

**APPLICATION FORM FOR
VENDOR REGISTRATION /
UPDATION
AS
"SUPPLIER /SERVICE PROVIDER"
IN
INDIAN RARE EARTHS LIMITED,
OSCOM/CHAVARA/MK/RED/HO.**



Applications to be submitted in the following address:

**Incharge Purchase,
Indian Rare Earths 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>

Indian Rare Earths Limited, invites applications from reputed, technically competent and financially sound Vendors i.e. Original Equipment Manufacturers (OEM) / Authorized Dealers/ Stockists / Service Providers/ Contractors etc. having sufficient credentials for registration as vendors for execution of various industrial supplies and services.

The objective of Vendor registration programme is to establish reliable source of procurement of goods and services for which we shall be maintaining item wise list of eligible and qualified suppliers/ contractors.

Vendor registration programme shall be open throughout the year and prospective suppliers/ contractors can apply for registration to enable them execute the supplies/ provide services subject to their meeting the Pre-Qualification Criteria specified against the tender concerned.

IREL likes to draw attention of Micro & Small Enterprises(MSE's) & MSE's owned by SC/ST Entrepreneurs 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.gov.in> or <https://eprocure.gov.in/eprocure/app> 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".

It may please be noted that e-tendering is being adopted as per DoF directive and vendors shall have to use www.mstcecommerce.com/eprochrome/irel for participation in e-tenders. For participation in e-tendering event, DSC is mandatory. Accordingly, vendors are requested to get them registered in MSTC Portal.

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

Purchase department of respective units of IREL may please be contacted for clarifications, if any.

s/d

Incharge Purchase

Guidelines, Terms & Conditions For Vendor Registration

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-1.
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, PF registrations, Labour license 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.
9. E- Tendering will be done through MSTC e-portal www.mstcecommerce.com/eprochrome/irel as per MoF 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 supply/ execute the contract as per order may result in black listing of vendors name from approved list of vendors.
12. The Vendor must have experience of supplying goods/ providing services in relevant / similar lines for the last three years. 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 will initially be done for one year and renewal is subject to satisfactory Vendor Performance.
13. IREL reserves the rights 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 work shall be final & binding on all concerned.

APPLICATION FOR REGISTRATION / UPDATION
AS "SERVICE PROVIDER" / "SUPPLIER" IN
INDIAN RARE EARTHS LIMITED

Ref. No:

Dated:

To,
Incharge Purchase
Indian Rare Earths Limited
Unit Name/Address : _____

Sir,

We are very much interested in registering ourselves with you as " Service Provider" / "Supplier". We have gone through all the conditions / details in your prescribed format for the purpose. We agree to all 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 information furnished herein are true and correct to the best of our knowledge. We also agree that if on verification, any data / information is 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 & office seal)

VENDOR REGISTRATION / UPDATION FORM

(Use separate form of each category)

Category Code for which Vendor Registration is Requested (Refer Annexure Below):		
A. Applicant Profile		
1	Name of Vendor (Intimate Vendor Code for case of Updating)	
2	Office Address	
3	Factory Address	
4	Telephone No	
5	E-mail Address	
6	Web site	
7	Year of Establishment	
B. Organizational Profile (Enclose Valid Documentary Proof)		
1	Type of Ownership	Individual / Partnership / Ltd company / PSU / Society / others
2	Constitution of Firm	Manufacturer/ Dealer/ Agent / Service Provider / Others
3	Nature of Company	NSIC / MSME / ISO certified
4	Registration details	DGS&D / PSU / Central / State Govt / PVT / Others
5	Registration with IREL units	ALUVA / CHAVARA / OSCOM / MUMBAI / NONE
C. Registration Particulars (Enclose Valid Documentary Proof)		
1	PAN Number (Attach Copy)	
2	GSTIN Registration No :	
D. Technical Competence (Enclose Valid Documentary Proof)		
1	Floor area of your Factory & Office in SQM	
2	List of Your Major Customers with contact address	
3	List of Machinery and Manpower Details	
4	Details of works/ Items supplied of similar nature during last 3 years	
E. Financial Competence (Enclose Valid Documentary Proof)		
1	List the names of Owners/ Partners/ Promoters & Directors/	
2	List the names & addresses of all associates, subsidiary & holding Companies	
3	Annual Turnover and Profit/Loss in the past 3 years	
4	Copies of Income Tax Returns for the past 3 years	
<p>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.</p>		
Place :		
Date:		Signature with Name & Designation
Official Seal of the Company		

Take a Print out of the Vendor Registration Form. Duly filled application form along with one set of xerox copies of all required documents to be sent to the LOCATION SELECTED.

Location	Address
IREL , HO	General Manager(Marketing & Purchase) Indian Rare Earths Limited Plot No. 1207, ECIL Bldg, Veer Savarkar Marg Opp. Siddhivinayak Temple, Prabhadevi, Mumbai-400 028 Phone: 022-24211630, 24211851, 24220230, 24382042 Fax: 022-24220236, 24301706 Email:
OSCOM	CGM & Head, OSCOM Indian Rare Earths Limited, OSCOM,PO-Matikhalo, Dist:-Ganjam, ORISSA-761045. Phone number : 06811 257890 to 95 Extn : 150 / 171/ 175 , 06811- 257768 Email: purchase-os@irel.gov.in
CHAVARA	HEAD, Chavara Indian Rare Earths Limited, Chavara,Kerala Pin code :691584 E-mail : cgm-ch@irel.co.in Phone No : 0476-2680701-05
MK	General Manager (Purchase), Indian Rare Earths Limited, MANAVALAKURICHI 629 252 KANYAKUMARI DIST, TAMIL NADU E-Mail : purchase-mk@irel.co.in Phone number : 04615-237255 to 258
RED, ALUVA	HEAD, RED Indian Rare Earths Limited, Rare Earths Division Udyogamandal – 683 501

CATEGORY CODES FOR REGISTRATION AS SERVICE PROVIDER FOR DIFFERENT JOBS

(Please put `√' against the category for which registration is sought and enclose proof of having executed similar service in other company(s))

Sl No	Name of the Unit	Download code
1	HO, Mumbai	View
2	OSCOM	View
3	CHAVARA	View
4	MK	View
5	RED	View