



We Build Lasting Relationships
with those who are instrumental in our growth.

Effwa Vendor Registration - Instruction Manual

Guidelines, Terms and Conditions for Vendor Registration



Infra & Research Pvt. Ltd.

An ISO : 9001 : 2015 Organisation

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Table of Contents

	Chapter	Page no.
1	Terms and Conditions	1 to 3
2	Vendor Registration Guidelines	4
3	Effwa's Procurement Requirements (Product Categories)	5 to 7
4	Documents Required for Empanelment	8 to 9



1. Terms and Conditions

Effwa Infra & Research Pvt. Ltd. intends to register/ empanel the firms/ companies who are in the business of manufacturing, stocking and/ or marketing of goods of specified categories. The main objective of registration of firms/ agencies as approved vendors is to have a panel of technically capable, financially sound and reliable sources of supply of various equipment and services to which enquiries can be addressed. Effwa's vendor registration shall be a continuous and dynamic process with provision to induct new competent suppliers and to weed out non-performing suppliers from time to time. All those empaneled as Effwa's vendors and those applying for Effwa's vendor registration are bound by the terms and conditions mentioned in this document.

1.00 ELIGIBILITY

All firms/ agencies, which are in the business of manufacturing, stocking or marketing of stores and specified service provider are eligible for registration under various categories. A company is not eligible to participate in this registration process if any one of the following cases is true:

- Company does not have a Quality Management System certified as per ISO - 9001 or equivalent.
- A contract has previously been terminated/disqualified due to unsatisfactory performance of the firm/ company during the execution in any reputed organization.
- Company has negative net-worth.

1.01 GENERAL

- The said registration qualifies a particular vendor for consideration for issue of enquiry for relevant category only for which vendor is registered/ empaneled. However, this will not give any claim to the party for award of work/ purchase order.
- Selection/ empanelment validity will be for 2 years and shall automatically expire unless renewed by vendor at least 1 month before expiry.
- Vendors once empaneled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of Effwa and keep Effwa informed of new products/ developments/ innovative ideas that shall help reduce the cost and improve quality, reliability, etc.



1. Terms and Conditions

- Vendor has to adhere to all aspects of fair trade practices in executing the purchase orders/ work orders placed by Effwa from time to time during the registration period.
- The vendor should not assign or sublet the empanelment or any part of it to any other vendor in any form. Failure to do so shall result in termination of empanelment.
- Any vendor can get registered and empaneled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
- All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with Effwa, empaneled vendors are required to quote the Registration number/ Vendor Code.

1.02 REJECTION OF APPLICATION

Application may be rejected due to rendering of false/misleading information in the application. It may also debar a supplier for enlistment with Effwa in future. Failure to submit supporting documents enlisted in Chapter 4 (Documents required for Empanelment) on request may also invite rejection of the application. Suppliers seeking enlistment shall note that enlistment with Effwa is not a matter of right and is at sole discretion of Effwa. 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 Effwa. However, in case supplier fails to furnish satisfactory data within a maximum period of two weeks from the date of application / queries, it shall be presumed that supplier is not meeting Effwa's procurement norms, leading to rejection of the application. Supplier may apply afresh with updated data / information, if they are interested in future.



1. Terms and Conditions

1.03 TERMINATION OF REGISTRATION FOR DEFAULT

Default is said to have occurred in the following cases:

- If the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by Effwa.
- If the vendor fails to perform any other obligation(s) under the empanelment.
- If vendor does not respond to enquiry from Effwa.

1.04 SUSPENSION, DEBARRING AND BLACKLISTING

Business dealings with a registered vendor may be banned/ suspended at any time if it is considered not desirable to continue the business with the agency. Suspension shall be for a minimum period of 1 year and upto 5 years from the date of approval of decision of suspension by Effwa, in case of empaneled vendor is found in breach of any terms & condition(s) of Effwa or supply/ work order, at any stage during the course of supply/ installation or warranty period.



2. Vendor Registration Guidelines

2.01 IDENTIFY YOUR PRODUCT/ SERVICE CATEGORY

Effwa's procurement requirements span across various categories broadly classified in Chapter 3 (Effwa's Procurement Requirements). If you have an innovative product that could be of value to our projects, you may apply for vendor registration under 'Innovative product category'.

2.02 INTRODUCE YOURSELF

Begin your registration online at <http://www.effwa.co.in/vendor-registration> by providing your basic contact information and product description so we can get in touch with you for more details. Alternatively, you may choose to mail your introduction at procurement@effwa.co.in.

2.03 GET YOUR DOCUMENTS VERIFIED

If your product seems to be a promising value addition to our projects, our vendor development team shall reach out to you within 10 working days from the receipt of your introduction. You shall have to provide detailed information regarding your organization, list of major clients and approvals for the intended product category, financial details of your organization and your quality system and all the supporting documents (as enlisted in Chapter 4) required by our team for verification of your details, failing which the registration shall be terminated.

2.04 GET CONFIRMED AS OUR VENDOR

After completion of verification of your documents, you may be registered as our vendor under the suitable category and shall be allotted a vendor code for identification. After confirmation of your registration with us, you shall be required to periodically update our team regarding any change in information provided by you during the registration process.



3. Effwa's Procurement Requirements (Product Categories)

Since we execute turnkey projects for water treatment, wastewater treatment, hazardous waste incineration etc., our procurement requirements span across various categories broadly classified hereunder. If you have an innovative product that could be of value to our projects, you may apply for vendor registration under 'Innovative product category'

3.01 ENGINEERING FABRICATION

- At shop fabrication
- On site fabrication

3.02 PROCESS AND MECHANICAL

- Agitators and Mixers
- Air diffuser
- Burners
- Chlorinator
- Compressors
- Dewatering equipment (Centrifuge / Filter press / Screw press / Belt Press / Others)
- Dissolved Air Flotation (DAF) system
- Fans
- Gearbox
- Gratings
- Hoist / Crane
- Material handling systems (conveyors)
- Mechanical screen
- Membranes (RO/ MF/ UF) / housing for membranes
- Micro filters and strainers
- Oil skimmers
- Pipes (metallic)
- Pipes (non-metallic)
- Pumps
- Shredders
- Structural materials
- Tanks (Non-metallic)
- Thermal evaporators
- Valves and gates



3. Effwa's Procurement Requirements (Product Categories)

3.03 ELECTRICAL

- Cable (Power and control cable)
- Cable Trays
- DG set
- Earthing and lightning arrestors
- High mast/ Electric poles
- HT conductors
- Industrial illumination systems
- Local Push Button Stations (LPBS)
- MCC / Control Panel / APFC Panel
- Motors
- Transformer
- UPS

3.04 INSTRUMENTATION AND CONTROL

- Instrument cables
- Instrument for flow measurement
- Instrument for level/ depth measurement
- Instrument for multi-parameter water and wastewater analysis
- Instrument for pH measurement
- Instrument for pressure measurement
- Instrument for turbidity measurement
- Load cell
- Thermal sensors/ Temperature controllers
- Variable Frequency Drive (VFD)
- PLC / SCADA / HMI systems

3.05 MEDIA AND CHEMICALS

- Activated carbon
- Anthracite
- Bio-cultures/ Enzymes
- Diatomaceous Earth
- Filtration media (Sand, gravel, etc.)
- Ion exchange resin/ Special application resin
- Laboratory grade reagents
- Membrane cleaning chemicals
- Sludge dewatering chemicals
- Thermal refractories/ Insulation materials
- Water and wastewater treatment chemicals



3. Effwa's Procurement Requirements (Product Categories)

3.06 UTILITY

- HVAC (Heating, Ventilation, Air Conditioning)
- Laboratory glassware and equipment
- Fire safety system

3.07 INNOVATIVE PRODUCT CATEGORY

- Innovative product to enhance Effwa's projects



4. Documents Required for Empanelment

4.01 ORGANIZATIONAL INFORMATION AND PRODUCT DETAILS

- 4.01.01 Company profile.
- 4.01.02 Description of item(s) and range for which empanelment is sought (on your letterhead)
- 4.01.03 Technical write-up on your letterhead regarding the subject item(s), equipment manufactured at your works incorporating the following points:
 - Type(s)
 - Range (max, min)
 - Size
 - Service
 - Model number(s)
 - Other relevant details for each item.
- 4.01.04 Detailed product catalogue

4.02 CERTIFICATES, CLIENTS AND APPROVALS

- 4.02.01 Proof of Registration of the company (Certificate of Incorporation / Factory license)
- 4.02.02 Attested copy of PAN Card
- 4.02.03 Attested Copy of GST Registration Certificate
- 4.02.04 Attested copy of Valid ISO 9001 Certificate
- 4.02.05 Attested copy of Valid ISO 14001 Certificate (if applicable)



4. Documents Required for Empanelment

4.02 CERTIFICATES, CLIENTS AND APPROVALS

- 4.02.06 Attested copy of Valid OHSAS 18000 Certificate (if applicable)
 - 4.02.07 Copy of approval / enlistment / accreditation by consultants/ owners / independent inspection authorities.
 - 4.02.08 List of major clients (minimum 5) for the intended product category with copies of purchase orders, completion/commissioning certificates and performance certificates.
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4.03 TECHNICAL CAPABILITY AND QUALITY SYSTEM

- 4.03.01 Works-wise details of manufacturing facilities i.e., machinery available in-house with their capacity/ range (on your letterhead)
 - 4.03.02 Works-wise details of testing equipment available in-house
 - 4.03.03 Tests for which dependent on external agencies, their names and location in tabular format (on your letterhead).
 - 4.03.04 Quality assurance manual / procedures including Health Safety and Environment Certificate
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4.04 FINANCIAL DETAILS

- 4.04.01 Annual reports for last 3 financial years or Audited balance sheets for the last 3 financial years giving details of annual sales, net worth and profit/loss figures.
 - 4.04.02 CA's Turnover certificate for last 3 financial years
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