



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

Procedure For Vendor Registration

Procedure for Vendor Registration :

(A) Process for the New Vendor registration / additional item / Shifting of premises / Application for vendor registration to be made to the CE (Material), Off Nana Mava Main Road, Laxminagar, Rajkot-360004, Fax: 0285 - 2368175 duly signed & Stamped on each page.

Application form for vendor registration is available on website, which is to be filled in and submitted along with supporting documents duly notarized in two sets and non refundable registration fee as under

1. For Gujarat based parties, i.e. whose works are located within Gujarat is Rs.15,000.00 (fifteen thousand)
2. For Outside Gujarat based parties, i.e. whose works are located outside Gujarat is Rs.50,000.00 (fifty thousand)
3. For Outside India based parties, i.e. whose works are located outside India is Rs. 2,00,000.00 (two lacs)

In form of D.D in name of Paschim Gujarat Vij Company Ltd. payable at Rajkot (Gujarat)

Following documents are required to be submitted with your application,

- Partnership deed or Memorandum of Article of Association.
- * Complete Audited balance sheet of last three year
- * Factory License (Notarized)
- Registration Certificate
- * ISI / BIS / International Licenses
- List of Machineries.
- List of testing equipments
- * List of order executed (for each item to be registered) along with details of highest single value order give up name of purchase, order no. & date & date of supplies.
- ISO 9001 certificates.
- PAN no
- Telephone / Electricity bill (Xerox Copy)
- * Type test report for each ratings/size of items to be registered not older five years.
- Approved plan & site sketch of factory.
- * If premises are on lease base / rental base, registered documents are required.
- Name and address of all the Partners / Directors.
- The complete details of Partners / Directors involved in other company.
- Declaration 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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Note:-

(A) PGVCL will register the items which are being used in PGVCL. Vendor registration is location specific as well as product specific.

Submission of all documents is required for Vendor Registration but in absence of * marked documents, application will not be processed and liable to be rejected and further communication will not be entertained.

In case the registration is not recommended / rejected, registration fees paid is not refundable.

Jurisdiction of PGVCL:-

Factory located within Gujarat:-

Vendor registration shall be done by PGVCL, whose factory is located under PGVCL's licensee area (i.e. Saurashtra & Kutchh region of Gujarat state).

Factory located outside Gujarat:-

For factory located outside Gujarat vendor registration shall be done by PGVCL whose factory located under area of **Maharashtra, Madhya Pradesh and Chhattisgarh state**

(B) Process of Re registration for the Existing Vendor

Up on 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 in "A".

(C) Process for change of name or ownership

In case of change in name or ownership or control of company / firm of the registered vendor, Firm shall have to submit application with following documents as proof that such change is lawful/legitimate along with processing fees of Rs. 5000/- (five thousand) within 30 days of such change.

Undertaking letter format

Latest renewed Factory License in the new name.

Memorandum, and Articles of Association,

List of Directors

The company / firm shall have to confirm that there is neither change in the infrastructure facilities nor in the design of product / items and that change is only in the name / ownership / control of the company / firm.