



**Indian Science Technology and Engineering
facilities Map (I-STEM)
Supported by the Office of the Principal
Scientific Adviser, Government of India**



**Office of the
Principal
Scientific
Adviser to the
Gol**

Supplier/Service Provider/Both Registration

Steps for Registration (Supplier/Service-Provider/Both)

Visit to
<https://www.istem.gov.in>

Click on “Register” button which is available on top-right-corner on Home Page.

Click on “Supplier/Service Registration” link.

Select appropriate category and click on “Proceed” button

Fill the necessary information.

Submit

The Nodal Centre will check the details and approve. Supplier/Service Admin (SA) login credentials will be sent to the registered email id for further plan of action.

Note:

1. Required fields are marked with asterisks.
2. Bank account details and Bank ECS Form are not mandatory at the time of Registration.
3. Bank account details may be updated by Supplier/Service Admin or Supplier/Service Executive post Registration.
4. Scanned copy of ECS Form may be uploaded by Supplier/Service Admin after login on I-STEM portal (in case if it is not uploaded during Registration). Please send the scanned copy of ECS Form to istem.india@gmail.com

Supplier Registration

Supplier Information

Supplier Name*	<input type="text"/>	Website	<input type="text"/>
Email id*	<input type="text"/>	Contact No.*	<input type="text"/>
Zone*	<input type="text"/>	State	<input type="text"/>
Country*	<input type="text"/>	Pin code/Zip code	<input type="text"/>
City*	<input type="text"/>		
Address	<input type="text"/>		

Supplier Address:

Supplier

Contract Person Information

Bank Information

Location Information

Location Latitude* Location Longitude* [Select Location](#)

About Supplier

Brief about Supplier

Tax Structure

VIN/Unique Identification No.

CIN/Corporate Identification Number

Commissionerate

Branch Information: ID Same as Supplier Information Note: More Branches can be added once after Supplier registration is approved

Branch Name*

Branch Name	<input type="text"/>	Website	<input type="text"/>
Email id*	<input type="text"/>	Zone*	<input type="text"/>
Contact No.*	<input type="text"/>	State	<input type="text"/>
Country*	<input type="text"/>	Pin code/Zip code	<input type="text"/>
City*	<input type="text"/>		
Currency	<input type="text"/>		
Address	<input type="text"/>		

Branch Address:

Contract Person Information

Bank Information

Location Information

Location Latitude* Location Longitude* [Select Location](#)

About Branch

Brief about Branch

Tax Structure

VIN/Unique Identification No.

CIN/Corporate Identification Number

Commissionerate

Bank form (SCS Form)

Status: Pending

[Download Template](#) [Choose File](#) [No file chosen](#)

*The size should be less than 1MB. Please also send the scanned copy of SCS Form to istemindia@gmail.com. (Allowed Types: pdf)

Reference Document

Select File... [Browse...](#)

Note: Select all file to check. File size should be less than 1MB. Allowed Types: pdf, jpeg, png

Upload Logo

[Choose File](#) [No file chosen](#)

Image should be in .jpg, .jpeg, .png format

Terms and Conditions

- The User agrees not to hold I-STEM, the I-STEM Web Portal, and any officer working directly and indirectly with I-STEM, and any organization (public or private) supporting I-STEM liable for any financial consequence that results from using the I-STEM Web Portal.
- The User agrees that all the information is provided to I-STEM and all information it displays on the I-STEM Web Portal is correct and accurate. Accordingly, the User agrees that I-STEM has the right to remove (delete) it from the I-STEM Web Portal. I-STEM disclaims that the User has displayed incorrect, inaccurate, or deceptive information on the I-STEM Portal. The User agrees also that I-STEM has the right to remove (delete) the information from the I-STEM Portal, if not suitable in public domain for any reason.
- The User agrees to pay a fee to I-STEM if I-STEM decides that such a fee for listing on the Portal is called for.
- The User agrees not to display the I-STEM logo and/or the tagline "Linking Researchers and Resources" on its own Web Portal or in any of its commercial literature without permission from I-STEM.

Supplier/Service Registration Form

Ref: I-STEM/ECS Form_02

ECS FORM FOR BANK ACCOUNT DETAILS
(For fund transfer through Bill Desk: A payment Gateway for I-STEM)

Name of the Supplier:

Institution Code (User ID) : To be filled by Nodal Centre

Email ID:

DETAILS OF ACCOUNT HOLDER *

NAME OF THE ACCOUNT HOLDER (Registrar/Director/Principal/Accounts Officer/Finance Officer/Secretary/President etc.)	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	
GST No.	
PAN No.	
YEAR OF ESTABLISHMENT	

A. BANK ACCOUNT DETAILS*

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND E-MAIL	
IFSC CODE OF THE BRANCH	
MICR CODE	
COMPLETE BANK ACCOUNT NUMBER	
SWIFT CODE	

*Information of the recipient company Only
I hereby declare that the particulars given above are correct and complete. I also on behalf of my company accept all the Terms and Conditions laid down by Reserve Bank of India Payment and Settlement act, along with Visa/Master/ Banks/ Partner channels of Billdesk and will adhere to Charge back Guidelines as given in Annexure-I.

- GST and other tax / taxes if any applicable, will be charged in addition.
- All payment options are subject to issuance of ME code by the banks.

Date:

Signature of the Competent Authority
(Head/Director of the Company)

Certified that the particulars of bank account furnished above are correct as per our bank records.

Date:

(Signature of Authorized Official of the Bank with Bank Stamp)

Ph No.(Bank):

CC: Billdesk Payment Gateways

Annexure-I

Structure of Transaction Charges

Sr. No	Type Of Transaction	Transaction Processing Fee	Total Fees Charged to Customer/User/Institution
1.	Credit Cards Transaction processing Fee – (Visa/Master/Rupay)	1.00% of the value of the transaction	1.00% of the value of the transaction Charged to the Customer
2.	Debit Cards Transaction processing Fee – (Visa/Master/Rupay)	NIL 0.90%	0.00% of the value of the transaction up to Rs 2000 0.90% of the value of the transaction above Rs 2000/- Charged to Supplier
3.	Net Banking	Rs 20.00 per transaction for Banks like HDFC, ICICI, Axis & SBI Rs 15.00 per transaction for Banks other than HDFC, ICICI, Axis & SBI	Rs 20.00 per transaction for Banks like HDFC, ICICI, Axis & SBI Charged to the Customer Rs 15.00 per transaction for Banks other than HDFC, ICICI, Axis & SBI Charged to the Customer
4.	UPI	Rs 15.00 per transaction	Rs 15.00 per transaction Charged to Supplier

I on behalf of my company will agree to all the Terms and Conditions laid down by Reserve Bank of India Payment and Settlement act along with Visa/Master/ Banks/ Partner channels of Billdesk and will adhere to Charge back Guidelines.

- GST and other tax / taxes if any applicable, will be charged in addition.
- All payment options are subject to issuance of ME code by the banks.

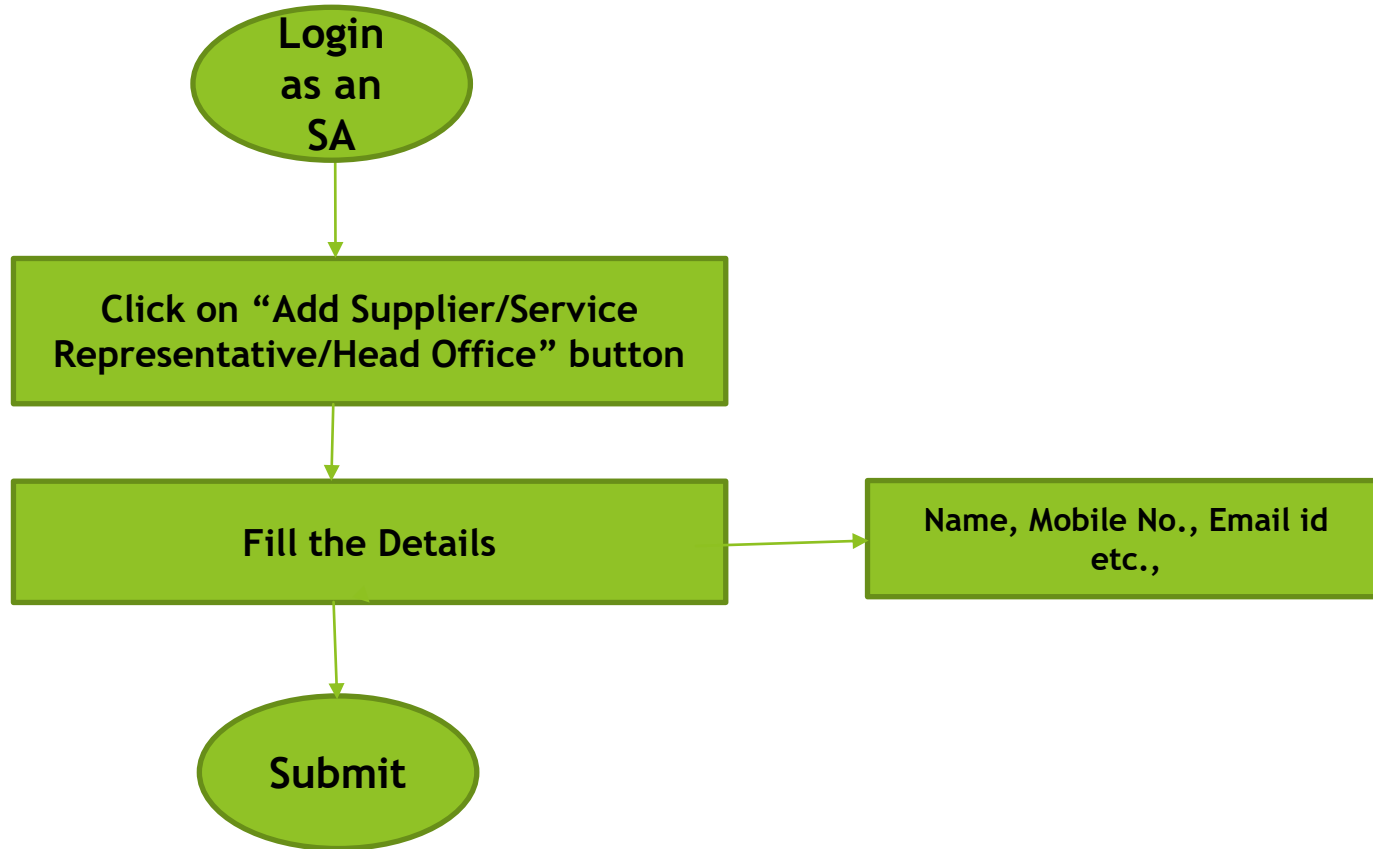
Thanking You,

Head/Director of the Company

CC: The Bill Desk Payment Gateways

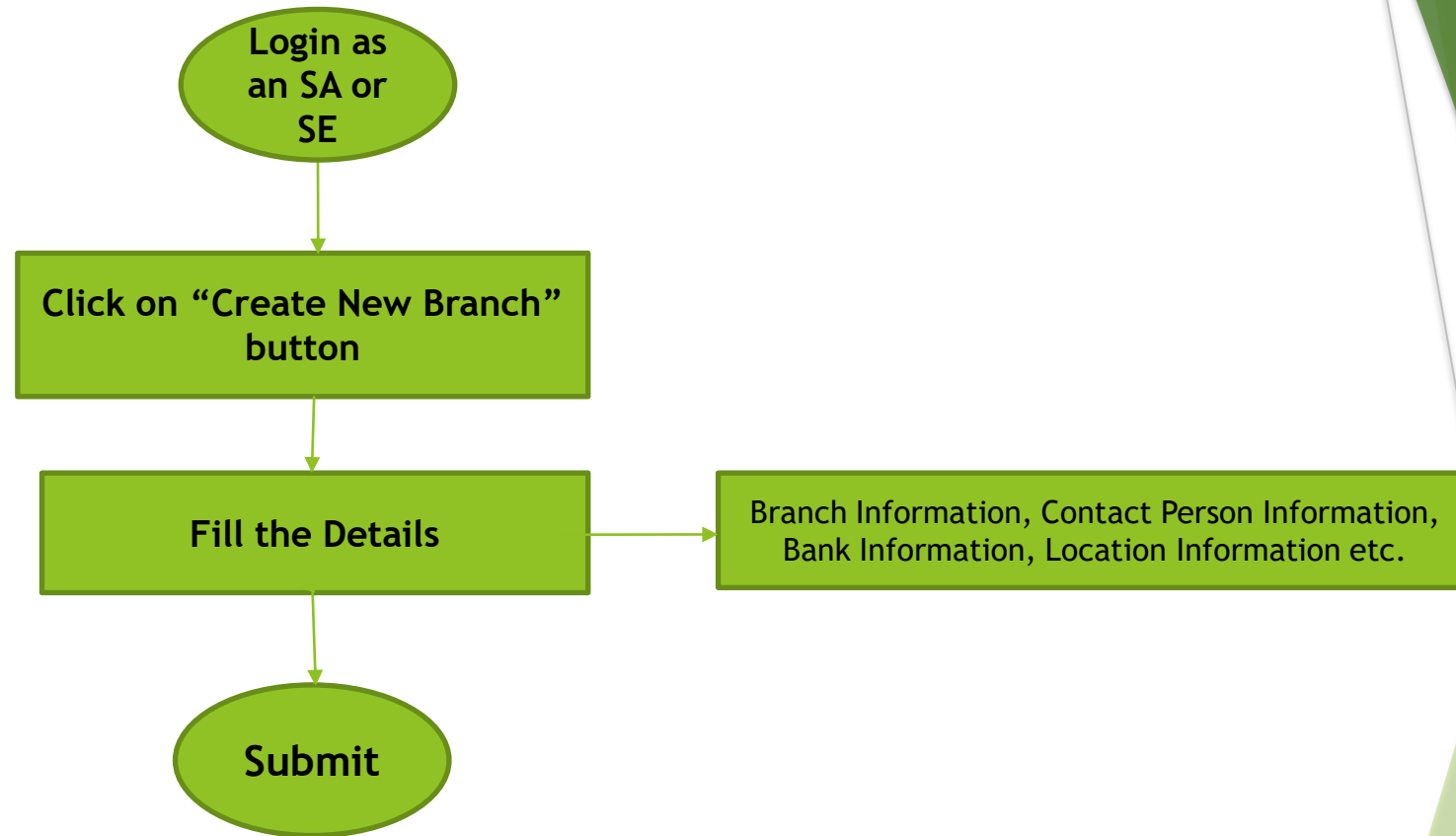
Note: The Institution Authority is requested to fill the form and upload the scan copy to the I-STEM Portal for record purpose. This is mandatory for each institution to have smooth transaction of usage charges in their authorised bank account and avoid any kind fraudulent transaction in the name of the Institution.

How to Add Supplier/Service Executive (SE)



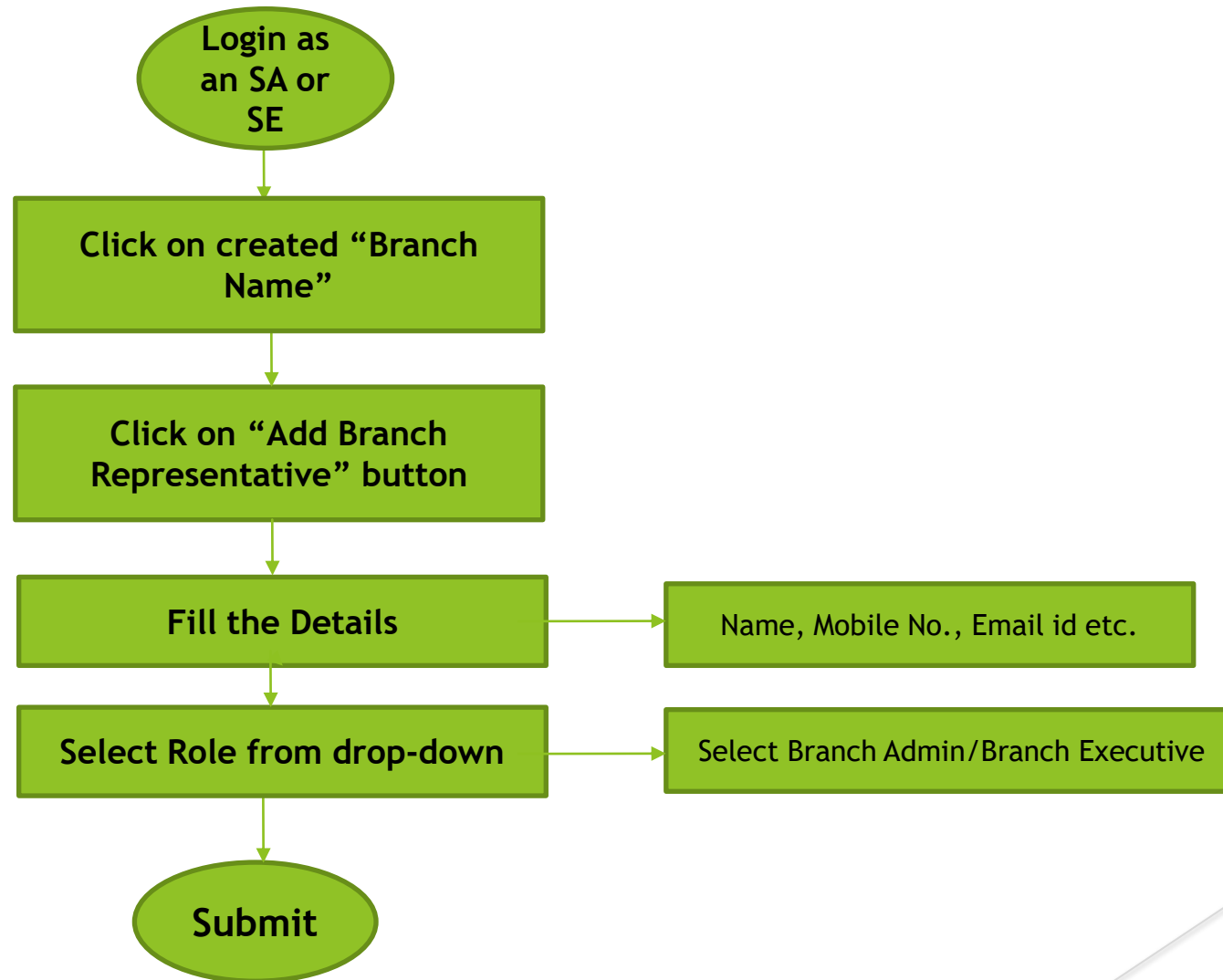
Representative/Executive (SE) login credentials will be sent to registered email id.

How to Create New Branch



After clicking on "Submit" button, Branch will be added.

How to Add Branch Admin (BA) and/or Branch Executive (BE)



Login credentials will be sent to registered email id.

*Thank
you*

