



GARDENREACH SHIPBUILDERS & ENGINEERS LTD.

(A Government of India Undertaking, under Ministry of Defence)

43/46, Garden Reach Road, Kolkata — 700024.

Vendor Development Department
Tel No. : (033) 2469 8100 -14; Extn: 706, 525
Fax No. : (033) 2489 3426 / 2469 8150
Website: www.grse.nic.in

GRSE Vendor Registration Process

Action by Vendor:

Step-I – Download Vendor Registration Form (VRF) from website www.grse.nic.in and submit same duly filled in with documents. Vendors may also submit application through online.

Action by Vendor Registration Cell:

Step-II — Verification of documents submitted by vendor. Selection of product service group based on vendor documents. Intimate vendor the short fall documents if any. If required Company Secretary / Law officer may also be consulted.

Step-III — Placed in Vendor Assessment Committee (VAC), comprising member of NCM / Purchase / Finance / Design & Vendor Development Dept.

Step-IV – On recommendation of VAC, Vendor Development Dept. process the File through F-FC Cell for financial scrutiny and viability of Vendor.

Step-V – After clearance from F-FC, Vendor's works / Establishment assessed by technical team from Concerned Dept. Final approval is given by Incharge (Vendor Development Dept.).

Note: 1) Vendors, if registered with Defence Shipyards / PSUs, will be registered on receipt of their application, without going through all the formalities.

2) For DQA registered vendors, they will be given a registration number, subject to submission of relevant documents by them to complete Registration formalities, prior to expiry of validity period of DQA registration.