



## **Enlistment Procedure and Requirements**

### **1.0 Introduction:**

Engineers IndiaMart, the company has been set up to provide database of Consultant's, Contractor's, Fabricators, Supplier's, etc which are working in the field of Engineering and dealing with oil and gas, chemical industry, agro-chemicals, fine chemicals, etc. Also arrangement has been made the newbies as well as old companies can display their catalogue in the form of presentation so that maximum exposure can be given to companies. MSMEs will find a new dimension/exposure under Engineers IndiaMart. Every Company will get good visibility to customers and hence secure good business by maintaining good credentials.

### **2.0 General**

2.1 Processing of application for enlistment shall take around 1 month, however, this depends on quality & completeness of documents submitted and time taken to respond to Engineers IndiaMart queries.

2.2 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 Engineers IndiaMart. In such cases processing of application may take longer time. However, in case supplier fails to furnish satisfactory data within a maximum period of one months from the date of application / queries, it shall be presumed that supplier is not meeting Engineers IndiaMart procurement norms, Engineers IndiaMart 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.

2.3 All charges are valid for one year.

2.4 After complete process of enlistment with Engineers IndiaMart, a "Congratulations" message shall be sent to registered e-mail ID to successful parties within one month.

2.5 Suppliers can view their advertisement which shall be sent through Congratulation mail.

2.6 Registration form shall be filled in complete depth with correct information to give better exposure of your organisation to the clients.

- 2.7 Enlistment Agency shall provide details which are completely true and misguiding or false details lead to cancellation of registration without prior information to Consultant's/Contractor's/Supplier/Vendor's,
- 2.8 By submitting the documents with registration form Enlistment agency confirms that the documents are provided by them is correct to the best of their knowledge.
- 2.9 Enlistment agency can be suspended for at least one year if false information is provided.
- 2.10 A de-rated note shall be issue on providing misleading information during registration process or at any stage to the enlistment agency, if information against enlistment agency is found misleading.