CENTRAL POWER DISTRIBUTION CORPORATION OF A.P. LIMITED

**VIJAYAWADA**

# VENDOR DEVELOPMENT CELL

## Letter No. CGM/P&MM/CPDCL/VR/DEE- /D.No. /2020, dt. – -2020

From

The Chief General Manager/P&MM

Dr Y S R Vidyut Soudha, ,

Besides Govt Polytechnic.

APCPDCL

VIJAYAWADA – 520008

To

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Dear Sir,

Sub : Registration – Registration of Vendors with APCPDCL for supply of

 Various …………………………………………………….

Ref : Your letter No. ………………….l. dt:……………

\* \* \*

 As requested in the reference cited, necessary application form for registration of vendors with APCPDCL is herewith enclosed. The form may be duly filled in and sent to the Chief General Manager/P&MM/ CPDCL/ Vijayawada within 30 days from the date of issue of this application.

Yours faithfully

**CHIEF GENERAL MANAGER/P&MM**

Encl : Application form

**INSTRUCTIONS**

1. You are advised to read carefully the following instructions and also the application form completely before filling in the blanks.
2. The blanks in the application form should preferably be typed neatly against the space provided and where the space is found not sufficient, additional typed sheets may be attached giving reference to the item No. in the application.
3. The form should be signed by Proprietor/Managing Partner/Director (sitting) Commercial Manager only as the case may be who should have the authority to offer quotations and accept amendments etc., delegated by the organization management NO “For signature” are accepted.
4. Write your address in block letter along with your pin code no.
5. The bank account referred should be the same one through which the firm carries on majority of commercial transaction and may also be the bank through which the firm will have all business transactions with APCPDCL.
6. The name referred to in application shall have authority to carry on business transactions with APCPDCL and APCPDCL will not entertain correspondence relating to offers from any other person generally.
7. Please make sure the copies of certificates and documents specified in the application attested by competent authority as specified vide item (3) above are attached. This will help in quick processing of your application.
8. Incomplete or false information would render the vendor’s application liable for rejection without assigning any reason.
9. Please enclose attested copies of type test certificates as per relevant IS for the material to be registered.

10. **Declaration**

“We do hereby declare that the owners of the firm have no relationship with any firm owned/promoted by any black listed firm in any power utility, and we will agree to terminate contract if information furnished in this regard is found false at a later date”.

**CENTRAL POWER DISTRIBUTION CORPORATION OF A.P. LIMITED**

**VIJAYAWADA**

FORM OF APPLICATION FOR ENLISTMENT AS APPROVED VENDOR

(MANUFACTURING UNIT)

 Instructions contained on the overleaf of the APCPDCL letter for the guidance of the applying vendors should be read carefully before filling in this form.

|  |  |
| --- | --- |
| 1. Name of the Firm |  |
| 2. a) Name of the material for which registration is sought |  |
| b) Period from which the factory is under production |  |
| 3. a) i) Works | Address | Tel No. | Telex/ Fax | Grams |
| ii) Head Office |  |  |  |  |
| iii) Branches |  |  |  |  |
| D.D. No. …………………. | Date ……….. for Rs. ……………. Drawn on (Bank) ……………………………………………. ……………………………………………………. ……………………………………………………. |
| b) Name and address of Proprietor/Partners Directors of the Firm/Company |  |
| c) Name of the sitting Director of Managing PartnerTelephone No. |  |
| d) The person competent to enter into the contract or sign important communications/ Documents which will legally bind the vendor (Authority to be furnished) |  |
| 4. a) Is your firm incorporated under the company law? |  |
| b) Is your firm registered under the Indian Partnership Act, 1932? If so, registration No. and date |  |
| c) Is your factory registered under the Indian Factories Act, 1948? If so, Registration No. and Date |  |
| 5. Does your firm come under the scope of the industries Development and Regulations Act. 1951 and if so, give number and date of registration or license held under the Act.  |  |
| 6. Please state the category of establishment (viz small scale, Medium Scale or Large Scale or Cottage industry and registered as such with the director of industries of the State. If registered with the Director of Industries, please state up to what period and for what material the registration has been done (please enclose a copy of registration certificate) |  |
| 7. Please confirm that the equipment/material for which registration is sought confirms to relevant ISS/ Boards specifications and drawings.  |  |
| 8. Plant and equipment available for manufacture of material for which registration is sought. (Full details to be given) |  |
| 9. Skilled manpoweri) Productionii) Design and Development iii) Inspection |  |
| 10 a) Licensed capacity b) Manufacturing capacity (installed) |  |
| 11. Last year’s capacity utilization |  |
| 12. Production in the last three years (quantity and value year wise) |  |
| 13. Product range (list of important product) |  |
| 14. i) Testing and inspection facilities (Details to be furnished) please confirm that the facilities available are adequate to carry out the tests required under the relevant I.S.S. |  |
| ii) Whether the products are tested to any standard specification. If so a, latest copy of test certificate any be enclosed.  |  |
| 15. Indicate the major raw materials used and their sources. If obtained from Govt. are there any constraint? |  |
| 16. Name and address of your bankers stating the name in which the accounts stands |  |
| 17 a) Have you executed orders of the Discoms/AP TRANSCO previously for this item. If so please give full details about the executi9on of orders and pending orders if any. |  |
| 17. b) Similar details in respect of supply to other Electricity Boards may also be furnished |  |
| 18. Are you on the list of approved vendors of any other organizations like D.G.S. & D, Railways and other Electricity Boards ? If so give details |  |
| 19. a) Did you apply for registration with the AP TRANSCO/Discoms before under this or any other item? if so, give details |  |
| b) Are you already doing business with this AP TRANSCO/Discoms under some other name? If so, under what name? |  |
| 20. List of certificates or documents attached to this application.(Please state whether attached or not) |  |
| a) Power of attorney and copies there of |  |
| b). Income Tax, Sales Tax, Turnover, Tax clearance certificate of applicant firm. |  |
| c) A certificate copy of the partnership deed. |  |
| d) Declaration authorizing Branch Managers to enter into contractual obligation |  |
| e) Any other documents attached. |  |
| 21. Has the form been properly singed as required in para (3) of the instructions(State Yes or No) |  |
| 22. Are the owners/partners related to any employee of the AP TRANSCO/Discoms if so, provide full details.23. Latest CC Charges Bill with SC No and connected load. |  |
| 24. Organisation Chart25. Factory Lay out26. Income Tax/GST Registration and clearance certificate.27. Ownership/Partnership/ Rental Deed28. Documents indicating power of attorney/Authorised Signatory – Memorandum & Articles of Association.29. Quality Assurance Plan.30. Latest financial status.31. **Declaration**“ we do hereby declare that the owners of the firm have no relationship with any firm owned/promoted by any black listed firm in any power utility, and we will agree to terminate contract if information furnished in this regard is found false at a later date”. |  |

 Signature

 Name

 ( in Capital Letters)

 Designation