

## **VENDOR REGISTRATION**

### **Registration / Revalidation Procedure and Requirement**

PDIL is interested to have competent & cost effective and resourceful vendors on its approved vendor list for supply of various Items / Equipment. Suppliers, Manufacturers / Contractors & Erectors etc. in Fertilizer, Refineries, Petrochemicals, and other industries viz. Chemical, Power, Oil & Gas etc. who are desirous of registration with PDIL may apply for vendor registration.

#### **1. VENDOR REGISTRATION :**

Vendor(s) interested in applying for vendor registration shall go through the following Broad Eligibility Norms / Instructions before applying for vendor registration.

#### **1.1 BROAD ELIGIBILITY NORMS :**

- i) The vendor must be registered under Indian Company Act 1956 / Indian Partnership Act 1932 / The Indian Factories Act 1948 / Under NSIC / Any relevant Indian Laws, whichever is applicable (For Indian Vendors).
- ii) The vendors must have experience of design, supply of various items / similar product at least once in the last five years. Vendor shall submit the brief details of items/product supplied by them as per Annexure-2.
- iii) The vendor must have Sales Tax Registration no. ( CST & SSC) Excise Registration no./ ESI Registration no., whichever is applicable.
- iv) The vendor must be financially sound. Net worth should be positive.

#### **1.2 GENERAL INSTRUCTIONS TO VENDORS:**

##### **i) Submission of application form in Hard copy / on-line :**

**a) Application submitted through hard copy:** Filled in Vendor Appraisal Form along with necessary enclosures including the vendor registration fee as mentioned in PDIL vendor appraisal form Doc. No. PN00-VAF-XXXXX shall be submitted by the applicant. Before applying, the vendor is requested to go through the index of categories of items / products as per PDIL master vendor list (refer annexure 1) and shall indicate the category/ categories in the application for which registration / revalidation is required. The vendor shall submit separate application along with fee for following defined major categories in case vendor intends to apply for more than one category of items:

<b>Sl. No.</b>	<b>Major Category</b>
1.0	Mechanical Items (Pr.Vessel/Heat Exchanger)
2.0	Mechanical Items (Piping )
3.0	Mechanical Items (Machinery)
4.0	Mechanical Items (Reformer)
5.0	Mechanical Items (Materials Handling)
6.0	Electrical Items
7.0	Instrument Items
8.0	Process Engg. Items
9.0	Civil Engg. Items
10.0	Customs Clearance & Transportation Items

Applicant shall submit a soft copy as well as in hard copy one complete set of documents comprising of application along with processing fee, duly filled in Vendor Appraisal Form and all relevant enclosures as indicated in Clause 12 of Vendor Appraisal Form (Refer Clause 12) for PDIL consideration. All these annexure along with vendor appraisal form are available on PDIL's website [www.pdilin.com](http://www.pdilin.com).

**b) On-line Submission of application form:**

However, the vendor has also the option of filling on-line application form. But, this facility is limited to fill in on-line application form only. On filling this application form, the vendor will be prompted to a form after filling which a computer generated application form will be displayed. The vendor has to take a print of this on- line duly filled in application form and copies of all supporting documents along with registration fee have to be sent through courier to PDIL. Mere submission of on-line application will not be considered as a claim for having been registered. If the printed copy of application form filled in on-line along with supporting documents and requisite registration fee are not received within one month from the date of on-line filling the application form, this case will no longer be considered for further processing. Hence, vendors are requested in their own interest to send the Application form, copies of supporting documents along with registration fee well in time so that it reaches PDIL within one month from the date of on-line filling the registration request to enable them to be considered for registration or renewal of registration as the case may be.

- ii. Request for registration shall be entertained only from direct supplier / manufacturers. Request from agents/representatives shall be rejected & plea for refund of fee etc. shall not be entertained.
- iii. All correspondences shall be addressed to HOD, Material Management Department, PDIL, NOIDA.
- iv. In case of on-line request, the reference number shall be generated while filling in the application form itself and the same number shall be referred for all future reference & correspondence with PDIL.
- v. Vendor may be apprised during the interim period about his status of application, if necessary.
- vi. The registration process will be based on evaluation of documents/information submitted by vendors. If required, queries shall be sent to vendors seeking the necessary information required for techno-commercial evaluation. **The vendors who are non-responsive to the queries in spite of giving sufficient time, their case shall be closed.**
- vii. After completion of document review, work assessment (as applicable), the case shall be taken up for approval by competent authority.
- viii. Registration certificate shall be issued to all suitable vendor(s) after finalization by PDIL.
- ix. No application request shall be entertained without processing/work assessment / Revalidation Fee as applicable.
- x. After finalization of case, fresh assessment of the company shall be considered after minimum one year.
- xi. Any inaccuracy in the vendor registration documents or failure to substantiate any response as required by PDIL may result in failure to qualify for inclusion in the master vendor list. Wherever any such information comes to notice even at a later date, the vendor name may be deleted / put in holiday day list from master vendor list.
- xii. It will be responsibility of Vendor to update PDIL about change of addresses, phone, fax, e-mail etc.
- xiii. If the vendor's future circumstances change (like inadequate infrastructure, financial / liquidity crunch, labour unrest, strike lock- out, closed/disappeared/become sick/merged with other companies, Vendor no longer meet the qualification criteria for the particular category of item / product registered) then the vendor should promptly inform PDIL for their necessary action.

3. **Revalidation:**

- i) Vendors shall apply for revalidation to PDIL, at least 180 days in advance, before expiry of vendor registration certificate with requisite fee indicated in PDIL vendor appraisal form.
- ii) Same procedure shall be followed as valid for fresh registration except for works assessment.
- iii) Vendor(s) shall be issued a fresh registration certificate, if found suitable.

**LIST OF ATTACHMENTS:**

- i) Vendor Appraisal Form PN00-VAF-XXXXX
- ii) Index of categories as per PDIL master list (annexure-1)
- iii) Details of supplied items / products (annexure-2)