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Guidelines for Registration of IT Suppliers

A. Registration request

1. Supplier will login in website (<http://www.pnb.org.in>) and provide information on line as per format provided in website
2. Supplier will take printout of the acknowledgment form after completion of form entry.
3. Supplier will sign the acknowledgement form and send the signed copy along with other supporting documents (as proof) to ITD, Head Office within 7 days of online registration, for necessary verification by the Bank.

B. Registration Approval Process

1. IT Procurement Section will verify the information provided in the website with the supporting documents provided by IT supplier in physical form.
2. Approving authority will approve the registration within 7 days of receipt of documents if same is found in order.
3. In case information provided by supplier is in variance with the supporting documents, then competent authority may reject the registration or may keep the registration request pending until the discrepancies of information submitted through website are corrected by the applicant/supplier as per the supporting document provided by him.
4. Status of registration will be displayed on the website. However, in case of any discrepancy found in application, same will be informed by the Bank through email to the applicant / supplier with in 7 days of receipt of supporting documents.
5. Incomplete registration application forms shall be rejected by the Bank, in case discrepancies reported are not rectified by the supplier within 7 days of reporting / sending email as mentioned in point 4 above.

C. Competent Authority

1. Chief Manager/Asstt. General Manager looking after procurement activity will be competent authority for approval of registration applications.
2. General Manager will be competent Authority for rejection of registration application.

D. Others

1. Bank may delete the registration request if supporting documents are not provided within 15 days of on-line registration request.
2. Bank reserves the right to accept or reject any application without assigning any reason whatsoever.