



Vendor Registration procedures as per New Purchase Policy

- Process for the New Vendor registration / addition of new item / Shifting of premises / Application for vendor registration to be made to the CE (P&P), Regd. & Corporate Office, Visnagar Road, MEHSANA – 384 001 (North Gujarat) along with all documents duly signed & Stamped on each page.
- Application form for vendor registration is available on website (www.UGVCL.com), which is to be filled in and submitted along with supporting documents duly notarized in two sets and non refundable registration fee in form of Demand Draft in name of Uttar Gujarat Vij Company Ltd. payable at Mehsana (Gujarat)

Sr. No.	Location of Works/Factory	Fee Amount
1	Gujarat based parties, i.e. whose works are located within Gujarat	Rs.15,000.00 (fifteen thousand)
2	Outside Gujarat based parties, i.e. whose works are located outside Gujarat	Rs.50,000.00 (fifty thousand)
3	Outside India based parties, i.e. whose works are located outside India	Rs. 2,00,000.00 (two lacs)

Following documents are required to be submitted with your application with Stamp and Signature

Sr. No.	Documents
1	List of items / materials to be registered for supply with rating / description. The relevant IS number shall be mentioned.
2	Partnership deed or Memorandum of Article of Association.
3	Complete Audited balance sheet of last three year
4	Factory License (Notarized)
5	Registration Certificate
6	ISI / BIS / International Licenses
7	List of Machineries.
8	List of testing equipments
9	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.
10	ISO 9001 certificates.
11	Copy of Pan Card
12	Telephone / Electricity bill (Xerox Copy)
13	Type test report for each ratings/size of items to be registered not older five years.
14	Approved plan & site sketch of factory.
15	If premises are on lease base / rental base, registered documents are required.
16	Name and address of all the Partners / Directors.
17	The complete details of Partners / Directors involved in other company.
18	Declaration that, none of the Partners or Directors is/are either a partner or on Board of an entity, which is in default to GUVNL or any of its subsidiaries.



Note:-

- UGVCL will register the items which are being used in UGVCL. Vendor registration is location specific as well as product specific.
- Submission of all documents is required for Vendor Registration but in absence of 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.
- In case of shifting of factory premises of the registered vendor, such vendor has to pay re-registration charges towards registration fees and factory inspection shall be carried out as per norms.
- Factory inspection is mandatory in respect of new vendors, no inspection waiver request shall be considered. Factory inspection of existing vendors may be conducted every two years departmentally or through third party.

Jurisdiction of UGVCL	
1	Factory located within Gujarat: - Vendor registration shall be done by UGVCL, whose factory is located under UGVCL's licensee area (i.e. Northern region of Gujarat state).
2	Vendors whose factories are located in Torrent Power Ltd. License area of Ahmedabad-Gandhinagar shall be the responsibility of UGVCL
3	Factory located outside Gujarat:- For factory located outside Gujarat i.e. under area of Rajasthan, Uttar Pradesh, Delhi, Haryana, Punjab, Himachal Pradesh, Jammu & Kashmir and Uttarakhand state vendor registration shall be done by UGVCL

- **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 earlier.
- **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.

 1. Latest renewed Factory License in the new name.
 2. Memorandum, and Articles of Association,
 3. List of Directors
 4. The company / firm need 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.