



COCHIN SHIPYARD LIMITED

ENLISTMENT PROCEDURE AND

REQUIREMENTS

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1.0 Who can apply:

Foreign & Indian firms under following category:

- 1.1 Original Equipment Manufacturer (OEM)
- 1.2 Authorized Dealer /Sole Selling Agents
- 1.3 Stockiest & Traders
- 1.4 Service providers who undertake jobs, services, work packages for ship's outfitting and structural work, civil construction, engineering construction, structural work, repair of ship and shipyard assets, erection, supply of office equipment and service, repair/ maintenance of plant and machinery, facilitation, and consultancy work etc.
- 1.5 Companies meeting all norms of enlistment laid down by CSL.

2.0 Definitions

- 2.1 **Enlistment:** First time application from Original Equipment Manufacturer (OEM)/Authorized dealer/ Sole Selling Agents / Foreign and Indian stockiest /**Traders**/ Companies meeting all norms of enlistment laid down by CSL.
- 2.2 **Revalidation:** Reassessment of already enlisted supplier after expiry of enlistment validity.
- 2.3 **Enhancement:** Up gradation in the product profile of already enlisted items, addition of new items and/or new works for already enlisted supplier.

3.0 Re-instatement: Reinstatement is for such suppliers who are in banning/ suspension /Dormant List of CSL. This shall be initiated upon completion of such banning/suspension/Dormant period. If validity of enlistment of such supplier is expired, such supplier shall apply for re-validation process and **Important steps are:**

- 3.1 Suppliers are required to submit application and upload applicable documents only through on-line. Applications not submitted through on-line will not be accepted for processing.
- 3.2 Before applying, suppliers are required to agree to Terms & Conditions. In case Terms & Conditions are not agreed, on-line application format shall not open.
- 3.3 Items are required to be selected only from the list of items for enlistment Item Category List
- 3.4 For multi-location works, having different GST registration numbers supplier shall submit separate application for each works location.
- 3.5 Indian suppliers seeking enlistment / revalidation / enhancement of enlistment under MSME category (micro, small, medium), must have valid certificate (from Directorate of Industries or valid NSIC certificate, Udyog Aadhaar Memorandum by MSME, confirming MSME category status. Related data needs to be filled up while applying on-line else application will not be accepted for processing.
- 3.6 For SC/ST owned MSE enterprise supplier shall submit valid documentary evidence.

4.0 General Procedure

- 4.1 Processing of application for enlistment shall take around 4-6 months, however, this depends on quality & completeness of documents submitted and time taken to respond to CSL queries.
- 4.2 It is expected that all documentations shall be submitted in strict compliance to applicable requirements. Incomplete / improper document if submitted shall not have any cognizance and shall not be taken up for processing. Supplier may be given opportunity for completion of the documentations on case to case basis at the discretion of CSL. In such cases processing of application may take longer time. However, in case supplier fails to furnish satisfactory data within a maximum period of two months from the date of application / queries, it shall be presumed that supplier is not meeting CSL procurement norms, CSL reserves the right to close the application. Supplier may apply afresh with updated data / information, if they are interested in future. ***Processing charges in such cases paid earlier, shall neither be refunded nor adjusted.***

5.0 Survey of Manufacturing facility:

On satisfactory review of Indian supplier's document, a visit to manufacturing facilities shall be undertaken on a case to case basis if CSL require so, to assess capabilities with respect to Design, Manufacturing, Infrastructure, Testing & other related facilities, and Quality Management System.

- 5.1 Upon satisfactory document's review and assessment of manufacturing facility, case shall be put up for SEC/Competent Authority's review. Upon approval, letter of enlistment shall be issued. The validity of enlistment shall be for a period of 5 years and thereafter, same is required to be revalidated as per the applicable procedure.
- 5.2 Enlistment details of individual suppliers will be put up on CSL website, Supplier code will be communicated along with the enlistment letter.
- 5.3 Suppliers can view status of their application on CSL website using their User Id and password allocated to them.

6.0 Terms and conditions

- 6.1 Applications shall be accepted for processing; only if items seeking enlistment/enhancement/revalidation are within the 'List of item category for products & services' available at Annexure 5. In case, a particular item is not found in the list, selection of item category shall be done in consultation with the SMC.
- 6.2 Quality Management System of each manufacturing works/locations for which supplier is seeking Enlistment/Enhancement/Revalidation with CSL shall be certified by any independent authorized agency and shall have valid ISO- 9001 certification or equivalent, as applicable in country of manufacture.
- 6.3 Suppliers who have incurred loss in the latest financial year as per the audited balance sheet shall furnish details from financial institution with supporting document. Company having negative net-worth shall not be considered for enlistment.
- 6.4 Suppliers shall have all the required clearances from the concerned statutory authorities.

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- 6.5 Generally, no visit to manufacturing facility is envisaged for foreign supplier and enlistment is considered on the basis of satisfactory document's review. However, at the discretion of CSL, assessment of manufacturing facility of foreign suppliers, shall be taken up, for which supplier will be informed in advance. Charges in such case will be applicable on actual cost basis, inclusive of man-hour @1000USD per day per person, hotel stay, travel and other incidental expenses which shall be paid upfront by the supplier seeking enlistment. The foreign visit travel charges shall be in addition to the applicable processing charges.
- 6.6 Foreign suppliers must confirm their consent to pay processing charges as applicable, when demanded by CSL.
- 6.7 Performance of suppliers shall be continuously monitored during bidding stage and order execution. To remain in CSL Master Suppliers List (MSL), performance is required to be satisfactory at all the times.
- 6.8 In case of unsatisfactory performance on account of poor quality of document/materials, delayed delivery of items affecting production schedule, failure of material at site, non-compliance of requirement, violation of contractual terms & conditions, withdrawal of bids, inadequate infrastructure, over-loading, liquidity crunch, labour unrest, strike, lockout, unethical business practices, not recommended for enlistment revalidation during shop survey for any reason etc., suppliers may be put on "Suspension / Banning List" and shall not be considered for participation in bidding process for current / future enquiries.
- 6.9 Suspension / Banning status shall be reviewed on the basis of progress / improvement as reported by supplier and CSL Officials. Decision of Competent authority shall be final and binding on the supplier.
- 6.10 Suspension / Banning of Business Dealings will be done as per procedure applicable Enlistment shall be applicable for the company and works location approved with validity of 5 years and the validity shall not be changed in case of enhancement in product profile and/ or additional manufacturing location during the validity period. Enlistment shall have to be "Revalidated" every 5 years prior to the expiry of validity period as per procedure to remain active in CSL suppliers list. If re-validation request is not initiated by the suppliers, they will become inactive
- 6.11 In case of any changes, information with respect to change in works location, enquiry address, product design, and change in management shall be furnished to CSL for further necessary action.
- 6.12 Change in works location/ name change, where no link is established in the Certificate of incorporation issued by the Registrar of Companies, between the enlisted company and the new company, such cases shall be treated as new enlistment
- 6.13 Enhancement of additional items, enhancement in range/rating of already enlisted items etc., if required, can be done at any time but at least 6 months prior to expiry of validity of enlistment
- 6.14 Enlistment shall be for the purpose of inclusion of supplier's name in CSL" Master Suppliers List" (MSL)and shall in no way guarantee regular issue of purchase enquiries.
- 6.15 In case of non-acceptance of application for any reason at any stage of processing, processing charges once paid shall not be refunded under any circumstances. Supplier if so desired may

apply afresh with updated data / information. ***Processing charges in such case paid earlier, shall neither be refunded nor adjusted.***

- 6.16 In case no response/ regrets without specific reason, are received against purchase enquiries continuously for two years or more than 6 consecutive enquiries, it shall be presumed that supplier is no longer interested for business with CSL and enlistment is liable to be cancelled.
- 6.17 In case 100% owned subsidiary desires enlistment as a manufacturer for the same item for which the principal company is already enlisted, same shall be subject to conditions that the enquiry shall be issued to either principal or subsidiary company only (option to be exercised by them at the time of enlistment). This shall be done with the written consent from the principal
- 6.18 CSL shall not be responsible for rejection of application due to misleading information filled up & processing charges shall not be refunded. Rendering of false information in the application may also debar a supplier for enlistment with CSL in future. Decision of Competent Authority of CSL shall be final & binding on the supplier.
- 6.19 Suppliers seeking enlistment with CSL shall note that Enlistment with CSL is not a matter of Right and is at sole discretion of CSL
- 6.20 Terms and conditions including Processing Charges are subject to change at the sole discretion of CSL
- 6.21 Processing Charges as applicable at the time of enlistment/enhancement /re-validation shall be payable through the link for making online payment.
- 6.22 In case of any dispute, the courts at Cochin, Kerala shall have exclusive jurisdiction.

Application for enlistment is to be forwarded to:

Head - Supplier Management Cell
Cochin Shipyard Ltd.
Cochin - 682015
Kerala, India
Phone :+91 484 2501846
E-mail :smssupport@cochinshipyard.com