

**GOVERNMENT OF INDIA**  
**MINISTRY OF HOME AFFAIRS**  
**HEADQUARTERS, KENDRIYA POLICE KALYAN BHANDAR**  
**EAST BLOCK-7(LEVEL-II), SECTOR-1, R.K. PURAM, NEW DELHI-66**

**APPLICATION FORM FOR REGISTRATION WITH KPKB**

1. Name of the Firm/Company : \_\_\_\_\_  
with PAN & GSTIN  
(Attach Copies)

2. Address : \_\_\_\_\_

a) Head Office with Mob. : \_\_\_\_\_  
No. Fax No. & Email Id \_\_\_\_\_

b) Correspondence Address : \_\_\_\_\_  
with Mob. No. Fax No. &  
Email Id \_\_\_\_\_

\_\_\_\_\_

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3. **Type of Industry with registration No. and Date** (attach relevant certificates supporting document from local authority).

Sl. No.	Type of Industries	Documents for Manufacturing License/Registration Number	Factory License whichever is applicable
1	Heavy	IEM (Industrial Entrepreneur Memorandum)/ACK-II (Issued for Ministry of Commerce)  Lic. No. _____ & Date _____	Lic. No. _____ & Date _____
2	Micro/Small /Medium	Certificate issued by District Industries Center /UdyogAadhaar (MSME)  UID No. _____	Valid upto _____

**Note: Factory and Manufacturing license of applicant only. In case of Sole Selling Agent / Proprietorship firm FL & ML will be required from OEM (Original Equipment Manufacturer) only.**

4. **Type of Business** : Attach relevant documents

Sl. No.	Type of Industries	Yes / No	Documents Required
1	Sole Proprietorship		Single page details about firm certified by C.A.
2	Partnership		Partnership Deed (Duly Registered/Notarized)
3	Pvt. Ltd.		MOA or AOA
4	Public Ltd.		MOA
5	Co-operative/Federation		Attach copy of MOA/AOA/MOU whichever is applicable
6	State/Central Govt. Undertaking		Attach copy of MOA/AOA/MOU whichever is applicable

5. **Status of Supplier** : Attach relevant documents

Sl. No.	Description	Yes / No	Documents Required
1	Manufacturer		Manufacturing & Factory License
2	Brand Owner		Trade Mark
3	All India Sole Selling Agency		Agreement / Factory & Manufacturing License of OEM (Original Equipment Manufacturer) only
4	Importer		IEC & Bill of Lading

6. **Details of the Firm:**

- a) Minimum Rs. 5 Cr. Turnover in last three (03) consecutive Financial Years separately.
- b) ITR of last 3 years without any Annexure.
- c) Has your firm ever been blacklisted by the Central/State Govt. at any time? If so, please give details.

7. **Product Details:**

- a) Whether the offered products to KPKB are already being sold in the open market or otherwise.
- b) Swadeshi / Imported (Product wise) (Based on criteria of Swadeshi)
- c) Government authorized certification for different categories as applicable. Only standardized certificates from Government approved agencies will be applicable. Please provide required certificates for each product as applicable.

Sl. No.	Category of Products	Documents Required
1	Food	FSSAI License & Lab test product wise
2	Electric/Electronics	BIS/BEE & Lab test product wise
3	Cosmetics	GMP/Drug/Cosmetics License & Lab test product wise
4	Utensil	BIS & Lab test product wise
5	Footwear	FDDI certification product wise
6	Hosiery/ Clothing	BIS & Lab test product wise
7	Lifestyle/Daily Uses	BIS & Lab test product wise
8	Toiletries	Certification as Applicable & Lab test product wise

**8. Product Promotion:**

A digital catalogue depicting multi-dimensional photograph of each product clearly showing ingredients of the product. (Photographs from the catalogue may be used on KPKB website at any time without consent of the firm to show KPKB Inventory only).

**9. Bank Guarantee:**

As per policy of KPKB. However, firm has to give acceptance to this clause.

10. Details of your executives/employees (Permanent employees only) with your firm who are authorized to represent your firm with KPKB.

11. Please confirm your acceptance against each:

- a) In case of any default, the CEO-CUM-GM will be the sole authority to impose any penalty as per established rules/Procedure of KPKB.  
(Accepted / Not Accepted)
- b) Prior permission will be mandatory for changes in size/pack/packaging.  
(Accepted / Not Accepted)
- c) You are required to execute all our orders at the existing rates mentioned in the negotiated sheet till such time price increase is approved by the Competent Authority.

(Accepted / Not Accepted)

d) You will extend all consumer promotion schemes launched by you in the civil market, directly or through your stockiest/dealers etc, simultaneously to KPKB as well. Intimation about such schemes will be given by you well in advance (at least one month in advance, if not more) to General Manager by registered post/e-mail. In case of any default, KPKB will be at liberty to recover the value of the gift offer as liquidity damages plus penalty thereon as per the prevailing policy of the KPKB form the outstanding payments. In case the outstanding payments fall short of recoverable amount, the balance amount would be recovered from your payments against future supplies and/or from the Bank Guarantee, if any, held by the KPKB.

(Accepted / Not Accepted)

e) You will neither seek/apply for price increase nor will be granted by the KPKB for at least six months issuance of the acceptance letter. However, In case of AFD items frequent price revision may be granted based on market dynamics and as per decision of Competent Authority.

(Accepted / Not Accepted)

f) After one year of introduction, if your product(s) do not pick up adequate demand amongst our clientele, those will be deleted. Back loading of unsold/expired stocks will be done as per KPKB policy time to time.

(Accepted / Not Accepted)

g) Penalty shall be imposed on late receipt of consignments against delivery schedule as per KPKB Policy.

(Accepted / Not Accepted)

h) Arrangements for 'After Sales Service' of consumer durable products must exist at All India level and the items under complaint will be replaced with fresh one at your cost in case your after sales Service Center is unable to repair the same within 30 days.

(Accepted / Not Accepted)

Signature of the person

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the firm \_\_\_\_\_

**UNDERTAKING FROM SUPPLIERS TO  
HEADQUARTERS, KENDRIYA POLICE KALYAN BHANDAR  
MINISTRY OF HOME AFFAIRS, GOVERNMENT OF INDIA**

(To be executed on Rs 100/- non-judicial stamp paper duly notarized)

1. We, M/S \_\_\_\_\_ with Head Office located at \_\_\_\_\_  
\_\_\_\_\_ Solemnly affirm the following:-

That the following products have been offered by us to KENDRIYA POLICE KALYAN BHANDAR for introduction:

- i)
- ii)
- iii)
- iv)
- v)

2. We are the manufactures of the products stated at para-1 above.

OR

We are the brand owners of the products stated at para-1 above and are being manufactured by M/s. \_\_\_\_\_ having address \_\_\_\_\_ on our behalf our brand stands registered by \_\_\_\_\_ (state relevant registration authority) vide their letter \_\_\_\_\_ dated.

OR

Product at para-1 above are being manufactured by M/s. \_\_\_\_\_ (Name and address of the firm) and the firm has appointed us their sole selling agent at All India level including open market for these products. A copy of the agreement between us and the manufacturer is attached.

OR

We are the principal importers for M/S having address \_\_\_\_\_  
\_\_\_\_\_

3. We will nominate our full time executives/employees for dealing with the KPKB and undertake NOT to use the services of any liaison agent for the same.
4. All decisions taken by our nominated full time executives/employees will be honored by the firm.
5. We shall adhere to the delivery schedule stated in the orders placed on us. Unless amended by the KPKB, penalty imposed by the KPKB for late delivery will be accepted by us.
6. We also undertake not to make supplies of any our products, listed with KPKB, directly to any of Shops/Canteens running in the name Para-Military Forces / Police / Central Armed Police Forces.
7. We undertake to provide Bank Guarantee valid for one year from schedule 'A' Bank for the value specified by the KPKB (As per policy of KPKB).

### **PACKING**

8. Supplies will continue to be made in the existing approved size/pack/packing material.
9. That in case our packing get damaged in transit/stocking, we will supply packing material at our cost.

### **PRICE**

10. For any change in the Price or terms, we will apply to the KPKB in the specified format at least three months in advance through registered post/e-mail and will continue to make supplies at the existing rates and terms till the approval is accorded.
11. Price parity established and agreed to from time to time will be maintained.

### **QUALITY**

12. We undertake to ensure the quality of the products being supplied by us as per specification. In case the quality is found to be lacking, the KPKB is at liberty to make recovery as per the prevailing policy of the KPKB, impose penalty, and/or delete our product from the KPKB inventory range.

13. If any of our consignments found to be damaged, unfit for KPKB vending, unfit for human consumption or of inferior quality or having any deviation from the appropriate standards, we undertake the responsibility to take back the entire stock at our risk and cost from the Bhandars and the KPKB can recover the entire cost of the stock held of affected batch/mfg date plus penalty thereon (as per policy of KPKB) and any other cost from any of our pending bills and also suspend the ordering and sale of that particular item/batch. We also accept any punitive action that may be taken by the KPKB by way of imposing liquidity damages in case, in the departmental investigation, if it is established/revealed that inferior quality/seconds have been supplied to the KPKB. Furthermore, we will take back any unsold stock under our own arrangement.
14. 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 KPKB and on 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.

**DELIVERY**

15. We undertake to supply the goods within the prescribed delivery schedule and in case of delay, the KPKB may recover penalty, as per the prevailing policy of the KBKB.
16. 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 KPKB inventory range.

For and on behalf of \_\_\_\_\_

M/S \_\_\_\_\_

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

(Signature)

(Any permanent company officer)

Name, Designation and Address:

\_\_\_\_\_

\_\_\_\_\_

Date : \_\_\_\_\_

**Important Instructions: -**

1. This form shall not be valid for product(s) which are covered under moratorium at the time of filling this application form.
2. Complete and definite answers to the questions must be given, along with relevant connecting documents.
3. Application form complete in all respect with the authenticated supporting documents must be submitted either in person or by post so as to reach the office of CEO-cum-GM Central Office. Incomplete forms will not be accepted and returned to prospective supplier intimating discrepancies for re- submission/acceptance.
4. This form can be deposited after filling up of all relevant columns along with required documents and payment of Rs. 5000/- only be (Demand/Bank Draft) in favor of CEO-cum-G.M. Kendriya Police Kalayn Bhandar payable at SBI Bhikaji Cama Place, New Delhi, Code-07755 payable at any scheduled bank in Delhi for enterprises owned (sole ownership or majority shareholding confirmed through an affidavit with the name of each shareholder age, relationship and percentage shareholding). The fee is neither refundable on any account nor this form is transferable. Payment of fee and the issue of the application form do not in any way convey the approval of the product for supplies to KPKB, this is subject to fulfillment of conditions and requirements of KPKB. This form may be rejected without assigning any reason and no representation will be entertained in this connection.



