



Procedure for new vendor registration / renewal of registration / name change / change of class as a contractor for work of laying of Underground HT / LT cable, RMU compatible, Railway/Road crossing & Fault finding within the jurisdiction of UGVCL.

1. Application for new Vendor Registration / Renewal of registration / Name change / Change of class as a contractor for work of laying of underground HT / LT cable , RMU compatible, Railway/Road crossing & fault finding within the jurisdiction of UGVCL is to be made to the Chief Engineer (P), R&C Office, Mehsana.
2. All the pages of the documents should be duly signed and submitted along with the application form. Legal documents should be submitted with notarized copy.
3. The application may be made for Class A+/ Class A/ Class B/ Class C/ Class D/ Class E Category Vendor registration.
4. The mandatory criteria of respective category shall have to be fulfilled as under.

Sr. No.	Particulars	Qty.	Class of Contractors					
			A+	A	B	C	D	E
1	Work completion of Laying of U/G Electric Cable	Km	Minimum 30.0	Minimum 25.0	Minimum 20.0	Minimum 10.0	Minimum 1.0	New Vendor
2	Work Completion of laying of cable by Push through method	Km	Minimum 10.0	Minimum 8.0	Minimum 5.0	Minimum 2.0	Minimum 0.25	New Vendor
3	Work Completion of fault finding	Nos.	Minimum 25	Minimum 20	Minimum 10	Not Applicable	Not Applicable	New Vendor
4	Work competition of Railway crossing	Nos.	Minimum 8	Minimum 4	Minimum 2	Not Applicable	Not Applicable	New Vendor
5	Installation and commission of RMU	Nos.	More than 20	Minimum 10	Minimum 5	Not Applicable	Not Applicable	New Vendor
6	Minimum Average Annual Turnover	Rs. In Crores	Minimum 2.0	Minimum 1.0	Minimum 0.5	Minimum 0.25	Minimum 0.05	Not Applicable
7	Bank Solvency Certificate	Rs. In Lakh	50	25	10	5	1.00	1.00
8	Year of Firm Registration / Establishment	Year	4	3	2	1	1	Not Applicable
9	Balance Sheet for Year	Year	3	2	2	1	1	Not Applicable

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Signature and name of the authorized person

Date:

Place:



10	Engineer / Supervisor Qualification (Graduate BE - Electrical/ Diploma- DE - Electrical)		BE (Elect.)	BE (Elect.)	BE Or DE (Elect.)	DE (Elect.)	DE (Elect.)	DE (Elect.)
11	Valid to quote for the tender of amount	Rs. In Lakhs	Any amount	Up to 30.0	Up to 25.0	Up to 10.0	Up to 5.0	Below 2.0

5. Application form for Vendor Registration is available on UGVCL website (www.ugvcl.com).

The application in prescribe application form shall have to be submitted along with supporting documents duly signed and stamped along with notarized documents.

6. All new Suppliers shall get themselves registered by paying non-refundable Registration Fees (through Demand Draft in favour of Uttar Gujarat Vij Company Limited) as detailed below, to the R&C Office, Mehsana with Vendor Registration Application Form and all relevant documents. Vendor Registration is compulsory for the Bidders to participate in the Tender.

7. Registration Charge:

- For Vendor of the Gujarat State. Rs. 5000/- + 18% GST Charge
- For Vendor out of Gujarat State. Rs. 10000/- + 18% GST Charge

8. The Registration Charge shall be reviewed every three years. The Registration Charge shall be non-refundable even if registration is denied.

9. Payment of registration fees does not guarantee the registration as approved vendor.

10. Period: The registration is valid for five years from the date of Vendor Registration.

11. Change of Name:

- For Vendor of the Gujarat State. Rs. 5000/- + 18% GST Charge
- For Vendor out of Gujarat State. Rs. 5000/- + 18% GST Charge

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 that change is only in the name / ownership / control of the Firm. In such a case, the Firm shall have to submit application

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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 respective Company within 90 days, 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.

12. Only registered vendors desiring to work as a contractor for work of laying of underground HT / LT cable, RMU compatible, Railway/Road crossing & fault finding within the jurisdiction of UGVCL shall be allowed to participate in tenders of UGVCL.
13. The registered Vendor will be issued a unique id Number. The contractor shall submit their bid with this unique id & Vendor registration certificate.
14. Registration shall be valid for the period of 05 (Five) Years from the date of issue of registration letter.
15. For registration of Vendor under category of Class-A+, Class-A, Class-B, Class-C, Class-D, Class-E the applicant should have valid Electrical license issued by Government and it should be valid for the period of registration.
16. The application shall not be considered for further process in absence of any of the document and it will be rejected & disposed off. The registration fees shall not be refunded under these circumstances.
17. If there is any shortfall documents in the application then same must be submitted within seven (7) days after intimation otherwise the application will be rejected and disposed.
18. Registration shall be valid only for work to be carried out in UGVCL license area only.
19. In case for change of name, the registered Vendor shall have to submit a fresh application along with all necessary documents. The unique id of the contractor shall remain same.
20. UGVCL reserves the right to accept or reject the application.
21. Upon the expiry of validity period of the registration, the firm/contractor shall have to submit renewal application for renewal of the registration at least two months prior to expiry of registration with all relevant documents and non-refundable fee.
22. The list of documents to be submitted along with the application is as per Annexure-1 (attached here under).

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23. Vendor has to submit color photograph duly self-attested with Purchase invoice copy of safety instrument i.e. Operating rod, Earthing rod, Helmet, Hand glow, safety jacket, safety Belt, safety shoes, Barricades, safety corn, caution / warning taps,
24. Vendor has to submit the self-declaration certificate of bonding for safety.
25. Vendor has to submit tools and tackles color photograph duly self-attested with Purchase invoice copy. i.e. 5 KVA Megger, Thumper, Cable jack, Cable roller, Clamp on Meter, Pavada Trikam etc.
26. Vendor has to submit office address proof. i.e. notarized rent agreement, tax receipt of office, Light bill of office. The office inspection / Site verification / Store will be done by UGVCL officers not below the rank of SE.
27. If deficiencies are found on office inspection / Site verification / Store the application shall be returned with highlighting such deficiencies immediately within seven days. Thereafter, if applicant does not re-submit their application indicating rectification of deficiencies with supporting documents within Fifteen (15) days, then application of such applicant will be treated as rejected and disposed off. Actual expense for second inspection will be borne by the applicant.
28. One of fault finding vehicle required i.e. LGV- Utility vehicle, Mahindra - Eco etc. and have to submit RC Book as proof for Class A+ and Class A. If vendor has hired then have to provide notarized rent agreement and payment proof as in Bank statement.
29. Vendor has required two nos. of jointer, which have valid certification of training of Heat Shrinkable Indoor Terminations Kits for 3 -Core, 11 KV XLPE Aluminum armoured cable of quality make of Raychem / 3M (M-Seal) / Densons / Vikchem) or equivalent as per applicable standard.
30. Vendor has required experience certificate & work order of laying of 11 KV HT UG cable not bellow the rank of Executive Engineer of GUVNL & its subsidiary (i.e. UGVCL / PGVCL/ MGVCL/ DGVCL / GSECL / GETCO / Electric utility/ PWD or any other state Govt. organization).

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