



# GUJARAT STATE ELECTRICITY CORPORATION LIMITED

Vidyut Bhavan, Race Course, Vadodara, India – 390007, Ph +91-265-6612101/04

CIN: U40100GJ1993SGCO19988

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## VENDOR REGISTRATION APPLICATION FORM.

1. (a) Name of the Firm :  
(b) Year of Establishment. :  
(c) The date of commencement of commercial production. :  
(d) PAN / TAN No. (Attach certified copy). :  
(e) GST No (Attach. Certified copy) :
2. Address of the factory / firm from where material will be supplied :  
(a) Full Address :  
(b) Telephone No.:  
(c) Fax No. :  
(d) e - mail ID. :
3. Address of the registered Office  
(a) Full Address :  
(b) Telephone No. :  
(c) Fax No. :  
(d) e - mail ID. :
4. Whether Proprietary Pvt. Ltd. Or Partnership or Public Ltd. :
5. Name of the Directors / :  
Tender / Partners,/Proprietor
6. Total Investment excluding Loan Capital :  
(Please attach Certified true copy of the

Seal of Firm

Authorised Signature

- Latest balance sheet)
7. (a) Loan Capital with Bank :
- (b) Latest income tax clearance certificate copy :
8. Product / product manufactured and or  
Assembled traded. :
9. Area of land occupied by the factory
10. Built up area of the factory :
11. No. Of working Shifts in the factory :
12. (a) Factory License No.( Notarized copy ) :
- (b) Small Scale industries / NSIC Certificate No. (Notarized copy) :
- (c) Value of Plant and Machinery certified by SSI in case of SSI Units,  
along with the date of assessment of said value. :
13. Whether the product manufactured :  
Carry ISI mark (Please Specify YES / NO.)
14. Whether registered with other Electricity Board, DGS&D, Other Govt. & Semi-Govt  
Deptt. & Validity thereof (Attached copy with Registered certificate) :
15. Details of machinery installed with their capacities. :
16. Details of testing equipment with their Capacities.  
(With valid calibration certificate copy) :
17. (A) Qualified personnel's working in the Factory / Office, their academic

Sr.no	Designation	Name	Qualification	Experience
1	Managerial			
2	Production / work staff			
3	Quality control staff			

(B) Other personnel's working in the Factory and their experience

1. Skilled
  2. Unskilled
  3. Other
18. (a) Is testing record maintained and if so, since when :
- (b) Type Tests as per Standards (This is must for Registration) :
19. Method adopted for Quality control :
20. Is the person in charge of quality Control Independent of production control?

(Declaration is required) :

21. Distinguished marks or methods employed to identify their, material if any. :
22. Source of supply of Raw material :
23. (a) Production Capacity per annum (in quantity as well as value) :  
(b) Maximum production per annum (in quantity as well as value) achieved so far :
24. (a) Orders executed (lists of important orders showing the quantity, Value to be attached) in the last 2 years, which details of name of Purchaser, Purchase Order No. & date, Material supplied etc. :  
(b) Please confirm whether your firm is stop deal / blacklisted by any power utility, GUVNL from any of the offices.i.e. GSECL, GETCO, MGVCL, DGVCL, PGVCL & UGVCL (Affidavit by Director is required) This is a must in Firm Letter Pad  
(c) Total turnover for last 3 years individually. :
25. Estimate of stocks of raw material held and the estimated Production on single Shift basis from the stock so available. :
26. Result of sample Testing :
27. Whether the firm possesses ISO 9001 / ISO 9002 Certificate:
28. Remarks :

Company's Seal:

Place:

Date:

Seal & Authorised Signature:

Seal of the Firm

Authorised Signature

**Following Documents are required to be submitted with your application with Stamp & Sign.**

<b>SR. NO.</b>	<b>DESCRIPTION</b>	<b>REMARKS</b>
1.	List of Items/Material to be registered for supply with full details & Specifications <b>(Type /Size/Range &amp; Capacity)</b> .(Same is submitted with earlier executed PO copy and NABL approved type test report with each categories of items)	
2.	(a) Partnership Deed ( <b>Agreement Copy Notarized</b> ) or (b) Article of Association. (c) Proprietor ( <b>Than declaration from proprietor that there is no any partner of firm and proprietor person is only proprietor of firm</b> )	
3.	Audited Balance Sheet of the ( <b>Last three years with Profit Loss Statements</b> )	
4.	Factory License ( <b>Valid Gujarati, Hindi, or in English language Notarized Copy is Mandatory Required.</b> )	
5.	Registration Certificate / SSI Certificate. ( <b>Shop Establishment Certificate</b> )	
6.	Certificate from the Registrar of the Company. ( <b>In corporation Certificate</b> )	
7.	List of Machineries ( <b>With capacity and Mfg Year</b> ).	
8.	List of Testing equipment's And their Calibration certificate. ( <b>All</b> )	
9.	(a) Details of staff setup, List of Manpower of Administrative/ Production and Quality control ( <b>Name, Designation &amp; Experience</b> ) (b) Origination Chart	
10.	Earlier executed PO copy: ( <b>P.O copy of each rating for which vendor registration required with each categories of Items</b> )	
11.	Type test report: Test reports for all manufactured items are required for which V.R. required as per relevant IS/IEC specifications conducted at NABL accredited laboratory with Test Certificate and Test result with Minimum & Maximum range of each categories( <b>NABL Approved for all items &amp; size for which V.R. Required</b> ).	
12.	Rent/Lease agreements when ever applicable [ <b>Duly notarized</b> ] Or <b>Declaration for Owner ship.</b>	
13.	Copy of Electric Bill, Copy of Telephone Bill of manufacturing unit ( <b>Xerox Copy</b> ).	
14.	Certificate of BIS License/ISI License, International License. ( <b>If applicable</b> )	
15.	GST Registration copy.	
16.	ISO 9001Certification. ( <b>Xerox Copy</b> ).	
17.	PAN / TAN No. ( <b>Certified copy</b> ).	
18.	Approved Plan of Factory. (With clearly showing the buildup area, open space and stamp & sign of approval of authority of plan)	
19.	Name & Address of all partners / Directors.( <b>With contact number &amp; e-mail</b> )	
20.	Declaration. As per format ( <b>Firm is Not Stop deal/ Black Listing by any Government utility and with GUVNL or Subsidiary company of GUVNL i.e. GSECL,GETCO,MGVCL,DGVCL,UGVCL &amp; PGVCL</b> )	
21.	Photographs of products and factory.( <b>Infra structure, Workshop &amp; Testing Facility of firm</b> )	
22.	Quality Plan, Method adopted for Quality ( <b>QAP</b> ), Process Map	
23.	Approved vendor list of Raw material ( <b>List of Raw material Supplier with Test Certificate</b> )	
24.	Registration certificate copy of other power utilities DGS & D, Other Govt. & Semi-Govt. Dept	
25.	Performance Certificate	
26.	Registration fee with applicable GST (At present @ 18 % of GST)	

Seal of the Firm

Authorised Signature



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## **Firm Letter Pad:**

### **UNDERTAKING IN REGARD TO STOP DEAL / BLACK LIST THEREOF**

I/we.....Authorized signatory of  
M/s.....  
.....Here  
by certify that M/s.....  
.....

is not stop deal/black listed by GUVNL and or their any subsidiary company viz.  
GSECL/GETCO/DGVCL/MGVCL/UGVCL/PGVCL.

Signature of the Tenderer

Seal of the Firm

Signature of Tenderer

Company's round seal

Date

Place

Seal of the Firm

Authorised Signature



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On Firm Letter Pad:

## UNDERTAKING

I/we.....  
Authorized signatory of M/s.....  
.....Here  
by confirm that **the person in charge of quality Control is Independent Of  
production control.**

Signature of the Vendor

Seal of the Firm

Company's round seal

Place & Date