

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 (Please attach copies of Registration Certificate, Business License, Certificate of Incorporation etc.)	
5	Ownership Information (Attach Supporting Documents)	
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)  <input checked="" type="checkbox"/> Contact Person Name <input checked="" type="checkbox"/> Designation <input checked="" type="checkbox"/> Telephone/Fax numbers <input checked="" type="checkbox"/> Web site <input checked="" type="checkbox"/> Email Address	
7	Factory/Works Address  <input checked="" type="checkbox"/> Plant Incharge Name <input checked="" type="checkbox"/> Designation <input checked="" type="checkbox"/> Telephone/Fax numbers <input checked="" type="checkbox"/> Email Address	
8	Officer to be contacted for clarification on Vendor Registration  <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Designation <input checked="" type="checkbox"/> Telephone/Fax numbers <input checked="" type="checkbox"/> Email Address	
9	Tax Registration Number (Attach documentary evidence)	

10	<b>FINANCIAL INFORMATION</b>		
10.1	Information of last three financial years (FY) of the Company <i>(Please attach Audited Annual Reports of the Company for last three financial years)</i>		
	<b>Financial Details</b>	<b>FY 1</b>	<b>FY 2</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		
	<i>(Please attach Certificates issued by the Banks)</i>		
11	<b>MANPOWER</b>		
11.1	Organization Strength (in number): <i>(please submit Organization Chart)</i>		
11.2	List of Key Persons on rolls of the Company <i>(please attach list of key personnel alongwith bio-data indicating their education details, age, experience in years, experience and duration in the company)</i>		
12	<b>TOOLS, PLANTS AND MACHINERY</b> <i>(Attach Supporting Documents)</i>		
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 <i>(Attach documentary evidence)</i>		
13.2	List of Clients of the company. <i>(Attach List)</i>		
13.3	Past Experience Certificate. <i>(Attach Performance Certificates issued by Employer/Agency who has awarded the contract from competent authority).</i> <b>BPC reserves the right to verify the authenticity of the document.</b>		
13.4	Quality Management Process <i>(Please furnish a copy of ISO or equivalent certificate)</i>		
13.5	Quality Assurance Plan <i>(Please furnish a supporting evidence)</i>		
13.6	Type Test Certificates <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 2012 and abide by the same in all respects.

Date:.....

Place:.....

(Signature).....

(Printed Name).....

(Designation).....

(Seal).....

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<b>ORGANIZATION PROFILE</b>												
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2	Products Registered with BPC											
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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.

GOODS FOR WHICH REGISTRATION WILL BE CARRIED OUT

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

## **CHAPTER 3 VENDOR REGISTRATION PROCESS**

### **3.1 Vendor Registration Process**

3.1.1 Vendor Registration Process shall be carried out differently for:

- a. The potential bidders intending to participate in the bidding process and;
- b. The manufacturers to be listed as preferred and/or restricted brand.

### **3.2 Registration of Potential Bidders for bidding process**

3.2.1 The purpose of the registration of potential bidders is to reduce the procurement lead time due to the repeated qualification of bidders during the bidding process. It is a system of general prequalification signifying that the bidder can participate in the bidding process.

### **3.3 Pre-requisite Criteria for Registration**

3.3.1 The credentials of vendors shall be established first. The evidence can be submitted by whatever means that are considered appropriate for the country of establishment of the applicant. Such evidence may include, but is not limited to:

- c. Extracts from a judicial record or equivalent official document issued by a competent judicial or administrative authority; or
- d. Solemn declarations made by the bidders concerned before a judicial or administrative authority designated for such purposes.

3.3.2 As a part of registration application, all vendors are required to agree and sign the applicability of Vendor Performance Management System (VPMS) Acceptance Form (Annex-5).

3.3.3 Registration of vendors that intends to participate in the bidding process shall be based on the following criteria:

- a. Has the requisite license for that particular activity/supply;
- b. Is not suspended/blacklisted by any Statutory Agencies in Bhutan or in the region to Corporation's knowledge;
- c. Do not have outstanding bankruptcy, judgment or pending legal action that could impair operating as a going concern;
- d. Has not been found guilty of professional misconduct by a recognized tribunal;
- e. Is or has not been guilty of serious misrepresentation in supplying information required under this Section;

- f. Has met the required Vendor Performance Index (VPI) of the Corporation (for vendors who have already executed the supply contract with Corporation); and
- g. Has met the minimum qualifying criteria specified in the bidding documents.

### **3.4 Registration of Manufacturers for Preferred/Restricted Brands**

3.4.1 The registration of Manufacturers is to identify and qualify the Manufacturers for the purpose to maintain the list of preferred or restricted brand in order to ensure quality and reliability of the Goods.

3.4.2 The Manufacturer shall be identified and listed as preferred or restricted brand for those SKUs where ever applicable as specified in Chapter 2.

### **3.5 Selection Criteria for Registration of Preferred/Restricted Brands**

3.5.1 All the Manufacturers intending to get registered as preferred or restricted Brand with the Corporation must fulfill the pre-requisite criteria for registration as specified in Clause 3.3 above.

#### **3.5.2 Financial Criteria**

3.5.2.1 The Manufacturers are required to furnish evidence of their financial capacity to be registered as preferred or restricted brand with the Corporations.

Evidence of such capacity shall be furnished by:

- a. The bidder's audited Balance Sheets and Profit and Loss Statement for the last three (3) years by a recognized firm or Chartered Accountants/Certified Accountants /Certified Public Accountant or extracts there from;
- b. A tax clearance certificate issued by the tax authority; and
- c. Documentary evidence from bankers certifying that the limits sanctioned for credit facilities and those remaining unutilized as on a particular date.

#### **3.5.3 Technical Criteria**

3.5.3.1 The Manufacturers are required to furnish evidence of their technical capacity to be registered as preferred or restricted brand with the Corporations.

Evidence of such capacity shall be furnished by:

- a. The Manufacturer shall furnish documentary evidence that the goods offered have been in production and have been sold to the end users for which registration is sought for a minimum period of five (5) years prior to the date of application for registration;
- b. The Manufacturer shall furnish a performance certificate from the users for satisfactory performance of the goods;
- c. The Manufacturer shall furnish the description of its technical facilities, including the details of tools, plants and technical equipments available;



- d. The Manufacturer shall furnish a description of the quality management process and a copy of ISO or equivalent certificate; and
- e. The 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.

### **3.6 Registration procedure**

- 3.6.1 Potential Bidders/Manufacturers may apply in writing for registration along with necessary documents as required by the registration criteria to PSD. The applicants for registration of manufacturers shall be compiled and submit to the Categorization Committee for further actions. The written application may be followed by further enquiries between the applicant and the PSD to clarify and/or supplement the information contained therein;
- 3.6.2 Based on the application submitted by the potential vendors/manufacturers, evaluation shall be carried out as per the eligibility criteria by PSD and Categorization Committee respectively;
- 3.6.3 Following evaluation, PSD will establish and maintain a list of registered bidders intending to participate in the bidding process.
- 3.6.4 In case of Manufacturers the list of evaluated preferred and/or restricted brands shall be submitted by the Categorization Committee to the Management for approval. After the approval of the Management, the list shall be maintained and incorporated in the bidding documents by PSD;
- 3.6.5 The applicants shall be informed of the status of their application.
- 3.6.6 Requests for registration by the Manufacturers to be registered as preferred and/or restricted brands may thereafter be made at any time and a decision on registration will be taken within 2 months; the list will be updated annually;

### **3.7 Consequences of Successful Registration**

- 3.7.1 Approved vendor/manufacturers indicate that the vendor/manufacturers are eligible to participate in BPC procurement. It shall be made clear in the notification for registration of vendors/manufacturers that registration by itself do not guarantee that supplies would be awarded to the registered vendors/manufacturers.