

VENDOR ASSESSMENT CRITERIA FOR CARTRIDGE/ CONSUMABLE

OEM Cartridge/Consumables – OEM Cartridge is the cartridge having the brand of the respective printer OEM.

Compatible Cartridge/ Consumable – Compatible Cartridge is the cartridge having the brand different than the respective printer brand or is manufactured by an entity other than OEM of the printer and is meant to fit in a particular printer for replacing OEM Cartridges.

Mandatory requirements for both OEM and Compatible Cartridge /Consumable are as follows:

1. Government-authorized space/industrial space- manufacturing unit address proof.
2. Factory License from State/UT Labor Department /Any other Statutory Body concerned. Exemption from factory license is applicable for entities with less than 10 employees (*In respect of exemption from Factory license under provision where number of employees is less than 10, undertaking in stamp paper shall be submitted by the applicant that the number of employees is less than 10 and they are exempted under the relevant provision of act. Further availability of the number of employees may be checked by VA agency during physical visits as per available records and number of employees shall be kept in view while recommending the production capacity*)
3. Valid NOC from the Fire Service Department (In case concerned state government norms provide for any exemptions for NOC requirements, documentary proof regarding relevant provisions should be submitted by applicant to VA agency, who may verify the eligibility under such norms and shall also verify the details regarding satisfaction of exemption norms by the entity during the physical visit).
4. Valid Consent to Establish and Operate from the District/State Pollution Control Board.
5. Balance sheets with the Profit and Loss Accounts to be checked for entries corresponding to manufacturing activity. In case the entity is carrying out the manufacturing activity, their profit and loss account is expected to have the cost of raw materials consumed under the inventory head. Similarly changes in inventory of finished goods and work in progress shall be available under the finished goods head. Under direct expenses, head wages shall also be indicated.

Note:

- I. **Documents in Sl. No. 2, 3 and 4 above may be uploaded along with document in Sl. No. 1 “Address of the manufacturing site” in Part B of the Desktop Assessment Form.**

II. Documents in Sl. No. 5 may be uploaded with “List of all the machines involved in the manufacturing process” in Part A of the Desktop Assessment Form

6. GSTIN and PAN
7. Declaration of debarred or blacklisted.
8. Manufacturing process flow chart
9. Monthly manufacturing capacity and capacity utilization.
10. Entity should have appropriate rejected material handling process along with possession of licenses/authorizations as per the State/Central Govt. including the EPR. EPR requirement is not applicable in respect of micro enterprises as defined in the Micro, Small and Medium Enterprises Development Act, 2006. Eligibility of seller whose vendor assessment is being carried out for classification as Micro Enterprises shall be determined from Udyam registration and other information available in public domain such as Government portals/Websites, including information on annual revenue/turnover of sellers available on GeM website (www.gem.gov.in), for the purpose of turnover in respect of definition of micro enterprise highest of the 3 preceding financial years shall be taken into account.
11. Product Warranty

Minimum Manufacturing Process and Machineries Required:

PROCESS	MACHINES
Assembly and Toner / ink filling	Assembly line and Toner filling machine for toner cartridges
	Assembly line and ink filling machine for ink cartridges
Packaging process	Punch sealer machine
	Box pasting machine
	Suitable packaging arrangement of individual cartridge to sustain shock/sudden drop and vibration during transportation. In case of vendors who are not in possession of box pasting machine, purchase order and invoice copy of corrugated box can be submitted for verification. Undertaking may also be obtained from such vendors that they shall ensure sourcing of corrugated box for proper packing and records of the purchase of same shall be maintained.
FQC	Digital Weighing Scale
	Printers for testing
	Final Print Quality Check
	Densitometer

In addition to the above-mentioned processes and machines, the standard quality checks at each stage of production including IQC of the Raw Material, In-process quality checks during manufacturing, and FQC of finished products must be followed along with proper maintenance of records. Entities are required to maintain the ***reconciliation between raw materials consumed vs. goods manufactured and sold.***

The assembler shall also be considered as a manufacturer of Compatible Cartridge/Consumable subject to the condition that components of the cartridges are brand new and outsourced from an authentic component manufacturer/ supplier. In this case, the assembler has to submit the source of each, and every component used to manufacture the Cartridge/Consumable along with the relevant invoices to Vendor Assessment Agency of GeM for verification at the time of Assessment.

The vendor adhering to the above-mentioned manufacturing processes and quality check parameters would be passed as OEM. The vendors performing refilling/refurbishment will not be considered as a cartridge manufacturer.

Eligibility criteria for Exemption from Vendor Assessment:

The vendor can be exempted from vendor assessment provided that one or both of the following criteria is/are met: -

- i. The vendor is OEM for the product and its annual turnover is INR 500 crore or more in any of the 3 preceding financial years.
- ii. The vendor is registered as OEM for the printer of the same brand on GeM portal for which it intends to sell cartridges. No other vendor assessment exemption shall be allowed.