

Enlistment Procedure and Requirement

1.0 Introduction :

Engineers India Ltd. (EIL), the leading design and engineering company in India, has been serving Process & Hydrocarbon Industry such as Petroleum Refinery, Petro-Chemicals, Cross country pipeline, Oil & Natural Gas Processing, offshore structure and Platform, Fertilizer, Metallurgical Industry etc. since 1965.

EIL maintains Data Bank of Indigenous and Foreign process equipment & material suppliers. List of suppliers is drawn from this Data Bank for all the projects executed by EIL on behalf of its clients and procurement is made from this list of suppliers as approved by the client.

2.0 Who can apply

- 2.1 Original Equipment Manufacturer (OEM)
- 2.2 Sole Selling Agents, where OEM do not sell their products worldwide directly.
- 2.3 Foreign stockist (Pipes, Fittings & Flanges) and Indian stockist (Pipes) who are having warehousing and other facilities as per enlistment norms.
- 2.4 Companies must be meeting all norms of the concerned authorities.
- 2.5 Companies Quality Management System must be certified as per ISO-9001 or equivalent.

3.0 Important steps

- 3.1 Suppliers are required to submit application and upload applicable documents only thru on-line. Applications not submitted thru on-line will not be accepted for processing. One set of documents which are uploaded shall be submitted in hard copy along with printout of on-line application and processing charges as applicable.
- 3.2 Before applying, suppliers are required to agree to Terms & Conditions. In case Terms & Conditions are not agreed, on-line application format shall not open.
- 3.3 Items are required to be selected only from the list of items for enlistment (Annexure-I)
- 3.4 In case of multi-location works, it is required to fill up details of each works location.
- 3.5 Indian suppliers seeking enlistment / revalidation / enhancement of enlistment under SSI category (micro, small, medium), must have fresh confirmation (not older than two years from date of applying) from Directorate of Industries or valid NSIC certificate, confirming SSI category status. Related data needs to be filled up while applying on-line else application will not be accepted for processing.

4.0 General

- 4.1 Processing of application for enlistment shall generally take around 6 months, however, this depends on quality & completeness of documents submitted and time taken to respond to EIL queries.
- 4.2 Suppliers interested in getting their applications processed on priority should select application processing category as "PRIORITY", while applying on-line. Efforts shall be made to process such applications within 6 weeks, after receipt of complete document as per applicable annexure. In case any technical query is raised after review of document, time taken for processing shall be increased proportionately depending on supplier's response to such queries.
- 4.3 It is expected that all documentation shall be submitted in total compliance to applicable annexures / queries asked. Incomplete / improper document if submitted shall not have any cognizance and shall not be taken up for processing. At the discretion of EIL, supplier may be given opportunity for completing the documentation. In such cases processing of application may take longer time. However, in case supplier fails to furnish satisfactory data within a maximum period of two months from the date of application / queries, it shall be presumed that supplier is not meeting EIL procurement norms and the case shall be closed. If interested in future, supplier may apply afresh with updated data / information. Processing charges in such cases paid earlier, shall neither be refunded nor adjusted.
- 4.4 Enhancement in enlistment, if required, shall only be taken up after one year from the date of issue of enlistment letter. However, if insisted by supplier, enhancement in enlistment such as enlistment of additional items and/or new/additional manufacturing facilities, enhancement in range/rating of already enlisted items can be taken up. Under such circumstances special processing charges shall be payable.
- 4.5 On satisfactory review of indigenous supplier's document, a visit to manufacturing facilities shall be undertaken to assess capabilities with respect to Design, Manufacturing, Infrastructure, Testing & other related facilities and Quality Management System.
- 4.6 Processing charges as displayed does not cover cost towards witness of any destructive/non-destructive testing and / or demonstration of capability, if so desired by EIL, which shall be charged separately
- 4.7 Generally no visit to manufacturing facility is carried out for foreign supplier and enlistment is considered on the basis of satisfactory document's review. However, at the discretion of EIL, assessment of manufacturing facility of foreign suppliers, if required, shall be on actual cost basis, inclusive of man hour, hotel stay, travel and other incidental expenses which shall be paid upfront by the supplier seeking enlistment. The foreign visit charges shall be in addition to the applicable processing charges.
Foreign suppliers must confirm their consent to pay processing charges as applicable, when demanded by EIL.
- 4.8 Upon satisfactory document's review and assessment of manufacturing facility, case shall be put up for Competent Authority's review. Upon approval, letter of enlistment shall be issued. The validity of enlistment shall be for a period of 3 years and thereafter same is required to be revalidated as per the applicable procedure.

- 4.9 Enlistment details of individual suppliers shall be put up on EIL website, suppliers access code and password shall be communicated along with the enlistment letter.
- 4.10 Suppliers can view status of their application on EIL website using their code and password allocated to them.

Application for enlistment is to be forwarded to :

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