



## **GARDEN REACH SHIPBUILDERS & ENGINEERS LTD**

**गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड**

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

“An ISO 9001 : 2015 Certified Company”

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

CIN: L35111WB1934GOI007891.

Vendor Development Department.

Phone: 033 2469-8100 to 8115 Extn: 706/648/647/769;

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### GRSE Vendor Registration Process

#### Action by Vendor:

Step-I — Online registration/submission facility available in GRSE website [www.grse.in](http://www.grse.in) ; Vendor registration Policy / Procedure & Manual Vendor Registration Form (VRF) are also available in GRSE Website. Interested firm can use the above online – or- VRF Form & the same to be duly filled in with supporting documents by Vendors.

#### 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. if required & Final approval is given by Incharge (Vendor Development Dept.).

Note: Vendors, if registered with DQA / Defence Shipyards / PSUs, will be registered on receipt of their application, without going through the normal formalities. (Subject to submission of relevant documents by them to complete registration formalities)