) Locomotives other than Diesel Loco Shunters.
- k) Miner's Rescue equipment.
- l) Liquid paraffin, light I.P. Grade.
- m) Liquid paraffin, Heavy I.P. Grade.

## **13. Additional registration applications:**

All applications for additional registration as the case may be shall be dealt with as in the case of initial registration on receipt with the prescribed processing fee as given in **Appendix-B**. The procedure and level of authority shall be same as that of initial registration.

## **14. Procedure for noting down change in name and constitution of firms:**

Requests for incorporating changes in name, address and constitution of firms in their registration with U.P. POLICE shall be handled as under:

### **a) Change in the name of a firm and/or their office address:**

Requests for change in the name of a firm and/or their office address should be addressed to the SP HQ U.P. POLICE Hqrts, Allahabad who granted the original registration enclosing the original registration certificate and duly supported by documentary evidence. In normal course such changes shall be allowed simply on verification of documentary evidence.

### **b) Change in constitution or location of the firm's manufacturing works**

In the event of any change in the constitution of the firm or in the location of their manufacturing works, the registration with U.P. POLICE shall lapse. The firm should surrender the original registration certificate in such cases and apply for registration afresh.

## **15. Removal of firms from the list of approved contractors:**

The Registration granted for a term period may be cancelled, if necessary, with the approval of the ADG HQ U.P. POLICE Headquarter Allahabad

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## Cost of Application Form and Processing Fees

S.I No.	Description	Charges (Rs.)
1	Price of application form (hard copy) irrespective of the category of 100 registrations. Some charges will be applicable if the application form is down-loaded from website).	100
2	Registration charges for indigenous items irrespective of the Category of registration	
	a) For SSI firms	20000 + Service Tax & Educational Cess as applicable (presently @ 12.36%)
	b) For Non-SSI firms	20000 + Service Tax & Educational Cess as applicable (presently @ 12.36%)
3	Registration charges for firms supplying imported stores	
	a) Manufacturers without Indian Agent	20000 + Service Tax & Educational Cess as applicable (presently @ 12.36%)
	b) Manufacturers with Indian Agent	20000 + Service Tax & Educational Cess as applicable (presently @ 12.36%)
	c) Stockiest of imported spares	20000 + Service Tax & Educational Cess as applicable (presently @ 12.36%)
	d) Supplier of imported stores	20000 + Service Tax & Educational Cess as applicable (presently @ 12.36%)
4	Enlistment of Indian Agents foreign principals under compulsory registration scheme of Dep't. Of Expenditure	5000 + Service Tax & Educational Cess as applicable (presently @ 12.36%)
5	Additional registration charges for each item/size/rating where proving tests (type tests) are also to be carried out as part of registration.	20000 + Service Tax & Educational Cess as applicable (presently @ 12.36%)



The existing practice of levying registration charges for each manufacturing works or for each principal ( in case of agents, stockiest and suppliers of imported stores) separately shall continue. For registration of additional items also, full registration charges will be leviable. In case of stores like window air-conditioners, split air-conditioners etc., where testing facilities are not available in recognized laboratories and type-testing is carried out by Quality Assurance Officers as part of registration process, such type testing shall attract additional charges as indicated at Serial No. 5 of above table.

**CONDITIONS OF REGISTRATION**

1. Registered firms are to abide by the General Conditions of contracts annexed herewith.
2. It is obligatory on the part of the registered firms to furnish performance statement in format prescribed in Annexure 4 every year indicating all orders placed on them.
3. Registered firms are required to keep Registering Authority informed about the changes in their product specification or discontinuation of production of any item for which they stand registered. This intimation is to be given within a period of 15 days from the date of such change or discontinuation.
4. Registered firms are required to furnish all the documents having specific validity periods like BIS license, lease agreement, Agreement with the principal/manufacturers to registering authority as and when they become due. Separate application shall be made for each such unit, where a firm has more than one manufacturing units. Requests for change in the name of a firm and/or their office address should be addressed to the ADG HQ, U.P. POLICE Headquarters, Allahabad enclosing the original registration certificate and duly supported by documentary evidence. In the event of any change in the constitution of the firm or in the location of their manufacturing works, the registration with U.P. POLICE shall lapse. The firm should surrender the original registration certificate in such cases and apply for registration afresh.
5. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
6. Fresh application with prescribed fee shall be required to be made after expiry of previous registration or for seeking additional registration/ change of specification.
7. The registration on the approved list does not guarantee award of any contract. In their quotation against tenders, registered firms are to quote their registration number, along with clear statement that the tenderer is registered for that particular store with U.P. POLICE.
8. In all future correspondence ADG with the U.P. POLICE Headquarters, Allahabad approved vendors are always required to quote the Registration No. given at the top of the registration letter.
9. Whenever registered firms are required to produce copy of their registered certificate, copy of the original certificate complete with all the amendments including additions/deletions etc is made thereafter shall be produced.
10. The U.P. Police have right to add/delete any of the items and to amend any of the terms and conditions included in the registration granted to firms with effect from any date specified in the communication notifying such change.

**Acknowledgement**

Date.....

.....  
.....

(Indicate the Name of Applicant firm and address)

Sub: Your application for registration with U.P. Police no.....  
dated.....

Sir,

Your application for registration with U.P. POLICE as .....  
has been received in duplicate along with the following documents:

1. Application form fee of Rs.....and the processing fee of Rs.....

2. Notarized copy of permanent SSI certificate

3. Affidavit as per Annexure-3A/3B of Application form.

4. Trading, Profit and Loss Accounts and Balance Sheets for the last three years.

5. General Power of Attorney in favour of person signing the application.

6. Performance statement in format as per Annexure-4 of application.

7. Ownership documents:

a) Original/Photo copy of property tax receipt of the premises.

b) Attested/notarized copy of lease deed (valid for a minimum period of three years.)

c) Any other proof of Ownership (indicate nature of documents).

8. List showing names and addresses of the Bankers and Accounts Nos.

9 a) List of Plant & Machinery installed in each department.

b) List of personnel employed.

c) Items for which registration is required with detailed specifications etc.

d) Write up on quality control measures adopted by the firm for ensuring quality of raw materials, bought out items, for assemblies, and in process quality control.

e) Details of quality control equipments and testing facilities available in the factory.

f) Copies of Type Test reports from independent lab, etc.

10. Papers relating to the Constitution of Firm:

A) In case of Limited Companies:

i) Copy of Memorandum and Articles of Association.

ii) Certificate of Incorporation (photocopy duly notarized).

iii) List of sitting Directors with Address

b) In case of partnership Firm:

i) Entry in Form 'A' or equivalent from the Registrar of Firms (photocopy duly notarised).

ii) Copy of partnership deed (duly notarised)

11. Two copies of Annexure A and B.

Your application has been allotted case file No.....

In all future correspondences, please invariably quote your case File No. If you do not get your registration with 3 months from

this date, please contact or write to the ADG HQ U.P. Police Headquarters, Allahabad

faithfully

Yours

(Name & Signature)

Designation &

Stamp of official  
receiving the application.

Deficiency Letter

No.....  
 U.P. Police Headquarters, Allahabad  
 Directorate General of Supplies & Disposals

Dated.....

M/s.....

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.....

Sub: Registration of your firm with U.P. POLICE as approved Contractor.

Ref: Your application for registration submitted on.....

Dear Sir,

Please refer to your above cited application for registration with U.P. POLICE. After scrutiny of the application/documents submitted by you and the technical assessment of your manufacturing works it has not been possible to consider your firm favorable for registration at present for the following items due to the deficiencies noted against each.

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Items	Deficiencies
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In case you are not satisfied with the above observations, you may present your case to ADG HQ, U.P. Police Headquarters, Allahabad. You are requested to make up the deficiencies and approach this office for reassessment. You are also welcome to seek any assistance/guidance on the above from the undersigned.

Yours faithfully

(Deepak K. Bhatt)  
 Supdt of Police Headquarter of  
 Police Headquarter, Allahabad