



Procedure for vendor registration for the prospective Vendor under Vendor development policy

To create more competition for supply of material or product used in UGVCL, UGVCL shall follow the following Vendor Development Policy:

1. The prospective Vendor shall pay the amount of Vendor registration fees initially while expressing the interest to avail the Vendor development scheme to obtain Vendor Registration as per [Vendor Registration Procedures](#) and require to fill [Vendor registration Application Form](#), if he is not already registered as a Vendor for the material / product. All the guidelines for Vendor Registration shall be followed.
2. The type test, whenever and wherever applicable, shall be carried out on the proto-type materials/products as per Companies' technical specifications at National Accredited Board for Laboratory (NABL) or accredited third party Laboratory approved by the International Forum in case of foreign manufacturer / products. The proto-type materials/products shall fulfill all the technical requirement of Companies' like technical specifications, specified drawings, guaranteed technical parameters, manufacturing quality plan, etc.
3. The materials/products shall be supplied at the designated location specified by the concerned Companies, at the cost of Vendor. The vendor has to arrange for loading/unloading, transportation of goods, Insurance coverage from transit-storage to performance monitoring period at no extra cost to the company.
4. The price of the materials/products shall be the lowest price at which similar product/material is purchased at the time of delivery of the material (from new party) or the price offered by such Vendor, whichever is lower. If rate of New bidder / product is not available, then lowest purchase price of regular supplier at the time of delivery of the material or the price offered by such Vendor, whichever is lower shall be considered.
5. If performance is not satisfactory, no payment shall be given to the supplier. The period of the performance and performance parameters shall be informed to the Vendor.
6. For the purpose of deciding the satisfactory performance, the performance level such as success rate/failure rate of the materials/products supplied by regular suppliers could be



considered as bench mark. The performance of materials/products supplied under Vendor Development Policy shall be compared with that of similar materials/products supplied by regular suppliers,

7. The quantity of materials/products to be supplied by prospective Vendor under Vendor Development Policy shall be as per performance trial needed under the Vendor Development Program and shall be the minimum quantity required for meaningful evaluation of the performance of the materials/products. Such quantity shall be decided by the concerned company depending upon the type of materials/products. Accordingly, order shall be issued on the above guidelines.
8. 50% payment towards materials/products shall be released after successful performance of the materials/products for a period of six months against the Bank Guarantee of 100% of Order value and balance 50% payment shall be released after one year of satisfactory performance of the first batch of materials/products supplied. The B.G. should be valid up to and including the guarantee period.
9. On successful completion of one year performance, the Vendor shall be considered as New-II for the purpose of evaluation in the subsequent regular tender until fulfill the condition of regular vendor, where such Vendor participates for the first time. If the Vendor participates in the bid when his materials/products are under observation for performance under Vendor Development Policy, then that Vendor shall be considered as New-I for the purpose of evaluation in the tender.
10. If the materials/products are supplied and/or installed (wherever applicable) by the Vendor under Vendor Development Policy, he shall be responsible for collection of rejected materials at his cost for safe disposal within the time specified by the company. If such material is not collected by the Vendor within specified time limit, the companies shall recover ground rent and safe custody charges from him for the period for which it remains with the companies. The company must recover ground rent and custody charges which shall be notified from time to time through separate circular by the company.