



GUJARAT STATE ELECTRICITY CORPORATION LIMITED

VidyutBhavan, Race Course, Vadodara, India – 390007. Ph. 91-265-6612101 / 04, Fax: 91-265-2344537

e-mail: cegen.gsecl@gebmail.com Website: www.gsecl.in

CIN:U40100GJ1993SGCO19988

Vendor registration Procedure as per New Purchase Policy

GSECL, Providing Vendor Registration to Manufacturers, and Authorized dealer of the Manufacturer, provided the Manufacturer is also Vendor Registered with us, only for supply.

Process for New Vendor Registration / Renewal of Vendor registration / Authorized Dealer of the Manufacturer (The manufacturer should be first vendor registration with our company) / Change of Name or Shifting of Premises.

The General information regarding Vendor Registration for supply is as mentioned below:

Further Suppliers shall have to fill up the format of vendor registration which is available on website (www.gsecl.in) which is to be filled in and submitted along with listed supporting documents with non refundable registration fee in form of Demand draft in name of “**Gujarat State Electricity Corporation limited**” payable at Vadodara address to “**The Chief Engineer (Gen), Gujarat State Electricity Corporation limited, Corporate Office, Vidyut Bhavan, Race Course, Vadodara-390007.**”

Registration Fee Structure:

Sr.no.	Location of Work / factory	Fee Amount (Non-refundable)
1.	For factory within Gujarat State:	(a) Rs.15,000/- For Micro & small Industries. (b) Rs.25,000/- For all over category of Industries.
2.	For factory within country but out of Gujarat State:	(a) Rs.50,000/- For Micro & small Industries. (b) Rs.75,000/- For all over category of Industries.
3.	For Outside India based parties, i.e. whose works are located outside India	\$ 5,000 USD ... To be remitted by the prospective Vendor through SWIFT (Purchaser to give Bank Account details)

1. For Re-Registration of already registered Vendor, the Vendor has to pay 50% of the Vendor Registration fees towards registration charges, 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.
2. In case of multiple locations, fee shall be paid for each location as per above table.
3. GSECL will register the items which are being used in GSECL. Vendor registration is location specific as well as product specific. Submission of all documents is required for vendor registration but in absent of documents, application will not be processed and liable to be rejected and further communication will not be entertained.

4. 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.
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.
6. Company reserves its right to place order on any firm, at its sole discretion and/or change/revise/alter/delete the vendor registration criteria at any time at its sole discretion.
7. Only the courts at Head quarter of the Company (Gujarat State) shall have exclusive jurisdiction to adjudicate all disputes relating to or arising out of the vendor registration or placement of the order etc.
8. During factory inspection, it is mandatory to have Photography with Date & if required, Video Shooting of the applicant Company's premises, infrastructure facilities for testing equipment and machineries. The Vendors will have to submit their consent for Photography & Video Shooting.
9. Process of Re registration for the existing vendor upon expiry of validity period of Five years, Firm shall apply for re-registration by following prescribed procedure as stipulated hereunder, Existing vendor has to apply for re-registration at least two months before the date of expiry of registration, failing which the vendor shall not be consider as a registered vendor in the ensuing tenders floated after the date of application for re-registration. On expiry of vendor registration, the party has to apply fresh with all the relevant documents and registration fees as prescribed earlier.

For Participate in the Tender:

- The vendor who submitted his application for vendor registration with all required fees and all the requisite documents after 21 calendar days from 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 etc.



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Process for change of name or ownership on Approved Registered Vendor:

For change of name:

For change of name in vendor registration the general procedure is as under as per GSECL norms.

1. In case of shifting of factory premises of the Registered Vendor, such Vendor has to pay Registration Charges of Rs. 1500/- towards Registration Fees and factory inspection shall be carried out as per norms.
2. 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 per **Annexure III**, 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.

Annexure-III

List of documents required for change of name in Vendor Registration

Approval:

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. Agreement of takeover of Business,
6. Certificates from Registrar of Companies
7. Certificate of Sales tax authorities, Central Excise authorities,
8. Power of Attorney, Board Resolution, Partnership deed,
9. Copy of judgment in case of litigation.
10. Pan No.

However, required documents duly notarized.

Annexure A

On Rs.100.00 Stamp Paper duly notarized

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 and undertake that 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 : _____

CORPORATE OFFICE CONTACT:

Regd. Office:

GUJARAT STATE ELECTRICITY CORPORATION LTD.

Sardar Patel Vidyut Bhavan, Race Course, Vadodara-390 007.

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