

Enlistment Procedure and Requirements

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, Fertilizers, Metallurgical Industry etc. since 1965.

EIL maintains Data Bank of Indigenous and Foreign process equipment & material suppliers who are approved after due diligence. Procurement of goods/equipment for our projects or on behalf of our esteem clients is done on the basis of this data bank/ approved list of suppliers for a project.

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 related 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. Only one application per manufacturing works is accepted.
- 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, Udyog Adhaar Memorandum by MSME, confirming SSI category status. Related data needs to be filled up while applying on-line else application will not be accepted for processing.

- 3.6 Indian suppliers which are subsidiaries of foreign principal (principal holding at least 51% shares), seeking enlistment under “Make in India” campaign initiated by EIL, may refer EIL website www.engineersindia.com for detailed procedure and qualification requirements of enlistment.

4.0 General

- 4.1 Processing of application for enlistment shall take around 4-6 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 documents. 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 and will not be attributable to EIL.
- 4.3 It is expected that all documentations shall be submitted in strict compliance to applicable requirements. Incomplete / improper document if submitted shall not have any cognizance and shall not be taken up for processing. Supplier may be given opportunity for completion of the documentations on case to case basis at the discretion of EIL. 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, EIL reserves the right to close the application. Supplier may apply afresh with updated data / information, if they are interested in future. 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 upon 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 (Refer applicable processing charges).
- 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 envisaged out for foreign suppliers and enlistment is considered on the basis of satisfactory documents review. However, at the discretion of EIL, assessment of manufacturing facility of foreign suppliers, shall be taken up, for which supplier will be informed in advance. However, charges in such case will be applicable on actual cost basis, inclusive of man hour @1000USD per day/per person, 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 Revalidation charges will not be applicable for foreign bidders.
- 4.10 Enlistment details of individual suppliers will be put up on EIL website, suppliers access code and password will be communicated along with the enlistment letter.
- 4.11 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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