<u>Criteria for Appointment of Fabricating Agency</u>

A) General Requirement: -

- (I) Fabricating Agency has to be a registered Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company.
- (II) Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company should be registered and registration should be atleast five years old. Copies of Registration certificate/ Memorandum of Association/Bye laws etc have to be submitted by the Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company.
- (III) Registered Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company will have to submit 03 years audited accounts/ balance sheet duly certified by chartered accountant.
- (IV) Registered Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company should have atleast 05 years working experience in the field of rehabilitation of Divyangjan. Documentary evidence should be submitted by the Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company to this effect.
- (V) Registered Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company managed by qualified Rehab professional (MPO/BPO) Shall be considered for empanelment as Fabricating Agency.
- (VI) Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company should not be recipient of any grant from Govt. of India under the ADIP/Vayoshri scheme of Ministry of Social Justice & Empowerment.
- (VII) Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company will have to declare names of members/ employees whose family member or relatives, if any, are working in ALIMCO.

B) Infrastructural requirements: -

- (I) Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company should have a well- furnished office with their own telephone /Fax/ email facility.
- (II) Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company should have their own modern P&O workshop having at least 600 Sq ft covered area.

(III) Tools and equipment's as per list enclosed at appendix 'A' should be available in the workshop. List of tools and equipment to be submitted by the Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company.

C) <u>Manpower: -</u>

Fabricating Agency should have following Manpower.

- (I) Atleast 02 nos RCI registered MPO/BPO Qualified (Degree holder from RCI recognized Institute) Prosthetist & Orthotist and atleast 05 nos RCI registered MPO/BPO engaged by Fabricating Agency for minimum 120 days in a year. Documentary evidence to be submitted by the Society/Limited Company/Private Limited Company/Proprietorship/Partnership Company.
- (II) Atleast 05 Nos RCI registered P&O technicians having qualification Diploma/ Certificate course with minimum 2 years' experience in fabrication of P&O appliances and atleast 05 Nos RCI registered affiliated DPO/ Certificate Course worked for fabricating Agency minimum 120 Days in a year, documentary evidence to be submitted by Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company.
- (III) Atleast 02 Staff for office work, documentary evidence to be submitted by Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company.
- (IV) Documentary evidence for engaging the professionals (RCI Registered) and other staff have to be submitted by the Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company.

D) Financial Requirements: -

- (I) If empaneled by ALIMCO, Fabricating Agency will have to deposit Rs. 100000/- (One lakhs only) in the form/shape of demand draft of any nationalized bank in the favor of ALIMCO, payable at Kanpur as an interest free security deposit.
- (II) Registered Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company should be able to invest Rs. 6-8 lakhs for purchase of material from ALIMCO. The Fabricating Agency should submit a declaration to this effect.
- (III) Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company will have to submit the PAN (permanent account number) allotted by income tax authority while applying for the fabricating agency of the ALIMCO.
- (IV) Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company should also submit their TIN No. etc. as applicable.

E) Fabrication Capacity: -

- (I) Society/Limited Company/ Private Limited Company /Proprietorship/Partnership Company should have capacity to fabricate atleast 300 Orthoses and 100 Prostheses per month. A declaration to this effect has to be submitted by the fabricating agency. On being appointed as a fabricating agency, the fabricating agency should fabricate / assemble orthosis / prosthesis as per norms specified by ALIMCO. The quality of raw material, padding material etc. should be of standard & acceptable quality.
- (II) To assess the workmanship and quality of the Orthoses & Prostheses (Upper & Lower) interested Fabricating agency have to submitted one samples of each with their offer.
- **F)** The authenticity of documentary evidences provided by the Fabricating Agency in support of fulfilling conditions as given in section A to E above, shall invariably be validated by ALIMCO by deputing and empowered committee headed by an executive , not below DGM level, to visit premises of Fabricating Agency and physically check and satisfy with the credentials.

(Authorized Signatory)