

## **TERMS & CONDITION FOR ENLISTMENT / REVALIDATION / ENHANCEMENT / REVALIDATION & ENHANCEMENT**

1. As per EIL procurement norms, only Original Equipment Manufacturers (OEM) can apply for enlistment and NOT the Traders / Agents / Stockists / Distributors. However, Sole Selling companies can apply for enlistment, provided the OEM do not sell their products directly.
2. Applications shall be accepted for processing, ONLY if items of the manufacturing range are within the List of items for enlistment. List of items for enlistment is available at Annexure I .
3. Replies to queries must be specific and not vague. Document asked as per our questionnaire must be submitted in one lot . Document submitted in part shall not be processed.
4. In case works are at multi locations / divisions, furnish details of each works location/ division.
5. Indian suppliers seeking enlistment under SSI category, must have fresh confirmation from Directorate of Industries, **not older than two years** or valid NSIC registration certificate, data needs to be filled up in the appropriate space provided, else application will not be accepted for processing.
6. Quality Management System of works locations and items for which seeking Enlistment / Enhancement / Revalidation must be certified by any independent authorised agency and shall have valid ISO certification or equivalent, as applicable in country of manufacturing.
7. Suppliers who have incurred loss in the latest financial year as per the audited balance sheet or have negative net-worth shall furnish details from financial institution with supporting document, how finance shall be managed
8. Suppliers should have all the required clearances from the concerned authorities.
9. Foreign suppliers must confirm their consent to pay processing charges as applicable when demanded by EIL
10. Performance of suppliers shall be continuously monitored during bidding stage and order execution. To remain in Master Suppliers List (MSL), performance is required to be satisfactory at all times.

11. In case of unsatisfactory performance on account of poor quality of document/materials, inadequate infrastructure, over-loading, liquidity crunch, labour unrest, strike, lockout etc., suppliers shall be put on "Holiday" and shall be communicated regarding "Imposition" and "Revoking" of "Holiday".

Status shall be included in supplier's enlistment data and same can be viewed on EIL website.

12. Holiday status shall be reviewed on the basis of progress / improvement as reported by supplier and EIL Regional Procurement Office.

13. Enlistment shall be applicable for the works location assessed and approved. In case of change in location of works. Supplier shall approach EIL for approval of new works location.

14. Enlistment shall be accorded for a period of three years. Enlistment shall have to be regularly "Revalidated" every three years, prior to the expiry of validity period, as per procedure available on EIL website.

15. Enlistment shall be for the purpose of inclusion of suppliers' name in EIL "Master Suppliers List" (MSL) and shall in no way guarantee regular issue of purchase enquiries.

16. Processing Charges once paid shall not be refunded under any circumstances, in case of non- acceptance of application for any reason at any stage of processing.

17. In case no response / regrets without specific reason, are received against purchase enquiries continuously for two years, it shall be presumed that supplier is no longer interested for business with EIL and enlistment is liable to be cancelled.

18. Information w.r.t. change in works location, product design, change in management shall be furnished to EIL for updating the databank.

19. EIL shall not be responsible for rejection of application due to misleading information filled up & processing charges shall not be refunded. Rendering of false information in the application may also debar a supplier for enlistment with EIL in future. Decision of competent authority of EIL shall be final & binding on the supplier.

20. In case of any dispute, the courts of Delhi shall have exclusive jurisdiction.