



# TSNPDCCL

(NORTHERN POWER DISTRIBUTION COMPANY OF TELANGANA LTD.,)



APPLICATION FOR  
VENDOR REGISTRATION FOR SUPPLY OF  
CENTRALIZED & NON CENTRALIZED ITEMS.

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CORPORATE OFFICE: # 2-5-31/2, 1<sup>st</sup> Floor, Vidyuth Bhavan,  
Nakkalagutta, Hanamkonda,  
Warangal – 506 001.

**Ph. No. 0870-2461507. Fax No. 0870-2461519.**

visit us at [www.TSNPDCL.in](http://www.TSNPDCL.in)



# 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. "FOR Signature" are not accepted.
4. Write your Name & Address in block letters along with Pin Code No., Telephone No.
5. The bank account referred should be the same one through which the firm carries on majority of commercial transactions and may also be the bank through which the firm will have all business transactions with the TSNPDCL.
6. The names referred to in application shall have authority to carry on business transactions of the TSNPDCL and the TSNPDCL will not entertain correspondence relating to offers from any person generally.
7. Please make sure that the copies of certificates and documents specified in the application should be attested by Gazetted Officer/ Notarized 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. Registration fee @ Rs. 5,000=00 per each item of Centralized Materials and Rs. 500=00 per each item of Non-Centralized Materials for which under registration is sought shall be paid by way of Demand Draft drawn in favour of **"Pay Officer/TSNPDCL/ Warangal"** payable at **Warangal** in any Schedule Bank. The Registration Fee once paid will not be refunded under any circumstances. The application without registration fee will be rejected.



**NORTHERN POWER DISTRIBUTION COMPANY OF TELANGANA LIMITED**  
**# 2-5-31/2, 1<sup>st</sup> Floor, Vidyuth Bhavan, Nakkalagutta, Hanamkonda,**  
**Warangal – 506 001. Ph.No. 0870-2461507. Fax No. 0870-2461519.**

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**FORM OF APPLICATION FOR ENLISTMENT AS APPROVED VENDOR**

1.	Name of the Firm	
2. a).	Name of the Material for which Registration is Sought.	
b).	Please inform whether you are i). A Manufacturer ii). An Authorized Agent iii). A Sole Agent of the Manufacturer iv). Stockist	



		ADDRESS	PH. No.	FAX No.
3. a).	i). Workshop/ Godown			
	ii). Head Office			
	iii). Branches			
	Registration Fee Details:- D.D. No: ..... Date: ..... for Rs. .... Drawn on (Bank): .....			
b).	APVAT/ CST Registration No.  (Please enclose certified copy of Registration).			
c).	Name and Address of Proprietor/Partner/ Directors of the Firm/ Company.			



<b>d).</b>	Name of the Sitting Director or Managing Partner  Telephone No.  Mobile No.	
<b>e).</b>	The Person Competent to enter into the Contract or Sign Important Communications/ Documents which will Legally Bind the Vendor.  (Authority to be furnished)	Name :  Official Capacity :  Phone/ Mobile No:
<b>c).</b>	PAN Card No.  (Please enclose certified copy of PAN Card).	
<b>4. a).</b>	Is your Firm Incorporated under the Company Law? If not, who are the Partners or Proprietors?  (Please give their Names and Addresses)	



<b>b).</b>	Is your Firm Registered under the Indian Partner Ship Act, 1932? If so, Registration No. and Date.	
<b>c).</b>	Is your Factory Registered under Indian Factories Act-1948? If so, Registration No. and Date.	
<b>5.</b>	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.	
<b>6.</b>	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).	
<b>7.</b>	Please Confirm that the Equipment/ Material for which Registration is sought confirms to relevant ISS/ APTRANSCO/ TSNPDCL Specifications and Drawings.	



8.	Are you a Manufacturer? If so please give the details in the Attached Proforma. <b>(Page No. 8)</b>	YES/ No
9.	Are you a Manufacturer's Agent? If so, please give the details in the Attached Proforma. <b>(Page No. 12)</b>	YES/ No
10.	Are you a Stockist? If so, please give the details in the Attached Proforma. <b>(Page No. 16)</b>	YES/ No
11.	Name and Address of your Bankers stating the Name in which the Account Stands.	
12. a).	Have you Executed Orders of the APTRANSCO/ TSNPDCL Previously for this Item? If so, please give the details about the Execution of Orders and Pending Orders if any.	



<b>b).</b>	Similar details in respect of supply to other Electricity Boards/TSSPDCL/ APSPDCL /APEPDCL may also be furnished.	
<b>13.</b>	Are you on the list of Approved Vendors of any other organization like TSTRANSCO/ TSSPDCL/ APSPDCL/ APEPDCL/ D.G.S. & D. Railways and other Electricity Boards? If so, give details.	
<b>14. a).</b>	Did you apply for Registration with the NPDCL/ TSTRANSCO before under this or any other item?  If so, give details.	





<b>b).</b>	Are you already doing business with this TSTRANSCO/ NPDCL/ TSSPDCL/ APSPDCL/ APEPDCL under some other name? If so, under what name with Name and full Address of Proprietor/ Partner/ of the firm/ company.	
<b>15.</b>	Are the Proprietors/ Partners/ Director/ related to any employee of the TSTRANSCO/ TSNPDCL/TSSPDCL/ APSPDCL/ APEPDCL?  If so, provide full details	

**SIGNATURE** :

**NAME** :  
**(In Capital Letters)** :

**Designation & Seal** :  
**(Full Address with Ph. No)** :



# MANUFACTURING UNIT

1. a).	Name of the Firm (Manufacturing Unit)	
b).	Name of the Material	
c).	Specification/Standard adopted	
2.	Address	
3.	Period from which the factory is under production.	
4.	Branches (Selling Agents)	i).  ii).  iii).



5.	Plant and Equipment available for Manufacture of Material for which Registration is Sought.  (Full details to be given)	
6.	Skilled Man Power  i). Production.  ii). Design and Development.  iii). Inspection.	
7. a).	Licenced Capacity	
b).	Manufacturing Capacity (installed)	
8.	Last year's Capacity Utilization	



<b>9. a).</b>	Production in the Last Three Years (Quantity and Value Year Wise)	<u>Year</u>  1  2  3
<b>b).</b>	Orders Pending.	
<b>10.</b>	Product Range. (List of Important Product)	1.  2.  3.  4.
<b>11. a).</b>	Testing and Inspection Facilities Please confirm that the Facilities available are adequate to Carryout the Tests required under the Relevant I.S.S.	
<b>b).</b>	Whether the products are tested to any standard specification. If so, a latest copy of test certificates may be enclosed.	



12.	Indicate the Major Raw Materials used and their sources. If obtained from Govt. are there any constraints?	
13.	Are the Proprietors/ Partners Directors related to any employee of the TSTRANSCO/ TSNPDCL/ TSSPDCL/ APSPDCL/ APEPDCL?  If so, provide full details	

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## MANUFACTURER'S AGENCY

1. a).	Name of the Firm (Authority to be enclosed)	
b).	Name of the Material	
c).	Specification/Standard adopted	
2.	Address	
3.	Particulars of Manufacturing Unit has to be furnished as under  a). Name of the Firm Manufacturing unit)  b). Address	



<b>c).</b>	Period from which the Factory is under Production.	
<b>d).</b>	Branches (Selling Agents)	i).  ii).  iii).
<b>e).</b>	Plant and Equipment available for Manufacture of Material for which Registration is Sought.  (Full details to be given)	
<b>f).</b>	Skilled Man Power  i). Production.  ii). Design and Development.  iii). Inspection.	



<b>g).</b>	Licenced capacity	
<b>h).</b>	Manufacturing Capacity (installed)	
<b>i).</b>	Production in the Last Three Years (Quantity Year Wise)	<u>Year</u> 1 2 3
<b>j).</b>	Orders Pending.	
<b>k).</b>	Product Range. (List of Important Product)	1. 2. 3. 4.
<b>l).</b>	Testing and Inspection Facilities Please confirm that the Facilities available are adequate to Carryout the Tests required under the Relevant I.S.S.	





<b>m).</b>	Indicate the Major Raw Materials used and their sources. If obtained from Govt. are there any constraints?	
<b>n).</b>	Raw material received from Govt. agencies in the last three years in respect of Govt. regulated raw materials.  (Material, quantity and source may be indicated year wise)	
<b>4. a).</b>	Whether he has expert staff for Technical Assistance?	
<b>b).</b>	Whether he has facilities to offer after Sales Service?	
<b>c).</b>	Whether he is in a position to supply Spares for the Equipment/ Product Offered?	
<b>5.</b>	Are the Proprietor/ Partners/ Directors related to any employee of the TSTRANSCO/ TSNPDCL/ TSSPDCL/ APSPDCL/ APEPDCL?  If so, provide full details.	

**SIGNATURE** :

**NAME** :  
**(In Capital Letters)**

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# STOCKIST FIRM

1.	Name of the Stockist Firm	
2.	Address	
3.	Material for which Registration is sought with details of Specification /Standard to which Manufactured.	
4.	The source from which the Materials will be obtained by the stockist.	
5.	The Production Capacity of source (i.e. Manufacturers)	



6.	The details of items the stockist is dealing in	
7.	Last Three Financial Year's Turnover of his Business.	
8.	Are the Proprietor/ Partners/ Directors related to any employee of the TSTRANSCO/ TSNPDCL/ TSSPDCL/ APSPDCL/ APEPDCL?  If so, provide full details.	

**SIGNATURE** :

**NAME** :  
**(In Capital Letters)**

**Designation & Seal** :  
**(Full Address with Ph. No)**



## CHECK LIST

### LIST OF DOCUMENTS ENCLOSED TO THIS APPLICATION FOR VENDOR REGISTRATION

Please put tick (  ) in the box

1	Owner Ship/ Partner Ship Deed / Rental Deed/ Power of Attorney.	<input type="checkbox"/>
2	Industrial Registration Certificate (SSI/Medium/Large Scale)	<input type="checkbox"/>
3	Factory Registration.	<input type="checkbox"/>
4	Type Test Certificates as per the relevant I.S. Tested for last two years (in duplicate).	<input type="checkbox"/>
5	Authorized Signatory and Memorandum & Articles of Association.	<input type="checkbox"/>
6	Income Tax/ Sales Tax/ Central Excise Duty Clearance Registration Certificate.	<input type="checkbox"/>
7	CST/ VAT Registration Certificate from Commercial Tax Dept.	<input type="checkbox"/>
8	PAN Card issued by the Income Tax Dept.	<input type="checkbox"/>
9	Financial statement for last two years attested by Chartered Accountant	<input type="checkbox"/>
10	Authorization Certificate of Local Agent appointed if any.	<input type="checkbox"/>
11	Details of Already Executed Orders if any during the Last Three/ Four Years.	<input type="checkbox"/>
12	Organization Chart.	<input type="checkbox"/>
13	Personal Profile	<input type="checkbox"/>
14	Details of Machinery.	<input type="checkbox"/>
15	Details of Testing Equipment.	<input type="checkbox"/>
16	Brief Description of Manufacturing Process	<input type="checkbox"/>
17	Quality Assurance Plan.	<input type="checkbox"/>
18	Source of Raw Material.	<input type="checkbox"/>
19	List of Bought Out Items and Their Source.	<input type="checkbox"/>
20	Lay out of factory.	<input type="checkbox"/>
21	Latest Electricity Bill.	<input type="checkbox"/>
22	Municipal / Grama Panchyathi Permission.	<input type="checkbox"/>
23	Any other Documents attached	<input type="checkbox"/>

- Note:** 1. All the documents shall be Attested by the **Competent Authority**.  
2. Furnish Attested/ Notary copy for **Sl. No. 2, 3, 4, 6, 7, 8 & 11**.  
3. **All the documents shall be submitted invariably in the above order and index is to provided with Page Numbers/ Flags.**

**PROFORMA COVERING LETTER**

From  
(Full Postal Address of the Vendor)

The Chief General Manager / P&MM,  
2-5-31/2, 1<sup>st</sup> Floor, Vidyuth Bhavan,  
T.S.N.P.D.C.L, Corporate Office,  
Nakkalagutta, Hanamkonda,

Sir,

Sub:- Filled Vendor Registration Form for supply of **Centralized/ Non-**  
**Warangal – 506 001.** **Centralized** Item i.e.

\_\_\_\_\_  
– Submitted – Reg.

\* \* \*

We are submitting Demand Draft No. \_\_\_\_\_, Dt. \_\_\_\_\_  
for Rs. \_\_\_\_\_/- drawn in favour of the "Pay Officer, TSNPDCL, Warangal"  
towards Vendor Registration Fee for supply of Centralized/ Non-Centralized  
Item i.e. \_\_\_\_\_ along with filled  
in application downloaded from website as per instructions contained.

Hence, we request you to accept the filled application and issue the  
acceptance letter at the earliest please.

Thanking you sir,

**Encl:-** 1. D.D No. \_\_\_\_\_, Dt: \_\_\_\_\_.  
2. Filled Application Form.

Yours faithfully,

**SIGNATURE OF THE TENDERER  
(WITH SEAL/ STAMP OF THE FIRM)**