

BCPL VENDOR EMPANELMENT PROCESS

1.0 Introduction:

1.1 BCPL procures goods & services on a regular basis from Vendors/ Contractors/ Service Providers [herein after referred to as 'Vendor(s)'] both from India and abroad.

In the competitive business environment, it is imperative that goods & services are procured from the capable sources in time at a competitive price so that the product/output of BCPL are available at a competitive and reasonable price while maintaining quality. This is possible through a strong vendor base.

2.0 Objective:

2.1 In order to create a strong vendor base, it is essential that in addition to the Vendor(s) participating in BCPL's tender on regular basis, new & capable Vendors are also attracted and given an opportunity to compete with existing ones. Also, it is required to create an environment where Vendors feel that they are partners of BCPL in shaping future of BCPL as well as their own future on a long term basis.

2.2 The process aims to empanel reliable and quality conscious Vendors with an aim to create a comprehensive database of approved Vendor(s) for faster tendering process while creating competition amongst quality vendors and facilitating vendor development.

2.3 The list of Vendor(s) so created will be used for the purpose of issuance of tender/enquiry in case of limited tendering.

2.4 In addition to Vendor(s) empaneled by BCPL, the Vendor(s) empaneled by the PSU Consultant(s) like M/s EIL, Mecon etc. shall be treated as empaneled one and the same shall be considered for issuance of enquiry in case of limited tendering for Project procurement/work/service etc. by respective Consultant.

3.0 Categories for Vendor Registration

Vendors shall be categorized as under:

- 1.** Item/Equipment Manufacturers (Indigenous)
- 2.** Item/Equipment Manufacturers (Foreign)
- 3.** Manufacturers of Chemicals/catalysts etc.
- 4.** Contractors (Project/Works/Services)
- 5.** Authorized Dealers/Traders

The Vendors empanelled for supply of goods shall be broadly for the following:

- a)** Original Item /Equipment Manufacturer (OEM)
- b)** Original Manufacturer of Chemical/Catalyst etc.
- c)** Authorized Overseas Suppliers of Foreign Manufactures where OEM do not sell their product directly as per their Company policy

- d) Sole Selling Agent/Distributors/ Stockiest of Domestic Manufactures where OEM does not quote directly for their sale of product(s) as a matter of their policy.

4.0 Registration Fee & Validity of Empanelment:

4.1 No fee shall be payable by Vendors for empanelment

4.2 The empanelment shall be valid for a period of three years from the date of empanelment. Validity of empanelment will be subject to validity of all submitted documents. In case of empanelment for a period less than 3 years due to any reasons [incl. short validity of any document(s)], the same shall be informed to Vendor(s) while issuing the confirmation letter of empanelment for compliance of the balance period. The requirement of renewal of empanelment at the appropriate time shall be mentioned in the confirmation letter.

4.3 In case no response/regrets with specific reasons are received against 5 consecutive tender enquiries, it shall be presumed that the Vendor is no longer interested for business with BCPL and the empanelment of such Vendor is liable to be cancelled.

5.0 Qualifying Criteria

- 5.1 Technical: The technical criteria of Qualification shall be in line with the terms & conditions of the tender.
- 5.2 Financial: The financial criteria shall be in line with the terms & conditions of the tender.

6.0 Documents to be submitted for empanelment:

Following documents are to be submitted by the prospective Vendors for empanelment of each type of goods/works/services:

- i) Documentary proof for Registration of the Firm/Co. under Indian Company Act 1956/Indian Partnership Act 1932/The Indian Factories Act 1948/or any relevant Indian Laws, whichever is applicable. (For domestic companies only.)
- ii) Relevant documents pertaining to GST Registration Number, Separate PF code no. Permanent Account No. (PAN) etc. as applicable. (For domestic companies only).
- iii) Audited Statement of accounts (Balance Sheet & Profit & Loss accounts) for meeting Financial Qualifying Criteria
- iv) GST registration number and certificate in case of manufacturing
- v) Documentary proof for meeting statutory compliance as laid down in the format available in the portal.
- vi) Documents in support of meeting Technical Qualification Criteria
- vii) Indian suppliers seeking empanelment/renewal/enhancement of empanelment under SSI category (micro, small, mediums must submit fresh confirmation (not

"older than two years from date of applying) from Directorate of Industries or valid NSIC certificate, confirming SSI category status with monetary limit.

- viii) In case of multi-location works, details of each work location as per proforma is to be submitted.
- ix) Company profile and general information
- x) Resources owned by the Company, Quality aspects etc. (as per requirement of User deptt.¹)

7.0 Registration Process

- 7.1 The GPC & GCC of BCPL shall be issued as part of invitation for empanelment and confirmation of acceptance of GPC/GCC shall be obtained. A clause stating this shall be part of all tender documents must be mentioned and various GPC & GCC shall be hosted on website/portal for reference.
- 7.2 A Notice inviting for Vendor Registration will be published in at least two National English dailies and at least one Hindi newspaper and/or one daily local language giving reference of BCPL's website. In case of Vendor(s) from Overseas also, the above advertisement shall be released to Indian Export bulletin of Trade Fair Authority of India or a similar Trade publication/Export Journal of repute.
- 7.3 The required format(s)/documents for empanelment shall be uploaded by BCPL on its portal.
- 7.4 The categories of empanelment will be reviewed once in a year to include new category(ies) of good(s)/work(s) serviced including monetary limit against each category after review of the requirement by User

In case validity of empanelment expires, Vendor(s) shall be liable to be weeded out for non-observance of empanelment rules and fresh application is to be submitted by the Vendor(s).

- 7.5 The Vendor empanelment exercise shall be a continuous process and all prospective Vendor(s) applied for the empanelment will be assessed as per GAIL's procedure being followed by BCPL. All such request received from Vendor(s) for empanelment will be compiled once in a quarter and processed.

8-0 SPECIALIZED GOOD(S) / SERVICES

8.1 Specialized good(s) (chemicals, catalysts, engineering good(s) etc./Works/ Services are those item(s)/works/service(s) which are to be procured necessarily from licensor approved sources/ service providers for the performance of equipment/plant and for product quality/ guarantee- Vendor empanelment of such firms shall be done on recommendation of licensor & BCPL.

8.2 Additions to this list upon request from Vendor(s) shall be done after successful trial run of samples/market acceptance of end product by BCPL and with the confirmation regarding acceptance of the respective licensor.

9.0 Details on vendor master database:

The Vendor Master Data Base will contain the following minimum information:

- > Vendor name, address, telephone, fax, email etc.,
- > Key contract person with telephone/email
- > Category/sub category with monetary limit
- > GST registration number
- > PF/ESI number
- > Bank account number/Branch
- > E-banking facility
- > Date of Registration
- > Validity of registration
- > PAN No.