



## 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](mailto:cegen.gsecl@gebmail.com) Website: [www.gsecl.in](http://www.gsecl.in)

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). :
  
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:

**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 <b>(Type /Size/Range and Capacity)</b> . (Same is submitted with executed order copy and NABL approved type test report with Minimum & Maximum range of each categories)	
2.	(a) Partnership Deed <b>(Agreement Copy Notarized)</b> or (b) Article of Association. (c) Proprietor <b>(Than declaration from proprietor that there is no any partner of firm and proprietor person is only proprietor of firm)</b>	
3.	Audited Balance Sheet of the ( <b>Last three years with Profit Loss Statements</b> )	
4.	Factory License <b>(Valid Gujarati, Hindi, or in English language Notarized Copy is Mandatory Required.)</b>	
5.	Registration Certificate / SSI Certificate. <b>(Shop Establishment Certificate)</b>	
6.	Certificate from the Registrar of the Company. <b>(In corporation Certificate)</b>	
7.	List of Machineries <b>(With capacity and Mfg Year)</b> .	
8.	List of Testing equipment's And their Calibration certificate. <b>(All)</b>	
9.	Details of staff setup, List of Manpower of Administrative/ Production and Quality control <b>(Name, Designation &amp; Experience with Origination Chart)</b>	
10.	Executed work order copy: <b>(P.O copy of each rating Minimum &amp; Maximum for which vendor registration required with of each categories of Items)</b>	
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 <b>(NABL Approved for all Items and size for which V.R. Required )</b> .	
12.	Rent/Lease agreements when ever applicable <b>[Duly notarized] Or Declaration for Owner ship.</b>	
13.	Copy of Electric Bill, Telephone Bill of manufacturing unit <b>(Xerox Copy)</b> .	
14.	Certificate of BIS License/ISI License, International License.	
15.	Excise Registration Certificate.	
16.	Central/State Sales Tax Registration Certificate.	
17.	ISO 9001 Certification. <b>(Xerox Copy)</b> .	
18.	PAN / TAN No. <b>(Certified copy)</b> .	
19.	Approved Plan of Factory. <b>(With clearly showing the buildup area, open space and stamp &amp; sign of approval of authority of plan)</b>	
20.	Name & Address of all partners / Directors. <b>(With contact number &amp; e-mail)</b>	
21.	Declaration. As per attached format <b>(Firm is Not Stop deal/ Black Listing by GUVNL or Subsidiary company of GUVNL i.e. GSECL,GETCO,MGVCL,DGVCL,UGVCL &amp; PGVCL)</b>	
22.	Photographs of products and factory. <b>(Infra structure, Workshop &amp; Testing Facility of firm)</b>	
23.	Quality Plan / Method adopted for Quality <b>(QAP)</b>	
24.	Approved vendor list of Raw material <b>(List of Raw material Supplier with Test Certificate)</b>	



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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