



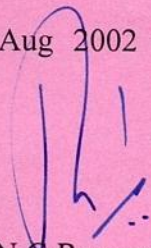
**COAST GUARD HEADQUARTERS**  
**POLICY LETTER 004/ 2021**

FM/1150

17 Feb 21

**SHIP REPAIR CONTRACTOR/ VENDOR REGISTRATION PROCEDURE**

1. The fleet strength of ICG has grown exponentially in the last decade wherein ships are inducted with variety of new generation machinery and state-of-the-art systems, which requires regular and focussed maintenance. Although, the first level of maintenance and routines onboard ships are being carried out by the ship staff, there exists a need to utilise services of ship repairers for undertaking major/ complex jobs onboard ships.
2. Outsourcing of repairs/ maintenance to third parties and conclusion of contract with private firms for supply of stores involves adherence to government procedures, regulatory & legal compliance (of safety, security and environment). In addition, the evaluation of private firms is essential to confirm their capability to meet the ICG requirement.
3. The evaluation of local vendors for registering with ICG to supply spares/ services is presently being undertaken as per the guidelines promulgated vide CGHQ policy letter DN/ 0309/ Vendor dated 20 Aug 2002. With the increasing emphasis on safety, quality, timelines and based on the experience gained over a period of time, a need was felt to review the existing policy letter. The review has become further essential subsequent to the promulgation of Joint Services Guide 015:2018 (fourth revision). Accordingly, a new policy guideline has been formulated and is enclosed for compliance.
4. Coast Guard Headquarters letter DN/0309/ Vendor dated 20 Aug 2002 is hereby superseded.

  
(N G Raveendran)  
Deputy Inspector General  
Principal Director (FM)  
for Director General

Enclosure Procedure for Registration

Appendices

'A'	Vendor Registration Form
'B'	Vendor Assessment Report
'C'	Registration/ Renewal of Registration Certificate



**SHIP REPAIR CONTRACTOR/ VENDOR REGISTRATION PROCEDURE**  
**IN INDIAN COAST GUARD**

1. Vendor Management enables organisations to control costs, drive service excellence and mitigate risks to gain increased value from their vendors throughout the contract lifecycle. Vendor Management seeks long term relationships over short term gains and marginal cost savings. Benefits of long term relationship include trust, preferential treatment and access to insider expert knowledge. Negotiating a win-win agreement should be the goal.

2. The final quality of output delivered by various ICG platforms is heavily influenced by the service, materials and components supplied by vendors. Therefore, it is necessary to prequalify the vendors through a process of Vendor Registration, wherein the technical competence and financial capacity of the potential vendors is assessed. On finding evidence of the vendor's ability to supply/ provide processes, products and services in accordance to the requirements of ICG through a due process of assessment, the vendor is registered. Such registering of the vendor for a type/ range of work is a pre-condition for offloading such work to a vendor, and shall apply to all vendors involved in offloading of repairs/ refit works, outsourcing of services and local procurement of material/ spares. However, the extant GoI guidelines on procurement of spares/ services through GeM portal will remain in force.

3. Coast Guard District Headquarters or Stations, whenever approached by firms for vendor registration, shall provide necessary guidance along with relevant application forms and related information for registration. Interested firms are to submit the application for registration/ renewal of registration to the respective Coast Guard District Headquarters in the prescribed format available on the ICG website. The salient steps in vendor registration procedure are as follows:-

- (a) Introduction and application from potential vendor
- (b) Documentation process
- (c) Vendor Assessment (Technical/ Financial competence/ Administrative Requirements)
- (d) Approval of registration by Regional Headquarters
- (e) Allotment of registration number

4. Coast Guard Regional Headquarters shall constitute a Board of Officers as 'Vendor Evaluation Committee' for evaluation of the firm. The composition of Vendor Evaluation Committee shall be as follows:-

- |                                     |   |                  |
|-------------------------------------|---|------------------|
| (a) Commandant                      | - | President        |
| (b) One Officer from DHQ/ Station   | - | Member Secretary |
| (c) One Technical Officer from Ship | - | Member           |
| (d) One Subordinate Officer         | - | Member           |

**Note** In addition, any other member may be co-opted, if considered necessary by the Board.



5. The suitability of a vendor for registration is to be based on the assessment of three parameters:-

- (a) The firm's technical competence,
- (b) Financial capability and
- (c) Fulfilling the administrative requirements of ICG

6. The guidelines for making these three assessments are enumerated below:-

(a) **Assessment of Technical Competence.** The technical capability of a firm is to be assessed on the basis of Core competence in the relevant field, experience, infrastructure, skill-set of manpower, previously executed orders and their feedback from vendor's customers. The guidelines for assessing the Technical competence of the vendor are as follows:-

(i) **Experience.** Vendor should have a minimum of 01 year experience of Core competence in the relevant field. Towards this, the documents pertaining to the "Date of Establishment" of company and details of work executed in core competence during the period are to be obtained and assessed during site visit.

(ii) **Infrastructure.** Vendor should have suitable workshops, machinery, tools, buildings, offices, commensurate to the relevant field. Photographs of building/ office/ workshop, equipment/ machinery/ tools, layout diagrams & and documentary evidence of lease agreement etc to be obtained.

(iii) **Past Experience.** Vendor should have successfully executed minimum of 02 work orders in the relevant field. Proof such as Job completion certificates or work completion certificate issued by the contract operating authority should be verified.

(iv) **Competence of Manpower.** Vendor should have capability of providing services by means of skilled/ competent manpower. For this purpose, details of manpower employed, their qualification and experience in relevant field should be examined.

(v) **Proof of MoU with other firms.** Some companies have MoU/ tie up with other companies for capacity build-up. Proof of such MoUs, if any, should be examined/ verified.

(b) **Assessment of Financial Capability.** In order to ensure that vendors are not loaded with orders/ contracts beyond their capacity, they are to be classified/ graded for financial capacity/ solvency during the process of assessment for registration. It is necessary to assess the financial soundness of the vendors and their capability to invest and incur expenditure for undertaking major repairs, procuring required equipment/ spares and various other inputs required for execution of orders.



For this propose, the audited Balance Sheets, Profit and Loss Statements, Turnover, Net worth, Solvency, Financial Ratios (Current Ratio, Acid Test Ratio and Debt to Total Asset Ratio) for previous three financial years duly certified by Chartered Accountants are to be obtained from the firm seeking registration. The provisional balance sheets are not to be considered by the Vendor Evaluation Committee (VEC), also the net worth and turnover to be verified for actual values and not as projected for a fiscal. Any vendor desirous of registering with the ICG should have a minimum solvency of Rs. 10 Lakh. The guidelines for undertaking the financial assessment of the vendor are as follows:-

(i) **Scrutiny of balance sheets.** The balance sheets duly audited by a Chartered Accountant and associated Profit and Loss Statements for the last three years are to be obtained. From these documents, the assessment team is to give factual data in respect of the following aspects of the financial position of the firm:-

- (aa) Sales/ turn over in the last three years and average per year. For this purpose, trading account is not to be considered and only sales account given in the audited balance sheets is to be included.
- (ab) Profit / loss during the past 02 years
- (ac) Accumulated losses
- (ad) Net worth of the firm (Assets minus liabilities).

(ii) **Bank Solvency.** Any vendor desirous of registering itself with ICG should have a **minimum solvency of Rs.10 Lakh**. Solvency certificate mentioning the account number and other details of the firm, issued by any reputed bank is to be considered.

(iii) **Significance of financial ratios.** The significance of financial ratios are as follows:-

- (aa) **Current Ratio = Current Asset/ Current Liability.** Apparently higher the ratio, greater the short term solvency.
- (ab) **Quick (Acid Test) Ratio = (Current Asset - Inventory)/Current Liability.** The firm maintaining higher value is considered to have higher proportion of current assets in liquid form.
- (ac) **Debt to Total Asset Ratio = Debt/Total Asset.** Lower the ratio less is the risk.



(iv) After scrutinising and ensuring conformity of aforementioned financial details, based on the firm's average turnover of last two financial years, the financial capacity of the vendor is to be classified as tabulated below:-

CLASS	CAPACITY OF FIRM
S	PSU/ Limited Firms - No Limit
A	Up to Rs. 1 Crore and above
B	Up to Rs. 99 Lakhs
C	Up to Rs. 25 Lakhs

(c) **Administrative Requirements.** Mostly the tenders invited by ICG shall be through e-Procurement system. Therefore, the vendors have to mandatorily get themselves registered on the DPP Portal and be in possession of certified Digital Signatures/ e-token. These details have to be mandatorily submitted by the vendors in the VRF (Vendor Registration Form) to get themselves registered. The vendors not registered on the DPP portal are not to be considered for registration. In addition, the vendors must also be in possession of MSME registration certificate prior seeking registration with ICG. Issuance of a RFP or short listing of vendors for offloading of any job however, is to be done by following the relevant guidelines/ procedures stipulated in GFR, DPM or any other GoI order and policy in vogue revised from time to time

7. Based on the assessment of core competence, the vendor would be classified into any of the following three broad categories:-

- CAT 1 - Ship repairer & Supplier
- CAT 2 - Ship repairer (Manufacturer/ Fabricator/ Repairer)
- CAT 3 - Supplier/ Dealer

8. **Procedure for Registration of a Vendor.** The procedure for vendor registration shall involve the following steps:-

(a) Firm may obtain vendor registration form as per **Appendix 'A'** from Regional Headquarters/ District Headquarters or nearest Coast Guard station. Alternatively, prepare a typed copy of format or download from ICG website ([www.indiancoastguard.gov.in](http://www.indiancoastguard.gov.in)). Firms are required to fill up the form and submit to concerned Coast Guard District Headquarters.

(b) On receipt of application from firm for fresh as well as renewal of registration, District Headquarters shall scrutinise and ensure the conformity of complete application and relevant enclosures as per this policy letter and forward it to respective Regional Headquarters for constitution of a Board of Officers towards evaluation of the firm. Coast Guard Regional Headquarters shall form a Board of Officers as Vendor Evaluation Committee (VEC) to assess the details given in firm's vendor registration form. In case of deficiency, if any, observed in firm's application, the Board is to seek the details directly from the refitting yard/ firm. Assessment of vendor is to be done in three steps.



- (i) **Scrutiny of submitted documents.** The preliminary assessment of the vendor by Vendor Evaluation Committee (VEC) is undertaken on the basis of the scrutiny of submitted documents. Vendors not found suitable/ eligible at this stage of documentation review, are to be rejected and the same is to be communicated to the vendor clearly indicating the reason for rejection.
- (ii) **Site visit of vendor's premises.** On-site assessment of vendor is to be undertaken by Vendor Evaluation Committee (VEC) in accordance to the guidelines.
- (iii) **Vendor Assessment Report.** The Vendor Evaluation Committee (VEC) to render its proceedings and Vendor Assessment Report **within 30 days** on receipt of directives as per **Appendix 'B'** to the concerned convening authority i.e. Regional Headquarters.
- (c) On receipt of Vendor Assessment Report at Coast Guard Regional Headquarters, the Technical Section will examine and process the case for approval of the COMCG. The acceptance or otherwise will be intimated to the firm through concerned District Headquarters.
- (d) In case of acceptance for registration, the vendor will be eligible to undertake the jobs falling in the AoR of respective Regional Headquarters. The registration certificate will be issued as per **Appendix 'C'** and all the units under command are to be intimated about registration and eligibility for participation of the vendor.

### **Validity Period of Registration**

9. The initial registration as well as renewal of registrations will be valid for three years unless terminated/ de-registered otherwise.

### **Procedure for Renewal of Registration**

10. Vendors registered with ICG are required to apply for renewal of their registration at least 03 months in advance of expiry date. The Board of Officers while undertaking capacity assessment of a vendor for renewal of its registration shall asses vendor's past performance from the records at concerned District Headquarters. It should be ensured that only the vendors with a track record of sustained satisfactory performance as established through the vendor's past performance records are considered for renewal/ re-registration. In case of non-receipt of application for renewal, the vendor's registration will be automatically lapsed on expiry of current registration. Applications for renewal received after expiry of registration are to be treated as new applications and the procedure for registration is to be followed *ab-initio*. Concerned District Headquarters and Coast Guard Stations may encourage the registered vendors to apply for renewal well in time considering the time involved in assessment procedure.



11. The respective Regional Headquarters shall promulgate a consolidated list of all the vendors registered with them once in a year on 1<sup>st</sup> April.

12. The Board is required to examine the active participation of vendor in ICG tendering process. In this regard, the number of RFPs received by the vendor is to be verified and vendor's response in participation in at least one tender enquiry every year since their last registration is essential. The following details are to be brought out in the Board Proceedings:-

- (a) Total number of tender enquiries issued to the vendor since last registration.
- (b) Total number of tender enquiries in which the vendor participated.
- (c) Total number of tender enquiries in which the vendor emerged as L1.

### **Grace Period**

13. Where application for renewal/ re-registration has been made before due date in terms of **Para 10 above** and fresh vendor registration certificate for renewal is delayed in processing, then previous certificate will remain valid for a period of three months from the date of expiry. Extension of grace period beyond three months shall be solely at the discretion of Regional Headquarters based on the track record of the vendor's past performance. However, during the grace period, no fresh RFPs/ contract are to be issued/ signed with the vendor, if renewal of registration is not recommended by the Vendor Evaluation Committee (VEC).

14. In case a vendor is issued RFP during currency of its registration, it should not normally be denied an opportunity to participate, during the bidding process under the pretext of expiry of registration.

### **Action on Rejection for Registration**

15. Proceedings of registration cases not recommended by the Board may be approved at the concerned Regional Headquarters and the firm may be intimated about the decision clearly bringing out the grounds on which the application has been rejected. However, the firm shall be eligible to apply again after six months. If the firm has been rejected or blacklisted or debarred for registration by any Central/ State Govt/ PSU authority dealing with similar jobs and is seeking to get registered with ICG, it will be incumbent upon the firm to furnish all information regarding previous assessment results. No firm should be considered for registration with ICG during currency period of such blacklisting/ debarment.

### **Assessment Fee**

16. The assessment fee, as fixed by the Govt. from time to time, will be paid by firms through Military Receivable Order (MRO) only, prior to the actual assessment being taken up. This fee is non-refundable and applicable for initial and renewal of registration both. The assessment fee is as follows:-

- (a) Large Scale Industries - ₹ 25,000 + GST (As applicable)
- (b) MSME Industries - ₹ 10,000 + GST (As applicable)



17. The assessment fee will also be payable if change of location/ premises of works of the firm involves fresh visit of Vendor Evaluation Committee (VEC). The assessment fee will not be charged in case the change in name/ status of firm i.e. from propriety to partnership or Private Limited, etc. which does not warrant fresh visit of VEC.

### **Product Reservation and other facilities for Vendors Registered with ICG**

18. The Government of India has reserved some items for purchase from registered Micro, Small and Medium Enterprises (MSMEs) and under the Government Stores Purchase Programme, the Government of India has been extending various facilities. Accordingly the ICG registered vendors will also be extended following facilities :-

- (a) Issue of Tender Sets free of cost.
- (b) Exemption from payment of Earnest Money.
- (c) Waiver of Security Deposit up to the monetary limit for which the vendor is registered.

### **Conflict of Interest**

19. The Vendor Evaluation Committee (VEC) in accordance with CVC guidelines has to clearly bring out any issues of 'conflict of interest' involved in the registration of firm. The 'conflict of Interest' shall continue to persist till such time the concerned firm or their personnel have relationship with any official of ICG who are directly or indirectly related to tendering or execution process of contracts. The recommendation of the VEC regarding 'conflict of interest' will be examined at Coast Guard Regional Headquarters for acceptance/ rejection of firm for registration in accordance with GoI orders in vogue.

### **Cancellation of Registration**

20. The registration of a vendor may be revoked/ cancelled by RHQ on following grounds:-

- (a) Vendor fails to execute a work order/ contract or fails to execute it satisfactorily against the specification laid down in the contract.
- (b) The technical staff or equipment considered necessary to undertake the work order/ contract as per the guidelines issued by RHQ no longer exists with the vendor.
- (c) Firm is declared bankrupt or insolvent or its financial position has become unsound.
- (d) Rejected or blacklisted or debarred by any Central/ State Govt/ PSU authority in dealing with similar nature of jobs.

21. The above said grounds when brought to the notice of RHQ, a show-cause notice will be issued to the firm with the approval of the competent authority about the action proposed and grounds thereof. On consideration of the reply or after the expiry of the notice period, RHQ will pass appropriate orders for cancellation/ revoke of registration accordingly.



**VENDOR REGISTRATION FORM**  
(To be filled and submitted by the Vendor)

- Note** (a) Vendor is to sign all the pages of application and enclosures along with the stamp.  
(b) All enclosures is to be serially numbered and linked with relevant paragraphs.

1. Name of the firm -
2. Address -
  - (a) (i) Registered Office with Pin code -
  - (ii) Telephone Number with STD Code -
  - (iii) Mobile Number -
  - (iv) Fax -
  - (v) Email -
  - (b) (i) Factory/ Works with Pin Code -
  - (ii) Telephone Number with STD Code -
  - (iii) Mobile Number -
  - (iv) Fax -
  - (v) Email -
  - (c) (i) Branch (if any) With Pin Code -
  - (ii) Telephone Number with STD Code -
  - (iii) Mobile Number -
  - (iv) Fax -
  - (v) Email -
3. Date and year of Establishment/ Incorporation -
4. Category of Industry - Large/ MSME
5. Nature of Company - Proprietary/ Partnership  
Private Ltd./ Public Ltd.
6. Name of Proprietor/MD/Partner  
(Specify Gender: M/F) -
7. Whether the Proprietor/MD/Partner is SC/ ST - Please specify
8. Whether the Proprietor/MD/Partner is  
Physically handicapped - (YES/ NO)
9. Nature of Business -  
(Whether Manufacturer, Service provider,  
Sub-Contractor, Authorised Agent, Trader)



10. Specify place and category of registration being applied for -
11. Details of Registration with other Govt Organizations -  
(Attach copies of only valid Registration Letters/ Certificates)
12. In case you are a Trader:-
- (a) Whether you are registered under shop establishment act certificates. If yes, attach Photostat copy.
- (b) Register of Companies incorporation certificate with photostat copy.
- (c) Attach documentary evidence of purchase of office, shop and go-down.
13. (a) Sales Tax Regd. No. with Photostat copy. -
- (b) TIN/CST Regd. No. with Photostat copy. -
- (c) GST No. with Photostat copy. -
- (d) Permanent Account No. -
14. Has the firm got ISO Certification - Yes/No  
(If yes, give details along with copy of certificate)
15. Details of firm's financial status (in Rs. ).
- (a) Capital Outlay/ Working Capital of the firm -
- (b) Solvency -
- (c) Net Worth -
- (d) Annual Turnover (for last three years) -
- (e) Financial Ratios (Current Ratio, Acid Test Ratio and Debt to Total Asset Ratio) -
16. (a) Name of Bankers, A/c No & Address with Pin code -
- (b) Telephone Number with STD Code -
- (c) Fax -
- (d) Email -
17. Details of manpower employed as per following format:-
- (a) Executive/ Technical/ Supervisory/ Administration Staff.

Sl	Name	Designation with details of nature of work carried out	Date of employment with firm	Qualification	Experience	Remarks

- (b) Skilled/ Unskilled Permanent Workers.

Sl	Name	Designation with details of nature of work carried out	Date of employment with firm	Qualification	Experience	Remarks



(c) Skilled/ Unskilled Casual Workers

Sl	Name	Designation with details of nature of work carried out	Date of employment with firm	Qualification	Experience	Remarks

18. Details of Sub-Contractors as per following format:-

Sl	Name of Firm, Address, Tele no.	Contact Person	Nature of Work offloaded by firm	Past Experience (period working with firm)

19. Attach copies of following documents:-

- (a) Audited Balance Sheets, Profit & Loss A/c with total accumulated losses, if any and financial ratios (Current Ratio, Acid Test Ratio and Debt to Total Asset Ratio) for last two years, duly certified by Chartered Accountant.
- (b) Firm's annual turnover for last two financial year
- (c) Net worth
- (d) Copy of firm's MSME/ Large scale industry registration certificate (as applicable)
- (e) Source of finance with borrowing limit & bank guarantee
- (f) Latest bank solvency certificate
- (g) Income Tax Returns for last two financial years
- (h) GST Registration Certificate
- (j) Military Receivable Order of assessment fee of requisite amount deposited to the Govt. at the time of application
- (k) Latest Receipt of EPF/ ESIC contribution of permanent employees.
- (l) Copies of latest partnership deed or affidavit of sole proprietorship
- (m) Relevant information with complete details about sister concerns/ subsidiaries, if any.
- (n) Experience details (as per column 21 below).
- (p) An Affidavit w.r.t. the fact whether any of the relatives of the proprietor/ partner of the yard is in employment of Coast Guard. If yes, provide details
- (q) An affidavit to the effect that the firm is not banned/ blacklisted/ debarred for registration by any Central/State Govt Depts/ PSUs.



20. Details of important facilities & infrastructure as per following format:-

Sl	Description of Eqpt. & Spec	Capacity	Make & Model	Qty	Date of Purchase
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21. Past Experience / Principal Customers

Sl	Name & Address	Job Undertaken	Work Order/Contract No. and Date	Contract value
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22. Future Plan (if any) in respect of expansion:

**Declaration**

I/ We confirm that the information furnished above is correct. In the event of any information given by me/ us is found incorrect/ false at any time, I/ We understand our registration will be cancelled without notice, besides any other appropriate action against me/ us.

Signature .....

Name .....

Seal of the firm

Date :

Place :

**Note** This application (in duplicate) is to be submitted to concern Coast Guard District Headquarters, where the vendor intends to be registered. After scrutiny, if it is decided to carryout capacity assessment, the firm will be suitably informed about date of visit of assessment team to firm's premises.



**VENDOR ASSESSMENT REPORT**

1. Convening Order number and date -
2. Composition of assessment board -
  - (a) President (Name, Rank & Designation)
  - (b) Members (Name, Rank & Designation)
3. Name and address of registered office/  
workshop of the firm -
4. Type of assessment - Initial/ Renewal
5. Date of receipt of application for vendor  
registration -
6. Date of receipt of complete documents  
from the firm -
7. Date of visit of Vendor Evaluation  
Committee (VEC) -
8. Category for which assessment carried out -
9. Vendor's survey assessment report.
  - (a) **Vital Criteria** {Vendor must qualify serial (i) to (iv) below}
    - (i) The Vendor must be registered as a MSME or large scale or heavy industry.
    - (ii) The Vendor should not be rejected or blacklisted or debarred by any Central/ State Govt/ PSU authority in dealing with similar nature of jobs.
    - (iii) Any vendor desirous of registering with the ICG should have a minimum solvency of Rs. 10 Lakhs.
    - (iv) In case the firm is applying for registration in CAT 1 or CAT 2 then it must own a workshop at the place of registration.
    - (v) Based on the vital criteria the board to specify :-

Q	-	Qualify
F	-	Fail







(iv) **Quality Assurance System (15 Marks)**

Sl.	Description	Max Marks	Marks obtained
aa	Well documented and related procedure/ instructions	04	
ab	Dedicated quality assurance team	04	
ac	Training and experience of QA team	04	
ad	Conducting internal quality audit	03	

(v) **Availability of Manpower (20 Marks)** (Minimum 01 years experience)

Sl.	Description	Max Marks	Marks obtained
aa	Experienced Senior Managerial/ Executive staff	02	
ab	Experienced, project management staff ( Hull/ Engg/ Electrical)	03	
ac	Experienced field supervisory staff (H/E/L/ FF/Ship safety)	04	
ad	Experienced skilled/ unskilled workers	04	
ae	Total percentage of employees on permanent roll	07	

**Note :-**

(aa) If the strength of employees on permanent roll in a firm is at least 20% of its total employee then Board may award full marks for serial (ae). Marks may be proportionately adjusted as per varying strength.

(ab) Firm's applying for registration in CAT 1 & CAT 2 should at least have 05 employees on permanent roll and for firm's applying in CAT 3 the minimum strength of permanent employees should at least be 3.

(vi) **Availability of desirable Vendor Facilities (Own/Hired) (15 Marks)**

Sl.	Description	Max Marks	Marks obtained
aa	Storing/ Working space at jetty	05	
ab	Availability of load testing facility	03	
ac	First aid and medical arrangements	02	
ad	Availability of safety standards	05	



(c) **Grading of Vendors**

(i) Based on the assessment of core competence {as per para 6 of policy letter} the vendor would be classified into any of the following three broad categories:-

- CAT 1 - Ship repairer & Supplier
- CAT 2 - Ship repairer (Manufacturer/ Fabricator/ Repairer)
- CAT 3 - Supplier/ Dealer

(ii) Based on the firm's average turnover of last two financial years, the financial capacity of the vendor is to be classified as tabulated below:-

CLASS	CAPACITY OF FIRM
S	PSU/ Limited Firms - No Limit
A	Up to Rs. 1 Crore and above
B	Up to Rs. 99 Lakhs
C	Up to Rs. 25 Lakhs

10. **Board's Recommendation.** Based on the scrutiny/ assessment of documents, and available infrastructure, the vendor is recommended/ not recommended for registration by the Board as per the details given below:-

- (a) Marks obtained - \_\_\_\_\_ (Fit/ Unfit for registration)
- (b) Specify grade & class for registration - \_\_\_\_\_
- (c) Recommended for registration at - Name of the Regions/ location(s)

**Member-III**

**Member-II**

**Member- I**

**President**



**COAST GUARD REGIONAL HEADQUARTERS .....**

**REGISTRATION/ RENEWAL OF VENDOR REGISTRATION CERTIFICATE**

This is to certify that M/s \_\_\_\_\_, after verification and assessment of their capability and core competence are registered vide Registration No. \_\_\_\_\_ dated \_\_\_\_\_, Grade (Category and Class) \_\_\_\_\_ for undertaking \_\_\_\_\_ (Manufacturer/ Fabricator/ Repairer/ Supplier/ Dealer mention appropriate) jobs at \_\_\_\_\_ (state/ states).

2. This certificate is valid for a period of **03 years** from the date of issue.
3. M/s \_\_\_\_\_ is requested to apply for renewal at least **03 months** before the expiry of this registration to Coast Guard Regional Headquarters.
4. In case no application for renewal is received on the prescribed form as stated above, registration of M/s \_\_\_\_\_ will lapse and be automatically cancelled after its validity is over, without any further notice.
5. The approving authority reserves the right to cancel this Registration Certificate at any time during the validity of the certificate.
6. Changes, if any, in the substantive information submitted towards the registration including changes in address or constitution of the firm or major machinery/ equipment or technology used at the time of registration should be intimated to the registration authority immediately on occurrence.

Date :

Seal

Signed by

CSO (Tech)