

**Vendor Registration procedures as per New Purchase Policy - 2016**

Process for the New Vendor registration / addition of new item / Shifting of premises / Application for vendor registration to be made to the CE (T & Op), Regd. & Corporate Office, Race Course Circle Vadodara along with all documents duly signed & Stamped on each page.

Application form for vendor registration is available on website ([www.mgvcl.com](http://www.mgvcl.com)), which is to be filled in and submitted along with supporting documents duly notarized in three sets and non refundable registration fee **plus applicable GST** in form of Demand Draft in name of Madhya Gujarat Vij Company Ltd. payable at Vadodara (Gujarat). **GST shall be charged extra as applicable from time to time for all type of registration charges.**

Fee Structure		
Sr. No.	Location of Works/Factory	Fee Amount
1	Gujarat based parties, i.e. whose works are located within Gujarat & <b>for Micro and Small Industries.</b>	Rs.15,000.00 + 2700 (18% GST) = Rs 17,700
	Gujarat based parties, i.e. whose works are located within Gujarat & <b>for all other category of Industries</b>	Rs.25,000.00 + 4500 (18% GST) = Rs 29,500.00
2	Outside Gujarat based parties, i.e. whose works are located outside Gujarat & <b>for Micro and Small Industries.</b>	Rs.50,000.00 + 9000 (18% GST) = Rs 59,000.00
	Outside Gujarat based parties, i.e. whose works are located outside Gujarat & <b>for all other category of Industries</b>	Rs.75,000.00 + 13500 (18% GST) = Rs 88,500.00

3	Out of Country, i.e. whose works are located outside India (To be remitted by the prospective Vendor through SWIFT (Purchaser to give Bank Account details)	\$ 5,000 USD + \$ 900 (18% GST) = \$ 5900 USD
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Following Original or Notarized documents in Gujarati, Hindi or in English language, whichever is applicable are to be attached in Triplicate:-

1	Partnership Deed or Memorandum of Article of Association
2	Audited Balance Sheet of last 3 years
3	Factory License
4	Registration Certificate
5	ISI / BIS / International Licenses
6	List of Machineries
7	List of testing equipment's
8	List of Orders executed along with details of highest single value order. Give the name of Purchaser, Order No. & Date of Supplies.
9	ISO 9001 Certificates
10	PAN No.
11	Latest Telephone and Electricity Bill (Photo Copy)
12	Type Test Report from the factory location sought for, as per relevant IS / IEC specifications for items to be registered not older than 7 Years.
13	Approved Plan of Factory.
14	If premises are on Lease base / Rental base, Registered documents are required

15	Name and Address of all the Partners / Directors.
16	The complete details of Partners / Directors involved in other Company.
17	Declaration from the prospective Vendors that, none of the Partners or Directors is either a Partner or on the Board of an entity, which is in default to GUVNL or any of its subsidiaries
18	GST No.
<p><b>Note</b></p>	<p>MGVCL will register the items which are being used in MGVCL &amp; its subsidiary Companies. For material specifically used in GETCO, GSECL &amp; not utilized by DISCOMs, the vendor registration of those items shall not be made by DISCOMs and vice-versa. For material specifically used for 22 KV Distribution Systems and utilized by DISCOMs, the vendor registration of those items shall be processed by DGVCL. Vendor registration is location specific as well as product/item specific. Submission of all documents is required for Vendor Registration but in absence of documents, application will not be processed and liable to be rejected and further communication will not be entertained. In case the registration is not recommended / rejected, registration fees paid is not refundable.</p> <p>In case of shifting of factory premises of the registered vendor, such vendor has to pay registration charges of Rs. 1500.00 + 18% GST towards registration fees and factory inspection shall be carried out as per norms. After shifting of factory, supplier's status as it is i.e. New-1/New-2/Regular as the case may be, can be considered subject to conditions that (i) Name of company shall be in its original name, (ii) Firm has completely close down old works &amp; shifted to New place, (iii) All machinery &amp; testing facility available at old works should be at least available at New place, (iv) Firm has to submit all required type tests from new (shifted) works for all items mentioned in existing vendor registration certificate (v) There should not be any pending supply from existing works in any GUVNL</p>

and its subsidiary companies, and (vi) Respective subsidiary has to cancel the registration given at existing place before issue of new registration at new place. The vendor registration period shall be as per existing vendor registration for all items. No shifting shall be allowed during execution of order.

Factory inspection is mandatory in respect of new vendors, no inspection waiver request shall be considered. Factory inspection of existing vendors may be conducted every two years departmentally.

The new Vendor Registration shall be given to the item/(s), for which the vendor has submitted type test report along with application. The Vendor Registration shall be given in the name of item only. The relevant IS of the material shall be mentioned in the bracket for that item.

Government or Government controlled organization / undertaking or State Public Sector Undertaking / Enterprise or Central Public Sector Undertaking / Enterprise is exempted from payment of Vendor registration fees. They have to simply mention their intention for vendor registration on their letter-head along with list of machineries & list of testing equipments available at respective works. This application may be done at the time of bidding itself. Based on the same respective company will issue vendor registration certificate. The company may inspect factory premises, if required.

#### Jurisdiction of MGVCL ( as per MAP attached )

1

Factory located within Gujarat: - Vendor registration shall be done by MGVCL, whose factory is located under MGVCL's licensee area (i.e. Central region of Gujarat state).

2

Factory located outside Gujarat:- For factory located outside Gujarat i.e. under area of Eastern region and Eastern Northern region of India i.e. West Bengal ,Bihar ,Jharkhand, Odisha, Meghalaya, Sikkim, Manipur, Nagaland, Mizoram, Arunachal Pradesh, Assam, Tripura, Andaman Nicobar Island.

## Process of Re registration for the Existing Vendor

For Re-Registration of already registered Vendor, the Vendor has to pay 50% of the Vendor Registration fees + 18% GST towards registration charges for the item registered, provided the Vendor has successfully executed Purchase order in GUVNL or its any subsidiary Companies within two years before the date of expiry of existing Vendor registration provided the Vendor has successfully executed Purchase order in GUVNL or its any subsidiary Companies within two years before the date of expiry of existing Vendor registration, as otherwise, it will be as per regular Registration charges.

Upon expiry of the validity period of 5 years, Existing Vendor should apply for re-registration at least two months before the date of expiry of their existing registration. If, firm has not applied for re-registration before two months from the date of expiry of their existing registration but applied prior to the date of publication of Tender in the Newspaper, in such case the Company reserves the right to consider or not to consider their bid at its sole discretion.

### Adding of Items:

In case, the registered vendor desires to add new item/(s) of **lower capacity** of relevant Indian Standard in their existing vendor registration certificate of higher capacity, the vendor has to pay Rs. 1000/- + 18% GST as registration charges and submit application along with following documents.

The applicability of vendor registration period shall be as per existing vendor registration for all items. Company may waive the inspection of factory premises, if deem fit.

- Type test report for each rating/size of item/(s) to be registered not older than 7 years.
- ISI/ BIS/ International Licenses, if applicable.

In case, the registered vendor desires to add new item/(s) of **higher capacity** of relevant Indian Standard in their existing vendor registration certificate of lower capacity, the vendor has to pay 50% of the Vendor Registration fees + 18% GST towards registration charges and submit application along with following documents.

The vendor registration period shall be as per existing vendor registration for all items. The inspection of factory premises shall be carried out as per procedures of new application.

- Type test report for each rating/size of item/(s) to be registered not older than 7 years.
- ISI/ BIS/ International Licenses, if applicable.
- List of Plant & Machineries.
- List of testing equipment.

### Process for change of name or ownership

In case of change in the name or ownership or control of the Firm of the Registered Vendor, having valid vendor registration, such Firm shall inform in writing along with supporting documents within 90 days of such change. The Firm shall have to confirm that there is neither change in the infrastructure facilities nor in the products / items and that change is only in the name / ownership / control of the Firm. In such a case, the Firm shall have to submit application and relevant documents towards the proof that such change is lawful / legitimate along with the documents as listed below, to the Company, who had granted Vendor Registration for registering change of name / ownership / control of the existing registered vendor.

If, firm fails to inform such changes to respective Company within 90 days, in such case, the firm will not be considered as registered vendor.

In case of Amalgamation of companies, order from the Court is to be followed. While, in case of Merger & Acquisition, legal procedures to be followed as per Company's Act.

1	Undertaking letter format as per Annexure "A".
2	Latest renewed Factory License in the new name.
3	Memorandum and Articles of Association.
4	List of Directors.
5	The company / firm need to confirm that there is neither change in Documentary evidence about change of Name.

Annexure A

(On duly Notarized Non-Judicial Stamp Paper of Rs. 100/-)

UNDERTAKING

We, M/s. \_\_\_\_\_ address  
\_\_\_\_\_, do hereby  
declare that the name of our Company / Firm has been changed from M/s.  
\_\_\_\_\_ to M/s.  
\_\_\_\_\_ pursuant to MOA /  
Amalgamation.

We, through this Undertaking confirm that there is neither change in the infrastructure facilities nor in the products / items and that change is only in the Name / Ownership / Control of the Company / Firm only.

We shall be liable and responsible, to execute the Orders placed vide A/T No.  
\_\_\_\_\_ and Vendor Registration given by  
\_\_\_\_\_ (Name of subsidiary Company), and agree to  
fulfill all the obligations related to it.

(Shri : \_\_\_\_\_)

For and On behalf of

M/s. \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

