



**TRIBAL COOPERATIVE MARKETING DEVELOPMENT FEDERATION
(TRIFED) MINISTRY OF TRIBAL AFFAIRS, GOVERNMENT OF INDIA**

**NCUI Building, Khel Gaon Marg, 3 Siri Institutional Area, Hauz Khas,
New Delhi, Delhi – 110016**

Empanelment of Suppliers

Guidelines for Undertaking Procurement of Tribal Products by
Regional Managers of TRIFED:

1. The Regional Managers are delegated with powers for empanelment of suppliers for supply of tribal products to TRIFED for sale through Tribes India Outlets and exhibitions across the country. A supplier could be an individual tribal artisan, tribal SHGs and Government Organisations/Agencies/NGOs working with tribals.
2. A Proforma for empanelment of suppliers by ROs is given. The Regional Offices to maintain a separate Register for empanelment of suppliers with complete details in specified format and allocate a Supplier code No. to each empanelled supplier indicating Sr. No/RO/year

Supplier Code	Date of Empanelment	Name of Empanelment Supplier	Contact Person	E-mail	Craft	Category	Name of Tribes Associated	No. of Tribal family associated	Remarks

- For any new product, purchase of samples should be restricted to only 1-2 number of pieces. The Regional Offices shall maintain a sample register in the specified format:

S. No	Name of Supplier	Supplier code	Product Name	Product Description	Offered Price	Tribes Involved	Remarks

- The Regional Managers to regularly share/exchange with other ROs a list of active empanelled suppliers and their products being supplied by them at the existing approved rates in the stipulated format

No	Name of Supplier	code	Item Name	Item Code(old)	Item Code(new)	Material Used	Dimension L	W	H	Wt

- The ROs shall complete the exercise of reviving the inactive suppliers and their products approved earlier by TRIFED and exchange the final list of active supplier and active products after adding the new ones also from various other tribal SHGs. The ROs shall accordingly update the list of their empanelled suppliers and products being supplied by them and share/exchange the same immediately with other ROs, with a copy to HO.
- Each Sourcing RO shall also prepare a e-brochure containing photographs of products category-wise and state-wise being dealt by them under their jurisdiction with complete details of products i.e., item code, item name, item description, state, tribes involved, MRP etc. and circulate the same to ROs of TRIFED and HO.