

Terms & Conditions for Enlistment/ Enhancement/ Revalidation of Suppliers

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Rev. No	Date	Purpose	Prepared by	Reviewed by	Approved by

Abbreviations:

ANSI	American National Standards Institute	LR	Lorry Receipt
ASME	American Society of Mechanical Engineers	MR	Material Requisition
ASTM	American Society for Testing and Materials	MSME	Micro, Small & Medium Enterprise
BIS	Bureau of Indian Standards	MSS	Manufactures Standardization Society
BS	British Standard	NSIC	National Small Industries Corporation
CEO	Chief Executive Officer	OEM	Original Equipment Manufacturer
CFO	Chief Financial Officer	OHSMS	Occupation Health & Safety Management System
EIL	Engineers India Limited	PDD	Procurement Development Department
EPC	Engineering, Procurement & Construction	PESO	Petroleum & Explosives Safety Organization
GeM	Government e-Marketplace	PO	Purchase Order
HSE	Health, Safety and Environment	PTR	Proven Track Record
IBR	Indian Boiler Regulations	QMS	Quality Management System
IEC	International Electrotechnical Commission	SC	Scheduled Castes
IRN	Inspection Release Note	SCM	Supply Chain Management
IS	Indian Standard	ST	Scheduled Tribes
ISO	International Organization for Standardization	TPIA	Third Party Inspection Agency
LNG	Liquified Natural Gas	TQ	Technical Questionnaire



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1. **Purpose:** EIL established in 1965 is an ISO:9001 / ISO:14001 / ISO:45001 accredited company and is one of the South Asia's leading Consultancy and EPC Company in Oil & Gas sector. EIL is a 'Total Solutions' engineering consultancy company providing design, engineering, procurement, construction and integrated project management services from 'Concept to Commissioning' with highest quality and safety standards. The company has diversified its services into various emerging sectors like Fertilizers, LNG, Non-Ferrous Metallurgy, Strategic Crude Oil Storage, Infrastructure, Nuclear Energy, Thermal Energy & Solar Energy.

As a consultant, it is obligatory on the part of EIL to have a list of Suppliers for projects being executed by EIL. Accordingly preparing, updating and maintaining the list of Suppliers is carried out by Procurement Development Department (PDD) of EIL on regular basis. The purpose of this document is to represent the methodology being followed for Enlistment of new supplier and Enhancement / Revalidation of enlisted suppliers.

2. **Scope:** This document is applicable for both Indigenous and Foreign Suppliers. Organization / company as mentioned below are eligible to apply for enlistment as a Supplier:
- Original Equipment Manufacturer (OEM).
 - OEM along with Sole-Selling Agents, wherein OEM doesn't sell its products worldwide directly however, subject to approval of the proposed 'Scope Matrix' between OEM and Sole-Selling Agents, by the Competent Authority in EIL.
 - Systems Integrators (SI) for applicable items. {Note: System Integrators are requested to check for the eligible items from EIL-PDD before applying for enlistment.}
 - Stockist for pipes, fittings, flanges & valves who are having warehousing and other facilities as per enlistment norms.
 - It may be noted that Traders / Agents (except Sole Selling) / Distributors are not eligible for enlistment.

3. **Definitions:**

3.1	Supplier	Organization that provides a product.
3.2	Stockist	Agency who stocks finished products.
3.3	System Integrator	Agency that specializes in bringing together component subsystems into a whole and ensuring that those subsystems function together.
3.4	Enlistment	Registration of a new supplier.
3.5	Revalidation	Re-assessment of enlisted works of a supplier for extension of enlistment

		validity.
3.6	Enhancement	Assessment of supplier for enhancement in product profile i.e., enhancement in range of enlisted product/ addition of new item/ enlistment of new facility.
3.7	Enlistment Portal	EIL website https://enlist.eil.co.in
3.8	Item	Product under consideration
3.9	Suspension/ Banning	Imposition of Suspension/ Banning/ Negative Listing on supplier
3.10	Dormant Supplier	A supplier who is not on active list of suppliers.
3.11	MSME owned by SC/ST Entrepreneurs:	
	Proprietary firm	Proprietor shall belong to SC/ST social category.
	Partnership firm	Partners belonging to SC/ST social category shall hold at least 51% shares.
	Company limited by	Promoters belonging to SC/ST social category shall hold at least 51 % shares.
3.12	MSME owned by Women Entrepreneurs:	
	Proprietary firm	Proprietor shall be women.
	Partnership firm	Women partners shall hold at least 51% shares.
	Company limited by	Women promoters shall hold at least 51 % shares.
3.13	Shop Survey	Visit to Supplier's Works for its assessment.
3.14	Works	Location where storage (for Stockist), manufacturing and testing activities are undertaken.

4. Types of Application:

4.1	Enlistment	An application for registration of a new supplier.
4.2	Enhancement (Product profile)	Application from an already enlisted supplier seeking approval for upgradation in the range of enlisted product(s) / addition of new item(s).
4.3	Enhancement (Addition of Works)	Application from an already enlisted supplier seeking empanelment of new Works with either, (i) no change in already enlisted items or/ and (ii) addition of new items or/ and (iii) upgradation in range/ rating of already enlisted items.
4.4	Revalidation	Application from an already enlisted supplier seeking extension in enlistment validity of enlisted works only.

4.5	Shifting of Works	Application from an already enlisted supplier for empanelment of new Works due to shifting of enlisted manufacturing facility to a new location.
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5. Processing Categories of Application:

5.1	Normal	Category of application which does not fall under Clause Nos. from 5.2 to 5.4.
5.2	Priority	Applicable to application type "Shifting of Works" only (refer Cl. 4.5 above) and to be selected by a supplier only when expeditious processing of application is desired, alternatively, application to be filed under Normal category. Processing charges shall be applicable as per details mentioned on the Enlistment portal under "Applicable Processing Charges".
5.3	Make-in India	Applicable to Indian Suppliers, who are subsidiaries of foreign company, intending to manufacture items for import substitution and seeking enlistment under EIL's "Make in India" policy. Note: 1. Supplier seeking EIL enlistment under "Make in India" policy shall ensure compliance to the policy displayed on EIL corporate website https://engineersindia.com under PM's Flagship Programs. 2. Applicable for enlistment & enhancement applications only.
5.4	Start-up India	Applicable to Indian Suppliers seeking enlistment under EIL's "Start-up India" policy. Note: Supplier seeking EIL enlistment under "Start-up India" policy shall ensure compliance to the policy displayed on EIL corporate website https://engineersindia.com under PM's Flagship Programs.

6. Item categorization: This categorization is applicable to Indian Suppliers only.

6.1	Atmanirbhar-1	Items for which EIL does not have any Indian supplier.
6.2	Atmanirbhar-2	Items for which EIL has limited number of Indian supplier (supplier count 1 or 2).
6.3	General	Items those are not falling under Atmanirbhar-1 and Atmanirbhar-2

Note:

- Above item categorization is not applicable to foreign suppliers. Application of Foreign suppliers shall be treated under "General" item categorization, irrespective of item categorization displayed on enlistment portal.

2. Enlistment / Enhancement application shall be considered for maximum 10 Item codes per Item Group per Item Categorization per Works location. In case of any change in Item Group / Item Categorization / Works location, supplier shall be required to submit separate enlistment /enhancement application. Under applications of "Revalidation" & "Shifting of Works" type, all earlier enlisted item codes shall be considered.

7. Enlistment Requirements:

7.1 Common documents: Corporate level documents. Please visit "Supplier" section on enlistment portal.

7.2 Item Specific Documents: Technical documents. Please visit "Supplier section" on enlistment portal. Basic Technical Requirements listed therein are indicative only, application shall be reviewed / scrutinized based upon Engineering requirements pertaining to respective item(s).

7.3 MSME Specific Documents: Udyam Registration Certificate. This clause is not applicable to foreign suppliers / non-MSME Indian suppliers.

7.4 SC/ST led organisation: SC/ST social category certificate issued by the statutory body (Refer cl. 3.11 of this document) or as reflected in Udyam Registration Certificate. This clause is not applicable to foreign suppliers.

7.5 Women led organisation: Documentary evidence to establish that organization is led by women (Refer cl. 3.11 of this document). This clause is not applicable to foreign suppliers.

7.6 Documents authentication requirement:

S. No.	Type of Supplier	Type of company	Authentication requirement
a.	Indian / Foreign	Proprietorship / Partnership firms / Limited Liability Partnership / Limited Liability Company / Others	Supplier shall submit a certificate as per format PDD-A-01 (Refer page 16 of this document), duly signed by Proprietor / Partner. It may be noted that PDD-A-01 shall be notarized / apostille in country of origin.
b.	Indian / Foreign	Private Ltd/ Public Ltd/ Central Govt or State Govt Undertaking	Supplier shall submit a certificate as per format PDD-A-01 (Refer page 16 of this document), duly signed by CEO/ CFO / Company Secretary or any member of the Board of Directors / Company official with Power of Attorney (PoA).

7.7 Authentication requirement in case documents are in a language other than English:

Whenever documents furnished by a supplier are in a language other than English, in such a case, English translated copies shall also be submitted by the supplier along with the authenticated copy of the original documents.

For Foreign Supplier, English translated copies shall be duly certified by any one of the following:

- Local Chamber of Commerce in the country of origin (of Supplier).
- Indian Embassy in the country of origin (of Supplier).
- Embassy of the country of origin (of Supplier) in India.
- Any translator in India recognized / authorized by Embassy of the country of origin (of Supplier).

7.8 Basic Technical requirements:

Type of Application	Basic Technical requirements
Enlistment	• Supplier's business should have been incorporated at least three years prior to the date of online application. • Supplier should have executed minimum three orders for bulk items or two equipment within ten years prior to date of application. • Supplier should have as a minimum, latest codes and specifications such as ASTM / ASME, ANSI, BS, MSS, IS / IEC etc., as applicable. • Supplier shall furnish PTR along with relevant PO, IRN from TPIA, test reports, performance certificate etc., as applicable, in Format-C (Refer Clause 12.1). • Supplier shall furnish performance certificates from end user for minimum one-year of satisfactory operation, as applicable*. • Supplier shall furnish Type test reports, as applicable. • Supplier should have certificates as per statutory norms (IBR, PESO, BIS etc), as applicable.
Enhancement in Product Profile (Addition of New Item Code)	• Supplier should have executed minimum two orders for bulk items or two equipment within ten years prior to date of application. • Supplier should have as a minimum, latest codes and specifications such as ASTM / ASME, ANSI, BS, MSS, IS/ IEC etc. as applicable. • Supplier shall furnish PTR along with relevant PO, IRN from TPIA, test reports, performance certificate etc, in Format-C (Refer Clause 12.1). • Supplier shall furnish performance certificates from end user for minimum one-year of satisfactory operation, as applicable*. • Supplier shall furnish Type test reports, as applicable. • Supplier should have certificates as per statutory norms (IBR, PESO, BIS etc), as applicable.
Enhancement in Product Profile (Enhancement in already	• Supplier should have executed minimum one order for bulk items or one equipment within ten years prior to date of application. • Supplier should have as a minimum, latest codes and specifications such as ASTM / ASME, ANSI, BS, MSS, IS/ IEC etc. as applicable. • Supplier shall furnish PTR along with relevant PO, IRN from TPIA, test reports,

enlisted item code):	performance certificate etc, in Format-C (Refer Clause 12.1). • Supplier shall furnish performance certificates from end user for minimum one-year of satisfactory operation, as applicable*. • Supplier shall furnish Type test reports, as applicable. • Supplier should have certificates as per statutory norms (IBR, PESO, BIS etc), as applicable.
Enhancement (Addition of Works for already enlisted items)	• Supplier shall furnish proof of execution (PO, LR / IRN copy) of at least one order from the new works. Submission of performance certificates is not required for the new works. However, supplier should have requisite manufacturing and quality systems at the new works. • Supplier should have valid license /statutory approvals for the new works.
Shifting of Works	• Supplier shall furnish a declaration from CEO / CFO / Company Secretary or any member of Board of Directors / Proprietor / Partner (as applicable) on following w.r.t. shifting: (i) No change in product design. (ii) No change in execution methodology / responsibility matrix, as agreed during previous enlistment. (iii) No change in machineries / resources (Note: - Augmentation is acceptable) (iv) No change in top management / ownership. • Supplier should have valid license /statutory approvals for the new Works. Performance certificate & PTR are not required for the new Works. However, supplier should have requisite manufacturing and quality systems at the new Works.
Enlistment of Stockist	A Stockist applying for Enlistment with EIL shall mandatorily comply following requirement with respect to Warehouse area. • shall have owned warehouse/stockyard or leased warehouse/stockyard with a covered area of minimum 1000 sq. meter. This warehouse shall mandatorily have ISO 9001 certification and shall be considered as designated works of STOCKIST under consideration for all post order activities viz shop inspection by TPIA and dispatches. • In case of pipes, shall have additional 2000 sq. meter warehouse area in same industrial area (Single or multiple plots). However, in case an EIL approved Manufacturer or its subsidiary has applied as a STOCKIST, above area limitation is not applicable.

***Requirement of end user performance certificate is exempted for items falling under following categories: -**

a. Piping Bulk: Pipe, Flanges, Fittings, Fasteners, Gaskets, Valves- Manually operated/ Motor operated, Cladded Piping Spools, Hose Pipes & Hose Couplings, Inline spray nozzles-in pipe, Metallic Expansion

Bellow, Sample Bomb, Sample Cooler, Sight Glass, Spring Supports, SS/ CR Manifolds and Compact Steam Trap assemblies, Static Mixer, Steam Trap and Strainers.

b. Static Equipments: Pressure Vessels -Vertical & Horizontal, Drums & De-coke Drums, Offshore Tanks/ Vessels, Shell & Tube type Heat Exchangers, Double Pipe Heat Exchangers, Air cooled Heat Exchangers, Columns, Crude and Vacuum Columns, Reactors, Ejector Condensers, Flare Stack, Mounded Storage Bullets- Item/ Package, Reactor Regenerator, Shop fabricated nozzle for Sulphur pit, Spheres, Storage Tanks-Cone Roof, Floating Roof & Cone cum floating Roof.

c. Mass Transfer and Systems: Packing for Column: Random packing for columns- MR Engineered, Separator: Three phase separator- MR Engineered-Offshore, Thermal Deaerator: Deaerator- MR Engineered, Trays & Tower internals: Conventional Valve Trays- MR Engineered, Pit Heating coil, Inlet Feed Device.

7.9 Acceptable Sectors:

- PTR shall be furnished pertaining to hydrocarbon sector (Oil & Gas Processing, Refineries, Petrochemical, LNG, Strategic storage, Crude Oil Terminals etc.) and nuclear sector.
- Other sectors (Fertilizers, Chemical, Cement, Non-Ferrous Metallurgy, Steel, Power Generation or Distribution etc.), can be considered provided they are meeting hydrocarbon sector requirements. The provision of this shall be at the sole discretion of Competent Authority in EIL.
- Basic technical requirements listed herein are indicative only. Application shall be reviewed / scrutinized based upon Engineering requirements pertaining to respective item (s).

8. Processing Charges:

Processing charges shall be paid by Supplier as per the details mentioned on Enlistment portal <https://enlist.eil.co.in/osems/DocumentsList> under "Processing Charges".

It may be noted that SPECIAL CHARGES shall be applicable when enhancement (in product profile/ addition of Works/ Shifting of Works) is sought by the supplier within one year from the date of previous enlistment / enhancement.

Note: Special Charges are not applicable in case of enlistment / enhancement of Indian supplier in A-1 & A-2 item categories.

9. Suspension / Banning / Negative listing / Revocation: Shall be as per Procedure for Suspension/ Banning of Business Dealings (Document No. 5-1844-0009, Latest Revision) as displayed on EIL website <https://enlist.eil.co.in/>.

10. General Instructions:

10.1	Suppliers shall submit application and upload all documents online through Enlistment portal only. Request submitted through any other mode shall not be accepted for processing at all.
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10.2	Application can be filled only for items displayed on enlistment portal under "Item List for Supplier Enlistment". Enlistment / Enhancement application shall be considered for maximum 10 Item codes per Item Group per Item Categorization per Works location. In case of any change in Item Group / Item Categorization / Works location, supplier shall be required to submit separate enlistment /enhancement application. Under applications of "Revalidation" / "Shifting of Works" type, all earlier enlisted item codes shall be considered for the enlisted works / new works respectively.
10.3	Suppliers having negative networkth in last financial year are not eligible for Enlistment/ Enhancement/ Revalidation. Central Public Sector Enterprises (CPSEs) are exempted from such requirement.
10.4	Supplier's Quality Management System (QMS) shall be certified to ISO:9001 (latest standard).
10.5	Supplier's Occupational Health & Safety Management System (OHSMS) should be certified to ISO:45001 (latest standard). In case the certification is not available / under process, supplier shall furnish corporate HSE policy.
10.5	Authenticity of all documents commencing with submission of online application, during processing till conclusion of the application, is the prime responsibility of Supplier. EIL reserves the right to cross-verify the authenticity of documents submitted by a supplier and supplier shall provide all necessary assistance in this regard. If, any of the document found false/ forged /tampered in any manner, action shall be taken as deemed fit, as per the extant policy of EIL.
10.6	Application processing charges as mentioned on https://enlist.eil.co.in/oems/DocumentsList under " Processing Charges ", does not cover the cost of witnessing of any destructive / non-destructive testing, etc. by EIL. For such cases, charges on actual basis shall be applicable and shall be borne by supplier. Other charges (travel, lodging, etc.) shall also be borne by the supplier.
10.7	In case of rejection of application for any reason, at any stage of processing, charges once paid shall neither be refunded nor be adjusted in subsequent application.
10.8	The time cycle for processing supplier's application for enlistment / enhancement is generally around 4 months (this time cycle is exclusive of time taken by supplier in responding to EIL TQs). However, processing cycle time depends on quality & completeness of the documents submitted and compliances of EIL techno-commercial queries by the supplier. Hence, supplier's reply to EIL queries must be specific and not vague. Documents requested as per queries must be complete in all respect and must be uploaded in a single lot. Applications received with incomplete documents/ partial replies to EIL's queries are liable to be rejected. Further, in case supplier fails to furnish satisfactory response within two months from the date of query, it shall be presumed that supplier is not meeting EIL enlistment norms and EIL reserves the right to close the application. Supplier may apply afresh with updated data / information, if they are interested for enlistment in future. It may be noted that processing charges paid earlier shall neither be refunded nor adjusted.
10.9	Upon satisfactory review of Indian supplier's documents, a visit to supplier's Works shall be undertaken by EIL to assess capabilities with respect to Design, Quality control, Manufacturing, Infrastructure, Testing & other related facilities. During this visit, documents submitted by

	supplier during application processing shall also be verified for their trueness. In case of foreign suppliers, decision regarding visit to supplier's works, shall be taken by EIL depending upon the criticality of items under consideration and same shall be binding on foreign supplier. Additional charges in such cases shall be applicable on actual cost basis, which shall be at the rate of US\$ 1000 per day per person (manhour cost), hotel stay and travel expenses. These charges shall be paid upfront by the foreign supplier. The foreign visit charges shall be in addition to the applicable application charges.
10.10	Upon satisfactory review of documents and assessment of manufacturing facility, case shall be processed further and after approval by Competent Authority of EIL, letter of enlistment /enhancement /revalidation shall be issued to supplier. The validity of enlistment / addition of new works / shifting of works shall be for a period of three years and thereafter same is required to be revalidated as per the applicable procedure. In case of Revalidation application, validity of enlistment shall be extended for a period of three years from the date of previous expiry. In case of Enhancement (Product Profile), the validity of enlistment shall remain same as mentioned in Revalidation or Enlistment letter issued earlier by EIL.
10.11	After receipt of Enlistment letter from EIL, Suppliers can access their profile by signing into Enlistment portal using their login credentials.
10.12	Enlistment with EIL does not guarantee any regular flow of enquiries. For information on enquiries issued by EIL, supplier shall visit EIL Tender Website (https://tenders.eil.co.in/) / CPP Portal (https://eprocure.gov.in/cppp/) / GeM Portal (https://gem.gov.in/). In the event of direct / indirect orders for the projects executed by EIL, supplier shall quote / submit offer and supply material strictly as per the material / range / works as stated in enlistment letter issued by EIL, including agreed responsibility matrix, as applicable.
10.13	In case, validity of enlistment has expired for more than 3 years and later on, supplier has requested for revalidation of their enlistment, such request shall be examined as per the modalities of fresh enlistment with respect to processing charges. In such cases, validity shall be given for 3 years from date of issuance of enlistment letter.
10.14	In case of any change with respect to location of Works, enquiry address, product design, change in management etc., supplier shall submit information promptly to EIL along with all documentary evidences.
10.15	Since, supplier's enlistment is works specific, unique supplier code shall be allotted to each works location upon enlistment.

10.16	In case of "Shifting of Works", enhancement in new item category or in existing enlisted items shall not be permitted. Supplier shall be put on Hold until works shifted to new location is assessed and accepted by EIL.
10.17	For case where suppliers having multiple Works for common items in their manufacturing range either within themselves/ through their group companies / subsidiaries or common item / items with overlapping range is / are being manufactured at multiple works / group companies / subsidiaries, it is supplier's responsibility to submit single offer only against any RFQ / enquiry of the said item.
10.18	In case, supplier is a subsidiary of a parent/ holding company and separate 'independent audited annual report' of subsidiary is not prepared, however, 'independent audited report' of parent / holding company is prepared, in such cases, independent audit report of parent / holding company shall be considered for establishing the financial criteria subject to Statutory Auditor / CEO / CFO / Company secretary or any member of the Board of Directors of the parent / holding company (whose independent audit report is submitted for qualification) certifies on letter head of parent/ holding company that independent audited annual report of the subsidiary is not separately prepared.
10.19	An enlisted Indian supplier shall be liable to be declared dormant, if all following conditions are met: • No quotation received from supplier against any RFQ in the last three years provided that at least two enquiries have been floated to the supplier on limited basis. • No revalidation request received from supplier in last one years after the expiry of validity of EIL enlistment. • No response or in case of response received & found not satisfactory against the contact established and/or follow-ups made by EIL. A dormant supplier cannot revalidate the existing enlistment and in case, a dormant supplier approaches EIL for regularization of their existing enlistment, such cases shall be treated as new enlistment. Foreign suppliers shall be excluded from dormant exercise.
10.20	Whenever, name of a supplier has been changed due to internal management decision, acquisition of entities, merger or demerger of the companies, supplier shall submit his request for name change to EIL, along with relevant legal documents (establishing change in name) duly authenticated as per 7.6 and 7.7 of this document. If required, EIL can seek documents other than those provided by supplier. Additionally, supplier shall submit an undertaking stating no change has occurred into Design, Engineering, Operations, Manpower, Machinery and location of Works due to change in company name. In case an enlisted supplier is unable to establish change in company name, such cases shall be treated as new enlistment.
10.21	Terms and Conditions including Processing Charges are subject to change at the sole discretion of EIL.

10.22	To establish sole proprietary rights of technology, supplier shall submit Declaration as per format PDD-D-01 (refer page 17 of this document).
10.23	Whenever mixed scope of supply is proposed by supplier during enlistment / enhancement, supplier shall furnish Responsibility Matrix for EIL review as per format PDD-RM-01 (refer page 18 of this document).
10.24	EIL shall not be held responsible for rejection of application due to misleading or false information made by the supplier. Providing false information may result into debarment of business dealings with a supplier and punitive action as per EIL Procedure for Suspension/ Banning of Business Dealings (displayed on enlistment portal).
10.25	Enlistment with EIL is not a matter of Legal Right. Suppliers' applications shall be processed as per merit of the case.
10.26	EIL has adopted Government e-Marketplace in totality and identified products & services available on GeM. Such products & services shall be procured through GeM. Therefore, suppliers / contractors of such items / services are advised to enlist themselves with GeM also, otherwise they may not be able to quote against enquiries.
10.27	In case of any dispute, the courts of Delhi shall have exclusive jurisdiction.
10.28	After successful enlistment with EIL, a unique supplier code is allotted to the supplier's works. Supplier by visiting the link https://enlist.eil.co.in and logging in using supplier code and default password can online update their password and other profile details (except for items and works location). It is responsibility of the supplier to ensure the updation of correct marketing e-mail ID, so that all enquiries shall reach to the concerned personnel within the organization. Supplier is responsible for maintaining the correct data and EIL shall not be held responsible for any non-receipt of enquiry for the obsolete information by supplier.
10.29	To reset the password following are the steps: • Visit supplier's section at https://enlist.eil.co.in . • Click on the "Enlisted Supplier" option. • Click on the "Forgot Password" option. • Login with supplier code and marketing email ID (as registered with EIL) and press "Reset password." • A system generated e-mail with a link to reset password will be sent on marketing e-mail ID. • In case, marketing email ID is not updated /registered with EIL, supplier shall approach EIL for updating marketing email ID and repeat the above steps.

11. Nodal Address for application correspondence:

Head: Procurement Development Department
Engineers India Limited
Engineers India Bhawan,
1, Bhikaiji Cama Place, R K Puram,
New Delhi – 110066 (India)
Phone: +91-11-26763597
e-mail: pdd@eil.co.in

12.1

FORMAT C

Supply references submitted shall not be older than 10 years from the date of online application.

Sl. No.	Client/ Project Site	Contact Person & Details	Site Location	PO No. & Date	Item Description & Technical Parameters, Size & Rating, Material Specification	Process Fluid & Application	Quantity & Value	Inspection Authority	Contractual Delivery Date	Insp. Release note no. and date	Date of supply	Date of commissioning	End user feedback ref. no.	Major Reasons for Delay

Signature / Stamp of Authorized Signatory:

Name:

Designation:

Date:

Note: Copies of following supporting documents to be attached:

- PO/FOA
- Technical Spec/Drawing
- Inspection release note
- End user feedback
- Any other documents required to be meeting qualification criteria.

All pages of Format-C shall be authenticated as per Cl. 7.6 and 7.7 of this document.

12.2 Format of Authentication certificate on Company letterhead, duly certified as per the provisions under Clause 7.6 and 7.7 of this document.

Format PDD-A-01

To,

Date:

Procurement Development Department
Engineers India Limited.,
Engineers India Bhawan,
1, Bhikaji Cama Place, RK Puram,
New Delhi -110066 (India)

Kind Attention: Head (Procurement Development Department)

Subject: Undertaking for documents submitted against our Application No. _____

Dear Sir,

With reference to the subject matter, we undertake that all documents submitted by us, from commencing of online application till conclusion of above application for meeting enlistment criteria, are authentic, genuine and true copies of originals and no part of the document(s) is false, forged or fabricated/ tampered. The documents have been submitted under our knowledge.

We accept that EIL reserves the right to cross-verify the authenticity of documents submitted by us with the issuing authority and we shall provide all necessary assistance in this regard. In case, any of the document submitted by us, at any stage is found to be false, forged or fabricated/ tempered in any manner, we as an organisation, shall be held responsible and be liable to be dealt with extant Suspension/ Banning policy of EIL (displayed on EIL website enlist.eil.co.in) which we have gone through and accept it in totality.

Thanking you,

Yours Sincerely,

Full Name of signee:

Designation of signee:

Company Seal

Signature

Note:

1. In case of Private Ltd/ Public Ltd/ Central Govt or State Govt Undertaking, this format shall be signed by CEO/ CFO / Company Secretary or any member of the Board of Directors / Company official with Power of Attorney (PoA).
2. In case of Proprietorship / Partnership firms / Limited Liability Partnership / Limited Liability Company / Others, this format shall be signed by Proprietor / Partner and then notarized by Notary public/ Apostille in country of origin.

12.3 This certificate is mandatory in order to establish the sole proprietary rights of technology. (The certificate shall be produced in original as mentioned below on the letter-head of the company without tampering the matter)

Format PDD-D-01

Date:

DECLARATION

Supplier Name:

Item Description:

Item category:

Subject:

We hereby declare that we hold the sole proprietary rights in respect of the projected technology for the item(s) under consideration and that the same is not subject to any third-party infringement notices, claims, demands or suits and that in the event of any third-party infringement notices, claims, demands or suits occurring post enlistment, we shall indemnify and hold EIL harmless in respect of the same.

Signature of Authorized Signatory:

(CEO/CFO/Company Secretary /any Member of the Board of Directors)

Name:

Seal:

Format PDD-RM-01

Signature of Authorized Signatory:

Name:

Designation:

Seal.

12.5

Form PDD-I-02 (To be printed on supplier's letter head)

A. Annual Turnover*

Amount (Currency)

	For the years ending	31 st Mar...	31 st Mar...	31 st Mar...
1	Annual Turnover (Turnover shall be Income from Operations calculated excluding GST and other incomes)			

B. Net Worth*

Amount (Currency)

	For the years ending	31 st Mar...	31 st Mar...	31 st Mar...
1	Paid up share capital			
2	Share application money pending allotment			
3	Securities Premium Account			
4	Reserves (#)			
5	Aggregate value of Accumulated losses, deferred expenditure and miscellaneous expenditure not written off			
6	Net Worth (1+2+3+4-5) **			

Reserves, which are to be considered for the purpose of calculation of net worth, shall be those reserves which are created out of the profits (including credit balance of profit and loss account), but shall not include those reserves which are created out of revaluation of assets, write back of depreciation and amalgamation.

** In case of agency being Proprietorship / Partnership firm, net worth shall be outstanding credit balance of Proprietor's / Partners Capital and / or Proprietor's / Partners Current Account (after considering impact of debit balances in such accounts, if any).

C. Working Capital*

Amount (Currency)

	For the years ending	31 st Mar...	31 st Mar...	31 st Mar...
1	Current Assets			
2	Current Liabilities			
3	Working Capital (1-2)			

* It is certified that the information provided in tables A, B and C above are after considering the qualification, if any, made by the Statutory Auditor on the audited financial statements of the agency including quantified financial implication.

Name of Company

Duly Endorsed by Statutory Auditor/ Practicing CA or CPA

Sign (Authorized Signatory)
Date:

Name of Firm:
CA / CPA Name:
Membership No.:
UDIN:
Seal: