



**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)
- **Vendor Registration fees:**

<b>For factory within the Gujarat State.</b>		
1	For Micro and Small Industries.	Rs. 15,000 + 18 % GST
2	For all other category of Industries.	Rs. 25,000+ 18 % GST
<b>For factory within the Country but out of Gujarat State.</b>		
1	For Micro and Small Industries.	Rs. 50,000 + 18 % GST
2	For all other category of Industries.	Rs. 75,000+ 18 % GST
<b>Out of Country: \$ 5,000 USD. To be remitted by the prospective Vendor through SWIFT (Purchaser to give Bank Account details)</b>		<b>\$ 5,000 USD + 18 % GST</b>

- **For Re-Registration** of already registered Vendor, the Vendor has to pay 50% + 18% GST 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, as otherwise, it will be as per regular Registration charges.

**Existing Registered Vendor:-**

The registration of existing Vendors of GUVNL & its subsidiary Companies would continue for the period prescribed in the Vendor Registration Order. Upon expiry of the validity period, the Firm shall re-register themselves by following the prescribed procedure, as stipulated herein below. Existing Vendor should apply for re-registration at least two months before the date of expiry of their existing registration. If, firm has not applied for re-registration before two months from

Regd. & Corporate Office: Visnagar Road : Mehsana : 384 001 ( North Gujarat )	
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the date of expiry of their existing registration but applied prior to the date of publication of Tender in the Newspaper, in such case the Company reserves the right to consider or not to consider their bid at its sole discretion.

**For Addition of Item In existing Vendor Registration certificate:**

- 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 and submit application along with following documents.

The applicability of vendor registration period shall be as per existing vendor registration for all items. Company may waive the inspection of factory premises, if deem fit.

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.

- 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 and submit application along with following documents.

The vendor registration period shall be as per existing vendor registration for all items. The inspection of factory premises shall be carried out as per procedures of new application.

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 Vendor Registration / Re-Registration Application Form duly filled in with requisite Registration Fees and relevant documents such as all type Test Reports from the factory location sought for, as per relevant IS / IEC Specifications conducted at NABL accredited Laboratory not older than Seven Years .



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- **For shifting of factory premises of the Registered Vendor,**  
Such Vendor has to pay Registration Charges of Rs. 1500 + 18 % GST towards Registration Fees and factory inspection shall be carried out as per norms.
  
- **For Change in the name or ownership or control of the Firm of the Registered Vendor.**

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 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.



**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.  
\_\_\_\_\_



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**IMPORTANT NOTE :**

- In case of multiple manufacturing locations of Vendor, fees shall be paid for each location.
- Vendor Registration shall be issued on manufacturing unit-wise of the firm.
- The Registration Charge shall be reviewed every three years.
- Registration Charge shall be non-refundable even if registration is denied.
- Payment of registration fees does not guarantee the registration as approved vendor.
- Period: The registration is valid for five years from the date of Vendor Registration. The subsidiary Companies of GUVNL shall inspect the factories every two years, if required.
  
- In case of the Vendors whose factories are located in Torrent Power Ltd license area of Ahmedabad - Gandhinagar, it will be the responsibility of UGVCL and those in Surat, it will be the responsibility of DGVCL.
- In case of the factories located outside Gujarat, the responsibility for Registration and re-registration of Vendors shall be as under:
  - Northern Region ----- UGVCL,
  - Western Region ----- PGVCL,
  - Southern Region ----- DGVCL,
  - Eastern and North-Eastern Region ---- MGVCL.
  
- For overseas Vendors having their works / factories located outside India, responsibility shall be taken by the concerned DISCOM to whom
  
- Application for Vendor Registration is made by the prospective Vendor to undertake the required procedure.
  
- 2.3.14. For the items specifically used by GETCO and GSECL, all new Vendor registrations and re-registrations of existing Vendors on completion of 5 years shall be processed by respective Company.
  
- The new Vendor for the items, commonly used by DISCOMs and by GETCO / GSECL the application will be entertained by either GETCO or GSECL or by the DISCOM as per above jurisdiction criteria.
  
- The Re-registration of existing Vendors on completion of 5 years shall be done by GETCO or GSECL in respect of their registered Vendors, whereas in respect of the Vendors registered by any DISCOM, the Re-registration will be done by DISCOMs as per above jurisdiction criteria.

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- For the material specifically used in GETCO, GSECL and not utilized by DISCOMs, the Vendor Registration of those items shall not be made by DISCOMs and vice-versa.
- **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 in Triplicate :-

Sr. No	Documents
1	List of Items rating wise with relevant IS no.
2	Partnership Deed or Memorandum of Article of Association
3	Audited Balance Sheet of last 3 years
4	Factory License Notarized Copy
5	Registration Certificate
6	ISI / BIS / International Licenses
7	List of Machineries
8	List of Testing Equipments
9	List of Orders executed along with details of highest single value order. Give the name of Purchaser, Order No. & Date of Supplies
10	ISO 9001 Certificates
11	Pan Card no.
12	Latest Telephone and Electricity Bill (Photo Copy)
13	Type Test Report as per relevant IS for items to be registered not older than 7 Years.
14	Approved Plan 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 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.
19	GST Registration details.