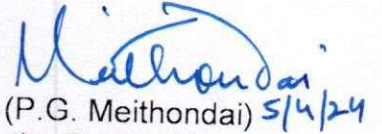


F. No.18011/03/2023-DBT(E.35168)  
Department of Fertilizers  
Ministry of Chemicals & Fertilizers  
(DBT Cell)  
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**Revised SOP For Empanelment of Eligible Vendors/Manufactures and their PoS  
Devices to be utilized by the Lead Fertilizer Sellers (LFS)**

The Government has introduced pan India roll out of Direct Benefit Transfer (DBT) system in Fertilizers w.e.f. March, 2018. Under the fertilizer DBT system, 100% subsidy on various fertilizer grades is released to the fertilizer companies on the basis of actual sales made by the retailers to the beneficiaries. Sale of all subsidized fertilizers to farmers/buyers is made through Point of Sale (PoS) devices installed at each retailer shop.

Applications are invited from potential eligible PoS machine vendors/suppliers for the empanelment of them and their PoS device model(s). Interested Pos vendors/suppliers/OEM may go through the revised SOP document placed below to check their eligibility for empanelment by Department of Fertilizers and submit the duly filled application form in offline mode. For any query interested vendors may contact DBT Project Manager at 011-23384870.



(P.G. Meithondai) 5/4/24

Under Secretary to the Govt. of India

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**GOVERNMENT OF INDIA**  
**MINISTRY OF CHEMICAL & FERTILISERS**  
**DEPARTMENT OF FERTILISERS**  
**(DBT Division)**

\*\*\*\*

Dated 5<sup>th</sup> April, 2024.

**Revised Standard Operating Procedure (SOP) for Empanelment of PoS Vendors and their PoS Device Models in DBT Fertilizers Project**

**1. Introduction:**

The Indian Fertilizer Industry's growth necessitates an efficient subsidy payment system, leading to the implementation of the Direct Benefit Transfer (DBT) project by the Department of Fertilizers (DoF). The project mandates the use of UIDAI compliant Point of Sale (PoS) devices for the sale of subsidized fertilizers to ensure transparency and accountability.

**2. Purpose:**

The purpose of this revised SOP is to streamline the empanelment process for PoS vendors and their PoS device models in the DBT Fertilizers Project. It outlines the eligibility criteria, terms and conditions, and the step-by-step process for vendor empanelment.

**3. Scope of Work:**

- (i) Capability for distribution, deployment, and technical support of PoS devices nationwide under the DBT Fertilizer project.
- (ii) GST registration in States where devices are deployed, with technical manpower in Districts and States.
- (iii) Implementation of labor law compliance and procedures.

**4. General Terms & Conditions:**

- (i) Eligible entities include techno-financially sound authorized entities (registered Government companies, Private Companies, Cooperatives, LLPs, Sole proprietorship, Partnership firms etc.)
- (ii) PoS vendors must have a track record of maintenance, support, and services for PoS devices in the last five (05) years.
- (iii) PoS vendors should have a minimum average annual turnover of minimum Rs 5 Cr. in the last three (03) years.
- (iv) No blacklisting by any State/Central/PSU entity in the last five (05) years.
- (v) Compliance with all applicable rules and regulations under the respective Ministries/Departments viz. Department of Expenditure, Department for Promotion of

- Industry and Internal Trade (DPIIT), Ministry of Electronics and Information Technology, Ministry of Labour & Employment of Government of India, is mandatory.
- (vi) Registration on the GeM portal is required for the supply of PoS devices.
  - (vii) The DoF reserves the right to take appropriate action for false declarations.

#### 5. Specific Terms & Conditions for Vendors:

- (i) The PoS vendor should have an office in Delhi/NCR with sufficient technical staff.
- (ii) Minimum 5 years of experience, with at least three years of in Government schemes.
- (iii) Experience of Maintenance and support services for PoS devices for a minimum period of five years.
- (iv) Customer support service center and help desk at the center and field level.
- (v) Shelf life of PoS devices shall be a minimum period of 5 years.
- (vi) It is mandatory for the PoS supplier to comply with all technical points as per PoS specifications issued on 18<sup>th</sup> July 2023 (**Annexure-A**) and modifications thereafter, if any.
- (vii) PoS suppliers/companies shall submit the following technical certificates:
  - **PCI Certificate:** Valid certificate of Payment Card Industry (PCI) Security Standards Council specifying the PoS device model number in the certificate.
  - **STQC Safety Certificate:** Valid STQC certificate of environment, health and safety durability EMI/EMC compliance.
  - **Finger Print Scanner:** Valid STQC and UIDAI certified fingerprint module with L1 Registered Device (RD).
  - **Iris/Face Scanner:** Valid STQC and UIDAI certified.

#### 6. How to Apply:

- Interested companies fulfilling the eligibility criteria can apply by downloading the SOP/Notification and Application Form from the official website: <https://www.fert.nic.in/whats-new/>.
- Submit the application form with required documents to Section Officer (DBT), Department of Fertilizers, A-Wing, 2nd Floor, Shastri Bhawan, New Delhi.

#### 7. Step by Step Process of PoS Vendor Empanelment:

1. Download SOP/Notification and Application Form (**Annexure-B**) from the official website.
2. Submit the application form with required documents to the DoF office.
3. Evaluation of the applications will be done by DBT Division, DoF. During the verification of the documents, vendors who are fulfilling the required criteria, will be called for further verification whenever required.
4. Submission of sample PoS device will be required for testing if all documents are in order.
5. Testing of PoS device will be done by DBT-DoF and NIC team.

6. Proposal of empanelment of PoS vendors and their PoS device will be sent to Competent Authority for approval.
7. Upon approval, the empanelment letter will be uploaded on the official website and circulated to fertilizer companies and PoS vendors.

***Note: Empanelment does not guarantee the supply of PoS machines; Authority vests with respective procurement companies. The PoS machines are purchased by the Lead Fertilizer Supplier (LFS)***

**8. Inquiries:**

For any inquiries, please contact: Section Officer (DBT), DoF, A-Wing, 2nd Floor, Shastri Bhawan, New Delhi.

Email: [dbtcell-fert@gov.in](mailto:dbtcell-fert@gov.in)

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**Application Format for Empanelment of PoS supply by  
Firms/Companies/Organization/Government Authorities**

To,

**Under Secretary (DBT),  
Department of Fertilizers,  
Government of India,  
Shastri Bhawan, New Delhi-110001.**

1. Name of Firm/Company/Organization:
2. Date of Incorporation:
3. Address:
  - (i) Regd. Office (with Phone Nos./Fax Nos./Email):
  - (ii) Head Office (with Phone Nos./Fax Nos./Email):
  - (iii) Branches (with Phone Nos./Fax Nos./Email):
4. Registration No. with Income Tax, GST Council, DPIIT/UIDAI etc. (whichever applicable along with supporting document):
5. Details of Key Person/Promoter/Partners of the Firm/Company:

- (i) Name: \_\_\_\_\_
- (ii) Address: \_\_\_\_\_
- (iii) PAN No.: \_\_\_\_\_
- (iv) Professional Registration No., if any : \_\_\_\_\_
6. Whether presently on the panel of Government of India/State/UT? Yes/No
7. Experience in dealing with project relating to government projects:(If yes, attach supporting documents) Yes/No
8. Annual Turnover of the Firm/Company in the last three FYs: Yes /No  
(Audited copy of balance sheet to enclose)
9. The applicant should be capable of deploying technical manpower on all India level. The applicant must follow all the labour laws. The applicant should be capable of distribution, deployment and extending technical support of PoS devices on PAN basis: Yes/No
10. Enclosed the proof of registration on the GeM portal: Yes/No
11. Enclosed a certificate indicating the percentage of local content for domestic manufacturers: Yes/No
12. Enclosed a certificate by vendors which are importing PoS devices, as per Gol latest guidelines: Yes/No
13. Enclosed proof of having office in New Delhi /NCR region with adequate technical staff: Yes/No
14. Enclosed Proof of total five years of experience with at least three years in the Government Schemes: Yes/No
15. Enclosed Proof of maintenance and support services for the last five years for PoS devices at field level: Yes/No
16. Are customer support service centers and help desks available at center and field level? (If yes, then attach the supporting documents) Yes/No
17. PoS suppliers/companies must comply with all technical points as per the PoS specifications released on 18<sup>th</sup>July 2023 (para 5(vi) of SoP refers). Yes/No
18. PoS suppliers/companies shall submit the following technical certificates:
- (i) **PCI Certificate:** Valid certificate of Payment Card Industry (PCI) Security Standards Council specifying the PoS device model number in the certificate: Yes/No

- |       |   |        |
|-------|---|--------|
| (ii)  | <b>STQC Safety Certificate:</b> Valid STQC certificate of environment, health and safety durability EMI/EMC compliance. | Yes/No |
| (iii) | <b>Finger Print Scanner:</b> Valid fingerprint module must be STQC and UIDAI certified with L1 Registered Device (RD).  | Yes/No |
| (iv)  | <b>Iris/Face Scanner:</b> Valid STQC and UIDAI certified copy (If applicable)   | Yes/No |
| 19.   | Enclosed undertaking to the effect that Company is not blacklisted.   | Yes/No |

**Declaration**

I/We confirm that the information furnished above are true and correct and we have not been depaneled/black listed by any organization for the past five years and we fulfilled all the conditions of eligibility for empanelment with Department of Fertilizers, Government of India as a firm.

Place:

Date:

**Signature with Seal**

**(Proprietor/Partner/Managing Director/Director)**