

	<b>PASCHIM GUJARAT VIJ COMPANY LIMITED</b> REGD. & CORPORATE OFFICE:- "PASCHIM GUJARAT VIJ SEVA SADAN" OFF NANA MAVA MAIN ROAD, LAXMINAGAR, RAJKOT-360004 CIN U40102GJ2003SGC042908 Telephone Nos:-0281-2380425/427/2360182 Website:-www.pgvcl.com	Fax No:-0281-2368175 E-mail:-proc.pg@gebmail.com
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## 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 + 18% GST** as under;

**a) For factory within the Gujarat State.**

1. Rs. 15,000 + 18% GST, for Micro and Small Industries.
2. Rs. 25,000 + 18% GST, for all other category of Industries.

**b) For factory within the Country but out of Gujarat State.**

1. Rs. 50,000 + 18% GST for Micro and Small Industries.
2. Rs. 75,000 + 18% GST for all other category of Industries.

**c) Out of Country:**

\$ 5,000 USD + 18% GST, to be remitted by the prospective Vendor through SWIFT (Purchaser to give Bank Account details)

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

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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 is applicable are to be attached.

- i. Partnership Deed or Memorandum of Article of Association
- ii. \*Complete Audited Balance Sheet of last 3 (three) 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. GSTN No. & Details.
- xii. Latest Telephone and Electricity Bill (Zerox Copy)
- xiii. \*Type Test Report as per relevant IS for each rating/size of items to be registered not older than 7 (Seven) Years.
- xiv. Approved plan of factory & site sketch of factory.
- xv. \*If premises are on Lease base / Rental base, Registered documents are required.
- xvi. Name and Address of all the Partners / Directors.
- xvii. The complete details of Partners / Directors involved in other company.

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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**Addl. supporting documents to be attached with Vendor Registration Application: -**

Following Original or notarized documents in Gujarati, Hindi or in English language, are to be attached;

1. For relaxation in Vendor registration charge, any one certificate (i.e. SSI/DIC/CSPO/NSIC/DGS&D/Udhyog Aadhar), which indicates your firm is covered under small / Micro industries and also name of items mentioned in that certificate, for which you required vendor registration.
2. Power of attorney or board resolution in favour of person who is authorized to sign the application form & related documents for vendor registration (In case of more than one Director/Partner in your firm).
3. Latest revenue record documents (i.e. Form no.6 or 2, Form no.8 or Property Card) with ownership documents, whichever is applicable.

**Note:-**

PGVCL will register the items which are being used in DISCOMs (i.e. PGVCL, UGVCL, MGVCL, DGVCL). 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)**

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## **(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 & 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, failing which the vendor shall not be consider as a registered vendor in the ensuing tenders floated after the date of application for reregistration. 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 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 PGVCL within 90days, 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.

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**(D) Process for Addition of Item:**

In case, the registered vendor desires to add new item/(s) of lower capacity of relevant Indian Standard in their existing vendor registration certificate of higher capacity, the vendor has to pay Rs. 1000 + 18% GST as registration charges,

In case, the registered vendor desires to add new item/(s) of higher capacity of relevant Indian Standard in their existing vendor registration certificate of lower capacity, the vendor has to pay 50% of the Vendor Registration fees towards registration charges,

Vendor has to submit application along with following documents,

- 1) Type test report for each. Rating /size of item/(s) to be registered not older than 7 years.
- 2) ISI/ BIS/ International licenses, if applicable.
- 3) List of Plant & Machineries.
- 4) List of testing equipment.

The applicability of vendor registration period shall be as per existing vendor registration for all items.

**(E) Process for shifting of factory premises:**

In case of shifting of factory premises of the Registered Vendor, such case Vendor has to pay Registration Charges of Rs. 1500 + 18% GST towards Registration Fees, and submit application and relevant documents towards the proof that such change is lawful/ legitimate along with the documents.

**ANNEXURE - III**

**LIST OF DOCUMENTS REQUIRED FOR CHANGE OF NAME:**

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. Documentary evidence about change of Name.

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## Annexure A

(On duly Notarized Non-Judicial Stamp Paper of Rs. 100/-)

### 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 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 Company/Firm only.

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: