



**INDRAPRASTHA POWER GENERATION COMPANY LTD  
&  
PRAGATI POWER CORPORATION LTD  
(A GOVT.OF NCT OF DELHI UNDERTAKING)**

**VENDOR REGISTRATION FORM  
(FOR CONTRACT & MATERIALS)**

**GM (C&M)  
220KV SUBSTATION BUILDING  
FIRST FLOOR, PRAGATI POWER STATION  
IP ESTATE, RING ROAD  
NEW DELHI-110002  
TEL NO.-011-23370541  
FAX : 011-23370533 & 011-23379164**

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## INTENT

1. Source Standardization in respect of contracts to be awarded by IPGCL/PPCL and to ensure execution of works as per specifications.
2. To minimize processing time and cost for placing job orders.
3. To attract quality vendors and to ensure proper selection of vendors for ensuring smooth execution approval as per site requirements.
4. To ensure optimum utilization of capacities of quality vendors/ Contractors for repair / maintenance / operations jobs at all power stations/ Offices/ Township owned by IPGCL/PPCL.
5. Contractors/ vendors registration is being done by inviting their application form for preparation of list of contractor in specific categories. The IPGCL/PPCL may not go for open tender for every work. The suitable contractors may be nominated to execute emergency/ priority job from the list of contractor drawn from the applicants.

## **VENDOR REGISTRATION**

IPGCL/PPCL, as a whole believes in quality at all stages of activities. During constructions as well as in operation/ Maintenance phase of IPGCL/PPCL power stations, a large no of services of vendor are required. For quality services of reliable and quality sources of contractors are needed. These necessities enlistment of suppliers called as vendor registration.

The vendor who desirous for Registration in IPGCL/PPCL for supply of materials & services, can submit their application/request with duly filled in vendor registration form along with all relevant documents required for vendor registration as per check list uploaded on IPGCL-PPCL company website, routed through end user/ Indenter- head of the deptt. (HOD of Power Plants i.e. GTPS, PPS-I/ PPS-III, Bawana and other division).

### **Objective:**

The objective of these policy guidelines for vendor registration is to standardized this activity to the largest possible extend for the various power station and other contracts authorities within IPGCL/PPCL.

### **Screening of Application :**

Preliminary screening of application would be undertaken by contracts and materials deptt. with reference to information provided in the prescribed format. All application will be grouped on the basis of following criteria.

- a. Leading Public Sector Manufacturing Organization
- b. Original equipment manufacturer/ suppliers
- c. Small scales industries/ MSME units registered with the state authorities.
- d. Manpower Suppliers
- e. Contractors in respective categories for particular work section.

A contractor evolution sheet will be prepared and put up to registration committee. The committee approved by Dir (T) will consists of members from C&M, Finance and indenting deptt/ and FQA if any, nominated by the head of the project/ Division. The minimum level of committee members will be DGM level.

**The approval of Registration :** of contractors will be accorded by competent authority.

**Validity of registration:** The registration will be valid for a period of three years from the date of approval and the same shall be extended after review of commercial & contractual performance. However, in case there is any change in address or other profile of the company, the same shall be intimated to IPGCL/PPCL to update the same during that registration period.

**EMD :-** Shall be applicable for the participating vendors against any enquiry/ tender prescribed in NIT documents.

**SD/ PBG :-** Shall be applicable as per NIT to whom PO is awarded.

**Suspension, premature termination and banning of registered vendors :**

Business dealing with the registered vendors may be suspended for a particular period if prima facie it is found on the basis of evidence that the firm is involved in Offense or unethical business dealing which raises doubt full loyalty to the country. Moreover, if any intimation of banning of vendor is received from other PSUS/ Govt. deptt. And IPGCL/PPCL is investigating the matter, then the vendor may be suspended for a specific period.

**Premature termination of registration :**

It may be done with the approval of competent authority from the list of registered vendors. If the vendor is non responsive against our enquiries or on account of its performance and disabilities as listed below:

- a. Fails to execute a contract or fail to execute it satisfactorily
- b. No longer has the technical staff or equipment considered necessary
- c. Fail to furnish income-tax clearance certificate as required under the rules and
- d. Is declared bankrupt or insolvent or its financial position become unsound and in the case of a limited company, it is wound up or being liquidated.

**Banning :-** Banning of vendor for future dealing shall be done incase unethical business practice is established or furnishes wrong information, false/manipulated documents otherwise if a vendor is charged by CBI for an offence against government regulation and subsequently prosecuted in a court of law. The banning order shall be specify the period for which it will effective (permanently, if required).It should also indicate the name of all the partners, directors etc of the firm and its allied concerns, if any

**Forfeiture of EMD:-** The earnest money Deposit ( EMD) will be liable to be forfeited in following cases-

- a) On revocation of offer before the expiry of validity of the tender
- b) On refusal to enter into the contract after the award is made by IPGCL/PPCL to the tenderer.
- c) If unethical business of practice/ cartel of tender is established

**Revocation of Orders:**

- a) Orders for banning /suspension passed for a certain specific period, shall be deemed to have automatically revoked on the expiry of that specific period and it will not be necessary to issue specific formal orders of revocation, except that an order of suspension/banning passed on account of doubtful loyalty or security consideration shall continue to remain in force until it is specifically revoked.
- b) Banning for the reasons mentioned above may be revoked if ,in respect of the same facts the accused has been wholly exonerated by court of law.
- c) Banning/suspension order may, on a review, be revoked by the competent authority if it is of the opinion that disability already suffered is adequate in the circumstances of the case

**Performa evaluation to be done on the basis of following:**

Poor response against our tender enquiry for submission of bid.

Delivery period adherence.

Quality of works.

Contractual obligation.

Safety measure following norms.

Statutory requirement viz-a-viz payment ST/ITR contractor license.

**NOTE-** Commercial and contractual performance shall be evaluated . IPGCL/PPCL may issue warning letter for under performance quality on above said criteria of evaluation and IPGCL/PPCL may discontinue their vendor registration for future business relationship with the vendors.

## Terms & Conditions

1. The enlistment/registration of vendor shall be valid for a period of three years and the same shall be extended after review of commercial & contractual performance
2. Registration form shall be downloaded from website [www.ipgcl-ppcl.gov.in](http://www.ipgcl-ppcl.gov.in) and same shall be submitted duly filled up along with all requisite documents as per checklist available with this form.
3. IPGCL reserve the right to accept/ reject any or all the applications without assigning any reason and to seek extra information if required.

### **Address for communication:**

General Manger(C&M)

Tel No.-011-23370541

Fax : 011-23370533 & 011-23379164

AGM(C&M)-I

Tel No.- 011-23378857

AGM(C&M)-II

Tel No.-011-23378739

Indraprastha Power Generation Company Ltd &

Pragati Power Corporation Ltd.

Pragati Power Station

220KV Sub Station Building

I. P. Estate, Ring Road

New Delhi-110002

### **Special Terms & Conditions**

1. Registered Contractors shall have to comply with all the statutory norms applicable in the Delhi State (NCR) region)/as per NIT
2. Contractor may be required to mobilize the workforce for round the clock work as per site requirement/ as per NIT
3. IPGCL-PPCL shall not be in any way liable for any damage to contractors property/equipment and authorities
4. Registered contractor shall have to obtain contract labour license in respect of job awarded to them which involved deployment of contract labour/ as per NIT.
5. Contractor shall have to abide by all safety norms for ensuring human safety and safe of plant injury/death of contractor labour while working/ as per NIT
6. Standard clauses regarding Payment, Penalty, LD, Force Majure, Arbitration etc shall be applicable in the contract awarded by IPGCL/ PPCL. Contractors liability shall be determined in accordance with these applicable provisions of work compensation Act as per NIT.



## **WORK SECTION**

### **Application for vendor Registration:**

IPGCL/PPCL invites application for enlistment of capable vendors under various categories like mechanical, Electrical, Chemical/ water chemistry, civil & C&I and General for providing their services required for the construction, operation and maintenance for the following area of work -

### **Mechanical**

#### **Section- M-I**

##### **AMC'S for Boiler/ WHRSG & their Associated Auxiliaries**

Erection & commission / overhauling / repair & maintenance jobs in boilers / WHRSG with Fin type tubes, headers, Pressure Parts, Valves & pumps, drums, tubes of water wall, super heater , economizer, bends, piping , insulation work, refractory repairs, lining , boiler tube leakages.

#### **Section-M-II**

##### **AMC'S for Turbine & their Associated Auxiliaries**

Erection & Commissioning/ Overhauling / Repair & maintenance jobs in Steam Turbine/ Gas Turbine, AOP, JOP, BFP, Condenser, Ejector, LP & HP Heater, Pumps & Valves, CW Pumps/ CEP, Rebabbiting of Generators bearings/ thrust pads, BFP cartridge assembly etc. Air compressors vapour extraction frame/ Governing Systems, Repair of Turbine rotors/ reblading/ Casing repair including welding/ precision machining jobs of different turbine components/ Lining etc. & associated equipments, Repair of nozzle blocks/ Nozzles etc.

#### **Section-M-III**

##### **BOP-Balance of Plant Area**

AMC, repair Maintenance in Cranes, Gear Box, Mech. Maintenance of BOP i.e. CW Pumps/ Cooling Tower/ Clarifiers D.M. Plant/ Tanks.

## **Section-MM**

### **Miscellaneous**

On line leak sealing, Pipe Laying / replacement, Firefighting & detection and protection System. Repair maintenance of Refrigeration & Air- Conditioning plants, windows/ Splits A/C's including AMC.

## **Electrical**

### **Section-E-I**

Switch Yard & Equipments:-

Erection & commissioning / overhauling / Repair & maintenance jobs in switch yard 33 KV/220 KV/Transformers, Isolators, Circuit Breakers i.e. OCB/ ABCB/VCB, GCBs of 6.6KV, 11KV, 33KV, 66 KV & 220 KV rating , CT's PT's Lighting arresters, Conductors, MS Structure, Insulators, Power Panels, Bus bars.

### **Section-E-II**

#### **Generators Exciters:**

O&M repair/ Maintenance / Inspection/ Testing/ Overhauling taking and retaining signs & re-fixing / rewinding.

### **Section-E-III**

#### **Motors & Actuators**

Repair and rewinding of LT & HT motors, Actuators/ Testing/ balancing of heavy / light duty motors transportation erection & commissioning of motors and associated system, oil circuits/ Cooling systems & associated equipments viz control panels, measuring devices etc.

### **Section-E-IV**

#### **C&I Equipments**

1. Servicing,overhauling, calibration installation of transmitters, pressure / temperature/ switches/ level/ flow sensors etc.
2. Servicing, overhauling, calibration of pressure/ temperature gauges and all types of fields instrumentations.

3. Servicing overhauling calibration of Pneumatic instrumentation, pneumatic drives, power cylinders, pneumatic actuators.
4. Servicing, overhauling, repairing, calibration of control valves.
5. Servicing repairing calibration of microprocessors / electronic control systems.
6. Laying of controls cables their termination and wiring/ servicing of control panels.

### **Electrical Equipments**

1. OH & servicing of motorized actuators.
2. OH & servicing of HT motors/ LT motors/ Switchgears/ Air Circuits breakers/ Electrical Hoists/ EOT cranes etc.
3. Repair/ rewinding of HT Motors / LT motors.
4. Shifting & Handling of electrical equipments / motors
5. Cleaning of electrical equipments.

### **Section-EM**

#### **Miscellaneous**

Repair & Maintenance jobs in lifts, battery Banks, Battery Charges/ PA Systems/ UPS/ EPBAX exchange, Electronics cards etc.

### **Chemical / Water chemistry-**

#### **Section- CH-I**

O&M of DM Plant

O&M of ETP plant

O&M of PTP plant

O&M of R.O. Plant

O& M of chlorination plant

Revamping & Augmentation

Cooling water chemical dosing

Sample collection of water steam, Oil/ Environment sample/ Microbiological analysis of water.

Misc. Chemicals dosing pump, dewatering pump, any other works related to chemical deptt.

Works related to rubber lining, epoxy coating, chemical unloading, Resin replacement, acid alkali, proof lining, Resin treatment, D.M. Plant vessel maint., including internals.

## **General Work**

### **Section-GW**

- 1) House Keeping & Sanitation
- 2) Hiring/ Repairing and maintenance of office equipments i.e. Transport Vehicles/ Dumpers/ Earthmoving equipments/ Photocopier machines, Fax machine, computers, Air conditioners, Coolers etc.
- 3) Consultancy Jobs, Energy Audit, Safety Audit, plant insurance etc.
- 4) Security Services
- 5) Secretarial services
- 6) Catering Service
- 7) Equipment Handling

### **1) Civil Work**

#### **Section-CG**

Const. & Maintenance for General Civil (RCC & Steel) Works of the following sub head.

- Building and land development work.
- Road work along work experience of earth/ Earth moving equipments in cutting /embankment etc. i/c premix carpeting.
- Building, Electrical wiring work, tube well, installation repair & maintenance of water supply & sewage pumps & motors etc. complete.

#### **2) Section-CH**

Developments Annual maintenance for horticulture works like Floriculture, Plantation, Nursery, Etc.

#### **3) Section-CP**

Pest Control Services Works.

#### **4) Section-CD**

Survey/ Design. Consultancy/ Soil Investigation/ testing for civil materials/ structures i/c foundations etc.

#### **5) Section-CM**

Special repair / water proofing / strengthening of damage buildings & Foundation, steel structure, etc. by epoxy grouting, cement grouting or by any other specialized technology.

## VENDOR / CUSTOMER REGISTRATION FORM

1.	<b>Name of the Concerns</b>	
2.	<b>Type of Concern</b>	Proprietary / Partnership / Public Ltd / Pvt. Ltd. / Others.
3.	<b>Address Registered Office</b>	
4.	<b>Address Works</b>	
5.	<b>Correspondence Address</b> Office / Works. (Pls. Specify)	
6.	<b>Contact Person</b>	
6. (a)	<b>Name</b>	
6. (b)	<b>Designation</b>	
6. (c)	<b>Phone Office</b>	
7.	<b>Phone Residence</b>	
8.	<b>Mobile No</b>	
9.	<b>Fax No</b>	
10.	<b>Email Id.</b>	
11.	<b>Range of Products / Services Offered</b>	
12.	<b>Banker Name, Address &amp; Account No, (If more than one attach separate sheet)</b>	
13.	<b>ESI Regn No</b>	
14.	<b>PF Regn No</b>	
15.	<b>PAN No</b>	
16.	<b>SSI Regn No/ MSME Regn. No (If any)</b>	

17.	<b>GST Regn No</b>	
18.	<b>Type of GST Registration</b>	
19.	<b>Name of any Branch, Sister company doing Business with IPGCL across India</b>	
20.	<b>List of prominent clients/ Customers with Name &amp; Contact Nos along with &amp; the copies of executed PO's</b>	
21.	<b>Quality Assurance Set up</b>	

**\*\* {NOTE: Copies of all the relevant / statutory registrations and other documents as per check list , as applicable, to be attached along with this form}**

**Signature  
(For & On behalf of the company)**

**For use by IPGCL**

1. Is visit necessary for inspecting facilities / processes: YES / NO If yes please give details:\_\_\_\_\_

2. Reference check done with other clients: YES / NO

3. Selected as Vendor / Customer YES / NO

If yes, please give justification.

Initiated By	Proposed By	Approved By
Executive	Manager	Head of the Department
Date:	Date:	Date:

**List / Check List of documents required for Vendor registration:**

1. Filled "Vendor Registration Form". Information against each point is to be furnished, wherever not applicable, NA should be indicated. Page No-
2. Cancelled Cheque/Photo copy of Cancelled cheque (Original Cheque in case of Delhi party/ copy of bank certificate) (Name of the firm and the Account No. should be printed on the cheque not stamped). Page No-
3. Copy of Pan Card Page No-
4. List of Prominent Customers Page No:-
5. Brief description of materials / Services offered Page No:-
6. Registration Copy of ESI & EPF (As applicable or declaration in case of not applicable) Pg. No.
7. Undertaking for not black listed / banned in any department on company letter Head Pg. No:
8. Copy of GST registration Page No:
9. Recent three PO's with highest value executed by the firm to any Govt./Semi Govt. PSU/SEB during last five (05) years Page No.
10. Copy of Quality Assurance Set up Details Page No:-
11. Last three years Balance Sheet/ certificate from Chartered accountant for Annual Turnover and Last three years Income Tax Returns Documents Page No:-
12. Firm desirous of Registration as an authorized dealer/agent/Stockist of manufacturer will submit duly certified Agency agreement and dealership certificate indicating items & their specifications, Quality Control systems and details of the Principal manufacturer Page No:-
13. In case of proprietary firm: An undertaking on the letter heads of vendor, that the person is Proprietor of the firm so his/her PAN no. and Bank account shall be used as the PAN no. and bank account of the firm Page No:-
14. GST Registration No : Vendor has to submit the registration no and a declaration that under this PAN, no other firm is registered or will be registered Page No:-
15. Copy of MSME registration certificate, if applicable Page No:-

(Signature) On behalf of company)

**Note : Please ensure following points before forwarding the Vendor Registration Documents:-**

- (1) Vendor applying for registration should affix stamp and sign each page/document/Check List
- (2) The approving/forwarding authority for vendor registration may please affix his stamp
- (3) Numbering of all the enclosed documents and fill in respective rectangular boxes
- (4) Please enclose this filled check list in front of all the documents
- (5) An undertaking (with reason) should be submitted against each NA point separately on letter head
- (6) Vendor has to mention their contact No & Email ID in their vendor registration form

**Address:**

**GM (Contracts & Materials)**  
**220 KV, Sub Station, Pragati Power Station-I,**  
**I.P. State, Ring Road,**  
**New Delhi-110002**  
**Ph: 011-23378857**