



# PASCHIM GUJARAT VIJ COMPANY LIMITED

REGD. & CORPORATE OFFICE:- OFF NANA MAVA MAIN ROAD, LAXMINAGAR, RAJKOT-360004

Telephone Nos:-0281-2380425/427/2360182

Fax No:-0281-2368175

Website:-www.pgvl.com

E-mail:-proc.pg@gebmail.com

## FORMAT FOR VENDOR REGISTRATION

- 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.
  
  - B) 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)



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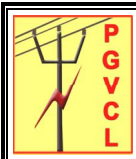
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- 7 Whether the factory is owned by the firm (documentary evidence of ownership must be produced). In case firm does not own factory but utilize the facility for manufacturing / fabrication of equipments / stores for which firm has applied on live & 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.



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- 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 (PI .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  
Experience

Name

Qualification

- 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



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- 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.

## Firm's Round Seal

Date:-

Place:-

**Signature of the Authorized  
Person/Representatives of  
the firm with Designation**



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## **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 & site sketch 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.

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