



GUJARAT STATE ELECTRICITY CORPORATION LIMITED

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

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CIN:U40100GJ1993SGCO19988

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). :
(e) GST No (Attach. Certified copy) :
2. Address of the factory / firm 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 Pvt. Ltd. Or Partnership or Public Ltd. :
5. Name of the Directors / :
Tender / Partners,/Proprietor
6. Total Investment excluding Loan Capital :
(Please attach Certified true copy of the
Latest balance sheet)

Seal of Firm

Authorised Signature

7. (a) Loan Capital with Bank :
 (b) Latest income tax clearance certificate copy :
8. Product / product manufactured and or
 Assembled traded. :
9. Area of land occupied by the factory
10. Built up area of the factory :
11. No. Of working Shifts in the factory :
12. (a) Factory License No.(Notarized copy) :
 (b) Small Scale industries / NSIC Certificate No. (Notarized copy) :
 (c) Value of Plant and Machinery certified by SSI in case of SSI Units,
 along with the date of assessment of said value. :
13. Whether the product manufactured :
 Carry ISI mark (Please Specify YES / NO.)
14. Whether registered with other Electricity Board, DGS&D, Other Govt. & Semi-Govt
 Deptt. & Validity thereof (Attached copy with Registered certificate) :
15. Details of machinery installed with their capacities. :
16. Details of testing equipment with their Capacities.
 (With valid calibration certificate copy) :
17. (A) Qualified personnel's working in the Factory / Office, their academic

Sr.no	Designation	Name	Qualification	Experience
1	Managerial			
2	Production / work staff			
3	Quality control staff			

(B) Other personnel's working in the Factory and their experience

1. Skilled
 2. Unskilled
 3. Other
18. (a) Is testing record maintained and if so, since when :
 (b) Type Tests as per Standards (This is must for Registration) :
19. Method adopted for Quality control :
20. Is the person in charge of quality Control Independent of production control?
 (Declaration is required) :

21. Distinguished marks or methods employed to identify their, material if any. :
22. Source of supply of Raw material :
23. (a) Production Capacity per annum (in quantity as well as value) :
(b) Maximum production per annum (in quantity as well as value) achieved so far :
24. (a) Orders executed (lists of important orders showing the quantity, Value to be attached) in the last 2 years, which details of name of Purchaser, Purchase Order No. & date, Material supplied etc. :
(b) Please confirm whether your firm is stop deal / blacklisted by any power utility, GUVNL from any of the offices.i.e. GSECL, GETCO, MGVCL, DGVCL, PGVCL & UGVCL (Affidavit by Director is required) This is a must in Firm Letter Pad
(c) Total turnover for last 3 years individually. :
25. Estimate of stocks of raw material held and the estimated Production on single Shift basis from the stock so available. :
26. Result of sample Testing :
27. Whether the firm possesses ISO 9001 / ISO 9002 Certificate:
28. Remarks :

Company's Seal:

Place:

Date:

Seal & Authorised Signature:

Seal of the Firm

Authorised Signature

Following Documents are required to be submitted with your application with Stamp & Signature

SR. NO.	DESCRIPTION	REMARKS
1.	List of Items/Material to be registered for supply with full details & Specifications (Type /Size/Range & Capacity).(Same is submitted with earlier executed PO copy and NABL approved type test report with each categories of items)	
2.	(a) Partnership Deed (Agreement Copy Notarized) or (b) Article of Association. (c) Proprietor (Than declaration from proprietor that there is no any partner of firm and proprietor person is only proprietor of firm)	
3.	Audited Balance Sheet of the (Last three years with Profit Loss Statements)	
4.	Factory License (Valid Gujarati, Hindi, or in English language Notarized Copy is Mandatory Required.)	
5.	Registration Certificate / SSI Certificate. (Shop Establishment Certificate)	
6.	Certificate from the Registrar of the Company. (In corporation Certificate)	
7.	List of Machineries (With capacity and Mfg Year).	
8.	List of Testing equipment's And their Calibration certificate. (All)	
9.	(a) Details of staff setup, List of Manpower of Administrative/ Production and Quality control (Name, Designation & Experience) (b) Origination Chart)	
10.	Earlier executed work order copy: (P.O copy of each rating for which vendor registration required with of each categories of Items)	
11.	Type test report: Test reports for all manufactured items are required for which V.R. required as per relevant IS / IEC specifications conducted at NABL accredited laboratory with Test Certificate and Test result with Minimum & Maximum range of each categories (NABL Approved for all Items and size for which V.R. Required).	
12.	Rent/Lease agreements when ever applicable [Duly notarized] Or Declaration for Ownership .	
13.	Copy of Electric Bill, Copy of Telephone Bill of manufacturing unit (Xerox Copy).	
14.	Certificate of BIS License/ISI License, International License. (If applicable)	
15.	GST Registration copy.	
16.	ISO 9001 Certification. (Xerox Copy).	
17.	PAN / TAN No. (Certified copy).	
18.	Approved Plan of Factory. (With clearly showing the buildup area, open space and stamp & sign of approval of authority of plan)	
19.	Name & Address of all partners / Directors. (With contact number & e-mail)	
20.	Declaration. As per format (Firm is Not Stop deal/ Black Listing by any Government utility and with GUVNL or Subsidiary company of GUVNL i.e. GSECL, GETCO, MGVCL, DGVCL, UGVCL & PGVCL)	
21.	Photographs of products and factory.(Infra structure, Workshop & Testing Facility of firm)	
22.	Quality Plan, Method adopted for Quality (QAP), Process Map	
23.	Approved vendor list of Raw material (List of Raw material Supplier with Test Certificate)	
24.	Registration certificate copy of other power utilities DGS & D, Other Govt. & Semi-Govt. Dept.	
25.	Performance Certificate	
26.	Registration fee with applicable GST (At present @ 18 % of GST)	

Seal of the Firm

Authorised Signature



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Firm Letter Pad:

**UNDERTAKING IN REGARD TO STOP DEAL / BLACK LIST
THEREOF**

I/we.....Authorized signatory of
M/s.....
.....Here
by certify that M/s.....
.....

is not stop deal/black listed by GUVNL and or their any subsidiary company viz.
GSECL/GETCO/DGVCL/MGVCL/UGVCL/PGVCL.

Signature of the Tenderer

Seal of the Firm

Signature of Tenderer

Company's round seal

Date

Place

Seal of the Firm

Authorised Signature