

## **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 / Equipments / Services. 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 / UDYAM / 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 Goods & Services Tax Registration no. (SSC) Excise Registration no./ESI Registration no., whichever is applicable.
- iv) The vendor must be financially sound. Net worth should be Positive. Companies having Negative Net worth shall not be eligible for registration in PDIL.

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

###### **A) Submission of application form in Hard copy :**

- i. To apply for enlistment / enhancement / revalidation / shifting of Works, vendors shall visit PDIL web site [www.pdilin.com](http://www.pdilin.com) and download the Vendor Appraisal form and submit their application offline as per instructions mentioned hereinafter.

Any online application / request for enlistment / enhancement / revalidation shall not be considered.

- ii. Filled in Vendor Appraisal Form along with necessary enclosures including the vendor registration fee as mentioned in Annexure - III 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 / enhancement / shifting of Works 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:

Sl. No.	Major Category / Discipline
1.0	Mechanical Items (Pressure 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 Engineering Items
9.0	Civil Engineering Items
10.0	Customs Clearance & Transportation Items
11.0	New Item

- iii) Enlistment / Enhancement of Suppliers shall only be considered for the items as mentioned under the 'Index of categories as per PDIL master list (annexure-1)' displayed on PDIL website. Supplier shall select the concerned item group and within that. If supplier's item does not exist then Supplier to request for New Item.
- iv) Vendor has to submit separate Works Assessment fee for separate Works.
- v) In case vendor requests for enlistment in different category belonging to different discipline then vendor has to submit separate processing fee also.
- vi) Expenses incurred during the Works Assessment like accommodation and travel shall be borne by vendor.
- vii) Processing charges as displayed on website does not cover cost towards witness of any destructive/ non- destructive testing and / or demonstration of capability.

For such cases, Third Party Inspection charges, as per prevalent rates of PDIL, shall be applicable. Other charges (travel, lodging, etc.) shall also be borne by the supplier.

- viii) In case of rejection of application for any reason, at any stage of processing, charges once paid shall not be refunded under any circumstances.

Supplier may apply afresh after addressing all previous concerns. Further, it may be noted that, processing charges paid earlier, shall neither be refunded nor adjusted.

- ix) In case of any change with respect to works location, enquiry address, product design, change in management etc., prompt information shall be furnished to PDIL for further necessary action with all documentary evidences.
- x) Considering the fact that the enlistment is works location specific only, cases of "shifting of works" shall be dealt as a new case.
- xi) Whenever, name of a supplier has been changed due to internal management decision, acquisition of entities, merger or demerger of the companies, supplier shall submit their request to PDIL, along with relevant legal documents (establishing the relation).

Additionally, supplier shall submit an undertaking stating no change in operations, manpower, machinery and location w.r.t. company name change.

- xii) In case of "name change", where no link is established by means of any statutory documents between the enlisted company and the new company or through other legal documents, such cases shall be treated as fresh enlistment.
- xiii) Request for registration shall be entertained only from direct supplier / manufacturers, Traders / Stockist. Request from agents / representatives shall be rejected & plea for refund of fee etc. shall not be entertained.
- xiv) Vendor may be apprised during the interim period about his status of application, if necessary.
- xv) 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.
- xvi) After completion of document review, work assessment (as applicable), the case shall be taken up for approval by competent authority.
- xvii) Registration certificate shall be issued to all suitable vendor(s) after finalization by PDIL. The validity of the Registration certificate shall be for a period of 5 years.
- xviii) No application request shall be entertained without Processing / Work assessment / Revalidation Fee as applicable.
- xix) 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.

- xx) It will be responsibility of Vendor to update PDIL about change of addresses, phone, fax, e-mail etc.
- xxi) 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.
- xxii) Enlistment shall be for the purpose of inclusion of supplier's name in PDIL" Master Vendor List (MVL) and shall in no way guarantee regular issue of purchase enquiries / orders.
- xxiii) PDIL shall not be held responsible for rejection of application due to misleading or false information made by the supplier.
- xxiv) PDIL enlistment / application processing is not a matter of Legal Right to any supplier. Applications shall be processed at the discretion of PDIL as per merit of the case.
- xxv) In case of any dispute, the courts of Delhi shall have exclusive jurisdiction.
- xxvi) Applicant shall submit essentially (a) a soft copy (Pen drive) as well as in (b) hard copy i.e. one complete set of documents comprising of application along with processing fee / and Works assessment 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).
- xxvii) All correspondences shall be addressed to HOD, Material Management Department, PDIL, NOIDA.

#### **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)
- iv) Fee structure (Annexure-3)

**NOTE: FEE MENTIONED AT ANNEXURE – 3 SHALL BE APPLICABLE  
W.E.F. 01.08.2023**