

**APPLICATION FORM FOR
VENDOR REGISTRATION/ UPDATION
AS
“SUPPLIER/SERVICE PROVIDER”
IN
DIFFERENT UNITS i.e.
OSCOM/CHAVARA/MK/RED&
CORPORATE OFFICE, MUMBAI
OF
IREL (INDIA) LIMITED
(Formerly INDIAN RARE EARTHS LIMITED),**



Applications to be submitted for registration to respective units / HO as per contact details detailed in Annexure-III:

In- charge Purchase,
IREL (India) Limited,
A Govt. of India Undertaking
Unit Name: _____

Address : _____

Please visit us at our website : <http://irel.co.in> or <https://eprocure.gov.in/epublish/app>
EMPANELMENT NOTICE

Sub: Request For Empanelment (RFE) for New Registration / Up-dation of Suppliers / Contractors list towards execution of supplies/ servicesat IREL (India) Ltd (Formerly Indian Rare Earths Limited)

IREL (India) Ltd (Formerly Indian Rare Earths limited) is in the process of inducting new competent Suppliers/Service Providers through a Vendor Registration process with an aim to identify and register quality, reliable and cost effective Suppliers/ Service Providers. We are maintaining a list of registered suppliers for the different materials being sourced and their performance is also monitored on regular basis.The vendor registration programme shall be open throughout the year and prospective contractors can apply for registration to enable them execute the supplies/ services.

It may please be noted that the registered vendors shall be eligible for participation in the LIMITED TENDERS for the supplies/services against which they have been found to be suitable and confirmed by IREL(India) Ltd as a registered Supplier/ Service Provider. Further, for items valuing below Rs 2.00 Lakhs, sealed tenders shall be invited from the eligible parties and beyond Rs 2.00 Lakhs, vendors shall have to use e-procurement portal www.mstcecommerce.com/eprochrome/irelor any other portal as notified by us for submission of their offer therein. It may please be noted that for participation in e-tendering event, MSTC is presently charging transaction fees per event to the vendors which is being subsequently refunded back by IREL.

Special attention is hereby drawn on Micro & Small Enterprises(MSE's) & MSE's owned by SC/ST, Women Entrepreneurs and Start-up's for active participation in the Vendor Registration programme in view of our commitment to adherence of Public Procurement Policy for MSEs Order,2012.

Interested parties are requested to visit our website <http://irel.co.in>for downloadable Vendors Registration Form. Application complete in all respects is to be submitted in a sealed envelope clearly superscribed as "**APPLICATION FOR VENDOR REGISTRATION AS A SUPPLIER/ SERVICE PROVIDER**" and it is to be sent vide Post/ Courier addressed to I/C purchase of respective Units.PI. refer Annexure-III for Contact details.

It may please be noted that no fee is payable for Vendor registration purpose.

Rules and criteria for qualification may be changed or added to as necessary for thequalification assessment for a particular purchase/works/project group. IREL keeps the right to undertake further pre-tender qualification to identify suitabletenderers for a particular tender list.Registration shall be accorded for a period of three years. Thereafter registration shall be regularly "Revalidated" before the expiry of validity period.

IREL reserves the right to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of IREL, in respect of registration of parties for various categories of supplies/ works shall be final & binding on all concerned.Incomplete applications/applications without support of documentary evidences are likely to be rejected.

PI. refer Annexure-III for contact details in case of any queries.

I/C(Purchase)

Section-1

GUIDELINES, TERMS & CONDITIONS FOR REGISTRATION AS A SUPPLIER

For participating in IREL tendering towards supply of goods or services, it is essential for the vendors to get themselves registered. The Notice Inviting Tender (NIT) documents shall be issued only to the vendors registered for the category for which NIT is issued. Mere registering as a vendor does not entitle the registered entity towards any claim for award of work/purchase order.

1. Vendors must submit all necessary information / documents in support of their qualification for registration as per the "Vendor Registration Form" specified in the Annexure-I.
2. Only Correct / relevant information / data have to be furnished at appropriate places along with relevant self attested supporting documents. Any vendor provides false information or grossly inaccurate or forged documents will be disqualified for consideration of registration.
3. The applicant should make sure before applying for a particular type of Category, that he meets the prescribed criteria for that type of supply / service.
4. Certificates such as "Registration of firms", GST & Income tax clearance, partnership deed, etc. should be in standard format only and it should be issued by the appropriate authority. Dealership certificate should be valid during the period of scrutiny.
5. The registration only qualifies a particular vendor for consideration of participating in the case of limited tender for the particular category for which the vendor is registered. However, this will not give any claim to the party for award of for supply of material/ carrying out contract works.
6. A team of officials representing Purchase, Finance, and Indenting Department of IREL may visit your facility, if required before your enlistment.
7. Once selected as vendor, you shall promptly reply to our enquires, execute order as per the order terms and keep us informed of new product / developments / innovative ideas that shall help reduce cost and improve quality, reliability etc.
8. Tendering system is adopted for procurement of goods / services. The types of tendering done are Global Tender /Public tender / Limited Tender / Single Tender. E- Tendering is presently being done through MSTC e-portal www.mstcecommerce.com /eprochrome/irel as per Ministry of Finance guidelines.
10. Vendors will be evaluated yearly on scale of 100 considering the following criteria: Response to enquiries 30%, Promptness of delivery 30% and Quality of goods & services 40%. Vendors scoring less than 60% in two consecutive years will be deleted from vendor list. In addition to the above your GST compliance rating will also be considered.
11. Any failure by the vendor to execute the contract as per order may result in black listing of vendors name from approved list of vendors. Vendor's failure to participate in bids shall be viewed seriously and three consecutive failures may lead to their disqualification form the vendor list.
12. The Vendor must have experience of executed supplies as stated against the respective Categories. In case of New Entrants not having previous experience, they can be considered with the condition that their supplies / works will be subject to 100% inspection and Registration for them will initially be done for one year and renewal is subject to satisfactory Vendor Performance.
13. We shall identify and approve deletion of non-responsive/ inactive suppliers as per following criteria:
 - not quoted in last Three (3) consecutive tender enquiries
 - no longer manufactures/ supplies the material
 - has been liquidated/ closed down its operations

In order to delist a Registered Supplier, a 'show-cause notice' shall be issued by IREL to the supplier giving a notice period of 15 days briefly mentioning the facts for deletion. Depending on the reply/ no reply in 15 days, IREL shall take the decision. Supplier's request for re-registration shall be entertained only after one year from the date of deletion from material code(s)/ item(s).

UNDERTAKING TO BE FILLED IN BY VENDOR APPLYING FOR VENDOR REGISTRATION

Ref No.: _____

Dated: _____

To

**I/C Purchase,
IREL (INDIA) LIMITED,**

_____.

Sir,

We are very much interested in registering ourselves with you as "Service Provider"/ "Contractor". We have gone through all the conditions/ details in your prescribed format for the purpose. We agree to all your terms & conditions in this regard.

We have filled in all the data /particulars in the format and have submitted necessary copies of documents. We also certify that the all the information furnished are true and correct to the best of our knowledge. We also agree that if on verification, any data/information are found to be false, IREL reserves the right not to consider our offer for registration or blacklist us if already registered. We, also undertake to produce the document/certificates in "original" for verification as and when required by IREL.

We, now, request your good self to kindly consider us for the above registration.

**Thanking you,
Yours sincerely,**

(Signature of the Party with name and office seal)

VENDOR REGISTRATION FORM

(Applicants need to comply with the requirements of the registration process. The information/documents furnished will be treated in strict confidence.)

Instructions for filling the Registration Form

- All columns in the Registration Form are to be duly filled up. Indicate, 'NIL' / 'Not Applicable', wherever details are not available or not relevant respectively. All sheets of the Registration Form are to be signed & stamped
- Expeditious furnishing of any clarification/ information required during registration to be ensured, failure of which may affect the registration process. Purchase Order/ Work Order/ Service Contract copies/ Experience certificates/ Test certificates or any other required document can be sent for verification to the concerned issuing authority. Registration will be liable to be cancelled if any document is found to be fake/ false/ forged on verification. Submission of fake/ false/ forged documents will invite action by IREL
- Just submission of supplier registration form does not mean automatic registration. Registration shall be done, after due evaluation and will be intimated accordingly.
- Organizational soundness, Financial status and Technical Competency of the Vendors shall be evaluated for shortlisting them as a Registered Vendor.
- IREL (INDIA) Ltd at its option can exempt the MSE's from the Pre-Qualification requirement w.r.t prior turnover/ technical competency. Prior turnover and prior experience shall not be required for all Startups [whether Micro & Small Enterprises (MSEs) or otherwise] subject to their meeting the quality and technical specifications as per our requirement.
- All columns to be filled in by the Company and submitted along with all necessary documents/ credentials/ copies of the certificates etc. as detailed in **Annexure-II**. Any other relevant information in support of registration may be volunteered by the applicant. All pages may be signed in ink with stamp by the authorized representative of the company in that behalf with the every declaration that document/ information furnished is true and valid for the duration of the registration and in case there are any changes/ variation, the same shall be immediately brought to the notice of IREL.

VENDOR REGISTRATION FORM

Category Code(s) for which Vendor Registration is requested (Pl. download from the website):

Unit	OSCOM	CHAVARA	MK	RED	HO
Code(s)					

(No request for registration shall be considered for the Category for which documents in support of the past credentials are not made available while submitting applications)

ORGANISATIONAL PROFILE

1.0 ORGANISATIONAL INFORMATION						
1.1*	NAME OF THE FIRM/ COMPANY TO BE REGISTERED					
1.2*	REGISTERED OFFICE ADDRESS					
	Contact Person					
	Tel. Landline	Mobile No.	Email	Website		
1.3	DETAILS OF WORK FACILITIES					
	ADDRESS					
	Contact Person					
Tel. Landline	Mobile No.	Email				
1.4*	OWNERSHIP INFORMATION : (Tick as applicable)	Govt. Of India Undertaking / State Govt. Undertaking/ Public Limited Company / Private Limited Company/ One Person Company/ Limited Liability Partnership/ Partnership Firm / Proprietorship/ Co-Operative Society/ Trust/ Others (Please Specify)				
1.5*	Nature of Business (Tick as applicable)	Manufacturer/ Dealer/ Trader/ Distributor/ Stockiest/ Channel Partner/ Indian Sales Office/ Subsidiary of Registered foreign supplier/ Indian Agents/ Service Provider				
1.6*	Year of commencement of Business(attach relevant documents)					
1.7 REGISTRATION PARTICULARS (COPY OF RELEVANT DOCUMENTS TO BE ATTACHED)						
1.7.1	Permanent Account No. (PAN)					
1.7.2	GSTIN (Applicable/ exempted)					
1.7.3	GSTIN (Copy of Registration Certificate to be submitted)					
1.7.4*	Whether Company is Micro/ Small Enterprise (MSE) Category					Yes/ No
1.7.5	Category as per extant MSME Act					(Micro/ Small/ Medium)
1.7.6	MSE Ownership (Tick as applicable)					SC/ ST/ Women Entrepreneur
1.7.7*	Vendor to confirm if they are registered in GEM portal (Tick as applicable)					Yes/ No
1.7.8*	MSE to confirm if they are registered in TreDS platform (Tick as applicable)					Yes/ No
1.7.9*	Whether registered with either of the Four Units of IREL (INDIA) Ltd. (Tick as applicable)					<input checked="" type="checkbox"/> OSCOM/ <input checked="" type="checkbox"/> CHAVARA UNIT/ <input checked="" type="checkbox"/> MANAVALKURUCHI UNIT/ <input checked="" type="checkbox"/> RED UNIT
1.7.10*	Whether approved by any Central Govt/ State Government/ Public Sector Undertakings / reputed Private Organisations for similar items, for which registration is sought?					YES/ NO

1.7.11	Whether Supplier/ Service provider is a Start-up Enterprise	YES/ NO
1.7.12*	ISO certifications	<ul style="list-style-type: none"> • ISO 9001 Certified/ • ISO 14000 Certified/ • OHSAS 18000 Certified
1.7.13	Registration Particulars for Service Providers	EPF/ ESIC/ CONTRACT LABOUR (R&A) REGISTRATION NO. / ELECTRICAL CONTRACTOR LICENSE
1.7.14*	Whether the company is under litigation/ arbitration cases during last 5 years	Yes/ No.
1.7.15*	Whether the Company has been delisted/ debarred from business with any similar company in India, and the reasons thereof	Yes/ No.

TECHNICAL COMPETENCY

2.1*	Details of supplies/ works of similar nature executed during last three years(preceding the current Calendar year)	Documents to be submitted as per Annexure-II
2.2*	Manpower details	
2.3*	Quality Control/ Inspection facilities	
2.4	List of your major Customers with contact address	
2.5*	Readiness for participation in e-tendering/ procurement	

FINANCIAL SOUNDNESS

3.1*	Annual Turnover and Profit/ Loss in the past 3 years(preceding the current Calendar year)	Documents to be submitted as per Annexure-II
3.2*	Bank Details	
3.3	Bank Solvency	
3.4	List of the names of Owners/ Partners/ Promoters/ Directors	
3.5	List of the names & addresses of all associates, subsidiary & Holding company	

* ***The information is to be mandatorily submitted.***

Declaration:

I /We declare and confirm that all information and attachments submitted in this application are true and correct. I/We are aware that any false information provided herein will result in the rejection of my/our application and cancellation of any registration granted.

Place :

Date:

Signature with Name & Designation

Official Seal of the Company

ANNEXURE-II

DOCUMENTS TO BE SUBMITTED IN SUPPORT OF DETAILS FURNISHED IN ANNEXURE-I

Relevant Sl No. of Annexure-I	Particulars	Documents to be furnished
1.4	Ownership Information	
	Public Limited Company / Private Limited Company / One Person Company	Memorandum of Association, Articles of Association and Certificate of Incorporation
	Limited Liability Partnership	Memorandum of Association, Articles of Association, LLP partnership agreement, Certificate of Incorporation (LLPIN)
	Partnership Firm	Registered Partnership Deed duly signed by Registrar of Firms
	Proprietorship	Profession Tax Regn./ Municipal Regn/ PAN of Firm (Proprietor)
	Co-Operative Society	Certificate of Registration of society issued by Registrar of Societies along with its Society Rules and Bye Laws (as per Extant Act)
	Trust	Registered Trust Deed
	Others (please specify)	Attach a copy of the relevant Statutory document
1.5	Nature of Business	Non-Manufacturer needs to submit an Authorization Certificate, clearly indicating the validity period as well as rights granted by respective OEMs to them i.e. to negotiate/ quote/ supply/ after sales service etc. in line with scope matrix submitted
1.7.4 to 1.7.5	MSE Ownership	<ul style="list-style-type: none"> ➢ Udyog Aadhaar Memorandum & Acknowledgement ➢ Valid NSIC Certificate ➢ Entrepreneurs Memorandum part II (EM II) certificate (deemed validity of 5 years)
1.7.6	SC/ ST MSE	<ul style="list-style-type: none"> ➢ Proprietor: SC/ ST Certificate () ➢ Partnership Firm: SC/ ST Certificate of partners holding 51% shares & above () ➢ Limited Company: SC/ ST Certificate of Directors/ Owners holding 51% shares & above ()
1.7.9	Registration with IREL	Copy of Registration Certificate to be enclosed
1.7.10	Registration as a approved Vendor in any Central Govt/ State Govt/ Public Sector Undertakings / reputed Private Organisations	Copy of Valid Registration Certificate for similar supplies/ jobs to be enclosed
1.7.11	Start-up Enterprise	Startups are required to submit requisite certificate towards Startup enterprise registration issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and notary public with legible stamp.
1.7.12	ISO Certifications	Copies of valid certificates in proof of being ISO 9001 Certified/ ISO 14000 Certified/ OHSAS 18000 Certified to be submitted
1.7.13	Registration particulars for Service Providers	<ul style="list-style-type: none"> ➢ E.P.F. REGISTRATION No. ➢ E.S.I. CODE NO. ➢ CONTRACT LABOUR (R&A) REGISTRATION NO. ➢ ELECTRICAL CONTRACT LICENSE NO. FOR MV /HV/ EHV ISSUED BY LICENSING AUTHORITY (IN CASE OF ELECTRICAL CONTRACTORS)
1.7.14	Pending litigation/ arbitration cases during last Five years	If yes, details to be furnished in a separate sheet.
1.7.15	Delisting/ debarment from doing business by any	If yes, details to be furnished in a separate sheet.

	company	
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2.1 Experience List:

For SUPPLIERS

Copy of orders executed during last Three years (preceding the current Calendar year) to be submitted along with the performance certificate issued, if any. For each of the items for which registration is sought, at least one Order to be enclosed along with application. In case of space limitation, pl. enclose Annexures and also enclose Catalogues wherever applicable.

List of Present Customers	Name and Item Category No. of the item/equipment (for which registration has been sought) and for which Order(s) has been executed to	Specify the Capacity/size of the equipment wherever applicable

For SERVICE PROVIDERS

Copy of work order(s)/ Service Contract(s) executed during last Three years (preceding the current Calendar year) to be submitted along with the performance certificate issued, if any. For each of the items for which registration is sought, at least one Order to be enclosed along with application. In case of space limitation, pl. enclose Annexures and also enclose Catalogues wherever applicable.

SL NO.	NAME OF THE WORK	CLIENT'S NAME	VALUE OF THE WORK CONTRACT/	DATE OF STARTING	ACTUAL DATE OF COMPLETION OF WORK/ DELIVERY DATE	DATE OF COMPLETION AS PER CONTRACT	REMARKS

NOTE : PLEASE ATTACH SEPARATE SHEETS, IF SPACE AVAILABLE IS INADEQUATE.

Relevant Sl No. of Annexure-I	Particulars	Documents/ Details to be furnished
2.2	Manpower details	Total Organisation Strength

		Resident Managers/Resident Engineers	Nos.
		Site Engineers (Erection & Commissioning)	Nos.
		Site Safety Co-ordinators / Site Supervisors	Nos.
		Skilled Workmen	Nos.
		Unskilled Workmen	Nos.
2.3	Quality Control/ Inspection facilities	Please enclose the Organisation chart of your Quality Control/ Inspection Dept and R & D facilities in a separate sheet.	
		How do you get your test equipment & measuring instruments recalibrated?	In-house facility / Out-source

2.3.1 Quality Control/Inspection/ Lab. Facilities: (pl. furnish details as per Table given below)

Sl. No	Description	Capacity	Make	Frequency of calibration	Date of last calibration

2.4 List of your major Customers with contact address

Sl No.	Name of the Client/ Customer	Contact Details (Address, Phone nos, Email etc)	Brief description of the Supplies/ Jobs executed

3.1 Annual Turnover & Profit/ Loss details of 3 years:

Year	2015-16*	2016-17*	2017-18*
Annual Sales excluding other income (Rs. Lakhs)			
Profit Before Tax (PBT) (Rs. Lakhs)			

* Pl. attach audited financial statements/ IT Returns, as applicable, for the past three financial years preceding the year of submission of the application form.

3.2 Bank Details

The following information of Bank Account of the Company is to be submitted	
1. Name of the Company	
2. Name of Bank	
3. Name of Bank Branch	
4. City/Place	
5. Account Number	
6. Account type	
7. IFSC code of the Bank Branch	
8. MICR Code of the Bank Branch	

3.3 Bank Solvency: Current year solvency certificate about turnover of transaction and financial capacity to be submitted (Enclose attested copy by Issuing Bank/ Notarised Copy)

3.4 List of the names of Owners/ Partners/ Promoters/ Directors: (as per Table Given below)

DETAILS OF DIRECTORS IN CASE OF PRIVATE LTD., ONE PERSON COMPANY, PUBLIC LTD. AND PARTNERS IN CASE OF LIMITED LIABILITY PARTNERSHIP/ PARTNERSHIP FIRMS, OFFICE BEARERS IN CASE OF CO-OPERATIVE SOCIETY, TRUSTEES IN CASE OF TRUST, PROPRIETOR IN CASE OF PROPRIETORSHIP FIRM, Karta of HUF:

Name	Gender (male/ Female)	% share of ownership	SC/ST (Y/N)	DIN No. (If applicable)

3.5 List of names & addresses of all associates, subsidiary & Holding company

Name	Addresses of all associates, subsidiary & Holding company

Vendors are requested to take a Print out of the Vendor Registration Form. Duly filled application form along with one set of copies of all required documents to be sent to the **LOCATION SELECTED based on category of codes** ([Click here for selection of codes](#)) to those units only wherein Vendor seeks enlistment.

Location	Address
OSCOM	DGM(Purchase) IREL (India) Limited, OSCOM, PO-Matikhalo, Dist:-Ganjam, Odisha-761045. Phone number: 06811 257890 to 95 Extn :146/150 / 171/175 , 06811- 257768 Email: purchase-os@irel.co.in
CHAVARA	DGM(Commercial), IREL (India) Limited, Chavara, Kerala -691584 Phone No : 0476-2081444/ 0476-2683288 E-mail :purchase-ch@irel.co.in
MK	CM (Purchase), IREL (India) Limited, Manavalakurichi Kanyakumar Dist., Tamil Nadu -629 252. Phone number :04651-200402,04615-237255 to 258 E-Mail :purchase-mk@irel.co.in
RED, ALUVA	CM(Purchase) IREL (India) Limited, Rare Earths Division Udyogamandal – 683 501 Phone No. :0484-2545199 E-Mail :purchase-red@irel.co.in

For Corporate office, Mumbai duly filled application form along with one set of copies of all required documents to be sent to the IREL, HO for Vendor enlistment for the list of category codes given below.

**CATEGORY CODES OF ITEMS/ JOBS FOR REGISTRATION AT CORPORATE OFFICE, IREL
(INDIA) LIMITED, MUMBAI**

1030	AIR CONDITIONERS & WATER PURIFIERS
27001	COMPUTERS, LAPTOPS, PRINTERS, PHOTO COPIERS, SCANNERS & FAX MACHINE, AUDIO-VISUAL EQUIPMENTS- PA SYSTEM/ PROJECTORS, LED/LCD DISPLAY PANELS ETC.
27002	OFFICE EQUIPMENT
27003	COMPUTER STATIONERY and CONSUMABLES
27005	VIDEO SURVEILLANCE SYSTEM INCLUDING CAMERAS
29002	UNIFORM CLOTH, SAREES
30001	OFFICE FURNITURE
30002	STATIONERY ITEMS
30003	PRINTING ITEMS & BINDING ITEMS
35003	ADVERTISING AGENCY FOR PUBLICATION OF TENDER NOTICE IN DIFFERENT NEWS PAPER
35048	REASSESSMENT AND CERTIFICATION OF QMS/ IMS
35057	AMC FOR AIR CONDITIONERS
35059	AMC FOR BIOMETRIC FINGER ATTENDANCE PUNCHING MACHINE
35060	AMC FOR DIGITAL PHOTOCOPIER MACHINE
35066	AMC FOR MAINTENANCE OF COMPUTERS, PRINTERS, PERIPHERALS AND LAN
35074	AMC FOR WATER COOLERS / PURIFIERS
35080	ENGAGEMENT OF INTERNAL AUDITORS
35084	AMC for ELECTRICAL REPAIRS i.e. LIGHTING CIRCUITS, LIGHT FITTINGS, FANS ETC IN THE OFFICE AND IN THE OFFICE QUARTERS
35085	AMC FOR MISCELLANEOUS CIVIL, CARPENTRY, PLUMBING ETC. AT OFFICE AND OFFICE QUARTERS.
35086	AMC FOR PEST CONTROL
35087	AMC FOR HOUSE KEEPING SERVICES
35088	REPAIRS AND PAINTING OF RESIDENTIAL QUARTERS
35089	AMC FIRE EXTINGUISHERS

Address :IREL , HO

General Manager (Projects) & I/C Purchase
IREL (India) Limited,
Plot No. 1207, ECIL Bldg,
Veer Savarkar Marg, Opp. Siddhivinayak Temple,
Prabhadevi, Mumbai-400 028
Phone: 022 24211630
Fax: 022-24220236, 24301706
Email: purchase-ho@irel.co.in