

INVITATION FOR ONLINE VENDOR REGISTRATION & EMPANELMENT

The **National Institute of Animal Biotechnology (NIAB), Hyderabad**, a premier research institute under the Department of Biotechnology, Government of India, is engaged in cutting-edge research in animal biotechnology, health, and related scientific domains.

In its continuous effort to enhance **transparency, efficiency, and ease of doing business**, NIAB has developed a **comprehensive Online Vendor Empanelment Portal** for vendor registration and procurement of goods and services.

1. PURPOSE OF THIS INVITATION

NIAB invites **online applications** from eligible and competent **manufacturers, authorized dealers, distributors, suppliers, and service providers** for **Vendor Registration and Empanelment**.

The empanelment aims to create a **reliable vendor database** to facilitate procurement of:

- Scientific and laboratory equipment
- Consumables, chemicals, reagents, and glassware
- IT equipment and peripherals
- General and office supplies
- Maintenance and support services
- Any other items/services as required by the Institute

This initiative will enable vendors to participate in:

- **Limited tenders (as applicable)**
- **Empanelment of firms for catalogue based discount contract processes**
- **Request for Quotations (RFQ)**
- **Other procurement opportunities at NIAB**

2. INTRODUCTION OF ONLINE PORTAL

The newly launched **Vendor Empanelment Portal** is a **fully digital platform** designed to:

- Ensure a **paperless registration and submission process**
- Improve **speed, efficiency, and communication**
- Maintain **transparency in vendor selection**
- Provide **equal opportunity to all eligible vendors**
- Enable **real-time updates and notifications**

All interested vendors are required to **register exclusively through the online portal**. No manual or offline applications will be accepted.

3. ELIGIBILITY CRITERIA

Applications are invited from:

- Original Equipment Manufacturers (OEMs)
- Authorized dealers and distributors
- Traders and suppliers
- Service providers with relevant expertise

The applicants must:

- Possess valid business registration (GST, PAN, etc.)
 - Have relevant experience in supply/services
 - Demonstrate technical and financial capability
 - Submit supporting documents as required on the portal
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4. SCOPE OF EMPANELMENT

Empanelled vendors will be eligible to:

- Participate in NIAB procurement processes
- Receive tender notifications (where applicable)
- Quote for Rate Contracts and supply orders

However, it is **clearly stated** that:

Empanelment does not guarantee any minimum business, order placement, or assured quantity of work.

5. IMPORTANT INSTRUCTIONS FOR APPLICANTS

- Applications must be submitted **only through the Online Vendor Empanelment Portal**.
 - Vendors must upload **complete and valid documents** as specified.
 - **Incomplete applications** or those without required documents will be **summarily rejected**.
 - Applications received after the specified deadline will **not be considered**.
 - Vendors are advised to ensure that all information provided is accurate to avoid rejection.
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6. TERMS & CONDITIONS

- NIAB reserves the right to:
 - Accept or reject any application without assigning any reason
 - Seek additional information/documents if required
 - Modify, suspend, or cancel the empanelment process at any stage
 - Any misrepresentation or false information may lead to **disqualification or de-empanelment**.
 - The decision of NIAB in all matters related to empanelment shall be **final and binding**.
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7. FUTURE PROCUREMENT & TENDER PARTICIPATION

All vendors are **strongly encouraged to register on the portal**, as:

- ✓ **Vendor registration will be mandatory for participation in future procurement opportunities, including tenders and Rate Contracts (RC) or other types of procurement.**

Only registered/empanelled vendors may be considered for:

- Limited tenders
 - Institutional purchase processes
 - Vendor-specific procurement invitations
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8. COMMUNICATION & UPDATES

All future communication, including:

- Notifications
- Tender updates
- Shortlisting information

will be made **available on the Online Portal**. Vendors are advised to **regularly check the portal** for updates.

9. HOW TO APPLY

Interested and eligible vendors may apply online by following the steps below:

- Visit the NIAB official website → Important Links → Navigate to the **Vendor Registration** section in the navigation bar

Vendors are encouraged to **register at the earliest** to ensure inclusion in upcoming procurement processes. Please refer to the detailed user guide provided below.

10. CONTACT INFORMATION

For any technical queries related to registration:

- Email: vr@niab.org.in, sai@niab.org.in, santosh@niab.org.in
- Phone: 040-23120125, 040-23120114, 040-23120116

NIAB Vendor Registration Portal – User Guide

1. Introduction

The **NIAB Vendor Empanelment Portal** is an online platform developed by the National Institute of Animal Biotechnology to facilitate a smooth, transparent, and efficient process for vendor registration and empanelment.

This portal enables vendors to:

- Register their organization with NIAB
- Submit details required for registration
- Maintain and manage vendor information digitally

The system is designed to be **simple, secure, and user-friendly**, ensuring quick onboarding and easy interaction with NIAB.

2. Accessing the System

Vendors can access the portal using the following methods:

- Direct link: <https://www.niab.org.in/VendorEmpanelment/VendorRegistration.aspx>

The screenshot shows the homepage of the NIAB Vendor Registration Portal. At the top, there is a navigation bar with the Government of India logo and the text "Government of India | Ministry of Science & Technology | Department of Biotechnology". Below this, the NIAB logo and name are displayed in both Hindi and English: "राष्ट्रीय पशु जैव प्रौद्योगिकी संस्थान" and "National Institute of Animal Biotechnology". The main heading is "NIAB Vendor Registration Portal". Below the heading, there is a paragraph: "Organizations/Firms interested in supplying goods or services to NIAB are invited to complete the vendor registration process to participate in Rate Contracts, tenders, and procurement opportunities." There are two buttons: "REGISTER NOW" and "Login / View Status". At the bottom, there is contact information for the National Institute of Animal Biotechnology, including the address: "Opp. Journalist Colony, Near Cowildoddy Extended Q City Road, Gachibowli Hyderabad, Telangana - 500032". There is also a "Registration Support" section with contact details: "Contact us if you face any issues during registration." and "Store and Purchase Section" with email addresses "vr@niab.org.in" and "santosh@niab.org.in", and phone numbers "040 2312 0110" and "040 2312 0125". The footer contains the copyright notice "© 2026 NIAB. All Rights Reserved." and the text "Designed & Developed by ICT, S&P Department, NIAB".

- Or via the NIAB website:
Visit NIAB official website → Important Links → Navigate to the **Vendor Registration** section in the navigation bar

3. Vendor Registration Process

To register as a vendor:

1. Click on **“Register Now”**
2. Go to **Vendor Registration Form**
3. Fill all required details carefully
4. Submit the form

4. Filling the Registration Form

4.1 Organization Details

Provide basic information about your firm:

- Company / Firm Name
- Type of Organization
- Category of Firm
- Year of Establishment
- Years of Experience
- Average Turnover

✓ Ensure all details are accurate and match official records

Vendor Registration Form

Complete the steps below to register your organization

ORGANIZATION CONTACT FINANCIAL REGISTRATIONS PRODUCTS

Organization Details

Basic information about your firm.

Company / Firm Name *	Type of Organization *	Category of Firm *
<input type="text" value="Enter Company Name"/>	<input type="text" value="- Select -"/>	<input type="text" value="- Select -"/>
Year of Establishment *	Years of Experience *	Average Turnover *
<input type="text" value="e.g., 2010"/>	<input type="text" value="- Select -"/>	<input type="text" value="- Select -"/>

SAVE & CONTINUE

4.2 Primary Contact Details

Enter main contact person details:

- Contact Person Name
- Designation
- Official Email **(Please enter an official company-specific email ID. Avoid using personal email IDs. This email cannot be changed in the future. All verification, confirmation, and reset password emails will be sent to this address only)**
- Mobile Number
- Landline Number (optional)
- Website (if available)
- Registered Address
- State

4.3 Secondary Contact Details

Provide alternate contact details:

- Name
 - Phone Number
 - Email
- ✓ This ensures communication backup

Vendor Registration Form

Complete the steps below to register your organization



Primary Contact Details

Contact Person Name *

Full Name

Designation *

Designation

Official Email *

email@company.com

Send OTP

Mobile Number *

10 Digit Mobile

Landline Number

Landline

Website

https://www.example.com

Registered Address *

Full Address

State *

- Select State -

Secondary Contact Details *

(Give alternate Name, Phone & Email)

Name *

Secondary Contact Name

Phone *

Secondary Phone

Email *

Secondary Email


PREVIOUS

SAVE & CONTINUE

4.4 Statutory & Banking Details

Provide confidential financial details:

- PAN
- GSTIN
- Bank Name
- Branch
- Account Number
- IFSC Code

 These details are securely stored and used only for official purposes

Vendor Registration Form

Complete the steps below to register your organization

ORGANIZATION CONTACT **FINANCIAL** REGISTRATIONS PRODUCTS

Statutory & Banking Details

Strictly confidential financial information.

PAN*	GSTIN*	Bank Name*
<input type="text" value="PAN Number"/>	<input type="text" value="GSTIN Number"/>	<input type="text" value="Bank Name"/>
Bank Branch*	Account Number*	IFSC Code*
<input type="text" value="Branch Name"/>	<input type="text" value="Account Number"/>	<input type="text" value="IFSC Code"/>

PREVIOUS SAVE & CONTINUE

4.5 MSME & Certifications (Optional)

Provide additional details if applicable:

- Udyam Classification & Registration Number (✓ If not applicable, enter NA)
- MSME Social & Gender Category
- ISO Certification Details (✓ If not applicable, enter NA)
- Startup Recognition (DPIIT) (✓ If not applicable, enter NA)
- GeM Registration Details

Vendor Registration Form

Complete the steps below to register your organization

ORGANIZATION CONTACT FINANCIAL REGISTRATIONS PRODUCTS

MSME & Certifications

Optional statutory registration details.

Udyam Classification	Udyam Registration No.	MSME Social Category
<input type="text" value="- Select -"/>	<input type="text" value="Udyam Number"/>	<input type="text" value="- Select -"/>
MSME Gender Category	ISO Certification Details (if applicable or write NA)	Startup Recognition Details (if applicable or write NA)
<input type="text" value="- Select -"/>	<input type="text" value="ISO Number / Details"/>	<input type="text" value="DPIIT Number etc."/>

Government e Marketplace (GeM) Portal Details (Please check <https://gem.gov.in/>)

Are you GeM registered? *

Yes No

PREVIOUS SAVE & CONTINUE

4.6 Products & Services

Select applicable categories from the list.

- ✓ Choose only relevant categories
- ✓ Multiple selections are allowed

If your category is not listed, please contact:

- santosh@niab.org.in
- sai@niab.org.in
- Phone: 040-23120110 / 040-23120125

Vendor Registration Form

Complete the steps below to register your organization

ORGANIZATION CONTACT FINANCIAL REGISTRATIONS PRODUCTS

Select Products & Services *

Select all applicable categories (If the required category is not listed, please send a request to vr@niab.org.in or contact 040 2312 0110 / 040 2312 0125)

AMC / CMC of Scientific Instruments, Calibration/Testing Services etc	Animal Facility Equipment and Consumables (Cages, racks, bedding material, water bottles, enrichment items, etc.)
Animals for research (Mice, Rats, Rabbits, etc.)	Automobiles / Vehicles
Biohazard Waste Disposal and Management Services	Books, Scientific Journals, and Online Subscriptions
Cartridges and Toners	Catering & Hospitality Services
CCTV Surveillance Systems	Civil, Electrical, Mechanical, and Engineering Works
Cold Storage / Cold Room / A walk-in cold chamber	Computers, AIO, PCs, Laptops, Servers, Workstations etc.

Also provide:

- Key offerings / product details
- Director / Proprietor details
- Major client details (at least two)

4.7 Declaration

✓ Accept the declaration confirming:

- Information provided is correct
- Firm is not blacklisted
- Documents will be submitted when required

Any other information / key offerings (in brief) like List of Brands / OEM products offering , firm profile, areas of specialization etc

Describe your key products/services

Name of Proprietor / Partners / Directors (Any one - Key Person) with Contact Number / Email *

Names and DIN of Directors

Major client details (Any two) -Private / Government / PSU / Research Institutes - Name, PO value, items supplied etc

List key clients

I hereby declare that the information provided herein is true and correct to the best of my knowledge and belief. We further certify that our firm has not been blacklisted or debarred by any Government Department, Public Sector Undertaking (PSU), or Autonomous Body. I undertake to submit all supporting documents in respect of the information provided herewith, as and when required failing which or in the event that any information furnished is found to be incorrect or misleading, the Institute reserves the right to reject or cancel the registration without any prior notice.*

PREVIOUS

REVIEW APPLICATION

5. Review & Submit

Before submission:

- Review all entered details carefully
- Ensure accuracy of contact and financial information
- Click **Submit** to complete registration

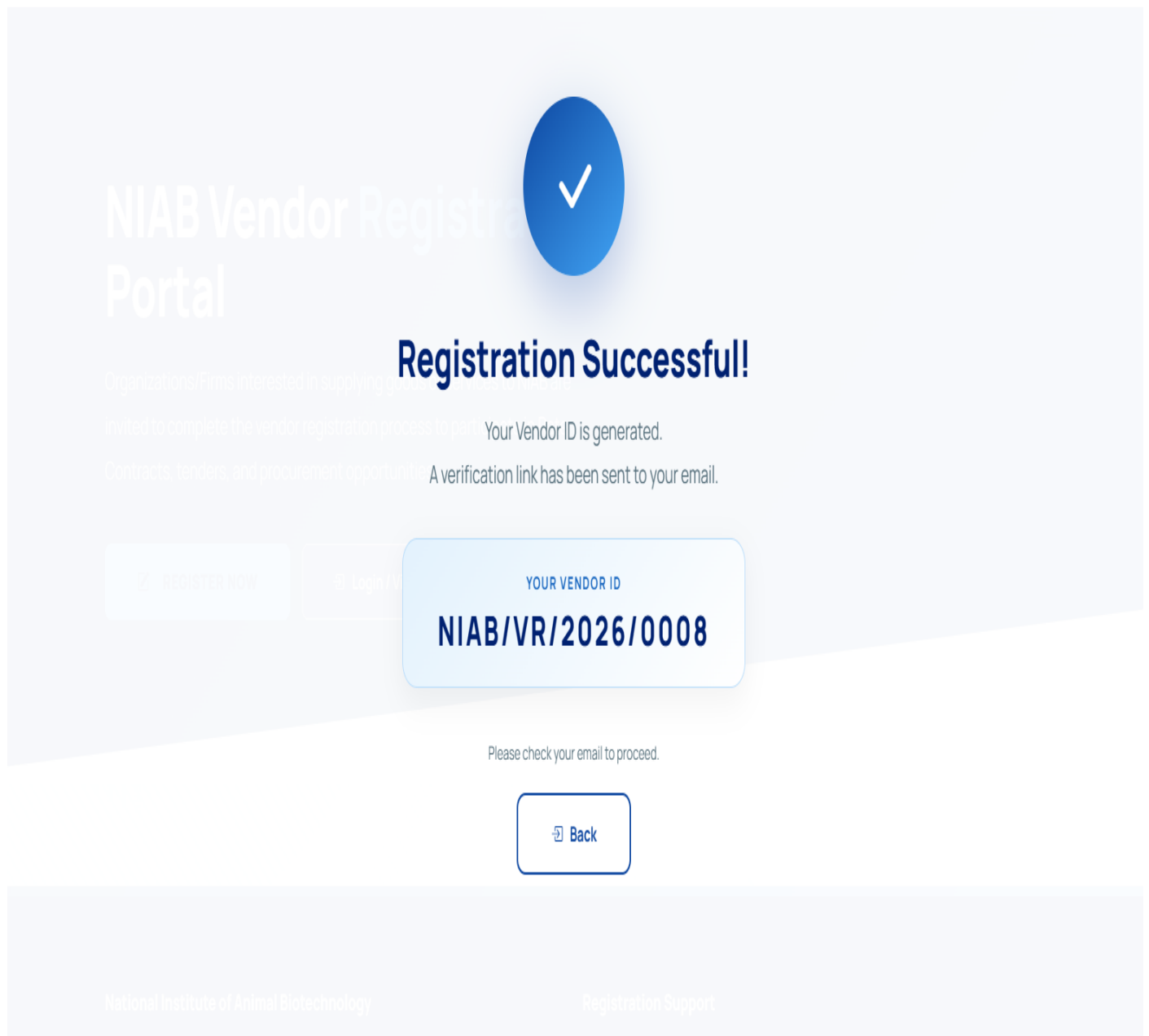
6. Registration Confirmation

After successful submission:

- A **Vendor ID** will be generated
- A **verification email** will be sent

Example:

Vendor ID: NIAB/VR/2026/0001



The screenshot displays the NIAB Vendor Registration Portal with a large blue checkmark icon and the text "Registration Successful!". Below this, it states: "Organizations/Firms interested in supplying goods and services are invited to complete the vendor registration process to part... Your Vendor ID is generated. Contracts, tenders, and procurement opportunities. A verification link has been sent to your email." There are buttons for "REGISTER NOW" and "Login/View Profile". A box displays "YOUR VENDOR ID" as "NIAB/VR/2026/0008". A "Back" button is at the bottom. The footer includes "National Institute of Animal Biotechnology" and "Registration Support".

7. Account Activation

1. Open your registered email
2. Click on “**Activate Account**” link
3. The link is valid for **24 hours**

NIAB Vendor Empanelment

Registration Successful!

Dear Vendor,

Thank you for registering. Your Vendor ID is: **NIAB/VR/2026/0008**

Please click the button below to set your password. This link is valid for 24 hours.

ACTIVATE ACCOUNT

<http://www.niab.org.in/VendorEmpanelment/SetPassword.aspx?token=a0fb3b80edac4630b5f404c29e01385f&email=ganeshniab%2b2%40gmail.com>

Regards,

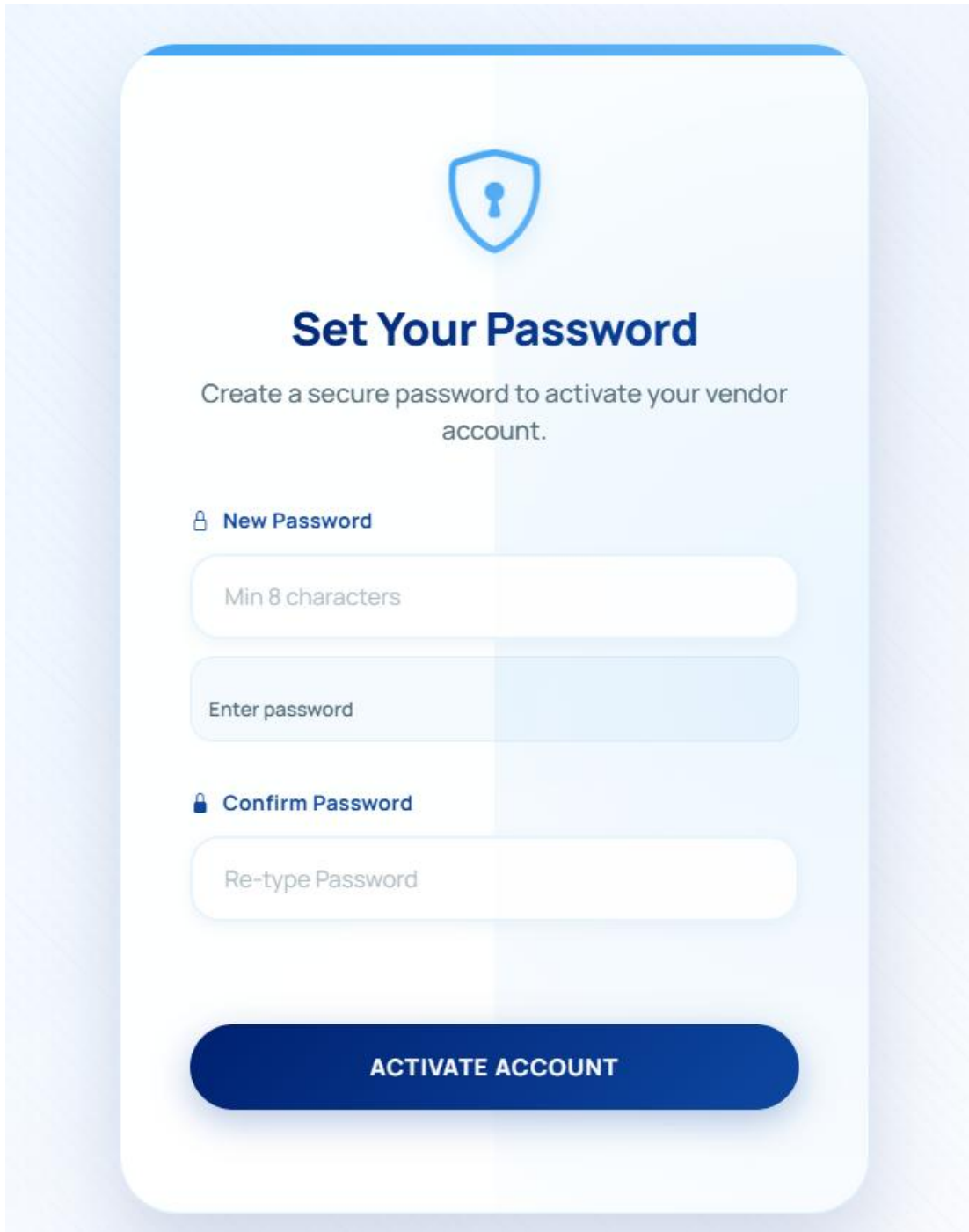
NIAB Administration Team

8. Set Password

After clicking activation link:

- Enter new password (minimum 8 characters)
- Confirm password
- Submit

✓ Your account will be activated successfully



The image shows a user interface for setting a password. At the top, there is a shield icon with a keyhole. Below it, the heading "Set Your Password" is displayed in a large, bold, blue font. Underneath the heading, a sub-heading reads "Create a secure password to activate your vendor account." The form consists of two main sections: "New Password" and "Confirm Password". The "New Password" section includes a label "New Password" with a lock icon, a text input field with the placeholder "Min 8 characters", and a button labeled "Enter password". The "Confirm Password" section includes a label "Confirm Password" with a lock icon, a text input field with the placeholder "Re-type Password", and a large, rounded blue button labeled "ACTIVATE ACCOUNT".

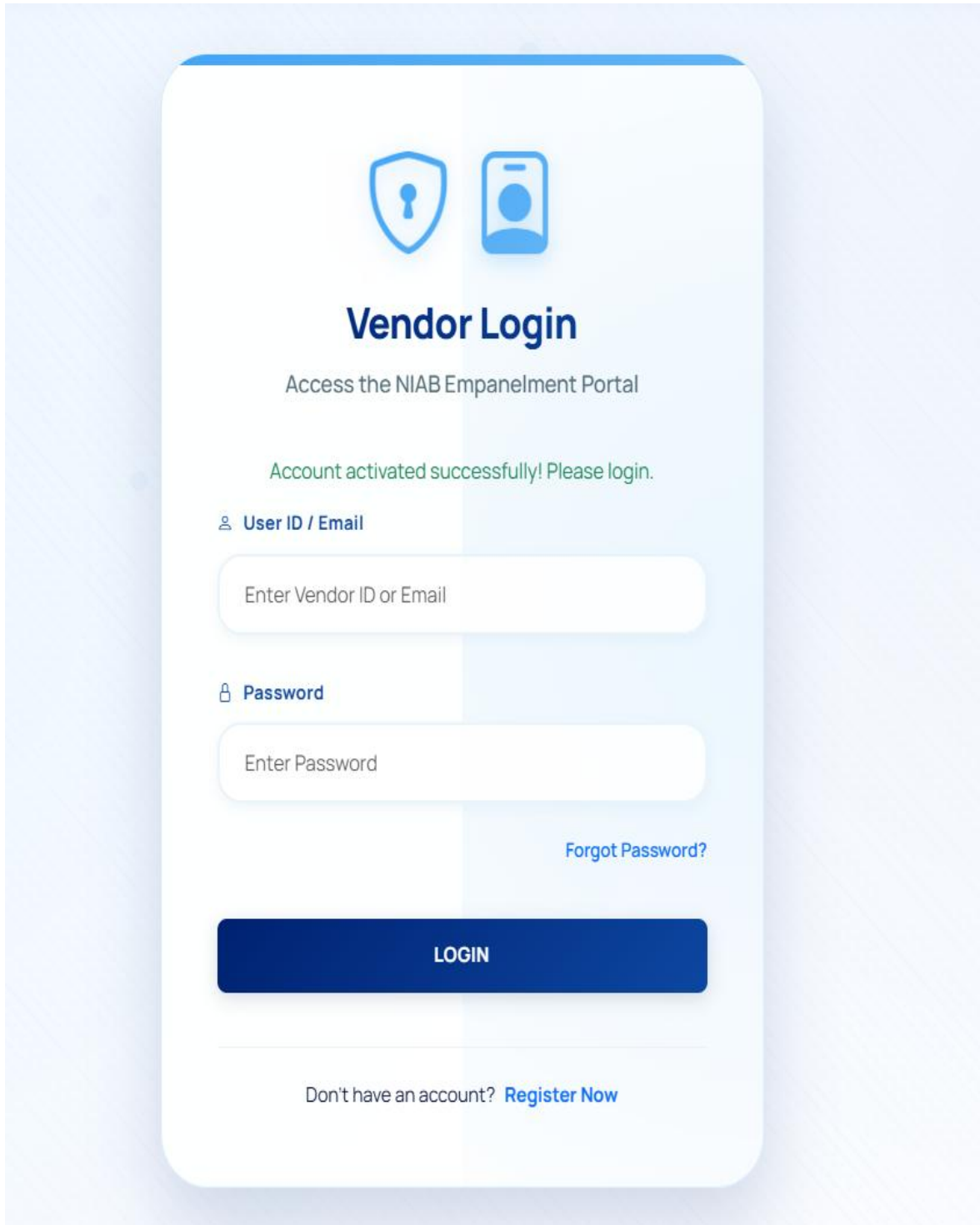
9. Vendor Login

Login using:

- Vendor ID / Email
- Password

Login Page:

<https://www.niab.org.in/VendorEmpanelment/VendorDashboard.aspx>



The image shows a screenshot of the Vendor Login page. At the top, there are two icons: a shield with a keyhole and a smartphone. Below the icons, the text reads "Vendor Login" in a large, bold font. Underneath, it says "Access the NIAB Empanelment Portal". A green message states "Account activated successfully! Please login." There are two input fields: "User ID / Email" with a placeholder "Enter Vendor ID or Email" and "Password" with a placeholder "Enter Password". A "Forgot Password?" link is located to the right of the password field. A large blue "LOGIN" button is positioned below the input fields. At the bottom, there is a link that says "Don't have an account? Register Now".

10. Vendor Dashboard

After login:

- Your **Vendor Dashboard** will be displayed
- From here you can:
 - Manage your profile
 - Apply for Rate Contracts
 - Update details

The screenshot displays the Vendor Dashboard for the National Institute of Animal Biotechnology (NIAB). The interface includes a dark blue sidebar on the left with navigation options: Home, My Profile, My Product categories, Apply for Rate Contract, Checkout & Pay for RC, My RC Applications, and Logout. The main content area features a welcome message, "Welcome back, Shree!", and a brief instruction to track applications. Below this, there are two primary sections: "Important Notices" and "NIAB Active Tenders". The "Important Notices" section contains three items: an important notice about emailing GST and PAN documents, a new notice about a deadline extension to 31st March 2024, and an update about new categories for Scientific Services (RC-D). The "NIAB Active Tenders" section highlights a "LIVE TENDER OPPORTUNITY" and includes a "View All Tenders" button. The top of the dashboard shows the user's name, "JAI SHREE RAM", and the user ID, "NIAB/VR/2026/0001". The footer contains the copyright information, "© 2026 BRIC-National Institute of Animal Biotechnology", and technical support details: "IF YOU REQUIRE ANY TECHNICAL SUPPORT? vr@niab.org.in 040 2312 0110 / 0125".

11. Important Guidelines

- Provide accurate and verifiable information
- Keep login credentials secure
- Check email regularly for updates
- Update details whenever required
- Select only relevant product categories

12. Support & Contact

For assistance:

- Email: vr@niab.org.in / sai@niab.org.in / santosh@niab.org.in
 - Phone: 040-23120114 / 040-23120116 / 040-23120125 / 040-23120110
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The NIAB Vendor Empanelment Portal ensures a **transparent, efficient, and streamlined vendor onboarding process**. Vendors are encouraged to complete registration carefully and maintain updated information.
