

GUIDE LINES FOR PROCUREMENT OF MATERIALS

1. BACKGROUND:

1.1. The purchase policy was prepared in 2000 by erstwhile Gujarat Electricity Board and approved vide B R No. 8/305 dated 12/14.10.2000. The approved Purchase policy was circulated to all departments. Subsequently, the same was amended from time to time. In one of the meetings and during discussions in various meeting of Central Procurement Committee of GUVNL, it was emphasized that the existing Purchase Policy requires modification in view of the present requirements of changed circumstances. Accordingly, detailed guide-lines for Procurement of Materials comprising of three chapters viz, Vendor Registration Policy, Vendor Development Policy and Purchase Policy is prepared.

2. REGISTRATION OF VENDORS:

2.1. **Registration:** All new suppliers shall get themselves registered by paying non-refundable registration fees as detailed below to the concerned subsidiary company with Vendor Registration application form and all relevant documents.

2.1.1. For factory within Gujarat State: Rs. 15,000/-

2.1.2. Within Country but out of Gujarat State: Rs. 50,000/-

2.1.3. Out of Country: Rs. 2,00,000/-

2.1.4. In case of multiple locations, fees shall be paid for each location

2.1.5. The registration charge shall be reviewed every three years.

2.1.6. Registration charge shall be non refundable even if registration is denied.

2.2. **Period:** The registration is valid for five years from date of vendor registration. The subsidiary companies of GUVNL shall inspect factories every two years, if required.

2.3. **Existing Registered Vendor:** The registration of existing Vendors of GUVNL & its Subsidiary companies would continue for the period prescribed in the Vendor Registration order. Upon expiry of the validity period, they shall re-register themselves by following the prescribed procedure as stipulated

herein. Existing Vendor has to apply for re-registration at least before two months from the last date of expiry of registration, failing which the vendor shall not be considered as a Registered Vendor in the ensuing tenders floated after the date of re-registrations. On expiry of Vendor registration, the party has to apply for a fresh registration.

2.4. Guidelines for Vendor Registration:

- 2.4.1. The vendor registration application form duly filled in with requisite registration fees and relevant documents as per Annexure – I shall be submitted to the concerned Company. Incomplete application /documents, all type test reports as per relevant IS/IEC specifications conducted at NABL accredited laboratory older than Five Years shall be returned within 15 working days of receipt of the application with reasons for such rejection highlighting the list of incomplete documents/ information. The application will then be treated as disposed off.
- 2.4.2. If deficiencies are found on factory inspection, the application shall be immediately rejected and the application shall be treated as disposed off. But the reasons for rejection shall be recorded and informed to the applicant.
- 2.4.3. The prospective vendor may then submit a fresh application along with fresh Registration fees after rectifying/ complying with all the deficiencies. Such application shall be treated as fresh application for all purposes.
- 2.4.4. The vendor registration process shall be completed within 60 days of receipt of the application complete in all respects.
- 2.4.5. In case of shifting of factory premises of the registered vendor, such vendor has to pay re-registration charges towards registration fees and factory inspection shall be carried out as per norms.
- 2.4.6. In case of change in name or ownership or control of the Company / Firm of the registered vendor, such Company / Firm shall inform in writing along with supporting documents within 30 days of such change. The Company/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 Company/ Firm. In such a case, the company/Firm shall have to submit application and relevant documents as proof that such change is lawful / legitimate along with processing fees of Rs. 5000/-.

- 2.4.7. The vendor who submitted his application for vendor registration with all required fees and all the requisite documents at least 60 days prior to the date of publication of tender in the news paper shall be allowed to participate in the tender, subject to the condition that he should submit vendor registration certificate before scheduled date of opening of price bid. If he fails to submit the vendor registration certificate before scheduled date of price bid opening, his bid shall be rejected and his price bid shall not be opened. The participating company must enclose copy of receipt of the fees paid towards vendor registration along with the Tender Fees / EMD payment receipt.
- 2.4.8. There shall be no relaxation in 60 days stipulation as the Companies also require reasonable time to evaluate the Vendor's credentials and complete the process of registration.
- 2.4.9. At the time of re-registration, the Vendor's works / factory shall be re-inspected either departmentally or through third party inspection.
- 2.4.10. In order to streamline vendor registration process and to avoid overburdening any particular DISCOM with vendor registration work, all new vendor registrations and re-registrations of existing vendors on completion of 5 years in respect of Vendors whose factories are in Gujarat shall be done by the concerned DISCOM within whose licensee areas such factories are located for the items used by DISCOMs.
- 2.4.11. Vendors whose factories are located in Torrent Power Ltd license area of Ahmedabad--Gandhinagar shall be the responsibility of UGVCL and those in Surat shall be the responsibility of DGVCL.
- 2.4.12. For factories outside Gujarat, the responsibility for registration and re-registration of Vendors shall be as under:
 - 2.4.12.1. Northern Region ----- UGVCL,

- 2.4.12.2. Western Region ----- PGVCL,
2.4.12.3. Southern Region ----- DGVCL,
2.4.12.4. Eastern and North-Eastern Region ---- MGVCL.
- 2.4.13. For overseas Vendors having their works / factories outside India, responsibility shall be taken by the concerned DISCOM to whom application for vendor registration is made by the prospective Vendor to undertake the required procedure.
- 2.4.14. For the items specifically used by GETCO and GSECL, all new Vendor registrations and re-registrations of existing Vendors on completion of 5 years shall be processed by respective Companies.
- 2.4.15. The new Vendor for the items, commonly used by DISCOMs and by GETCO / GSECL the application will be entertained by either GETCO or GSECL or by the DISCOM as per above jurisdiction criteria and to whom the application is made by the prospective Vendor.
- 2.4.16. Re-registrations of existing Vendors on completion of 5 years shall be done by GETCO or GSECL in respect of their registered vendors, whereas in respect of Vendors registered by any DISCOMs, the re-registration will be done by DISCOMs as per above jurisdiction criteria.
- 2.4.17. For the material specifically used in GETCO, GSECL and not utilized by DISCOMs, the vendor registration of those items shall not be done by DISCOMs and vice-versa.
- 2.4.18. No tender document is to be entertained for the party / from any company, who is not registered as supplier/ vendor with GEB / GUVNL & its subsidiary companies. However, the tender submitted by a party may be considered for evaluation, if it fulfill clause No. 2.4.7.
- 2.4.19. 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 or through third party.

- 2.4.20. The Subsidiary Companies of GUVNL have to inspect factory of applicant within 25 days from the date of application in case of first registration within which inspection has to be carried either departmentally or through Third Party at least for works in India.
- 2.4.21. During factory inspection, it is required to have video shooting of the company premises, infrastructure facility, testing equipment and machineries. The vendors have to submit their consent for video shooting.
- 2.4.22. All the forms of Vendor registration must be identified by unique number and draft format for the same for all the group of companies for uniformity and to avoid any confusion.
- 2.4.23. New 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 only.

Note: Further, guidelines for procurement of materials covering Vendor Registration – both New & existing Vendors, shall be applicable for eligibility of bid.

3. VENDOR DEVELOPMENT POLICY: To create more competition for supply of material or product used in GUVNL and its subsidiaries like Generation, Transmission and Distribution companies all the group companies of GUVNL shall follow the following Vendor Development Policy:

- 3.1. The prospective Vendor shall pay the amount of Vendor registration fees initially while expressing the interest to avail the Vendor development scheme to obtain Vendor Registration as per 2 above, if he is not already registered as a Vendor for the material / product. All the guidelines for Vendor Registration shall be followed.
- 3.2. The type test, whenever and wherever applicable, shall be carried out on the proto-type materials/products as per Companies' technical specifications at National Accredited Board for Laboratory (NABL) or accredited third party Laboratory approved by the International Forum in case of foreign manufacturer / products. The proto-type materials/products shall fulfill all the technical requirement of Companies' like technical specifications, specified drawings, guaranteed technical parameters, manufacturing quality plan, etc.

- 3.3. The materials/products shall be supplied at the designated location specified by the concerned Companies, at the cost of Vendor. The vendor has to arrange for loading/unloading, transportation of goods, Insurance coverage from transit-storage to performance monitoring period at no extra cost to the company.
- 3.4. The price of the materials/products shall be the lowest price at which similar product/material is purchased at the time of delivery of the material (from new party) or the price offered by such Vendor, whichever is lower. If rate of New bidder / product is not available, then lowest purchase price of regular supplier at the time of delivery of the material or the price offered by such Vendor, whichever is lower shall be considered.
- 3.5. If performance is not satisfactory, no payment shall be given to the supplier. The period of the performance and performance parameters shall be informed to the Vendor.
- 3.6. For the purpose of deciding the satisfactory performance, the performance level such as success rate/failure rate of the materials/products supplied by regular suppliers could be considered as bench mark. The performance of materials/products supplied under Vendor Development Policy shall be compared with that of similar materials/products supplied by regular suppliers,
- 3.7. The quantity of materials/products to be supplied by prospective Vendor under Vendor Development Policy shall be as per performance trial needed under the Vendor Development Program and shall be the minimum quantity required for meaningful evaluation of the performance of the materials/products. Such quantity shall be decided by the concerned company depending upon the type of materials/products. Accordingly, order shall be issued on the above guidelines.
- 3.8. 50% payment towards materials/products shall be released after successful performance of the materials/products for a period of six months against the Bank Guarantee of 100% of Order value and balance 50% payment shall be released after one year of satisfactory performance of the first batch of materials/products supplied. The B.G. should be valid up to and including the guarantee period.

- 3.9. On successful completion of one year performance, the Vendor shall be considered as New-II for the purpose of evaluation in the subsequent regular tender until fulfill the condition of regular vendor, where such Vendor participates for the first time. If the Vendor participates in the bid when his materials/products are under observation for performance under Vendor Development Policy, then that Vendor shall be considered as New-I for the purpose of evaluation in the tender.
- 3.10. If the materials/products are supplied and/or installed (wherever applicable) by the Vendor under Vendor Development Policy, he shall be responsible for collection of rejected materials at his cost for safe disposal within the time specified by the company. If such material is not collected by the Vendor within specified time limit, the companies shall recover ground rent and safe custody charges from him for the period for which it remains with the companies. The company must recover ground rent and custody charges which shall be notified from time to time through separate circular by the company.

4. PURCHASE POLICY:

- 4.1. **Preamble:** With a view to streamline the purchase procedure and practices adopted in GEB, the practices of other SEBs like APSEB, RSEB, MPEB, MSEB and WBSEB had been called for. Earlier a team consisting of Member (A) and Chief Engineer (M) was deputed to MSEB to study their purchase policy and procedures. Having gone through these, a Draft Purchase Policy was submitted for the perusal of the Board. With the changed circumstances there is a need to revisit the existing Purchase Policy. Accordingly, following Purchase Policy is stipulated for GUVNL and its subsidiary companies:
- 4.2. **Materials are purchased in three major categories:**
- 4.2.1. For Generation – Gujarat State Electricity Corporation Ltd.
- 4.2.2. For Transmission – Gujarat Energy Transmissions Corporation Ltd.
- 4.2.3. For Distribution – Distribution Companies viz Dakshin Gujarat Vij Company Ltd., Madhya Gujarat Vij Company Ltd., Pachim Gujarat Vij Company Ltd., and Uttar Gujarat Vij Company Ltd.
- 4.3. **The items for purchase in the above categories are done through:**

4.3.1. **Proprietary:** As far as procurement of proprietary nature of materials is concerned, purchases shall be made only from the Original Equipment Manufacturers (OEM) or Original Equipment Suppliers (OES) or their authorized dealers. In this regard, the powers vested at the various levels shall be as per DOP of respective Company. The list of proprietary vendors shall be drawn up by the Corporate Offices of the respective companies and shall be provided to the various units of the Company. If any item is to be included as proprietary; it shall be approved by the Committee consisting of Chief Engineer of the concerned Corporate Office, Chief Finance Manager-CFM or above, from Accounts and a representative from the Materials Department.

4.3.2. **Advertised / Limited Tender;** As regards limited and open tenders, the powers delegated as per DOP of respective companies shall be followed. The minimum period for respective advertised tenders shall not be less than 21 days.

4.3.3. **Annual Rate Contracts:** The annual Rate Contract should be awarded through tenderization process. If only one bid is received, the due date should be extended or the requirement should be re-tenderized. If in extension or in a re-tenderization again only one bid is received, the Board of Directors of the concerned Company / competent authority as per DoP may accept the said tender. Certain items, which are purchased at frequent intervals during the year, shall be covered under Rate Contract. An indicative list of such items is given in the enclosed Annexure-II. The rate Contract finalized as per the aforesaid procedure shall be communicated to all the offices under the control of Head / Corporate Office and in turn field Offices shall place their individual orders for their specific requirement under the umbrella of ARC. The individual orders shall be placed by the field offices with the approval of respective HoD in consultation with the Finance Head.

4.4. Type Of Supplier:

4.4.1. New Supplier:

4.4.1.1. The firm, who has not supplied material to GEB / GUVNL or any of its subsidiary companies, shall be considered as a new supplier.

Such firm should also have got itself registered as a vendor. Or applied for registration by paying requisite fees.

4.4.1.2. The bidder who has supplied material to GEB / GUVNL or any of its subsidiary companies but could not submit satisfactory performance certificate as prescribed in 4.4.3 in any case is also to be considered as New Supplier.

4.4.1.3. The New supplier who has supplied the materials beyond scheduled delivery specified in the tender or whose after sales services are rated poor shall continue to remain as New only in subsequent tender.

4.4.2. Regular Supplier:

4.4.2.1. If firm has supplied material to erstwhile GEB / GUVNL or any of its subsidiary companies is to be considered as a regular supplier provided the bidder submits satisfactory performance certificate as per 4.4.3 and having valid vendor registration.

4.4.2.2. The existing regular suppliers in GUVNL and its subsidiaries shall be considered as Regular Bidders.

4.4.2.3. The Performance Certificate shall be with reference to performance of the equipments as well as timely execution of the contract and after sales services. A draft performance certificate is attached as Annexure – IV.

4.4.2.4. The performance certificate should be a part of the tender documents so as to maintain uniformity across all the Companies and across the bidders.

4.4.3. The performance certificate shall consists of:

4.4.3.1. The material supplied shall be of similar / higher Technical specification for the same rating used by GUVNL & its subsidiary companies.

4.4.3.2. At least two Orders / A/Ts executed satisfactorily for supply of the material to GUVNL & its subsidiary companies shall not be older than three years.

4.4.3.3. The certificate of satisfactory performance (Not older than Three Years) shall be issued by the officer not below the rank of Chief Engineer or above of the Headquarter from the concerned Company.

4.5. Minimum Tender Quantity To Be Offered / Quoted:

4.5.1. For SSI / MSME Units

4.5.1.1. Regular Vendor:

4.5.1.1.1. In respect of tenders for items like Distribution Transformers, Single Phase and Three Phase Meters, Conductors, Cables the bidders, who offer minimum **15% of the total tender quantity or value of materials offered is Rs. Five Crs, which ever is lower**, shall only be considered for price evaluation.

4.5.1.1.2. For all other items the bidder who submits his bid for the minimum quantity i.e. **25% of the tender quantity or offered value of Rs. Five Crs, which ever is lower** shall be considered for price evaluation.

4.5.1.2. New Supplier:

4.5.1.2.1. In respect of tenders for items like Distribution Transformers, Single Phase and Three Phase Meters, Conductors, Cables the bidders, who offer minimum **10% of the total tender quantity or value of materials offered is Rs. Five Crs, which ever is lower**, shall only be considered for price evaluation.

4.5.1.2.2. For all other items the bidder who submits his bid for the minimum quantity i.e **25% of the tender quantity or value of materials offered is Rs. Five Crs, which ever is lower** shall only be considered for price evaluation.

4.5.2. For Non SSI / Non MSME Supplier:

4.5.2.1. New Supplier:

4.5.2.1.1. In respect of tenders for items like Distribution Transformers, Single Phase and Three Phase Meters, Conductors, Cables the bidders, who have offered minimum 10% of the total tender quantity, shall only be considered for price evaluation.

4.5.2.1.2. For all other items the bidder who submits his bid for the minimum quantity i.e. 25% of the tender quantity shall only be considered for price evaluation.

4.5.2.2. Regular Vendor:

4.5.2.2.1. In respect of tenders for items like Distribution Transformers, Single Phase and Three Phase Meters, Conductors, Cables the bidders, who offer minimum 15% of the total tender quantity, shall only be considered for price evaluation.

4.5.2.2.2. For all other items the bidder who submits his bid for the minimum quantity i.e 25% of the tender quantity, shall only be considered for price evaluation.

4.6. Tender Specification:

4.6.1. All Technical Specifications shall be ISS/ISI or applicable international standards. In case where Company finalizes its own technical specifications in addition to ISS, the Company shall clearly bring out such specifications at the time of tender and no deviation in it shall be agreed to. In such cases, sampling and prototype procedure/ test shall be adhered to. As a matter of policy predetermined standard technical specifications shall not be changed without the prior approval of P C / Board.

4.6.2. For any deviation from IS Standard or prescribed technical specifications in tender document, prior approval of P.C/Board shall be obtained. Whenever change in Technical Specification requires modification in process, reasonable time shall be given to Suppliers for modification and for obtaining required type test certificate and the existing suppliers shall also be informed accordingly.

4.6.3. Company also wants all its suppliers possess high quality ISO Certification from renowned Certification Agency within two years from the date of issue of Vendor Registration. Such suppliers who possess ISO Certification shall be given preference, other things being equal. if

the party holds the same but if the said party is not L1 in that case we may ask such party to match its end cost without tax with L1 and some quantity distribution to be given to ISO possessing firm, which may be decided by procurement committee.

4.6.4. Technical Scrutiny Committee shall evaluate the techno-commercial bids of the tender. This Committee shall consist of senior executives as may be decided by the Board of Directors. The minutes of the Technical Scrutiny Committee shall be approved by the concerned competent authority or the Purchase Committee as the case may be.

4.6.5. The bidders may be given reasoned reply if asked for wherever he is found technically disqualified.

4.7. Evaluation of Tenders: Security Deposit shall be paid by all the bidders irrespective of whether they are SSI unit or exempted by NSIC. All the bidders shall be required to pay EMD except those who are exempted under NSIC / SSI certificate as per Government Policy. Tenders shall be called for in two bids- (1) Techno-commercial Bid and (2) Price Bid. Only the price Bid of those bidders who are Techno-commercially qualified shall be opened. For modification or relaxation in Techno-commercial conditions after Technical Bid is opened, all bidders shall be given equal opportunity.

4.8. Price Evaluation:

4.8.1. No price preference shall be given on any account. All tenders shall be evaluated on firm price end cost before (local) tax basis unless otherwise mentioned in the tender documents. If the tender is invited with price variation clause, the evaluation shall be done accordingly. The tenders shall specify clearly that the bidders have to give the detailed break up of the end cost.

4.8.2. If more than one party is to be considered for placement of order, they have to match with L-1 party who is technically acceptable. Companies may go to the price of L-2 depending on the exigency, but full justification shall be recorded in writing. Company's decision shall be final & binding on all parties.

4.8.3. Bidders interested to match L-1 (New or Regular) price should inform in writing regarding willingness to match L-1 unconditionally indicating validity of such offer, within 7 working days of the date of price bid opening. However placement of order or part thereof can not be assured to such bidders.

4.9. **Negotiation:** If the Company feels that there is lack of serious competition, or any other reasons, the company may negotiate with the L-1 party. However, under normal circumstances, price negotiation with L-1 party should be avoided and tender document should clearly specify that bidders should quote the most competitive price as the Company does not intend to negotiate with any of the bidders unless otherwise it is warranted by the circumstances of each case.

4.10. **Quantity Distribution:**

4.10.1. As per existing practice, not less than 50% of the quantity to be purchased may be given to parties which propose to supply such materials manufactured in their factories in Gujarat subject to the condition that such Gujarat based parties shall match L-1 price, (if they themselves are not L-1). If they are L-1, even 100% quantity may be given at the option of the concerned Company and subject to their financial and technical capability to supply the materials as per the required delivery schedule after considering their order book position.

4.10.2. The benefit of Gujarat based reservation is applicable in case where price of Gujarat based party is not 15% higher than the L1 party. If difference is higher than 15%, then reservation benefit of Gujarat based parties need not be applied.

4.10.3. The quantity distribution to new parties shall be done in the following manner provided their quoted prices are lower than that of regular parties:

4.10.3.1. **For Critical items (Annexure III):**

4.10.3.1.1. The quantity distribution to each new supplier will be restricted up to 10% of the quantity requirement of the particular

item provided that the price quoted by the new supplier is lower than that quoted by the Regular Supplier.

4.10.3.1.2. The total Qty. to be allotted to new suppliers is limited up to 30% to three or more new suppliers subject to price matching with L-1 New and the price of all new suppliers is lower than that of Regular Supplier and balance quantity to regular suppliers.

4.10.3.1.3. The new supplier is to be asked to match the L-1 price of the new supplier only and the regular supplier has to match the L-1 price of the regular supplier.

4.10.3.1.4. In case of Cables, conductor and conveyor belts, new supplier shall be allotted 10% of tender quantity or Minimum Drum Length, whichever is higher.

4.10.3.2. **For Non-Critical items:**

4.10.3.2.1. The quantity distribution to each new supplier will be restricted up to 30% of the quantity requirement of the particular item provided that the price quoted by the new supplier is lower than that quoted by the Regular Supplier.

4.10.3.2.2. The total Qty. to be allotted to new suppliers is limited up to 50% to three or more new suppliers subject to price matching with L-1 New and the price of all new suppliers is lower than that of Regular Supplier and balance quantity to regular suppliers.

4.10.3.2.3. The new supplier is to be asked to match the L-1 price of the new supplier only and the regular supplier has to match the L-1 price of the regular supplier.

4.10.3.2.4. In case of Cables, conductor and conveyor belts, new supplier shall be allotted 30% of tender quantity or Minimum Drum Length, whichever is higher.

4.10.4. In case if there is no regular supplier or if the rate quoted by regular suppliers is very high, the above conditions may be suitably relaxed by the concerned competent authority of acceptance of tender as

per DOP / Purchase Committee / Board. However, reasons for granting such relaxation shall be appropriately recorded.

4.10.5. Company shall not consider the price bid of any party who quotes for lesser quantity or lesser amount in case of SSI/MSME units.

4.10.6. L-1 party, will get heavy weightage in order placement, even 100 % of the tender quantity can be allotted.

4.11. Penalty and Bank Guarantee:

4.11.1. In cases where EMD need not be paid, valid exemption certificate has to be produced / attached with the tender.

4.11.2. In other cases EMD would be 1% of the total estimated value (cost) and if this EMD amount is more in respect of tender value of more than Rs.1 crore, it should be partially (50%) in cash and balance (50%) in Bank Guarantee.

4.11.3. The validity of the Bank Guarantee for EMD should be for period of at least six months.

4.11.4. Penalty shall be @ 0.5% per week with maximum 10% of the delayed portion of the order value (end cost) in case supply only whereas in case of projects, the ceiling shall be with reference to total contract value (project cost).

4.11.5. In order to avoid delay in dispatch of the inspected lot materials, for which the dispatch instructions are already issued, the supplier shall dispatch the materials to respective consignees within 15 days from the date of dispatch instructions issued. If materials are not dispatched within 15 days from the date of dispatch instruction issued, the special penal charge shall be recovered at 0.5% per week (for actual delay in dispatches), maximum up to 3% of the dispatch instructions consignment value.

4.12. Performance Guarantee:

4.12.1.1. Distribution Transformers (All types):

4.12.1.1.1. 10% of the contract value i.e. on end cost in the form of Bank Guarantee to cover execution period and.

4.12.1.1.2. 5% of the contract value i.e. on end cost in the form of Bank Guarantee to cover the warranty period.

4.12.1.2. Meters of all types:

4.12.1.2.1. 10% of the contract value i.e. on end cost in the form of Bank Guarantee to cover execution period.

4.12.1.2.2. 5% of the contract value i.e. on end cost in the form of Bank Guarantee to cover the warranty period.

4.12.1.3. Conductors, Cables, insulators, steel items:

4.12.1.3.1. 10% of the contract value i.e. on end cost in the form of Bank Guarantee to cover execution period.

4.12.1.3.2. 5% of the contract value i.e. on end cost in the form of Bank Guarantee to cover the warranty period.

4.12.1.4. Metal Meter Boxes, G.I. Wires, Stay Wires, Earthing Plates:

4.12.1.4.1. 10% of the contract value i.e. on end cost in the form of Bank Guarantee to cover execution period.

4.12.1.4.2. 2% of the contract value i.e. on end cost in the form of Bank Guarantee to cover the warranty period.

4.12.1.5. Kit- Kat fuses, L.T. Dist. boxes Transformer Oil, Line Hardware, and PVC pipe:

4.12.1.5.1. 10% of the contract value i.e. on end cost in the form of Bank Guarantee to cover execution period.

4.12.1.5.2. 5% of the contract value i.e. on end cost in the form of Bank Guarantee to cover the warranty period.

4.12.1.6. Transmission, Generation items and others:

4.12.1.6.1. 10% of the contract value in the form of Bank Guarantee to cover execution period.

4.12.1.6.2. 10% of the contract value in the form of Bank Guarantee to cover the warranty period.

4.12.2. Performance Guarantee shall be considered as per Tender terms.

4.12.3. The supplier / Contractor shall submit only one Bank Guarantee considering the security deposit requirement.

4.13. The bank guarantee shall be from the nationalized banks or any bank as notified by the Finance Department, Govt of Gujarat from time to time.

ANNEXURE – I

VENDOR REGISTRATION APPLICATION FORM:

1.
 - a) Name of the firm
 - b) Year of Establishment.
 - c) The date of commencement of commercial production.
 - d) PAN / TAN No. (Attach certified copy).
2. Address of the factory/works from where material will be supplied
 - a) Full Address:
 - b) Telephone No.
 - c) Fax No.
 - d) e - mail ID.
3. Address of the Registered office.
 - a) Full Address:
 - b) Telephone No.
 - c) Fax No.
 - d) e-.mail ID.
4. Whether Proprietary or Partnership or Pvt. Ltd., or Public Ltd.(Copy of Income Tax Returns for 3 years in case of Proprietary Firm, Partnership Deed in case of Partnership Firm and Memorandum and Article of Association in case of Company)
5. Name of the Proprietor / Partners / Directors.
- 6 A. List of items / materials to be registered for supply with rating / description. The relevant IS number shall be mentioned.
- 6B Details of registration non refundable fees of Rs. _____ vide Cheque / D.D. No. _____ dated _____ issuing Bank _____ . (Attach a copy of Money Receipt issued by the Company)

7. Whether the factory is owned by the firm (documentary evidence of ownership must be produced). In case firm does not own factory but utilize the facility for manufacturing / fabrication of equipments / stores for which firm has applied on live & license or other basis, the Firm should furnish valid legal agreement that factory of (here indicate the name of the firm whose factory is being utilized) has been put at the firms disposal for the equipments / stores for which the firms have applied.
8. Name and Full Address of the Bankers and Account No. along with details of credit facilities sanctioned.
 - a) Total investment excluding Loan Capital (Pl. attach Certified true copy of the last 3 year balance sheets)
 - b) Total turnover for last three years.
 - c) Copies of Income Tax Return for last 3 years.
9. Loan Capital with Bank Limit.
10. Copy of latest Income Tax Clearance certificate.
11. Product Manufactured with complete description.
12. Area of land occupied by the factory.
13. Built up area of the factory.
14. No. of Working shifts in the factory.
15. Factory License No. (Notarized copy)
16. Small Scale Industries / NSIC Certificate No.(Notarized copy)
17. Value of Plant and Machinery certified by SSI in case of SSI units, alongwith the date of assessment of said value.
18. If registered under the Companies' Act or any other Act, give registration No. and date of Registration etc. along with copy of registration certificate.
19. Whether the product manufactured carry ISI mark(Pl .specify YES/NO)
20. Whether registered with other Power Utilities DGS&D, Other Govt. and Semi-Govt.. Deptt. and validity thereof. (attach a copy such registration certificate)
21. Details of machinery installed with their capacities.
22. Details of testing equipment with their capacities and details of Calibration.

23. a) Qualified personnel working in the factory/ Office, their academic qualification and Experience.

Particulars	Name	Qualification	Experience
a) Managerial			
b) Production/Work Staff			
c)Quality Control Staff			

- b) Other Personnel working in the factory and their experience.
- a) Skilled
 - b) Unskilled
 - c) Other.

24. a) Is testing record maintained and if so, since when
 b) Type tests as per Standards (This is must for registration)
25. Method adopted for Quality Control
26. Is the person in charge for Quality control independent of production control ?
27. Distinguished marks or method employed to identify, materials, if any.
28. Source of supply of Raw materials(with address)
29. a) Production Capacity per annum (quantity)
 b) Maximum production per annum(in qty. as well as value) achieved so far.
30. a) Details of order executed indicating quantity, value, Purchaser's Name, order no. and date, quantity supplied till actual completion Date, self certified statement to be attached.
 b) Please confirm whether your firm is under stop deal/blacklisted by any power utility or offices, Submit details. This is must (Affidavit by director required)
31. Estimate of stocks of raw material held and the estimated Production on single shift basis from the stock so available.
32. Result of sample testing.
33. List of items holding ISO 9001 Certificate.
34. Remarks.

Signature

Date:

Place:

List of Documents to be attached with Vendor Registration Forms:

Following Original or notarized documents in Gujarati, Hindi or in English language, whichever applicable are to be attached in triplicate

- i. Partnership Deed or Memorandum of Article of Association
- ii. Audited Balance Sheet of last 3 years
- iii. Factory License
- iv. Registration Certificate
- v. ISI / BIS / International Licenses.
- vi. List of Machineries
- vii. List of testing equipments
- viii. List of Orders executed along with details of highest single value order give the name of purchaser, order No. & date of supplies.
- ix. ISO 9001 Certificates
- x. PAN No.
- xi. Telephone and Electricity Bill (Zerex Copy)
- xii. Type test report for each rating/size of items to be registered not older than 5 Years.
- xiii. Approved plan of factory.
- xiv. If premises are on lease base / rental base, registered documents are required.
- xv. Name and address of all the Partners / Directors.
- xvi. The complete details of Partners / Directors involved in other company.
- xvii. 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.

ANNEXURE – II

LIST OF ITEMS FOR RATE CONTRACT:

- i. Various types of bearings.
- ii. Welding Electrodes
- iii. All types of lamps
- iv. Computer Stationery
- v. LT billing stationery
- vi. Printing of forms
- vii. Stationery articles
- viii. Spares of proprietary nature specially with M/s. BHEL in line with MSEB, NTPC etc.
- ix. Transformer Oil
- x. Cément
- xi. PSC Poles
- xii. HT / LT Insulator, Disc. Insulator, Guy Wire
- xiii. CTPT Unit, Trivector Meter.
- xiv. Chemicals and Gas such as Hydrochloric Acid, Caustic Soda Lye, Hydrogen Gas & Liquid Chloride, Stable Bleaching Powder, Hydrated Alime Powder, Hydrazine Hydrate 80% and Morpholine, Organophosphate, Aluminum Sulphate, Sodium Hexameta Phosphate, Sodium Hypochloride Solution, Tri-sodium Phosphate, Sodium, Meta-sulphate, Citric Acid etc.

ANNEXURE – III

List of Critical Items:

- i. All types of Meters.
- ii. CTPT Units
- iii. Ring type CTs
- iv. CTs
- v. PTs
- vi. Transformers
- vii. Breakers
- viii. Isolators
- ix. Relays
- x. Insulators 11 KV & above including BPIs
- xi. Moose & Zebra Conductors
- xii. All types of Cables

ANNEXURE – IV

PERFORMANCE CERTIFICATE

Ref :

Date :

TO WHOM SO EVER IT MAY CONCERN

This is to certify that M/s. _____
has executed Order No. _____
dated _____ for supply of _____

The performance of the material _____
_____ supplied as per order quantity in full by
M/s. _____
has been found to be satisfactory and meeting to our requirement and specifications.

This is further to certify that M/s. _____ has
supplied the material within the scheduled delivery period as per order / with average
delay of _____ days.

CHIEF ENGINEER