

Cover PageIntroduction of Items

1. This is to inform that Departments is accepting Application for Introduction of items in CSD from 15th Dec 2022 (Every Working day from 10:00 hrs to 17.30 hrs).
2. The format of application form along with undertakings & instructions are uploaded herewith. (Scroll Down to refer the same).
3. The filled in Application Form can be submitted through Speed Post/ Courier or By Hand. The Envelop possessing the Application Form & Enclosures should be superscribed with the following sentence.
" APPLICATION FOR INTRODUCTION OF ITEMS IN CSD - 181 PSC"
4. The duly filled Application form along with required enclosures are required to be submitted in hard copies only at the following address :

CANTEEN STORES DEPARTMENT

Secretariat Branch
"Adelphi", 119 M. K. Road,
Mumbai- 400020.

INSTRUCTIONS TO THE APPLICANTS

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1. The firm should be in business a minimum of two years before they apply for introduction of their products in CSD.
2. The items to be applied for introduction should be in the market for at least three months on the date of applying for introduction except for AFD-I category ie for all type of vehicles and white goods.
3. Items having been different sizes, different article codes, different colours, different styles having different /distinct barcodes should be treated as separate SKUs and accordingly the firms should apply for introduction of items.
4. There should be considerable/significant presence of items to be introduced in Civil Market on Pan India Basis.
5. Firms planning to introduce products to be sold only in CSD are strictly prohibited for applying unless special sanction accorded by Ministry.
6. All Sorts of fees once paid are not refundable and non transferable.
7. Payment of fees and receipt of application form does not convey the approval for introduction of the products.
8. For liquor items, it is preferable that firm should get the label registered of the proposed items in at least five states while applying for introduction. However, label registration in five states are mandatory before getting purchase orders.
9. The complete details of the products proposed for introduction should be updated in the database of GS-I, a "NOT FOR PROFIT" registered society set up by ministry of commerce, GOI and the barcodes/UPC/GSTIN(EAN) of the products should be assigned by GS-I, so that the details of the proposed products can be fetched through Smart Consumer App.
10. The nomenclature of the product to be applied for introduction should be same as updated in the GS-I database and Smart Consumer Apps.
11. Presently there is a restriction on selling the imported items through CSD.
12. Once an item is rejected by earlier Preliminary Screening Committee (PSC), the firm should not apply for the same item at least for six months from the date of rejection. If rejected twice, the same item will not be considered for introduction at all.
13. If a firm is found to have submitted false information / documents, Board of Administration of CSD can take action as deemed fit, including debarring them from applying in future.

14. APPLICATION FEES as per decision taken in 704 BoA dt. 12 – 13 July 2023 : to be applicable from 15th July 2023.

Revised Fee structure applicable from 15th July 2023 towards application for introduction of non AFD-I items at two stages are mentioned below. Please make the payment accordingly:

	Fees applicable for Ex-Servicemen/ Entities which are owned 100% by Women/ Physically Challenged Persons (Divyangjan)	Fees applicable to MSME / Start-up Companies	Fees application for other companies
	(1)	(2)	(3)
Stage I	Rs. 4000/- per SKU	Rs. 6000/- per SKU	Rs. 26000/- per SKU
Stage II	Rs. 3500/- per SKU	Rs. 6000/- per SKU	Rs. 19000/- per SKU

* Startup / MSM Enterprises claiming fee concession as above should furnish relevant certificate / proof of their status, failing which fees as per Col (3) will be applicable to them.

* For Divyangjan, furnishing of the certificate with UDID No. issued from the State or Central Government will be mandatory.

For AFD-I Category of Items

Please note that stage wise fees will also be applicable for applicants dealing with AFD-I category of items (Four Wheeler, Two Wheeler & White Goods). The application fees for AFD-I category applicants are as under :

	Fees applicable for Ex-Servicemen/ Entities which are owned 100% by Women/ Physically Challenged Persons (Divyangjan)	Fees applicable to MSME / Start-up Companies	Fees application for other companies
	(1)	(2)	(3)
Stage – I Fees (Along with Application Form)	Rs. 2500/- per SKU	Rs. 4000/- per SKU	Rs. 15000/- per SKU
Stage – II Fees (Post PNC & BoA)	Rs. 2500/- per SKU	Rs. 4000/- per SKU	Rs. 15000/- per SKU

Beneficiary Name	CANTEEN STORES DEPARTMENT MAIN ACCOUNT INTRODUCTION FEE
Beneficiary Bank Name	PUNJAB NATIONAL BANK
Address of Bank where A/c is held	FORT, MUMBAI-400001
Bank A/c Number	0062002100156393
RTGS/NEFT IFSC Code	PUNB0006200

(4)

ON COMPANY'S LETTER HEAD

APPLICATION FOR INTRODUCTION OF ITEMS / PRODUCTS OTHER THAN AFD IN CSD

1. **BASIC INFORMATION**

- a) Name of the Firm -
- b) Registered Address with e-mail -
- c) Communication Address with e-mail -
- d) Contact Person with Phone No. and e-mail -
- e) Category of Firm (MSME/Startup, Ex-servicemen/ Other) -
- f) Whether firm is owned 100% by Women (Yes/No) -
- g) Whether firm is owned by Divyangjan (Yes/No) -
- h) Type of Business (Proprietorship, Partnership, Pvt. Ltd., Ltd. Central PSU, State PSU, Cooperative / Federation) -
- i) Date of Establishment of firm -

2. **PRE – PSC INFORMATION**

a)	Sl. No. of Items	1	2	3	4	5	6	7	8
b)	Barcode as updated in Smart Consumer App								
c)	Nomenclature as updated in Smart Consumer App								
d)	Grammage / Volume as shown in photograph updated in Smart Consumer App								
e)	Size / Dimensions as shown in photograph updated in Smart Consumer App								
f)	Brand as shown in photograph updated in Smart Consumer App								
g)	Wish to apply for the variants, if any, with same Barcode								
h)	If above is Yes, mention the variants and its numbers								
i)	Is any mandatory, BIS, FSSAI, BEE standard available (If yes, mention type of standard)								


j) Stage-I Payment Details:-

No. of Items	Category of Firm	Per SKU fees	Total Fees	UTR Ref. No.	Date
	MSME	6000/-			
	Startup	6000/-			
	Ex-Servicemen	4000/-			
	100% owned by Women	4000/-			
	100% owned by Divyangjan	4000/-			
	Others	26,000/-			

3. Documents to be attached along with application.

- a) In case of Liquor items, label registration of 5 States / UTs where Label Registered along with past 2 years Civil Sales Data.
- b) Snapshot alongwith updated colour photograph from Smart Consumer App clearly showing the following on A4 size paper.

Illustration



- i) Barcode
- ii) Nomenclature
- iii) Grammage / Volume
- iv) Size / Dimensions (if applicable)
- v) Brand

Cashews Dry Roasted & Salted

₹ 345

Company Information

Company Name: BOLAS XORG INT LTD

Company Address: BOLDINO ROAD BLOCK 10TH FLOOR 1ST FLOOR RAIPUR CHHATTISGARH 491005

Product Information

GTIN Number: 890614271629

Brand Name: BOLAS GOLD

Country of Origin: India

4. **UNDERTAKING** (Delete whichever is not applicable)

- a) We M/s. _____ hereby undertake that the applicant firm is a MSME registered with Ministry of MSME having Udyam Reg. No., Proof of Registration would be provided to CSD, as and when called for, within 14 days, failure to submit the proof within the stipulated time will render this application for New Introduction liable for rejection.
- b) We M/s. _____ hereby undertake that the applicant firm is a Startup registered with Ministry of Commerce and Industry having DPIIT certificate & No. and proof would be provided to CSD, as and when called for, within 14 days, failure to submit the proof within the stipulated time will render this application for New Introduction liable for rejection.
- c) We M/s. _____ hereby undertake that the applicant firm is Ex-Servicemen entity having 51% stake the proof would be provided to CSD, as and when called for, within 14 days, failure to submit the proof within the stipulated time will render this application for New Introduction liable for rejection.
- d) We M/s. _____ hereby undertake that the applicant firm is 100% owned by Women, proof would be provided to CSD, as and when called for, within 14 days, failure to submit the proof within the stipulated time will render this application for New Introduction liable for rejection.
- e) We M/s. _____ hereby undertake that the applicant firm is 100% owned by Divyangjan, proof would be provided to CSD, as and when called for, within 14 days, failure to submit the proof within the stipulated time will render this application for New Introduction liable for rejection.
- f) We M/s. _____ hereby undertake that the applicant firm is (Proprietorship / Partnership / Pvt. Ltd. / Ltd. / Central PSU / State PSU /Cooperative / Federation) the proof would be provided to CSD, as and when called for, within 14 days, failure to submit the proof within the stipulated time will render this application for New Introduction liable for rejection.
- g) We M/s. _____ hereby undertake that the applicant firm is either a sole marketer or Marketer cum Manufacturer or Marketer cum Brand Owner for the products applied in this application, the proof would be provided in CSD as and when called for, within 14 days, failure to submit the proof within the stipulated time will render this application for New Introduction liable for rejection.
- h) We M/s. _____ hereby undertake that the firm was established atleast two years back. The same can be verified from the date of liability mentioned in the GSTIN registration certificate to be submitted at Post PSC stage.
- i) We M/s. _____ hereby undertake that the items applied is available in Civil Market for 3 months or more on the date of application.
- j) We confirm that Trade Mark of the Brand associate with applied products / SKUs are free from any legal encumbrance and are duly registered in the trade mark registry.

5) **Post – PSC Documentation-** We undertake to provide following documents, as applicable, if provisionally selected by PSC, as and when called for within 14 days, failure to submit the same will render this application liable for rejection.

i) Snapshot of Smart Consumer App indicating complete information and legible photograph containing following information of provisionally selected items which will be verified from Smart Consumer App:-

	Parameters / Nomenclature of Provisionally selected items	1	2	3	4	5	6	7	8
a)	Barcode								
b)	Shelf Life (Minimum 06 months except for aerated drinks)								
c)	MRP								
d)	Status of Firm (Sole Marketer, Marketer cum Manufacturer, Marketer cum Brand Owner)								
e)	FSSAI No.								
f)	Type of Packing as shown in photograph updated in Smart Consumer App								

- ii) Copy of Udyam Registration certificate for MSME.
- iii) Copy of DPIIT certificate for Startup.
- iv) Copy of Ex-serviceman certificate with proof of owing 51% stake in the firm for Ex-Servicemen.
(Note:- The ESM enterprises would also constitute the NoK of Battle Casualities in receipt of Liberalized Family Pension, NoK in receipt of Special Family Pension or Ordinary Family Pension and retired personnel from Army/Navy/Airforce including Short Service/Pre-Mature Retirees. However, ESM who have been boarded out due to misconduct/disciplinary issues will not be extended this facility. The ESM/entitle NoK must have 51% stake in the enterprise to be considered in ESM category in CSD. ESM/NoK will provide necessary documents such as Service Particular Book/Discharge Book, PPO details (where eligible), certificate from respective Record Offices/Kendriya Sainik Board.)
- v) Copy of CA certificate (statutory auditors with UID No.) / Partnership Deed to show that the entity is owned 100% by women in case so claimed.
- vi) Copy of Govt. certificate having UDID no. regarding physical disability and copy of CA certificate (statutory auditors) / Partnership Deed to show that the entity is owned 100% by the Divyangjan in case so claimed.
- vii) Manufacturing unit and address of the items provisionally selected. (wherever applicable)
- viii) Self certification wrt FSSAI endorsed food and Liquor items and BIS License in case of electrical / electronic items / such other products in lieu of Factory Inspection. (Appx-'A')
- ix) Pan India Lowest EDP of the product in case of Liquor items and the place where Lowest EDP is prevailing.
- x) GSTIN certificate.
- xi) General conditions for supply to CSD in form of undertaking as per format attached at Appx- 'B'.
- xii) TDS certificate as per format attached as Appx – C & D.
- xiii) Lab Test Report of products from NABL accredited Labs (except for BIS / FSSAI endorsed products)

Stage-II Payment details:-

No. of Provisionally selected Items	Category of Firm (MSME/Ex-Servicemen / Startup / 100% owned by Women / 100% owned by Divyangjan)	Per SKU fees	Total Fees	UTR No.	Ref.	Date
	MSME	6000/-				
	Startup	6000/-				
	Ex-Servicemen	3500/-				
	100% owned by Women	3500/-				
	100% owned by Divyangjan	3500/-				
	Others	19,000/-				

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6) Pre PNC Documentation:- We undertake to provide following documents, whichever applicable ,at Pre PNC stage, as and when called for within a period of 14 days else the NI application will be liable for rejection.

- a) Costing Sheet certified by CA with UDIN No.
- b) Invoices for Landed Cost, if any certified by CA with UDIN No.
- c) Certificate of Lowest Pan India First Point Trade Rate with ref of invoices certified by CA with UDIN No.
- d) Discount offered to CSD on Lowest PAN India first point trade rate
- e) Turnover of Firm for last two years
- f) Sales Data of the proposed items for previous two years certified by CA with UDIN No.
- g) Applicable GST% with HSC code
- h) Case Pack Size

SIGNATURE OF SUPPLIER/
PERSON AUTHORIZED : _____

STAMP

NAME: _____

DESIGNATION : _____

DATE _____

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ON COMPANY LETTER HEAD

Appendix -'A'

Self Certification in lieu of Factory Inspection

(TO BE SUBMITTED IN TWO SETS)

Authority:- Decision by 702 BOA held on 30 & 31 March 2023 and 705 BoA held on 21 & 22 Sep 2023

1 This is to certify that our following items / products have been provisionally selected by ___ PSC as conveyed vide letter no ___:-

- a)
- b)
- c)
- d)
- e)
- f)
- g)
- h)

2 The summarized details of applicability of BIS, FSSAI and other standards including license details and earlier factory inspection if any are as under:-

Sl no	Subject / Topic	
a)	Name of item provisionally selected	
b)	Factory Name and Complete Address in which item is getting manufactured	
c)	Whether Covered under any standards like BIS, FSSAI etc.	
d)	If yes, the ref of BIS standard for eg. (ISI)	
e)	BIS License no. allotted to Factory	
f)	Validity of BIS License*	
g)	If Food / Edible item FSSAI No.	
h)	In case of Food Items FSSAI no. allotted to factory	
i)	Validity of FSSAI License*	
k)	Factory License No	
l)	Validity of Factory License*	
m)	Whether the factory has been inspected by CSD earlier within 02 years	
n)	If yes, provide the following details associated with inspection earlier carried out / any other proof of inspection	
	1) Factory Name :-	
	2) Factory Address :-	
	3) Date of Inspection :-	
	4) Name of inspecting officer who Conducted the inspection :-	
	5) Name of products for which inspection done :-	
	6) Index No. of the products, if allotted by CSD :-	
	Additional information in case of Liquor items	
o)	Excise License No. granted to the factory*	
p)	Validity of Excise License	

3 We hereby undertake that the above details are true to the best of our knowledge and in case, in near future, any details mentioned above is found incorrect, the application for new introduction will be liable for rejection.

SIGNATURE OF THE COMPETENT AUTHORITY

NAME OF THE SIGNATORY

DESIGNATION OF THE SIGNATORY

DATE:

PLACE:-

STAMP OF THE COMPANY

* Please note that self certificate should be accompanied by self certified copies of valid licenses duly marked as * above, else the self certificate will be considered null & void.

Note :- In case, the items at Sr. No. 1 are getting manufactured at different units, then use separate form for those items.

TO BE SUBMITTED AFTER PROVISIONALLY SELECTED BY PSC**GENERAL CONDITIONS OF SUPPLIERS TO CANTEEN STORES DEPARTMENT**

(To be executed on Rs. 100/- non-judicial Stamp Paper duly notarized)

1. We M/s. _____ hereby undertake that we will nominate our wholetime executives/employees for dealing with the Department and undertake NOT to use the services of any liaison agent for the same.
2. We also undertake not to make supplies of any of our products, listed with CSD, directly to Indian Naval Canteen Services (INCS) Canteen(s) or any other Unit -run -Canteens.
3. "We also undertake to refrain from dealing with CSD personnel directly or indirectly including those purported to be CSD personnel for any clarifications on introduction of items except through official channel. Infringement of this is liable to render our items ineligible for introduction into CSD".
4. We also undertake to provide all the correct details and valid documents with reference to introduction of items as per the requirement of the department in near future, failing which the application can be closed by CSD.
5. We also undertake that in case the department found at any point of time that the data / information submitted by us as supplier is incorrect the department can delete the items without giving any reason or notice which will be acceptable to us.
6. It is also declared that net trade rates (without GST & other levies) as appearing in first point trade invoice/s and will be submitted in future will pertain to our lowest PAN india first point trade price in the country.
7. We also undertake that Price parity established and agreed to from time to time will be maintained.
8. We confirm that all the Dealers / service centres will render after sales services within 15 days of the receipt of complaint from the Depot Manager / URC / customer. In case service is not rendered as stipulated the URC / Depot Manager is at liberty to recover the Cost of item from pending / future payments.
9. We undertake that in case we (directly or through dealers appointed by us) fail to render After Sales Services within maximum period of 15 days, the items be replaced ex -stock or credit note to be given to unit canteen/customer and the amount will be debited to our account. Besides the defective items be back-loaded to us at our risk and cost.
10. We undertake that in case our products are found to be not conforming to the prescribed specifications, recovery may be made and penalty be imposed on us as per the prevailing policy of the Department and merit of each case. Persistent quality deviations may lead to deletion of our product without any prior notice. The cost of samples and testing charges will be debited to us. We also confirm that we have noted that in case of persistent non-supply on more than three consecutive occasions, our item in question is liable to be deleted from CSD inventory range.
11. We undertake that in case our products are accepted by CSD for procurement Against Firm Demand or on local supply basis, we undertake to establish warehouse or appoint

C&F Agents/Local dealers at all depot stations within three months of receipt of acceptance for ensuring local supply to CSD Depots.

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12. We undertake to register labels of liquor items in all States where CSD Depots are engaged in supply to URCs. We agree to accept the condition firstly, that no order will be placed on us if we fail to register our labels prior to commencement of initial supplies. Secondly, we undertake to accept the condition that we shall get the labels re-newed in all the states where CSD supplies are made to its customers on year to year basis, failing which the item may be deleted, if approved for merchandising in CSD. (For liquor products only).
13. We also confirm that we have noted the condition that in case of persistent non-supply on more than three consecutive occasions, our item in question is liable to be deleted from CSD inventory range.
14. We hereby undertake that in case complete and legible details and photographs of products are not updated on Smart Consumer App, our application for New Introduction is liable to be rejected.
15. We hereby confirm our acceptance for the following:-
 - a) In case of any default, the General Manager CSD will be the sole authority to impose any penalty.
 - b) To execute all our orders at the existing rates mentioned in the orders till such time price applied for is approved by the Competent Authority.
 - c) If our products do not pick up sale while reviewing its performance after a certain period depending on the nature of the item, these items would be put up for deletion. After allowing two months for sale, the unsold stocks will be returned to us at the wholesale price of CSD at our cost.
 - d) Any damaged/date expired stock will have to be replaced with fresh one at our risk and cost.
 - e) Extra packing material would have to be supplied at our cost as and when requested for replacing damaged ones.
 - f) One sample will be provided free of cost to all our Area Depots for display as & when required
 - g) Canvassing/influencing in any form by the concerned supplier or through any outside agency, the decision making process of introduction of the Department will lead to the product being rejected.
 - h) Introduction request will be treated as closed, in an eventuality of your failure to attend the Price Negotiation on Scheduled date as fixed and communicated by the Department.
 - i) To offer latest models of items available in the market.
16. It is certified that information rendered in the application form is correct to the best of my/our knowledge. In case of any incorrect information rendered/deviations found thereto at a later stage which may adversely affect the department's interest, it will be the marketers / supplier's responsibility and the item will become liable for deletion and also the unsold stocks of the items will be taken back by the marketer / supplier at his risk and cost. The decision of General Manager, CSD will be final.
17. Items offered for introduction vide this application form were not applied for one to one replacement during last six months.

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SIGNATURE OF SUPPLIER/
PERSON AUTHORIZED : _____

STAMP

NAME: _____

DESIGNATION : _____

DATE _____

Witness (i) _____
(Signature)

Name and (Address): _____

(Date) : _____

APPENDIX 'C'**TECHNICAL DATA SPECIFICATION (In duplicate)**

1. Nomenclature of the Item :
2. Dimensions with tolerances :
3. Weight with tolerance :
4. Capacity with tolerance :
5. Colour :
6. ISI Specification Number (Attach ISI Copy) :
7. Design :
8. Technical Data with details of active Ingredients used in the item. :
(a) Composition / Active ingredients
(b) Raw material / Fillers
9. Parts and their specifications :
10. Identification Marks / Marking :
11. Life-cycle / Shelf Life / Warranty :
12. Packing Type and Specifications :
13. Storage Instructions :
14. Transportation Instructions :
15. Criteria to declare the items as 'SECONDS' at the factory level :
16. Criteria to declare the items as 'REJECT' at the factory level. :
17. Criteria while carrying out visual inspection (Finish and Workmanship) :
18. Any other details :
19. For Hosiery and textile Items, Please furnish Technical Data Specification as per Format attached (Appendix E) :

Dated :

**Stamp & Seal of the
Manufacturer with name**

ADDITIONAL DATA FOR HOSIERY PRODUCTS

1. Nomenclature of Article :
2. I.S.I. Specification No. :
3. Identification Marks / Markings :
4. Technical Specifications :
 - (A) Fibre Specification (Composition) :
 - (B) Yarn Specification :
 - B - 1 Count :
 - B - 2 Carded / Combed :
 - (C) Fabric Specification :
 - (A measured in finished garment)
 - C - 1 Knit (Design) :
 - C - 2 Dimensional change % :
 - 5 - 1 Wales Direction :
 - C - 6 PH Value :
 - C - 7 Colour Fastness :
 - (Applicable for coloured goods only)
 - 7 - 1 Colour Fastness to Light :
 - 7 - 1 Colour Fastness to Washing :
 - 7 - 3 Colour Fastness to Perspiration :
 - C - 8 Colour :
 - (D) Garment Specification :
 - D - 1 Size :
 - D - 2 Width Across Chest :
 - D - 3 Length of Vest :
 - D - 4 Length of Arm Hole :
 - D - 5 Neck Opening :
 - D - 6 Width of Tape/
 - Welt at Bottom / At Sleeves :
5. Life Cycle / Shelf Life / Warranty :
6. Criteria to declare item as
Second at Factory level :
7. Criteria to declare item as
Rejected at Factory level :
8. Criteria while carrying out
visual inspection :
9. Parts and their Specification :
10. Packing Specifications :
(Clearly Indicating whether
wooden/Card Board, etc)
11. Storage Instructions :
12. Transport Instructions :

Stamp & Seal of
the Manufacturer