

TCL VENDOR REGISTRATION SOP

VERSION 1.0 (2023)

1. INTRODUCTION:

In pursuant to the decision of the Cabinet Committee on Security (CCS) to convert the 41 production unit of OFB into 7 DPSUs (with 100% Central Government of India owned DPSU under MoD, Department of Defence production), TCL has been carved out of erstwhile Ordnance Factory Board (OFB) and entered into existence w.e.f. 1st Oct 2021 as New Defence Company with its 04 manufacturing units and a training academy.

Keeping in view of the changed structure i.e. changes in the govt. policies, evolving scenario in the industrial environment and demands of the various stakeholders, it requires to revamp vendor registration SOP. Accordingly, the existing SOP has been reviewed with due care of changed structure/functioning of TCL.

2. AUTHORITIES:

a) Competent Authority:

GM/QA shall be competent authority in connection with Vendor Registration.

b) Appellate Authority:

Director/Operation shall be the Appellate Authority for Appeal preferred by Appellant Vendor.

3. SCOPE:

This SOP is intended for Vendor Registration for Direct Materials and Trade Fabrication.

4. DEFINITIONS:

a) Enrolment Form: This is online form to obtain Vendor Profile along with supporting documents uploaded. (Enclosed as Enrolment Form) and amendment time to time.

b) Enrolled Vendor: A new vendor which has obtained Login ID & Password after filling up the details in the enrolment form through TCL Online Vendor Registration Portal.

c) Vendor Registration Application Form: This is online form to obtain the information about the manufacturing facilities & inspection/testing facilities, both in-house & outsourced (as per CV Norms/Competency mapping). Information of Original Equipment Manufacturer (OEM) is also captured of whom the vendor is sole selling agent/dealer/stockist. (Enclosed as Vendor Registration Application Form)

d) Registered Vendor: An enrolled vendor which has been awarded Vendor Registration Certificate.

e) Quality Assurance Management (QAM): QAM shall be the standing committee comprising of members proposed by QCO and approved by GM/QA. The QAM shall evaluate the self-declared documents submitted by the vendor and recommend for registration/otherwise. The head of QAM will be responsible for all processing of application and upload the same in the Centralized Online System.

The Standing Committee for QAM will comprise the following:

- (i) **Head of QAM** - QCO
- (ii) **Representative from Production** - JWM(SG)
- (iii) **Representative from QA (Final Ins.)** - JWM(SG)
- (iv) **Representative from QA (Matl Ins.)** - JWM(SG)

Note: In absence/non-availability of any of the above officer, GM/QA may nominate the higher level of officer.

5 REGISTRATION OF VENDORS:

5.1 Uploading of Advertisement for Registration:

Advertisements shall be uploaded with following details:

- i) Nomenclature of the store
- ii) Specification No.
- iii) Drawing No.
- iv) Manufacturing Technologies involved (as per CV Norms)
- v) Inspection/Testing facilities involved (as per CV Norms)
- vi) Qty. (Approx.) required

The above details will be available in the TCL Online Vendor Registration Portal for view. Vendor may visit Vendor Registration Portal at URL: <https://ovr.troopcomfortslimited.co.in> or TCL web site for viewing the items listed for registration.

5.1.1. All items including items under current procurement should be available for registration all the time and the same will be uploaded on TCL Vendor Registration Portal.

5.2 Steps for Registration:

Interested Vendor need to carry out the following steps to apply for registration:

- a. Vendor will fill up the online Enrolment Form for getting the required **USER ID & PASSWORD**. This is one-time activity & handled by system automatically.
- b. Enrolled Vendor will select the items for which it desires to apply for registration.
- c. Vendor has to fill up details as well as upload required documents in the online Vendor Registration Application Form.
- d. Vendor will submit **Application Fee** through **Payment Gateway online**.
- e. On successful submission of the Application Form, vendor will get an **INVOICE No.** along with the **Confirmation Message** through e-mail.
- f. Vendor can view the status of its application online under my application.

Note: The completed form can be submitted online only after successful Payment of Fee.

5.3 Scrutiny of credentials of Vendors:

The items advertised for registration shall contain information about Manufacturing Technology involved and Inspection/Testing Facility required to produce the desired items as per CV Norms/Competency Mapping.

Self-declared details/documents submitted about Plant & Machineries and Inspection Capability shall be the basis on which a vendor will be considered for registration. The evaluation of the vendors should be based on the competency mapping in terms of the Plant & Machinery etc. as per CV Norms.

The various scenarios for different category of vendors are given below:

i) Manufacturing & System Integrator will be considered for registration provided, if it is found that:

a) The manufacturing facilities declared by the vendor (in-house as well as outsourced) are sufficient to produce & deliver an item.

OR

b) Manufacturing facilities declared by the vendor (in-house as well as outsourced), & verified through presentation or by physical CV (if required) on technical capabilities by the firm to support application is sufficient to produce & deliver an item.

ii) Sole Selling Agents/Dealers/Stockists will be considered for registration provided they have registered MoU from the OEM.

iii) A process flow chart of Process schedule that outlines the machines utilized for the processes declared by the units.

5.4 Time Frame: Scrutiny of credentials of vendors involve competency mapping and may at times require clarification/ additional information from vendor. ***The proposed time frame for registration of vendors where CV is not required and where CV is required to be limited to a maximum of 03 weeks.*** However, attempts to be made to minimize the same, especially in the case of items which does not involve in Capacity Verification (CV).

5.5 Issue of Registration Certificate:

- i) TCL VRC will register the firm and issue Vendor Registration Certificate online.
- ii) Registration will be valid for 03 years and renewal request to be made by vendor 06 months before expiring the registration.
- iii) Vendor registration certificate will be available in the Portal for view as well as to be downloaded by the registered vendor.
- iv) Vendors, not considered for registration, will be intimated by e-mail indicating the reasons for non-consideration.

6.0 ADDITION / DELETION OF ITEMS

A registered vendor can apply for adding more item (s) or deleting item (s) in the existing Registration Certificate by applying through the respective option in the portal accordingly, the registration certificate will be updated online.

7.0 PROFILE UPDATION BY VENDOR:

There might be necessity of updating vendor's profile. A registered vendor can apply online for the same through the Portal.

8.0 DEEMED/REGISTRATION:

There may be instances where some reputed Foreign Vendors and vendors recognized by technology providers/collaborator do not apply for registration. Such vendors may be considered as "Deemed Registered" for a period of 03 years without application fee in consultation with GM/QA after due deliberation by the committee of officers with proper justification has to be recommended.

9.0 APPLICATION FEE FOR REGISTRATION:

The application fee (Excluding GST) for fresh registration / Additional item registration shall be as under-

a) Large Scale Industries	Rs. 10000/-
b) Medium Scale Industries	Rs. 5000/-
c) Small	Rs. 3000/-
d) Micro	Rs 2000/-
e) Authorised Dealers / Stockist / Sole Selling Agents	Rs 3000/-
f) For profile updation of registered vendor	Rs 1000/-

10.0 BANNING OF VENDOR:

Debarment / Banning of vendor is the sole discretionary power of the competent authority on the recommendation of committee of officers nominated for the specific purpose and action may be taken as per the provision of TCL Procurement Manual and as per the relevant CV norms . The time limit for Debarment / Banning of vendor shall be upto 02 years.

11.0 REMOVAL OF VENDORS FROM COMPENDIUM OF REGISTERED VENDORS:

Removal of vendors from the compendium of registered vendors may be considered on the following grounds-

- If it is established that the vendor is involved in any illegal activity, unethical practices, misrepresentation, cheating, banned by sister factories or any directives given by TCL HQ. De-registration should be 02 years for complete range of products.
- If a vendor is declared bankrupt of insolvent and in case of a limited company, it is wound up or taken into liquidation.

- c) If the vendor itself wants to remove its name from the list of registered vendors.
- d) If vendor rating performance of a firm during the execution of a contract is not satisfactory, firm should be de-registered for the remaining period of validity of registration certificate.

Further, In case a complaint is received against a vendor regarding falsification of documents, TCL HQ through concerned Factory shall arrange for physical verification of credentials of the vendor. On being found to be true, the vendor should be deregistered across the whole organization. Also the process of physical verification should also have a reasonable time limit to prevent disputes from dragging for too long.

12.0 Special Notes:

- i) Firms to give the declaration for supplying the materials with the same legal tie-up firm having validity of legal tie-up for minimum 03 years. (As per attached format)
- ii) Vendor shall give an undertaking regarding complete understanding of specification requirement of material. (As per attached format)
- iii) In case falsification of documents and other instances, firm will be De-registered for the period of 02 years for entire range of products.
- iv) If a firm is registered for any item, it will be considered as registered for all the similar items (as notified).

13.0 Wherever is required, clauses of TCL CV Norms shall be applicable.

14.0 As and when required, minor modification to this SOP will be carried out with the approval of TCL HQ.