

INTER PLANT STANDARD – STEEL INDUSTRY		
 IPSS	VENDOR REGISTRATION & RENEWAL	IPSS: 3-01-001-18 (Third Revision)
	Corresponding Indian Standard does not exist	Formerly: IPSS:3-01-001-06 (Part A, B &C) (Second Revision)

0. FOREWORD

- 0.1 This Inter Plant Standard was prepared by the Standards Committee on Materials Management, IPSS 3:1 with the active participation of representatives of Indian Steel Industry (SAIL, RINL, Tata Steel, JSPL) and also organizations (Mecon, Dastur & Co.) associated with steel industry. It was adopted in January, 2018.
- 0.2 This standard was first published in 1993, first revision done in 2001 and second revision done in February, 2006.

In the present revision, the standard, which was earlier sub-divided into three parts (Part-A, Part-B and Part-C) has been merged into a single document for ease of reference. The standard stresses online submission of application / details from prospective vendors and to the extent feasible, processing of vendors' applications for registration / renewal is also envisaged through online mode.

- 0.3 The reviewed Standard details the key elements / data-fields to be used in the online module on the vendor registration / renewal portal. Manual formats used earlier are therefore discontinued. Care has been taken to reflect the process changes brought in by increasing use of technology & online modules in the field of materials management.

In the event of any legal dispute related to the interpretation of any particular clauses, the provisions stated in the relevant statute or Act or Government Order, in vogue, shall be considered as authentic. This document has the status of only a reference document and not a legal document.

1. **SCOPE**

- 1.1 This Inter Plant Standard aims at providing objective and step-wise guidance in vendor registration & renewal process in steel plants. Its objective is also to reflect the process changes brought in by increasing use of technology & online modules in the field of materials management.
- 1.2 The Standard is mandatory for SAIL. Organizations other than SAIL may adopt to suit their requirement.

2. **Terminology used in this Standard:**

- 2.1 **Vendor Master**: Structured arrangement of all vendors with due mapping of supply or service categories and other details in computer database.
- 2.2 **SOP**: Standard Operating Practice for an activity
- 2.3 **DRO**: Direct Reporting Officer
- 2.4 **HOMM**: Head of Materials Management of Plant / Unit
- 2.5 **Lead Plant**: A plant / unit entrusted with processing & disposal of vendors' applications for regular registration or renewal as the case may be, along with maintenance & updation of Vendor Master on behalf of the Company.
- 2.6 **MIS**: Management Information System
- 2.7 **Vendor Registration Committee (VRC)**: An inter-plant standing committee entrusted with processing of all applications for vendor registration & renewal. HOMM of the Lead Plant will be the ex-officio Chairman of the VRC and functionaries of vendor cell, if any at each plant / unit will be ex-

officio members of the VRC. In the absence of vendor cell, HOMM of each plant / unit may nominate member / alternate member for VRC. Convener of VRC may be nominated by the HOMM of the Lead Plant.

- 2.8 **Capacity Assessment**: A process of due diligence normally followed by Company to assess the technical, financial, manufacturing, testing facilities, etc. of a vendor, based on its application submitted to the Company. The capacity assessment can be carried out the Company by engaging its own officials or by engaging a Third Party, as found feasible. The Company may even decide to register a vendor without capacity assessment for operational reasons.
- 2.9 **Registration Certificate**: A document containing the details of the vendor with Vendor Code and the items / services with Item / Service Code(s) for which Limited Tender Enquiry (LTE) may be issued to it by any plant/unit of the Company. The certificate may be issued – online or offline as decided by the Company - under the signature of HOMM of the Lead Plant and shall specify the period of its validity. For practical reasons of data management and MIS, validity of such certificate may be kept co-terminus with the last date of a Financial Quarter in which the certificate expires.
- 2.10 **Regular / New Registration**: First time issue of Registration Certificate to a vendor. Regular / new registration of a vendor may be done with or without capacity assessment and after submission of specified fees, if any.
- 2.11 **Provisional Registration**: Creation / recommending creation of specific vendor code for a vendor in the vendor master on limited period basis (maximum up to one year) for case-specific purpose e.g. issuance of tender enquiry. Any action for registering a vendor on provisional basis will be taken at respective plant / unit level with the approval of HOMM of the plant / unit and information to this effect will be given to the Lead Plant (central agency) for registering the vendor as a regular one. Provisionally registered vendor(s) shall be de-registered in case they fail to complete the process of

regular / new registration within specified time-frame as decided by the Company.

- 2.12 **Deemed Registration:** Creation of specific vendor code for reputed manufacturers (industry leaders) and all Government establishments / enterprises, which on their own may not take initiative to get registered as regular / new vendor with the Company. No capacity assessment and application fees shall be required in such cases. Deemed registration may be done with permanent validity and without issuing a Registration Certificate. However, details of product range of such vendors may be obtained by the Lead Plant and shared with all plants / units.
- 2.13 **Renewal of registration:** Issue of fresh Registration Certificate with extension of validity period only but without any other material change viz. with the same details of the vendor or the items / services for which the registration certificate was issued originally. Renewal of registration may be with or without payment of any fees as decided by the Company and shall be done provided there is no adverse report on the performance of the vendor as assessed by the Company during the validity of registration. However, while processing for renewal of registration, the Company may do fresh capacity assessment of the vendor.
- 2.14 **Re-registration:** Issue of fresh Registration Certificate when any material change is reported w.r.t. the details of the vendor or the items / services for which the registration certificate was issued originally. Re-registration may be with or without payment of any fees as decided by the Company. Change in name of a firm due to mergers and acquisitions, etc. shall be treated as re-registration. In such cases, the regular registration shall be transferred in the name of the new firm duly supported by a Certificate from the Registrar of Companies incorporating change in the name of the Company. Inclusion of additional items / services shall also be treated as re-registration.

2.15 **De-registration:** Flagging of a vendor in Vendor Master & blocking the issuance of tender enquiry during the validity period of Registration Certificate. Adverse performance of the vendor as assessed by the Company shall be the basis for de-registration and due intimation / mail-communication shall be sent to the vendor.

3. PROCEDURAL GUIDELINES

- 3.1 Online system for central vendor registration may be adopted at Company level wherein a central agency (Lead Plant) will scrutinize the data / information submitted by the vendor and take decisions regarding further processing of the application.
- 3.2 Requisite data / information as applicable for registration / renewal will be collected / processed as per **Annexure-I and Annexure-II**. Online application for renewal of registration shall be made by a registered vendor at least a Quarter before the expiry of the validity. Advance intimation may be e-mailed to the vendor by the Company in this regard.
- 3.3 Regular registration of a vendor may be done with or without capacity assessment and after submission of specified fees, if any. Some factors for waiver of capacity assessment may be considered as:
 - a) ISO certifications for particular category of items / services
 - b) BIS license holders.
 - c) Feedback on quality / past performance of the vendor from HOMM of other plants / units in Indian Steel Industry
- 3.4 Third party engagement for capacity assessment of vendors may be adopted to the extent feasible as decided by the Vendor Registration Committee (VRC). Sustainability issues, environmental factors, safety aspects practiced by a vendor may also be checked based on ISO or relevant certificates.

- 3.5 Capacity assessment report shall be submitted to the Convener of the VRC, who will convene the VRC latest within one month of submission of report. The VRC shall deliberate on the same and record its recommendation as one of the following:
 - a) Issue of Registration Certificate to the vendor for specified Item / Service categories
 - b) Need for re-assessing the capacity of the vendor for recorded reasons
 - c) Refusal of registration / renewal of the vendor for recorded reasons
- 3.6 The recommendation of VRC shall be put up to Chief Executive of the Lead Plant for approval.
- 3.7 The outcome of any application of vendor must be informed to the vendor within specified time schedule. The process must be completed within maximum 6 months and outcome (acceptance or rejection) should be communicated to the vendor.
- 3.8 Registration / Renewal Certificate and other intimations may be issued as per specified Performa as indicated in **Annexure-III to Annexure-V**.
- 3.9 The existing list of registered vendors / vendor database may be updated / augmented periodically as decided by the Company. Non-responsive, non-active vendors should be deleted from the vendor database with due intimation to such vendors.
- 3.10 Any action for registering a vendor on provisional basis will be taken at respective plant / unit level and information to this effect will be given to the central agency for registering the vendor as a regular one.
- 3.11 Centralized Vendor Master of a Company should be available to all Purchasing / Contracting depts. across plants / units of the Company within a specified time-frame as decided by the Company.

- 3.12 Steel industry may explore to have a common vendor database / vendor directory for greater convenience and use.

3.13 Validity Period and Fees for Registration / Renewal:

Registration type	Validity period of RC	Fees (in USD for foreign vendors and in INR for indigenous vendors)	Remarks
Deemed Registration	Permanent validity	NIL	
Provisional Registration	Temporary validity for specified period, generally not exceeding a Financial Quarter (except for those vendors as given in Remarks column)	NIL	Vendors whose techno-commercial bid against Open / Global tender was found to be acceptable by the Company shall automatically qualify for provisional registration for one year
Regular / New Registration	Manufacturers: Max. 5 years Authorized Dealers / Channel Partners: Max. 3 years limited up to the validity period of dealership Traders: Max. 2 years	As decided by the Company	*Capacity assessment to be done as per the decision of VRC *Validity period may be rounded off to the last date of the Financial Quarter, as the case may be.
Re-registration	Same as regular / new registration	Same as regular / new registration	
Renewal of registration	Same as regular / new registration	NIL	

3.13 General Notes:

- a) Online / internet searches should be made by the Purchasing / Contracting Depts. for enhancement of vendor base especially for the items / services in which sufficient no. of vendors are not registered with the Company.
- b) Periodically, as decided by the Company, open tender advertisement(s) may also be published on the Company's portal inviting applications from the intending vendors.
- c) The list of vendors with whom business dealings have been suspended or banned as per the laid down procedure of the Company shall be maintained on the Company's portal for ready reference and information of all plants / units.
- d) ***Notwithstanding the above guidelines on the centralized vendor registration and renewal, the same as a regular process in SAIL shall come into effect only after due approval of SAIL management. Until then the existing system in vogue at plant / unit shall continue to maintain the continuity of the registration & renewal process.***

ONLINE APPLICATION FOR VENDOR REGISTRATION

**(Registration / renewal of any vendor is need-based and Company reserves
the right to reject any application without assigning any reason)**

1. GENERAL INFORMATION**1.1 GENERAL**

Name of the firm/company _____

1.2 Address

STD Code: _____ Phone: _____ Fax: _____
E-mail: _____ Website: _____

Registered Office Address

STD Code: _____ Phone: _____ Fax: _____
E-mail: _____ Website: _____

1.3 Name & designation of Chief Executive / Director / Proprietor / Partners

1.3.1 Name & designation of contact person

Phone No. (Office) _____ (Residence) _____

Mobile No. _____

1.4 Constitution of the firm _____

(Public Ltd Co/Private Ltd Co/Partnership/Proprietorship/Joint Sector/
Cooperative)

Dropdown box

CIN: (Corporate Identity No.) in case Ltd. Company, etc.

LLA No. in case of Partnership firms:

Please enclose / upload:

- a) In case of Limited companies, an attested copy each of:
 - i) Memorandum of Articles of Association
 - ii) Certificate of Incorporation

 - b) In case of Partnership:
 - i) Attested copy of Partnership Deed

 - c) In case of Proprietorship/Joint Sector/Cooperative:
 - i) Attested copy of Registration Certificate
- 1.5 Statutory Registration (attested copies to be enclosed)
- 1.5.1 GSTIN _____ (State wise)
- a. GST registration: Normal / Composite.
 - b. Trade License:
 - c. Drug License: (If any)
 - d. Pollution Control clearance:
 - e. Excise & VAT details:
- (For the suppliers of the items where ED / VAT are still applicable)

1.5.2 UAM (Udyog Aadhar Memorandum) No _____

EM Part-2 (if applicable): _____

1.5.3 PAN _____

1.5.4 BIS License No_____

1.5.5 ISO details:

SERIES	NO.	CERTIFYING AGENCY	UNDER PROCESS / NOT CERTIFIED (if applicable)	REMARKS
ISO				
OHSAS				
TQM				
TPM				
SA-8000				

1.5.6 Start-up India details, If any:

1.5.7 Make in India (Local content):

2. **TECHNICAL**2.1 **If Manufacturer:**

2.1.1 Registration applied for:

Sl.No.	ITEM	CAPACITY
1.		
2.		

2.1.2 Are you an MSME unit? (Tick the appropriate box)

Dropdown box

2.1.3 Company status, SC/ST or General

Dropdown box2.2 **If authorized dealer / trader:**

2.2.1 Give name of items with which you are dealing _____

Please enclose attested copy of the Dealership Certificate with validity period

3. MANUFACTURING / QUALITY CONTROL/INSPECTION FACILITIES**3.1 MANUFACTURING FACILITY**

SL. No.	ITEM	SIZE/ CAPACITY	QUANTITY	REMARKS
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3.2 GIVE DETAILS OF MACHINERY ERECTED AND FUNCTIONING

SL. No.	DESCRIPTION	CAPACITY	MAKE	REMARKS
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3.3 TESTING FACILITIES**DETAILS OF TEST BED/INSTRUMENTS/APPARATUS FOR QUALITY
CONTROL AT STAGE INSPECTION AND FINAL INSPECTION**

SL. No.	ITEM	SPECIFICATION	QUANTITY	REMARKS
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4. FINANCIAL POSITION

- 4.1 Name and address of your bankers and account Nos. with MICR No.
 - 4.2 Balance sheet for the past three years (please attach)
 - 4.3 Profit & Loss statement for the past three years (please attach)
-
-

Year Turnover

5. REFERENCES OF YOUR MAJOR CUSTOMERS
(With Registration details)

- a) Govt.
- b) PSU
- c) Pvt. Sector

Declaration by the vendor

On behalf of M/s _____, I/We hereby undertake that at no stage of business our Company will resort to adopt any unethical means like offering bribes to your staff in lieu of getting business. Also, if any of your employees / representatives makes a demand which is unethical in nature, our Company would not succumb to such pressure and would immediately bring to notice of concerned authorities of the respective units.

I / we further understand that whenever called upon to do so by your Company , an “Integrity Pact” has to be signed by the Proprietor / Owner / Partner / Director of M/s _____ or by their duly Authorized Signatory. In case of failure to sign the Integrity Pact, I / we will disqualify in the tendering process.

On behalf of M/s _____, I/We hereby also declare that the Proprietor / Partner / Director of M/s _____ does not have any relationship / has relationship with the employee(s) or Director (s) working in your Company, the details of which has been disclosed in our online application.

Date:

Name:

Place:

Designation:

VERIFICATION

The information provided in the ONLINE APPLICATION is true to the best of my knowledge and belief. In case the same is found contrary, SAIL reserves the right to cancel the registration and also can take any other action as deemed fit.

Applicant

ONLINE APPLICATION FOR VENDOR RENEWAL

(Registration / Renewal of any vendor is need-based and Company reserves the right to reject any application without assigning any reason)

1. Original Registration Certificate Number & Date:-

(Scanned copy to be enclosed)

2. Any change in the production capacity/range

of products/additional facilities required/storage

facilities etc since last registration

(Yes / No) – Dropdown box to capture details

3. Constitutional change, if any, affected in

the name and style during the intervening

period since last registration

(Yes / No) – Dropdown box to capture details

supporting legal documents to be enclosed:

4. Whether renewal is desired for all the items

originally registered for or if any Item is to be

added / deleted (to be specifically mentioned):

Declaration by the vendor

Same as Annexure-I

Date:

Place:

Name:

Designation:

VERIFICATION

The information provided in the ONLINE APPLICATION is true to the best of my knowledge and belief. In case the same is found contrary, SAIL reserves the right to cancel the registration and also can take any other action as deemed fit.

Applicant

(Name of the Company with complete address)

M/s _____

_____**REGISTRATION CERTIFICATE**

We are pleased to register you as a Vendor of _____ (Plant/ Unit) for the item/items listed below:

Sl. No.	Category of Items	Remarks		
Regn No.	Supplier Code	Area Code	Status Code	Validity

- NOTE:**
- i) We may not necessarily send all our enquiries for these category of items as and when we are in the market. This registration does not guarantee award of contracts.
 - ii) We reserve the right to demand from you such sureties as may be necessary as an earnest of your fulfilling contracts/supply orders which we may award you.
 - iii) We may eliminate your name from our panel without assigning any reason.
 - iv) It shall be your responsibility to apply for renewal of Registration on payment of stipulated renewal fee and production of requisite documents 90 days in advance before expiry of Registration period to keep your name in the register of approved suppliers.

Date: _____

Head of Materials Management (of Lead Plant)
(On behalf of the Company)

Annexure-IV

(Name of the Plant/Unit with complete address)

M/s _____

Regn.No._____

Date _____

Supplier Code_____

Area Code_____

Status Code_____

ADDENDUM TO REGISTRATION CERTIFICATE

The following categories of items are hereby included in your REGISTRATION NO. indicated above:

Sl.No.	Category of Items	Remarks

All other terms and conditions of Registration shall remain unchanged.

Date:

Head of Materials Management (of Lead Plant)
(On behalf of the Company)

(Name of the Plant/Unit with complete address)

ENLISTMENT RENEWAL CERTIFICATE

We are pleased to renew the Registration of M/s _____
 as an approved Vendor of (Name of the Plant / Unit) _____ for the following items,
 valid till _____ :

Sl.No.	Items	Item Code Nos.	Validity	Remarks

Regn No.	Supplier Code	Area Code	Status Code

- NOTE:**
- i) This certificate is issued in lieu of the Original Certificate dated _____
 - ii) We may not necessarily send all our enquiries for these items as and when we are in the market. This registration does not guarantee award of contracts.
 - iii) We reserve the right to demand from you such sureties as may be necessary as an earnest of your fulfilling contracts/supply orders which we may award you.
 - iv) We may eliminate your name from our panel without assigning any reason.
 - v) It shall be your responsibility to apply for renewal of Registration on payment of stipulated renewal fee and production of requisite documents 90 days in advance before expiry of Registration period to keep your name in the register of approved suppliers.

Date:

Head of Materials Management (of Lead Plant)
 (On behalf of the Company)