



CENTRE FOR INDUSTRIAL CONSULTANCY & SPONSORED
RESEARCH (IC&SR)
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI 600 036



**Vendor Registration for towards execution of supplies / services for –
Center for Industrial Consultancy & sponsored Research (IC&SR)
IIT Madras, Chennai 600 036**

Center for IC&SR, IIT Madras is in the process of inducting new competent Suppliers / Service Providers through a Vendor Registration process with an aim to identify and register quality, reliable and cost effective Suppliers / Service Providers. We are maintaining a list of registered suppliers for the different materials being sourced and their performance is also monitored on regular basis. The vendor registration program shall be open throughout the year and prospective suppliers / service providers can apply for registration to enable them to execute the supplies & services.

It may please be noted that the registered vendors shall be eligible for participation in the IC&SR TENDERS only for the supplies / services against which they have been found to be suitable and confirmed by IIT MADRAS as a registered Supplier/ Service Provider.

Special attention is hereby drawn to Micro & Small Enterprises(MSE's) & MSE's owned by SC/ST, Women Entrepreneurs and Start-ups for active participation in the Vendor Registration process in view of our commitment in adherence to Public Procurement Policy for MSEs Order,2012.

Interested parties are requested to visit our website <https://icandsr.iitm.ac.in/vendorportal/> for Online Vendors Registration. Application complete in all respects is to be submitted.

It may please be noted that no fee is payable for the Vendor Registration

IC&SR, IIT MADRAS reserves the right to undertake further pre-tender qualification to identify suitable Vendors for a particular tender list .Registration shall be accorded and will be reviewed periodically.

IC&SR, IIT MADRAS reserves the right to accept, consider or reject the application. The decision of IC&SR, IIT MADRAS, in respect of registration of parties for various categories of supplies/ works shall be final & binding on all concerned. Incomplete applications/applications without support of documentary evidences are likely to be rejected.



GUIDELINES, TERMS & CONDITIONS FOR VENDOR REGISTRATION AS A SUPPLIER / SERVICE PROVIDER

For participating in IC&SR, IIT MADRAS tendering towards supply of goods or services, it is Mandatory for the vendors to get themselves registered. The Notice Inviting Tender (NIT) documents shall be issued only to the vendors registered for the category for which NIT is issued.

1. Vendors must submit all necessary information / documents in support of their qualification as per the "Online Vendor Registration".
2. Only Correct / relevant information / data have to be furnished at appropriate places along with relevant self-attested supporting documents. Any vendor providing false information or grossly inaccurate or forged documents will be disqualified from consideration of registration.
3. The applicant should make sure before applying for a particular type of Category, that he meets the prescribed criteria for that type of supply / service.
4. Certificates such as "Registration of firms", GST & Income tax clearance, partnership deed, etc. should be in standard format only and it should be issued by the appropriate authority. Authorised Agent for sales & after sales services / Dealership certificate should be valid during the period of scrutiny.
5. The registration only qualifies a particular vendor for consideration of participating in the case of Tender for the particular category for which the vendor is registered. However, this will not give any claim to the party for award of Tender.
6. A team of officials representing Purchase, Finance, and Indenting Department of IC&SR, IIT MADRAS may visit your facility, if required before your enlistment as registered vendor.
7. Once registered as vendor, you shall promptly reply to our enquires, execute order as per the order terms and keep us informed of new product / developments / innovative ideas that shall help reduce cost and improve quality, reliability etc.
8. Tendering system is adopted for procurement of goods / services. The types of tendering done are Open tender / Limited Tender. E- Publishing is presently being done through <https://eprocure.gov.in/epublish/app> as per Ministry of Finance guidelines.

Any failure by the vendor to execute the contract as per order may result in black listing of vendors name from the list of Registered Vendors.



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(Applicants need to comply with the requirements of the registration process.)

Instructions for filling the Registration Form

- All columns in the Online Registration Form are to be duly filled up.
- Expeditious furnishing of any clarification/ information required during registration to be ensured, failure of which may affect the registration process.
- Just submission of supplier registration form does not mean automatic registration. Registration shall be done, after due evaluation and will be intimated accordingly.
- All columns have to be filled in by the Company and all necessary documents/ credentials/ copies of the certificates etc. have to be uploaded. Any other relevant information in support of registration may be volunteered by the applicant.

In case of any Queries – please contact through e-mail : vendorhelpdesk@icsrpis.iitm.ac.in

- S/D -
DR IC&SR