

## **Guidelines for Registration**

### **New/Un-Registered Suppliers**

1. Download Supplier Registration Form (SRF).
2. Read the instructions/guidelines.
3. Fill-in all columns. Columns that are not relevant may be marked "NA" (not applicable).
4. Attach all supporting documents with the SRF.
5. Opt for one of the following options for Security Deposit.

#### **Option A:**

Deposit a Pay Order/Demand Draft for Rs 100,000 in the name of SUPARCO on account of Security Deposit (refundable without interest on termination of registration) for participating in every tender of SUPARCO without submission of Earnest Money (E/M) with offers. However, 2% E/M is required to be deposited against each contract after successful award.

#### **Option B:**

Deposit a Pay Order/Demand Draft for Rs 5,000/- in the name of SUPARCO HQs on account of Security Deposit and submit 2% E/M for each Tender, along with the offer. Failure in submission of E/M against three tenders shall lead to suspension of Registration and forfeiture of Security Deposit.

6. Request for Registration shall only be entertained after receipt of processing fee Rs. 500/=, security deposit and complete information.
7. After due processing, a Registration number shall be allotted to those suppliers whose registration is accepted by SUPARCO. Please refer to this number in all future correspondence.

8. SUPARCO shall provide a Login and Password to Registered suppliers who would then be able to access the system through their password.
9. Please change the password immediately after its receipt.
10. Registration shall be valid initially for a period of 3 years. Renewal shall be on the basis of performance and mutual agreement.

## **IMPORTANT**

- $\frac{3}{4}$  Data must be correct, up-to-date, accurate and comprehensive.
- $\frac{3}{4}$  Incorrect information could result in delay or rejection.
- $\frac{3}{4}$  If rejected supplier can appeal only once.