

GUIDELINE FOR VENDOR/CONTRACTOR REGISTRATION

General Information

- MOIL is endeavouring to develop an approved list of registered vendors and contractors. The registered vendor/contractor will get intimation of MOIL's limited/open tender enquiries on their registered mobile number as well as on their email address. You are welcome for applying to become a registered Vendor/Contractor in MOIL Limited.
- **Registration** shall be valid for a period of **three** years. You need to re-register before six months of current expiry for continuation.
- The procedure for registration of firms for supply/work to MOIL Ltd. is detailed below. The vendor/contractor is requested to read the **"instructions for filling up online registration form"** listed below **carefully before filling up this form.**

Instructions for filling up the online registration form

- Applicants who are interested in registration with MOIL Limited for supply/work shall fill up this form after ensuring that they meet all the requirements stipulated under **"Requirements for a vendor/contractor"**.
- In case of receipt of incomplete data / information, for other than **minimum mandatory requirements**, such application shall not be processed further.
- The registration process will be completed in following two simple stages as under:

Stage-1 In first stage, you need to submit online **"Vendor/Contractor Registration Request Form (Form-A)"** containing basic information, on submission a **"Request ID"** will be generated automatically. If MOIL approves the **"Form-A"** and a message will be communicated through sms and as well as on e-mail on your registered Mobile and registered e-mail address respectively.

Stage-2 In second stage, you need to login on **"Vendor/Contractor login"** and fill up & submit the **Form-B1 (for vendor)/FormB2 (for contractor)**. You will take a printout & sign it and send the signed printout with all the relevant documents to MOIL Limited.

- In Form-A, you are required to submit your basic information. You have to provide a valid email-id and mobile number while filling up the Online Form-A. The mobile number will be your password for future login. On submission a **"Request ID"** will be generated automatically. Once you submit the Form-A, you can't be modify/Edit the Form-A.
- You need to note the Request-Id of Form-A for future reference. On approval of **"Form-A"** by MOIL, System generated SMS as well as E-mail will be sent to your registered mobile as well as to your registered email-id.
- After approval of **"Form-A"** you are required to login through **"Request-Id"** as user name and **"mobile number"** as password to fill up Form-B1 (for vendor)/FormB2 (for contractor).

- Fill up all the required fields of Form-B1/B2 and submit for registration.
- After successful submission of Form-B, you need to take print out of the Form-B, sign it and send the signed printout with copy of all the relevant documents to MOIL Limited in a sealed super scribed envelop to the Nodal Officer, Vendor Registration, MOIL Ltd., 1-A, MOIL Bhawan, Katol Road, Nagpur-440013 Maharashtra.
- On document verification and approval/rejection you will be communicated by the Nodal Officer through your registered mobile as well as your registered e-mail id.
- On successful completion of registration you will be provided with a “Certificate of Registration” by concerned department of MOIL Ltd. which will valid for three years.
- You need to re-register before six months of current expiry for continuation.
- The registration of Vendors/Contractors is not to be treated or considered for any other purpose except to get invitation call for participating in tendering process. The normal procedure for awarding Purchase Order / Work Order in the Company has to be followed without any relaxation or deviation in any form. In short the approved vendor/contractor also will have to submit all the necessary documents as per the terms and condition of the tender without any relaxation.