



**REVISED VENDOR
REGISTRATION
POLICY
OF HVPNL**

POLICY DOCUMENT OF VENDOR REGISTRATION

1. OBJECTIVE:

The objective of vendor registration policy is to purchase better quality material at minimum price and in minimum time. This will reduce the contract award period, project execution delays, increase the participation of vendors and streamlining the evaluation process.

2. SCOPE OF THE POLICY

As now vendor registration process will be implemented, this will eliminate the deviations during evaluations to a large extent. Henceforth, only single part tender enquiries will be floated/processed for domestic funded projects. Technical and commercial requirements would be prepared and standardized. The Scope of the policy is for the supply of the material and award/execution of the turnkey works as under:

2.1 Supply of Material:

- i. Standardization of the Qualification requirement both item and voltage level wise.
- ii. Checking of Drawings, type test (IS/IEC), MQP and GTPs of the vendor at the time of registration.

2.2 Award/execution of the turnkey works

- i. Standardization of the voltage level wise Qualification requirement both technical and financial for Substation and Transmission Lines.
- ii. The Registered vendors in the turnkey works have to procure the material from the list of the registered vendors for the supply the material as mentioned in Para 2.1 above.

3. Vendor Registration Process:

3.1 Registration

All vendors shall get themselves registered by paying non-refundable registration fees to HVPN with Vendor Registration application form and all relevant documents.

- i) Vendor Registration fees will be as under:
 - a) For supply of material: Rs. 20,000/-
 - b) For turnkey Projects: Rs. 1,00,000/-
- ii) The registration fees shall be reviewed every three years.
- iii) Registration fee shall be non refundable even if registration is denied.

3.2 Period:

The validation of the registration is for **maximum three years from date of vendor registration or expiry of type test certificates which ever earlier.**

3.3 Re-registration of Existing Vendor:

The registration validity of Vendors of HVPN would continue for the period prescribed in the Vendor Registration Order. Upon expiry of the validity period, they shall re-register themselves by following the prescribed procedure as under:-

The renewal of registration of vendors who have successfully executed EPC contract / supplied loose material during last 3 years shall be automatically reregistered and have to submit following documents.

i) Request letter

ii) Validity of type test certificates.

iii) Proof of execution of EPC contract/ Supply of material in last 3 years.

Existing Vendor has to apply for re-registration at least three months before the last date of expiry of registration, failing which the vendor shall not be considered as a Registered Vendor in the ensuing floated tenders.

4.0 Guidelines for Vendor Registration:

4.1 The vendor registration application form duly filled in with requisite registration fees and relevant documents as per specified format shall be submitted to the HVPN.

4.2 In case of a Joint Venture, the lead partner should be technically qualified.

4.3 After scrutiny of the required documents, deficiencies if any shall be communicated to the firm within 15 days from the date of receipt of application. The vendor has to comply to the deficiencies within 15 days from the date of communication. If the firm does not comply to the deficiency within the stipulated period of 15 days, their application will be rejected.

4.4 Although registration of respective vendor would be done meeting the requirement mentioned under clause 2.1/2.2. In some cases, Factory premises may also be inspected for meeting specific requirements. Chief Engineer/MM will be the deciding authority and would depute inspection officer/team for carrying out the inspection of specified requirements. Inspection shall be carried out departmentally. HVPN has to inspect factory of applicant within 25 days from the date of application.

4.5 If deficiencies are found on factory inspection, the application shall be rejected and the application shall be treated as disposed off. But the reasons for rejection shall be recorded and informed to the applicant.

4.6 The prospective vendor may then submit a fresh application along with fresh Registration fees after rectifying/ complying with all the deficiencies. Such application shall be treated as fresh application for all purposes.

4.7 The vendor registration process shall be completed within 60 days of receipt of the application complete in all aspects.

4.8 In case of change in name or ownership or control of the Company / Firm of the registered vendor, such Company/Firm shall inform in writing along with necessary supporting legal documents within 30 days of such change. The Company/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 Company/ Firm. In such a case, the company/Firm shall have to submit application and relevant documents as proof that such change is lawful / legitimate along **with processing fees i.e Rs 2000/-**.

- 4.9 The vendor who are registered before the date of issue of NIT would only be allowed to participate in the NIT.
- 4.10 New vendor registration shall be given in the name of item only. The relevant IS/IEC of the material shall be mentioned in the bracket for that item only.
- 4.11 Relevant documents required for the registration will be submitted by the vendors in the standard formats.

Note: These formats will be got approved along with Qualification requirements of vendors.

- 4.12 Standard formats required for the registration will be provided to the vendors by the HVPN.
- Note: These formats will be got approved.*

5.0 VENDOR DEVELOPMENT POLICY:

Vendor development policy (for new vendors, rating etc.) would be prepared after the stabilization of award & execution process following the vendor registration process.

6.0 Approval:

The vendor shall be registered with recommendation of SPC and approval of WTD's HVPNL.