

Guidelines for Vendor Empanelment dated 23-01-2025

1. Introduction

These guidelines aim to streamline the process of vendor empanelment in TCIL, ensuring transparency, efficiency, and equal opportunity for all potential vendors. Empanelment is open to suppliers and service providers meeting the eligibility criteria outlined in the EOI documents available on TCIL website.

2. Application Process

- Vendors must register themselves on TCIL website and provide all the required information.
- Submit all the required documents as per EOI document online.

3. Shortfall in Documentation

- In case of missing or incomplete documents, vendors may be notified via email.
- Vendors must submit the requested documents within 5 working days of receiving the e-mail notification.
- Failure to comply within the specified timeline will result in rejection of the application.
- TCIL is not bound to seek clarification/ shortfall documents for all vendors and the decision of TCIL in this regard shall be final.

4. Evaluation and Approval

- Applications will be evaluated based on eligibility criteria, past performance, and submitted documentation.
- Approved vendors will receive an e-mail notification regarding selection for empanelment and submission of empanelment security/BG as per EOI document.
- The selected vendor shall also be required to sign the MOU as per prescribed format.
- Empanelment shall be completed within one (01) week from the date of submission of complete documents and submission of BG as required.

5. Cancellation of Empanelment

- Vendors with unsatisfactory performance during the empanelment period may be delisted from the empanelment and empanelment security / BG encashed.

6. Other Terms & Conditions

- TCIL reserves the right to amend these guidelines at any time.
- Empanelment does not guarantee award of work or procurement.