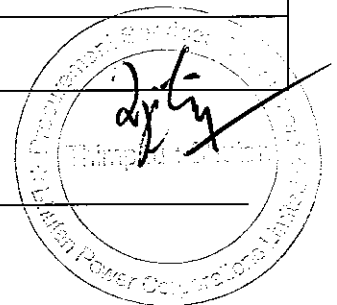


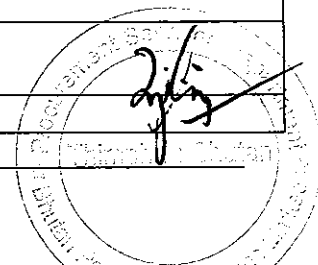
**VENDOR REGISTRATION FORM**

**Annexure 1**

Sl. No.	Particulars	Details (to be filled by the Applicant)/ Documents (to be attached by the Applicant)
<b>ORGANIZATION PROFILE</b>		
1	Manufacturer's Legal Name	
2	Product submitted for Registration	
3	Country of Registration	
4	Date of Incorporation/Establishment/ Registration <i>(Please attach copies of Registration Certificate, Business License, Certificate of Incorporation etc.)</i>	
5	Ownership Information <i>(Attach Supporting Documents)</i>	
5.1	Type of Company (Public Limited/Private Limited/Partnership/Proprietorship etc.)	
5.2	Director/Partner/Owner/Proprietor Information	
	<b>Name of Director/Partner/Owner/ Proprietor</b>	<b>Position held in Company</b>
6	Postal Address in Country of Registration (Registered Office Address)  <ul style="list-style-type: none"> <li>✓ Contact Person Name</li> <li>✓ Designation</li> <li>✓ Telephone/Fax numbers</li> <li>✓ Web site</li> <li>✓ Email Address</li> </ul>	
7	Factory/Works Address  <ul style="list-style-type: none"> <li>✓ Plant Incharge Name</li> <li>✓ Designation</li> <li>✓ Telephone/Fax numbers</li> <li>✓ Email Address</li> </ul>	
8	Officer to be contacted for clarification on Vendor Registration  <ul style="list-style-type: none"> <li>✓ Name</li> <li>✓ Designation</li> <li>✓ Telephone/Fax numbers</li> <li>✓ Email Address</li> </ul>	
9	Tax Registration Number <i>(Attach documentary evidence)</i>	



Sl. No.	Particulars	Details (to be filled by the Applicant)/ Documents (to be attached by the Applicant)		
10	<b>FINANCIAL INFORMATION</b>			
10.1	Information of last three financial years (FY) of the Company (Please attach Audited Annual Reports of the Company for last three financial years)			
	<b>Financial Details</b>	<b>FY 1</b>	<b>FY 2</b>	<b>FY 3</b>
	Annual Turnover (in Million)			
10.2	Credit Limits (at the time of Application)			
	<b>Bank Credit Limits</b>	<b>Amount in Millions</b>		
	Sanctioned Limits			
	Utilization			
	Balance			
	(Please attach Certificates issued by the Banks)			
11	<b>MANPOWER</b>			
11.1	Organization Strength (in number): (please submit Organization Chart)			
11.2	List of Key Persons on rolls of the Company (please attach list of key personnel alongwith bio-data indicating their education details, age, experience in years, experience and duration in the company)			
12	<b>TOOLS, PLANTS AND MACHINERY</b> (Attach Supporting Documents)			
12.1	Machinery available with details of capacity for manufacturing Purpose			
12.2	Testing Facilities available at the plant and arrangements, if any for testing with accredited laboratories / testing centres.			
12.3	Procedures for calibration of test equipment on place or not			
13	<b>TECHNICAL EXPERIENCE</b>			
13.1	Date of Start of Production (Attach documentary evidence)			
13.2	List of Clients of the company. (Attach List)			
13.3	Past Experience Certificate. (Attach Performance Certificates issued by Employer/Agency who has awarded the contract from competent authority). <b>BPC reserves the right to verify the authenticity of the document.</b>			
13.4	Quality Management Process (Please furnish a copy of ISO or equivalent certificate)			
13.5	Quality Assurance Plan (Please furnish a supporting evidence)			
13.6	Type Test Certificates			



Sl. No.	Particulars	Details (to be filled by the Applicant)/ Documents (to be attached by the Applicant)
	<i>(Please furnish a type test report carried out on the goods in any of the last five years)</i>	
14	<b>INSPECTION PLANS</b> <i>(Attach Supporting Documents)</i>	
14.1	Standards followed for Production and standards to which the finished goods conforming to	
14.2	Details of Test Certificates furnished for both routine and type tests	
14.3	Quality procedures right from raw material to finished goods including personnel involved at various stages for quality check	
15	<b>LITIGATION HISTORY</b> <i>(Please attach detailed information on any litigation or arbitration arising out of contracts completed or under execution by it over the last three years).</i>	

I/We ..... declare and confirm that the information furnished and attachments submitted with the application are true and correct. I/we are aware that any false information provided herein will result in the rejection of my/our application for registration.

I/we have read and understood BPC's Vendor Registration Process given in BPC Procurement Manual 2021 and abide by the same in all respects.

Date:.....

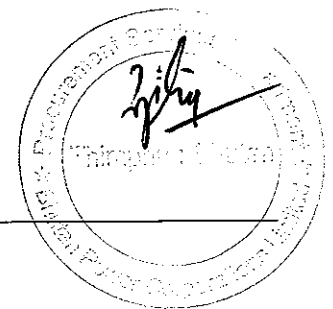
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Place:.....

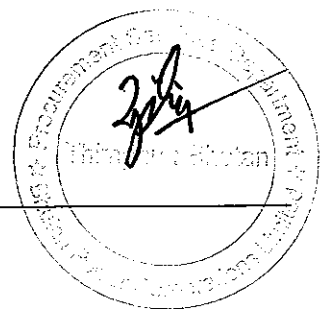
(Printed Name).....

(Designation).....

(Seal).....



Sl. No.	Particulars	Details (to be filled by the Applicant)/ Documents (to be attached by the Applicant)										
<b>ORGANIZATION PROFILE</b>												
1	Manufacturer's Name											
2	Products Registered with BPC											
3	Director/Partner/Owner/Proprietor Information(*) <table border="1" data-bbox="289 422 1474 684"> <thead> <tr> <th data-bbox="289 422 1003 464">Name of Director/Partner/Owner/ Proprietor</th> <th data-bbox="1003 422 1474 464">Position held in Company</th> </tr> </thead> <tbody> <tr> <td data-bbox="289 464 1003 516"></td> <td data-bbox="1003 464 1474 516"></td> </tr> <tr> <td data-bbox="289 516 1003 569"></td> <td data-bbox="1003 516 1474 569"></td> </tr> <tr> <td data-bbox="289 569 1003 621"></td> <td data-bbox="1003 569 1474 621"></td> </tr> <tr> <td data-bbox="289 621 1003 684"></td> <td data-bbox="1003 621 1474 684"></td> </tr> </tbody> </table>	Name of Director/Partner/Owner/ Proprietor	Position held in Company									
Name of Director/Partner/Owner/ Proprietor	Position held in Company											
4	Postal Address in Country of Registration (Registered Office Address) (*) <ul style="list-style-type: none"> <li>✓ Contact Person Name</li> <li>✓ Designation</li> <li>✓ Telephone/Fax numbers</li> <li>✓ Web site</li> <li>✓ Email Address</li> </ul>											
5	Factory/Works Address (*) <ul style="list-style-type: none"> <li>✓ Plant Incharge Name</li> <li>✓ Designation</li> <li>✓ Telephone/Fax numbers</li> <li>✓ Email Address</li> </ul>											
6	Officer to be contacted for clarification on Vendor Registration (*) <ul style="list-style-type: none"> <li>✓ Name</li> <li>✓ Designation</li> <li>✓ Telephone/Fax numbers</li> <li>✓ Email Address</li> </ul>											
8	Tax Registration Number (*)											



Sl. No.	Particulars	Details (to be filled by the Applicant)/ Documents (to be attached by the Applicant)		
8	<b>FINANCIAL INFORMATION</b> (Annual Turnover for the last three financial year in Million)			
8.1	Information of last three financial years (FY) of the Company (Please attach Audited Annual Reports of the Company for last three financial years)			
	<b>Financial Details</b>	<b>FY 1</b>	<b>FY 2</b>	<b>FY 3</b>
	Annual Turnover (in Million)			
8.2	Credit Limits (at the time of Application)			
	<b>Bank Credit Limits</b>	<b>Amount in Millions</b>		
	Sanctioned Limits			
	Utilization			
	Balance			
	(Please attach Certificates issued by the Banks)			
9	<b>MANPOWER (*)</b>			
9.1	Organization Strength (in number) (*): (please submit Organization Chart)			
9.2	List of Key Persons on rolls of the Company (*) (please attach list of key personnel alongwith bio-data indicating their education details, age, experience in years, experience and duration in the company)			
10	<b>LITIGATION HISTORY</b> (Please attach detailed information on any litigation or arbitration arising out of contracts completed or under execution by it over the last three years).			

I/We ..... declare and confirm that the information furnished and attachments submitted with the application are true and correct. I/we are aware that any false information provided herein will result in the rejection of my/our application for registration.

I/we have read and understood BPC's Vendor Registration Process given in BPC Procurement Manual 2021 and abide by the same in all respects.

Date:.....

(Signature).....

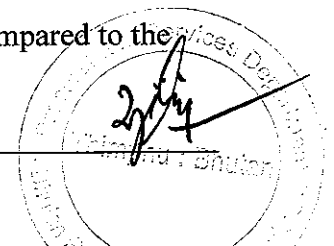
Place:.....

(Printed Name).....

(Designation).....

(Seal).....

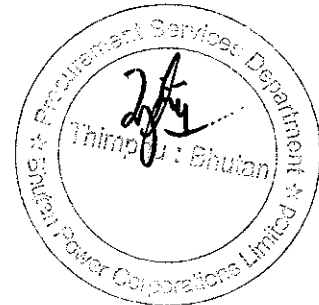
(\*) The details asked be provided only if there are changes in the information as compared to the information provided in 2016 during vendor registration with PSD, BPC.



**Annexure -3**

**GOODS FOR WHICH REGISTRATION WILL BE CARRIED OUT**

<b>Sl.No.</b>	<b>Particulars</b>
1	HV & LV ABC and AAAC Conductors
2	ABC Fittings and Accessories
3	Distribution Transformers
4	Energy Meters
5	Thermal blue tooth printer



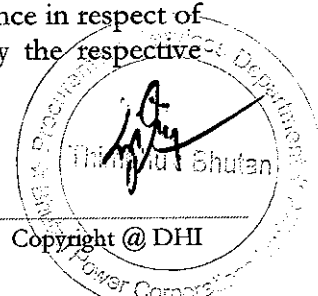
### 3 REGISTRATION AND QUALIFICATION OF BIDDERS

#### 3.1 GENERAL

- 3.1.1 The purpose of the Registration System is to limit the procurement time needed due to the repeated qualification of Bidders for similar procurements and to ensure a continued pool of suitably qualified suppliers. It is a system of general prequalification signifying the capability of a Bidder to handle a particular type of contract and volume of contract. This process can be adopted for items for which repetitive procurement is needed and where specifications are standardized.
- 3.1.2 Bidders who are not registered in accordance with the procedures set out in this chapter will be required to fulfil the qualifications criteria while participating in the procurement procedure.
- 3.1.3 It shall be made clear in the notification for registration of Bidders that registration by itself does not guarantee that contract for supply of Goods would be awarded to the registered Bidders.

#### 3.2 CREATION OF REGISTRATION SYSTEM

- 3.2.1 The Company may create a Register to establish and maintain the lists of Registered Suppliers who are prequalified to participate in the bidding process; and the lists of OEM/Original Equipment Suppliers to be listed as Restricted Brand.
- 3.2.2 The opening of invitation for enrolling in the Register shall be notified by the company in a widely circulated newspaper within the country or outside the country depending upon the nature of supply and availability of prospective suppliers on an annual basis. The notification shall also be displayed on the website of the Company.
- 3.2.3 The intending suppliers shall be offered an opportunity to apply for admission in the register. Such applications shall be in writing and complete with all necessary information and supporting documents as prescribed by the company in the notification. The applicant is solely responsible for the preparation and submission of its applications. Any cost or expenses incurred by the applicants in connection with the preparation or delivery of applications shall be solely at the cost of applicant.
- 3.2.4 The written application may be followed by further clarifications/discussions between the applicants and the authorized representatives of the company to clarify and/or supplement the information contained in the original application.
- 3.2.5 The evaluation of suitability of the applicants shall be made in accordance with the eligibility and qualification criteria set out in Sub-Clause 3.3 and Sub-Clause 3.4 and as per the evaluation process approved by the Company.
- 3.2.6 Following evaluation and approval, the company shall establish a list of registered bidder /restricted brand for specific items.
- 3.2.7 Requests for admission to the register may thereafter be made at any time but shall only be reviewed on a yearly basis. The Company shall have the right to de-list any of the Suppliers based on its responses to the tender invitations and performance in respect of contracts awarded. Such de-listing of Suppliers shall be approved by the respective Company.

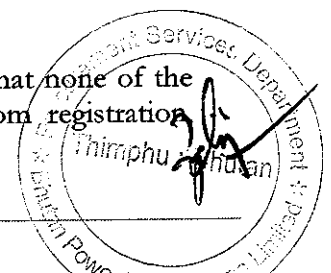


### 3.3 ELIGIBILITY CRITERIA FOR REGISTRATION

- 3.3.1 The Company may deny the registration of a Supplier for reasons directly related to its capability and availability of resources to successfully perform the Contract.
- 3.3.2 The Supplier shall be eligible to get registered if s/he holds a valid license for that particular activity or supply and meet the eligibility criterion and qualification criterion prescribed in the notification for registration.
- 3.3.3 The Supplier shall be ineligible for registration if:
- i) S/he does not hold a valid license for that particular activity or supply;
  - ii) S/he is debarred from participation in any public procurement by any Competent Authority as per law;
  - iii) S/he is insolvent or is in receivership or is bankrupt or is in the process of being wound up, or have entered into an arrangement with creditors;
  - iv) His/her affairs are being administered by a court, judicial officer or by an appointed liquidator;
  - v) S/he has suspended the business or is not in any analogous situation arising from similar procedures under the laws and regulations of the country of establishment;
  - vi) S/he has been found guilty of professional misconduct by a recognized tribunal or professional body or any Government authority or judiciary;
  - vii) S/he has not fulfilled obligations with regard to the payments of taxes, or other payments due in accordance with the laws of the country in which s/he is established;
  - viii) S/he has performed poorly or failed in previous contracts; or
  - ix) S/he is blacklisted including by a Government Authority and DHI portfolio Companies.
- 3.3.4 A firm which has been engaged by the Company to provide consulting services for the preparation or implementation of a project and any of its affiliates, shall be disqualified from registration and accordingly from providing Goods resulting from or directly related to the firm's consulting services for such preparation or implementation. This provision does not apply to the firms (Consultants, Contractors, or Suppliers), which together are performing the Supplier's obligations under a turnkey or design and build Contract.

### 3.4 QUALIFICATION CRITERIA FOR REGISTRATION

- 3.4.1 All Suppliers shall be given equal opportunity of submitting application for registration. It shall be ensured that unqualified suppliers, who do not have the requisite technical and financial capabilities to execute the contract, are not registered. If any Supplier is excluded from the registration, the reason for such exclusion shall be intimated to the Supplier.
- 3.4.2 The Company shall state in the invitation for registration if any preferences would be applicable to any specific class of suppliers. In addition to Sub-Clause 3.3 the selection criteria may be applied on any or all of the selection criteria listed below.
- 3.4.3 **General Suitability**
- 3.4.3.1 The Company may require the party to furnish evidence establishing that none of the conditions enlisted under Sub-Clause 3.3, which debar Suppliers from registration





applies to it. The evidence can be submitted by means considered appropriate for the country of establishment of the applicant.

### 3.4.4 Financial Capacity

3.4.4.1 The Company may require the Suppliers to furnish the following documentary evidences of their financial capacity and economic capacity to fulfill the requirement of the Contract :

- i) Balance Sheet and Profit & Loss account for the last three to five years audited by a recognized Chartered Accountant/Certified Accountant/Certified Public Accountant;
- ii) A certified statement of the over overall turnover and turnover in respect of Contracts executed over the previous three to five years, and/or documentary evidence from Revenue and Customs certifying the annual turnover for the previous 3 to 5 years;
- iii) Certificate from Bankers certifying that the limits sanctioned for the credit facilities and those remaining unutilized as on a particular date or; and
- iv) A tax clearance certificate from the tax authority of the respective country or any other equivalent documents to confirm that the Bidder is tax compliant in the country of its incorporation.

### 3.4.5 Technical Capacity

3.4.5.1 Evidence of party's technical ability may be furnished by any of the following means:

- i) A description of the quality management process of manufacturer along with a copy of ISO or equivalent certificate;
- ii) The Supplier shall furnish documentary evidence that the Goods offered are in production;
- iii) The Supplier shall furnish a performance certificate from the users for satisfactory performance of the Goods for which registration is sought prior to the date of application for registration;
- iv) The Supplier shall furnish details of manufacturing capacity and capability on annual basis;
- v) The Supplier/manufacturer shall furnish a type test report carried out on the equipment in any of the last 5 years as of date of application for registration; or
- vi) The Supplier/manufacturer shall furnish the description of its technical facilities, including the details of tools, plants and technical equipment available.

