

**The Right to Information Act 2005**  
**Application for obtaining information**

**From**

**To**

The Public Information Officer  
O/o. General Manager & Company Secretary  
Cochin Shipyard Limited,  
Administrative Building,  
Cochin Shipyard Premises,  
Perumanoor, Cochin,  
Ernakulam - 682 015,  
Kerala, India.

**SUB : Information Regarding - procedure to be followed for BRAND APPROVAL/ VENDOR REGISTRATION for the supply of Reinforcement bar (TMT bar) for your ongoing/upcoming construction project.**

Dear Public Information Officer:

Under the Right to Information Act 2005, Section 6, I need some information. The details of the information are as follows

**1. Details of the applicant**

## **2. Period to which the information relates: Latest**

## **3. Details of Information**

Please provide the following information u/s 2(f), (i), (j) and 6(1) of the RTI Act 2005:

1. As per your records, please mention the detailed procedure to be followed for BRAND APPROVAL/ VENDOR REGISTRATION for the supply of Reinforcement bar (TMT bar) for your ongoing/upcoming construction project.
2. Please furnish relevant supporting documents in favor of your responses.

Note: Kindly consider this as an urgent matter and provide the requested information as early as possible.

## **4. Application fee details**

Encl. Application Fee of Rs 10/- By Court Fee Stamp Rs. 10 should be by way of *Postal order / Demand Draft / Bankers Cheque*

## **5. Below Items are for your kind information and consideration**

- a. As per section 6(3) of the RTI Act 2005, In case, the requested information is held by another public authority, I request the PIO to transfer the application or part of it within FIVE days and immediately inform me about such transfer.
- b. As per section 7(3) of the RTI Act 2005, In case, there are further fee required to provide the requested information, I request the PIO to inform me of the additional fee amount along with the calculations made to arrive at the amount.
- c. As per section 7(8)(iii) and 7(3)(ii) of the RTI Act 2005, I request the PIO to inform me of the particulars of First Appellate Authority.

## **6. Declaration**

I declare that I am a citizen of India.

Yours faithfully,

Monday, February 3rd 2020



SEC/50/2020-I

February 25, 2020

**Sub: Information Under Right to Information Act**

Dear Sir,

Please refer your RTI request dated February 03, 2020 and received by us on February 10, 2020. The information sought under the said request is given below:

- (i) As per your records, please mention the detailed procedure to be followed for BRAND APPROVAL/ VENDOR REGISTRATION for the supply of Reinforcement bar (TMT bar) for your ongoing/upcoming construction project.

**Answer:**

- ❖ The existing procedure for vendor registration with Cochin Shipyard Limited (CSL) is as follows:
- Login to CSL website [www.cochinshipyard.com](http://www.cochinshipyard.com);
  - Go to the tab 'Related Links';
  - Under the drop down menu, select 'Vendor Registration Form';
  - Download the form applicable for Vendor registration (Material suppliers);
  - Fill up the 'Vendor registration application form' and forward the application along with all credentials and supporting documents (including GST registration certificate and MSME certificate, if applicable) to the following address:  
**Deputy General Manger (Materials),**  
Cochin Shipyard Limited,  
Cochin – 682015, Kerala.
  - Send an advance copy of the Vendor Registration form and documents to the email ID: [vendorregistration@cochinshipyard.com](mailto:vendorregistration@cochinshipyard.com).
- ❖ CSL will verify the documents and arrange shop survey in case the applicant is the manufacturer of the item.
- ❖ Once found qualified, the supplier will be enlisted in CSL Supplier database, after processing internal approvals.



- ❖ Intimation letter/E-mail will be sent to Supplier with 'Supplier code' assigned to them.
- ❖ For any clarification required, supplier can write to: vendorregistration@cochinshipyard.com or contact telephonically at 0484 2501846.

2. If you are not satisfied with the above reply, you may prefer an appeal within 30 days from the date of receipt of this letter to Shri Suresh Babu N V, Director (Operations) & Appellate Authority, Cochin Shipyard Limited, Administrative Building, Cochin Shipyard Premises, Perumanoor, Kochi – 682 015.

Thanking You,

Yours faithfully,



  
Ramesh K J

Central Public Information Officer