



GOVERNMENT OF GOA
DIRECTORATE OF AGRICULTURE
KRISHI BHAVAN, TONCA, CARANZALEM - GOA

No.3/1/Agri.Mech/AD (AE)2017-18/D.Agri/ 334

Dated: 20.03.2018

CIRCULAR

Sub: - Dealership registration/ renewal of dealership for sale of Agriculture machineries and equipments.


The department assists farmers in purchase of various agriculture machineries and equipments from approved dealers under various developmental programmes of Directorate of Agriculture.

The modalities for dealership registration/ renewal of dealership for sale of agriculture machineries and equipments was reviewed based on various parameters in view of its large dimensional impact and accordingly necessary amendments are incorporated in the revised format.

As per the revised procedure, the dealers shall apply for registration/ renewal to the Director of Agriculture through Mechanical Cultivation Officer -Mapusa by dealers from North - Goa and Mechanical Cultivation Officer - Tonca by dealers from South.

The Mechanical Cultivation Officers shall scrutinised the proposal received from the dealers & forward it to the Assistant Director (AE) with recommendation for approval of the Director of Agriculture. Upon approval the dealers will be intimated for payment of requisite fees by Mechanical Cultivation Officers prior to issue of registration/ renewal certificate by the Director of Agriculture.

The Mechanical Cultivation Officers/ Zonal Agriculture Officers are requested to guide the dealers as per the revised procedure and issue the formats required for registration process.



(Nelson X Figueiredo)
Director of Agriculture

To,

1. The Mechanical Cultivation Officers - (All) Tonca
2. The Zonal Agriculture Officers - (All)
3. DAO (North/ South)

Copy to: -

1. All registered dealers.

Mechanization file (MCO)

26/3/18



GOVERNMENT OF GOA
DIRECTORATE OF AGRICULTURE
KRISHI BHAVAN, TONCA, CARANZALEM - GOA

Application for Registration/ Renewal of Dealership

To,
The Director,
Directorate of Agriculture,
Krishi-Bhavan - Tonca
Caranzalem-Goa

(Through) MECHANICAL CULTIVATION OFFICER- MAPUSA/ TONCA

Sub: - Registration for dealership/ Renewal of dealership for supply of agriculture machinery/equipments/attachments.

Sir,

I /We hereby submit that I /We have been appointed as the authorized dealers/distributors/Authorized agent for sale of machineries/ equipments by the manufacturer of the below cited products.

Sr. No.	Name of machinery/ equipments/attachments. (Enlist all machineries/equipments)	Name of the Manufacturer	Validity of dealership/distributorship (As mentioned in the authorised dealership certificate)	Test reports from Govt. of India identified testing centres/Agriculture Universities/ ICAR
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

The copy of the valid authorized dealership certificate issued by the manufacturer for each machinery/ equipments is attached herewith.

details of my establishment are as below.

Name :	
Address :	
Registration No. Of establishment :	
GST No. :	
Contact person :	
Phone number :	
Number of trained mechanics	
Mechanics name & contact No.	

➤ It is hereby requested that I/ we may be approved as a registered dealer/distributor for sale of above mentioned machinery/ equipments in state of Goa under various developmental programmes of Directorate of Agriculture as per the terms & conditions of the department.

OR

➤ It is hereby requested to renew the dealership which is due to expire on _____.

I/We hereby submit an undertaking to adhere to the terms & conditions governing the registration /renewal of dealership along with this application.

I/ we agree to deposit registration/renewal fees of Rs.2000/- towards the same upon hearing from you.

Thanking you:

Yours faithfully,

Date:

Signature:-

Place:

Name: -

Application for

NOTE: -

1. Application for Registration/ Renewal/ addition of new machineries & any other dealership issues will be considered only twice a year. i.e. April and October
2. The registration accorded will be valid for a period of 2 years or till the validity of authorized dealership certificate whichever is earlier.

Conditions for registration as a dealer/ Renewal of dealership for supply of agriculture machinery & equipments with Department of Agriculture, Government of Goa.

The dealership registration/ renewal of dealership for supply of agriculture machinery and equipments shall be governed by the following terms and conditions;

1. The dealer/distributor/manufacturer should be duly registered under shops & establishment act and the valid certificate of registration should be attached.
2. The dealer/distributor/manufacturer shall be registered under GST act and the GST No. of establishment should be duly furnished.
3. The proprietor of more than one establishment shall do the registration in favor of each establishment separately.
4. It will be mandatory for all dealers of registered machinery to keep sufficient ready stock of reliable spare parts at their workshop or service centre proportionate to total machine sold by them. The dealer/distributor should provide prompt after sales service towards repair, replacement of the equipment/system etc supplied to the farmer within a period of seven days of complaint.
5. They shall not sell the product and their spares more than the M.R.P/ price list of the company submitted to the department once registered with the department till next renewal.
6. The locally fabricated machineries/equipments under small scale industries shall be approved for sale upon recommendations from ICAR/department technical committee.
7. It will be mandatory for all dealer/distributor/ authorized agents to have a good workshop or service centre at their shop's site. They should also have minimum two Nos of company trained mechanics to attend to the repairs of the machines sold by them.
8. It will be made mandatory for all the dealers of their registered machineries to maintain history sheet of machines sold by them indicating the name & address of the farmer with phone No. type of machinery sold, Model/ Make, Cost, Invoice No. & Date etc. They shall submit a compiled report every year in the month of May for machineries sold by them for the previous year from April to March.
9. They are also required to maintain a complaint register to record name & address of farmer with phone No, Nature of complaint received from farmers with date, date when the complaint was readdressed, etc.

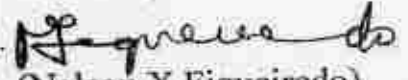
Undertaking (Rs.50/- Stamp Paper)

Registration as a dealer/ Renewal of dealership for supply of agriculture machinery & equipments with Department of Agriculture, Government of Goa.

I /we the undersigned Shri./Smt. _____ being Proprietor of the firm/company registered as M/s _____ and having address _____ hereby accept the below mentioned conditions.

1. My/Our firm is duly registered under shops & establishment act and the valid certificate of registration is placed at Page.
2. My/Our firm is registered under GST act and the GST No of establishment is duly furnished. Copy placed at Page.
3. I/We will keep sufficient ready stock of reliable spare parts at my/our workshop or service centre proportionate to total machines sold by me/us. I/we shall provide prompt after sales service toward repair, replacement of the equipment/system etc supplied to the farmer within a period of seven day of complaint.
4. I/We shall not sell the product and their spares more than the M.R.P/ price list of the company one registered with the department till next renewal.
5. I/We have a good workshop /service centre at my/our shop's site. I have required Nos of compar trained mechanics to attend to the repairs of the machines sold by me/us.
6. I/We shall maintain history sheet of machines sold by me/us indicating the name & address of farm with phone No., type of machinery sold, Model/ Make, Cost, Invoice No. & Date etc.and also submit a compiled report every year in the month May for machineries sold by me/us for the previous year from April to March.
7. I/We shall maintain a complaint register to record name & address of the farmer with phone No. Nature of complaint received from farmers with date, date when the complaint was readdressed, etc.
8. I/We shall provide training to farmers twice a year through training camp of minimum one hour duration on operation and maintenance aspects of machineries/equipments sold by me/us. At completion of training, I/we shall submit the list of trainees with their address and good photograph of training, with a detailed report of it to the Director of Agriculture through concerned /Mechanics.

- All dealers/ distributors will be bound to provide training to farmers twice a year through training camp of minimum one day duration on operation and maintenance aspects of machineries/ equipments sold by them. The dealers after completion of training will have to submit the list of trainees with their address and good photographs of training, with a detailed report of it to the Director of Agriculture through concerned Mechanical Cultivation Officer.
11. Every dealer will preferably provide machine operation manual to the farmers. They shall also provide a calendar of maintenance activities to the farmers.
 12. The departmental officer/officers shall be undertaking periodic inspection from time to time & due cooperation be extended to the inspecting officials for checking records as demanded.
 13. In case of non-adherence of the condition mentioned above, the dealer/distributor shall be de-recognized and deleted from the list of approved registered dealers under the developmental programmes of the Department of Agriculture


(Nelson X Figueiredo)
✓ Director of Agriculture

Sr. No.	Particulars	Page No.	
		From	To
1.	Application form as prescribed by the department		
2.	Undertaking		
3.	Certificate of registration of establishment/ shop		
4.	GST Certificate		
5.	Pan Card		
6.	Authorized dealership certificate from the manufacturer		
7.	Technical brochure of machineries/ equipments		
8.	Test reports of the mentioned machineries/equipments/attachments from Govt. of India identified testing centers/ Agriculture Universities ICAR		
9.	Price list of machineries/ equipments/attachments from the manufacturer		
10.	Any additional documents-		

Recommended/ Non-recommended with detailed remarks.

Signature
Mechanical Cultivation Officer
Mapusa/ Tonea - Goa

Submitted to:

Assistant Director (AE): -
Director of Agriculture: