

Guidelines for submission of complete documents with Vendor Registration applications

To process vendor registration proposals faster GETCO felt to issue guidelines, so that applicants can understand documents to be submitted with application. Further, to avoid Queries & reminders to be conveyed & to give fair chance to the Vendor so that more & more vendors shall got registered to have more eligible bidders in tender or options available to EPC contractors of GETCO in various projects.

As per GETCO's observations / critical information for majority of cases, item wise minimum expected documents requirements from various applicants are mentioned as per under :

- 1) General to all items –
 - (a) In application for minimum two email IDs (to have more effective communication) of responsible contact person shall be mentioned.
 - (b) Documents to be submitted with Index, mentioning page No. of respective document & with flag as under.

INDEX

Sr. No.	Documents	Page No.	Flag No.
1	(i) DD for amount applicable as per policy (ii) MSME documents if applicant have prepared DD as per Micro / Small unit category		
2	Partnership Deed or Memorandum of Article of Association.		F/A
3	Audited Balance Sheet of last 3 Years.		F/B
4	Factory License.		F/C
5	Registration Certificate.		F/D
6	ISI/BIS/International Licenses.		F/E
7	List of Machineries.		F/F
8	List Of Testing Equipment.		F/G
9	List of Orders executed along with details of highest single value order. Give the name of Purchaser , Order No. & Date of Supplies.		F/H
10	ISO 9001 Certificates.		F/I
11	PAN No.		F/J
12	Latest Telephone and Electricity Bill (photo Copy)		F/K

Sr. No.	Documents	Page No.	Flag No.
13	Type Test Report as per relevant IS for Items to be registered not older than 5 Years.		F/L
14	Approved Plan of Factory.		F/M
15	If premises are on Lease base / Rental base, Registered documents are required.		F/N
16	Name and Address of all the Partners /Directors.		F/O
17	The complete details of Partners / Directors involved in other Company.		F/P
18	Declaration form the prospective Vendors that, none of the Partners or Directors is either a Partner or on Board of an entity, which is in default to GUVNL or any of its subsidiaries.		F/Q
19	GST Registration certificate		F/R

(c) Purchase policy is of 2016 & GST Implemented by Govt. of India in 2017, so GST @ 18 % shall be added in fees mentioned in purchase policy.

(d) Order executed in any subsidiary company of GUVNL in last two years (if any) shall be attached.

2) For VR of steel items (Angle/Channel/Beam/Round/Flat)

a) BIS License – All endorsements with Annexures issued – Notarised copy or Colour scanned copy of original is must.

b) Supply Experience – To be submitted for last 5 years in format including NAME OF PURCHASER, ORDER NUMBER, DATE OF ORDER, ITEM (ORDER ITEM), QUANTITY along with un-priced order copy. Supply statement to clearly specify if any supply is made directly to utility OR through EPC contractor for Transmission line / sub-station structure OR to communication tower manufacturer.

c) To submit modality with support documents for traceability of controlled chemistry raw material with raw material purchase invoices & test reports. Submit format of traceability / records.

d) List of all manufacturing facility & all testing facilities at proposed works on company letter head clearly specifying work address.

e) QAP to be submitted. In absence of the same, Process Flow chart with rejection process at non-conformity of check to be included.

3) For VR of conductor

a) BIS License – To submit for IS:398 P2. However, IS:398 P5 is must for ACSR Moose.

b) Type Test Reports – Type Test Report is must to submit for all conductors whose vendor registration is proposed, with clearly specified registration sought works address. For testing laboratory

other than ERDA/CPRI/National Test House/M P Laghu Udhyog /TAG, detailed scope of testing laboratory is required.

- c) List of all manufacturing facility & all testing facilities at proposed works on company letter head clearly specifying work address.
- 4) For VR of Transmission line structure / Sub-station structure
- a) List of all manufacturing facility & all testing facilities at proposed works on company letter head clearly specifying work's address.
 - b) *Galvanizing bath* – availability of in-house galvanizing facility in terms of L x B x H to be submitted.
 - c) Proto facility - availability of in-house space in terms of L x B x H to be submitted. Copy of proto inspection performed in works for highest kV structure shall be submitted.
 - d) Design facility – availability of in-house design facility, software used shall be submitted.
- 5) For VR of control & LT power cable
- a) BIS License – To submit for IS:1554 P1, IS:7098 P1.
 - b) Type Test Reports – Type Test Report is must to submit for all size of cables whose vendor registration is proposed, with clearly specified registration sought works address. For testing laboratory other than ERDA/CPRI/National Test House/M P Laghu Udhyog, detailed scope of testing laboratory is required.
 - c) List of all manufacturing facility & all testing facilities at proposed works on company letter head clearly specifying work's address.
- 6) For VR of Hardware & Accessories
- a) Type Test Reports – Type Test Report is must to submit for all Hardware & Accessories conductor/EW wise whose vendor registration is proposed, with clearly specified registration sought works address. For testing laboratory other than ERDA/CPRI/NSIC/M P Laghu Udhyog, detailed scope of testing laboratory is required. Drawing of hardware used for testing shall be attested by testing laboratory which is must. Vendor have to submit a consolidated list of type test item wise.
 - b) List of all manufacturing facility & all testing facilities at proposed works on company letter head clearly specifying work's address.
