



UGVCL  
**Uttar Gujarat Vij Company Limited**

CIN - U40102GJ2003SGC042906  
(A subsidiary of Gujarat Urja Vikas Nigam Limited)



No: UGVCL/R&C/Vender Registration Policy/966

Date: -18.06.2022

**CIRCULAR**

To,  
Addl. Chief Engineer/Superintending Engineer,  
UGVCL, Circle Office,  
Sabarmati, Palanpur, Mehsana, Himatnagar.

**Subject:-** Change in Procedure for new vendor registration / renewal of registration / Change of name / change of class as a contractor for erection of HT / LT lines , Transformer centre and replacement of transformer within the jurisdiction of UGVCL.

**Ref :-** 1) No.UGVCL/SE Tech/Vender Registration/675 Date 15.06.2019

With reference to the above, the Competent Authority has approved the amendment in Policy for Vendor registration / Renewal of registration / Name change / Change of class as a contractor for erection of HT / LT lines, Transformer centre and replacement of transformer. The procedure should be applicable to all new / existing vendors whose vendor registration period is not completed. The existing vendors need not to re-register & not required to upgrade their class. Existing registered contractors are avail all the benefited with amended Policy.

The policy Criteria / Procedure for new vendor registration or renewal of registration as a contractor for erection of HT/LT line, T/C and replacement Transformer with UGVCL is attached herewith. The above criteria incorporated with the new / under process erection of HT LT and TC tender criteria. The updated Application Form, Annexure-1, Declaration, Annexure-A and Annexure-B as attached herewith is to be submitted along with vendor registration application.

UGVCL reserves the right to check the workmanship if does not satisfy then UGVCL has right to cancel the vender registration in any malfunction. For wide publicity advertisement of amended procedure of vendor registration is to be put up on UGVCL website.

This is for your kind information and needful action in this regards.

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**J K Darji, CE (Op)**  
**UGVCL, Mehsana.**

**Copy to:**

1. CE (P), UGVCL, Mehsana.
2. EA to MD, UGVCL, Mehsana.
3. IC GM (F), UGVCL, Mehsana.
4. SE (EMC&IT), UGVCL, Mehsana. For taking needful action and to put on UGVCL's website.

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Signature and name of the authorized person

Date:

Place:

*Save Energy for Benefit of Self and Nation*



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**Criteria / Procedure for new vendor registration or renewal of registration as a contractor for erection of HT/LT line, T/C and replacement Transformer with UGVCL.**

1. Application for new vendor registration/renewal of registration as a contractor for erection of HT/LT line, T/C and replacement of Transformer is to be made to the R&C Office, Mehsana in UGVCL jurisdiction.
2. All necessary documents duly signed on each page shall be submitted along with the application.
3. The application may be made for “Class AA / class A / Class B / New” Category vendor registration. Prior registered vendor in “Class-C” is considered as “Class-B” and “Class-D” as “New” vendor as per this applicable policy.

The mandatory criteria of experience and work executed for respective category shall have to be fulfilled as under.

| Sr. No. | Type of category | Minimum DISCOM Erection work executed total experience in amount in last 5 year | Minimum Experience in Years | Valid Contractor License | Bid Capacity       |
|---------|------------------|---|-----------------------------|--------------------------|--------------------|
| 1       | Class-AA         | Minimum Rs. 40.0 lakhs  | Three                       | Required                 | Any amount         |
| 2       | Class-A          | Minimum Rs. 25.0 lakhs  | Two                         | Required                 | Up to 30 Lakhs     |
| 3       | Class-B          | Mini. Rs. 10.0 lakhs  | One                         | Required                 | Up to 20 Lakhs     |
| 4       | New              | New   | Fresh                       | Required                 | Up to Rs. 10 Lakhs |

All types of work for numbering of pole, loading unloading of fail, burnt transformer, meter and meter box replacement, muffing of poles, earthing of pole/TC, strip earthing and maintenance of HT / LT and TC & underground work related to HT, LT, TC line field work is to be considered in HT/LT TC erection work experience and the experience certificate should be issued by order issuing authority. The above conditions are to be incorporated / revised with the

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erection of HT LT and TC labour work tender.

4. Application form for Vendor Registration is available on UGVCL's website. The application in prescribe application form shall have to be submitted along with supporting documents duly signed and notarized.
5. Non-refundable registration fee of Rs. 3000/- (plus applicable GST 18%) in the form of Demand draft in favor of Uttar Gujarat Vij Company Limited (UGVCL), payable at Mehsana shall have to be furnished along with the application.
6. Only registered vendors as a contractor for erection of HT/LT, T/C and replacement of Transformer shall be allowed to participate in future tenders of UGVCL.
7. The registered vendor shall be issued a company as a whole one system generated unique id Number. The contractor shall submit their bid with this unique id only.
8. Registration shall be valid for the period of 5 Years from the date of issue of registration letter.
9. For registration of vendor under category of Class-AA, Class-A and Class-B, the applicant should have valid Electrical contract license issued by Government and it should be valid during period of registration.
10. The application shall not be considered for further process in absence of any of the document and it will be rejected. The registration fees shall not be refunded under these circumstances.
11. Registration shall be valid for work to be carried out in UGVCL only except abnormal situation like cyclone/ heavy rain or a special permission is granted by GUVNL / UGVCL.
12. In case for change of name, the registered vendor shall have to submit a fresh application along with all necessary documents. In case of change of name, the unique id of the contractor shall remain same.
13. UGVCL reserves the right to accept or reject the application.

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14. Upon the expiry of validity period of the registration, the firm/contractor shall have to submit renewal application for renewal of the registration at least two months prior to expiry of registration with all relevant documents and non-refundable fee.
15. For participation in on line bidding process, the registered vender has to obtain a Digital Signature Certificate.
16. **Once any new contractors is registered as vender then only 30 % of Erection work order of HT,LT/TC to be awarded under type Class “New” for lowest bidder and eligible for tender terms and condition.**
17. No Price preference will be given for having vender registration. UGVCL does not guarantee for order offered to registered vender.
18. UGVCL reserves the right to check the workmanship if does not satisfy then UGVCL can right to cancel the vender registration in any malfunction.
19. **The registered vender as per policy registration is valid for five years. The registered vender need not to upgrade their class up to validity, the tender should be issued as per upper class to registered vender on receipt of certificate of work execution and minimum year experience and considered in appropriate class as per policy.**
20. The list of documents to be submitted along with the application is as per Annexure- 1 [attached here under]

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Place:



## Annexure -1

### List of the documents duly signed and notarized to be furnished along with the application

1. Copy of Electrical license issued by Chief Electrical Inspector, Govt. of Gujarat.
2. Copy of Technical qualification of Applicant/Supervisor - degree / Diploma certificate.  
Competency Certificate  
Electrical Supervisory License
3. Two nos. of Recent Photograph of Applicant.
4. Copy of Labor license certificate if applicable.
5. Copy of permanent Account No. (PAN) from Income Tax Authority.
6. Experience: Relevant Work completion certification against work order issued by UGVCL/DISCOM.
7. Copy of P.F. Code No. Certificate.
8. Latest Income Tax Clearance Certificate form Income Tax Authority.
9. Finance Tax No. / Taxpayer's Identification Number
10. Power of Attorney copy/authorization letter
11. Copy of articles of Association/partnership Deed/Proprietorship documents to be enclosed
12. Details of erection work executed / completion in last 5 years work in progress for all work as per Annexure-A from order Issuing authority.
13. Details of tools, tackle, safety equipment's/articles as per Annexure-B.
14. The applicant has to submit the "Declaration" as per format along with the application.

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Date:

Place:



**Form: 1 Application Form:**

Application form for new vendor registration or renewal of registration as a contractor for erection of HT / LT line, TC and replacement Transformer with UGVCL.

| Sr. No. | Details of applicant   |  | Pass port size Photo graph |
|---------|--|--|----------------------------|
| 1       | Name of Applicant/Firm   |  |                            |
| 2       | Name of contact person   |  |                            |
| 3       | Application for Class AA/A/B/New   |  |                            |
| 4       | PAN No:  |  |                            |
| 5       | GST No:  |  |                            |
| 6       | PF No:   |  |                            |
| 7       | E mail id:   |  |                            |
| 8       | Office Telephone No  |  |                            |
|         | Contact person Mobile No.  |  |                            |
| 9       | Office address   |  |                            |
| 10      | Residence address  |  |                            |
| 11      | Material store Address   |  |                            |
| 12      | Type of Firm: Privet limited / Public limited / Proprietorship/Registered partnership firm |  |                            |

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|    |  |                                     |  |
|----|--|-------------------------------------|--|
| 13 | Copy of articles of Association / Partnership deed duly attested to be enclosed  |                                     |  |
| 14 | Name of person holding the power attorney (Copy of power of attorney duly notarized to be enclosed)  |                                     |  |
| 15 | GoG Contract License No.   |                                     |  |
| 16 | Name of Bankers and full address with Details of Cheque /account No.(Cancelled Cheque to be attached)  |                                     |  |
| 17 | Details of equipment & safety articles Annexure-B (Submitted-Yes/No)   |                                     |  |
| 18 | Technical Qualification of Applicant   |                                     |  |
| 19 | Supervisor detail  | Name                                |  |
|    |  | Education                           |  |
|    |  | Qualification                       |  |
|    |  | Contact No                          |  |
|    |  | Date joining the firm if on payroll |  |
| 20 | Experience of Firm/Applicant in Nos. of years for electrical work.<br>Class-AA : Three years<br>Class-A : Two years<br>Class-B: One years<br>Class-New : Fresh |                                     |  |

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Date:

Place:



|    |   |                            |
|----|---|----------------------------|
| 21 | Minimum DISCOM Erection work executed / completed experience in amount in last 5 year.<br>Class-AA : Minimum Rs. 40.0 lakhs<br>Class-A : Minimum Rs. 25.0 lakhs<br>Class-B: Minimum Rs. 10.0 lakhs<br>New : Fresh |                            |
| 22 | If the Applicant/contractor/ or any partner of the firm is/was black listed by any of the Govt. Department/DISCOM then detail of 'tie same shall have to be furnished.  |                            |
| 23 | If the application is for fresh/ renewal of vender registration   |                            |
| 24 | If for renewal :  | Registration no./Unique id |
|    |   | Date                       |
| 25 | Registration fee details<br>(Amount, DD No. Name of bank etc.)  | Amount                     |
|    |   | DD No                      |
|    |   | Bank                       |
|    |   | Receipt No. / Date         |

The above details furnish by me/us are true to the best of my/our knowledge and if any discrepancy is found, in such cases company may reject my application. OR cancel my registration if processed/issued.

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Date:

Place:

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Signature and name of the authorized person

Date:

Place:



Notarized on 300/- stamp

## UGVCL VENDOR REGISTRATION POLICY FOR LINE CONTRACTORS

### **Declaration:**

1. I / We shall obey and follow the all rules and regulation of works contract and procedure of UGVCL in the context of awarding work contract.
2. I / We shall agree to abide by procedure and terms and condition of "UGVCL vendor registration policy".
3. I / We shall agree to abide and policy applicable in UGVCL vender registration only, and I / We shall not claim to other DISCOM/Utility for registered vender.
4. I / We shall undertake that we will employ only those satisfying qualification prescribed by UGVCL.
5. I / We undertake that, I / We shall follow the rule and regulations of PF.
6. I / We undertake that, I / We shall get group insurance as per norms.
7. I / We undertake that in case of any change in partners, mail ID, and address where material is staking etc. then it shall be informed to UGVCL immediately.
8. I / We undertake that, I / We shall execute the work as proposed by UGVCL and as per the drawing given by UGVCL's Officers.
9. I / We undertake that, I / We are not registered as a contractor in UGVCL with different name.
10. I / We undertake that, once work completes the I / we shall inform UGVCL in writing and submit the material account within the 30 days.
11. I / We undertake that, I / we shall not be allowing the work to any other contractors even if he / they is / are registered contractor.
12. I / We undertake that, I / we shall obey and follow each terms and condition of UGVCL while executing the work erection / dismantle and maintenance of HT/ LT lines and transformers center and HT / LT fault rectification.
13. I / We undertake that, in case abnormal situation like cyclone / heavy rain or any natural disaster as per directive of UGVCL then I / We shall work anywhere under the jurisdiction of GUVNL.
14. I / We also undertake that. In the event of award of any contract to this firm / me. I / We will observe all safety norms, rules and regulations frame under Electricity act 2003 and I/We will possess and utilize all necessary Safety tools / kits during execution of work.

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- 15.1 / We undertake that any accident, which may happen during the execution of work. I / We shall be solely responsible for such occurrence and loss due to it and compensation to dependence accordingly.
- 16.1 / We undertake that any loss due to material theft / material damage during transportation. I / We shall be solely responsible for such occurrence and loss due to it.
- 17.1 / We, the partners of this firm, hereby submit an undertaking that we are jointly and severally responsible to all the liabilities over and above the business of this firm and make good the above financial loss sustained by UGVCL as a result of our abandoning the DISCOM's works entrusted to us i.e. this Firm.
- 18.1 / We undertake that, I / We am / are not partner(s) in the Firm(s) black listed or connected with the firms which is black listed by any of the DISCOMs or any state / central government organization.
- 19.1 / We undertake that, I / We will not indulging to any kind of unauthorized activities in regards to the work order issued by the UGVCL.

The above declarations made by me/us are best to my/our knowledge and if any discrepancy found, in such cases company may reject my/our application.

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Signature and name of the authorized person  
Date:  
Place:

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### Annexure: A

#### Detail of experience:

| Sr. No. | Name of work | W.O. No./Dt. | Amt. in Rs. | Order placing authority | Actual work executed in Rs. | Remark |
|---------|--------------|--------------|-------------|-------------------------|-----------------------------|--------|
| 1       |              |              |             |                         |                             |        |
| 2       |              |              |             |                         |                             |        |
| 3       |              |              |             |                         |                             |        |
| 4       |              |              |             |                         |                             |        |
| 5       |              |              |             |                         |                             |        |

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### Annexure: B

Detail of tools, tackles and safety equipment's available with the applicant.

| Sr. No. | Name of tool, Tackle safety equipment | Qty. in Nos. | Approx. Value |
|---------|---------------------------------------|--------------|---------------|
| 1       |                                       |              |               |
| 2       |                                       |              |               |
| 3       |                                       |              |               |
| 4       |                                       |              |               |
| 5       |                                       |              |               |

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Date:

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