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ORISSA POWER GENERATION CORPORATION LTD. IB THERMAL POWER STATION

PURCHASE DEPARTMENT (WAREHOUSE)

AT/PO: BANHARPALI; DIST.JHARSUGUDA-768234 (ORISSA),INDIA

Telephone No. 06645 222209, 289703, 222210

Fax No. 06645 222209, 222230, 222225,222249 e-Mail address: pradipta.mohanty@opgc.co.in

IMPORTANT INSTRUCTIONS

Validity of the V.R. FORM is 3 months from the date of issue.

V.R Form No.

2.	The V.R. Form is to be completed in all respects. If any item is not relevant, please write "Not Applicable".
	Submission of incomplete application/short receipt of documents shall be sufficient cause for outright rejection and no further correspondence shall be entertained.
	Physical verification of facilities as well as statements made/submitted will be carried out as necessary. Misinformation if any, will made the registration liable to be cancelled.
5.	Enclose Rs. 500/- in shape of DD in favour of OPGCLtd. On SBI Banharpali (Code no. 9510).
6.	Enclose all relevant documents.
7.	Do not enclose any other document unless specially asked for.
8.	Each page of the V.R. Form to be duly signed at the bottom.
	FOR OFFICE USE ONLY
M.R No.	V.R. Form No
Date	
Date of i	issue of V.R. Form
V.R. For	rm issued to
Name &	Address
V.R. For	m issued by
Designation	on
V.R. For	m Received by
Name	
Signature Designat	e & Datetion

Signature of Vendor



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VENDOR REGISTRATION FORM FOR CONTRACTOR

(in full, in Block letters) 2. Type of Contracting/Sub-Contracting work for which: registration is sought 3. Name & Telephone No. of contact person: 4. (a) Head Office/Registered Office/Address: Telephone No. Fax No. (b) Branch Office in Bhubaneswar/State of Orissa, Address: Telephone No. Fax No. Telephone No. Fax No. 5. Name of Chief Executive/Proprietor/Partners: Telephone No. Fax No.					
registration is sought 3. Name & Telephone No. of contact person : 4. (a) Head Office/Registered Office/Address : Telephone No. Fax No. (b) Branch Office in Bhubaneswar/State of Orissa, Address: Telephone No. Fax No. 5. Name of Chief Executive/Proprietor/Partners : Telephone No. Fax No. 6. Type of Organisation Documents to be enclosed (Strike out those not applicable) (Enclosure – I) a) Proprietory Trade Licence b) Partnership Partnership Deed, Trade Licence c) Private Limited Company Memorandum of Article d) Public Limited Company Memorandum of Article Certificate of Registration	1.			:	
4. (a) Head Office/Registered Office/Address: Telephone No. Fax No. (b) Branch Office in Bhubaneswar/State of Orissa, Address: Telephone No. Fax No. 5. Name of Chief Executive/Proprietor/Partners: Telephone No. Fax No. 6. Type of Organisation Ocuments to be enclosed (Strike out those not applicable) (Enclosure – I) a) Proprietory Trade Licence b) Partnership Partnership Deed, Trade Licence c) Private Limited Company Memorandum of Article d) Public Limited Company Memorandum of Article Certificate of Registration	2.			nich :	
Telephone No. Fax No. (b) Branch Office in Bhubaneswar/State of Orissa, Address:	3.	Name &	Telephone No. of contact person	:	
Fax No. (b) Branch Office in Bhubaneswar/State of Orissa,Address:	4.	(a) Hea	d Office/Registered Office/Address	:	
Telephone No. Fax No. Name of Chief Executive/Proprietor/Partners: Telephone No. Fax No. 6. Type of Organisation (Strike out those not applicable) a) Proprietory Documents to be enclosed (Enclosure – I) Trade Licence b) Partnership Partnership Deed, Trade Licence c) Private Limited Company d) Public Limited Company Certificate of Registration					
Fax No. Name of Chief Executive/Proprietor/Partners: Telephone No. Fax No. 6. Type of Organisation (Strike out those not applicable) a) Proprietory Documents to be enclosed (Enclosure – I) Trade Licence b) Partnership Partnership Deed, Trade Licence c) Private Limited Company d) Memorandum of Article d) Public Limited Company Certificate of Registration		(b) Brai	nch Office in Bhubaneswar/State of Oris	sa,Addres	S:
Telephone No. Fax No. 6. Type of Organisation (Strike out those not applicable) a) Proprietory Documents to be enclosed (Enclosure – I) Trade Licence b) Partnership Partnership Deed, Trade Licence c) Private Limited Company d) Public Limited Company) Certificate of Registration					
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(Strike out those not applicable) a) Proprietory Trade Licence b) Partnership Partnership Deed, Trade Licence c) Private Limited Company) Memorandum of Article d) Public Limited Company) Certificate of Registration					
a) Proprietory Trade Licence b) Partnership Partnership Deed, Trade Licence c) Private Limited Company) Memorandum of Article d) Public Limited Company) Certificate of Registration	6.	Type of	Organisation		Documents to be enclosed
b) Partnership Partnership Deed, Trade Licence c) Private Limited Company) Memorandum of Article d) Public Limited Company) Certificate of Registration		(Strike o	ut those not applicable)		(Enclosure – I)
c) Private Limited Company) Memorandum of Article) d) Public Limited Company) Certificate of Registration)		a)	Proprietory		Trade Licence
d) Public Limited Company) Certificate of Registration		b)	Partnership		Partnership Deed, Trade Licence
		c)	Private Limited Company)	Memorandum of Article
e) Public Sector) Trade Licence		d)	Public Limited Company)	Certificate of Registration
		e)	Public Sector)	Trade Licence

			- 2 -
7.	Are yo	ou a SSI/NSIC Industry ?	Yes/No. Enclosure – 2
8.	Organ	isation Structure No. of Employees (Total)	Enclosure – 3
	a) b) c) d)	Administrative Technical/Supervisory Skilled Workmen Unskilled Workmen	
9.		u have workshop facility? If yes, give details nt, Machinery & Equipment	Yes/No. Enclosure – 4
10.	Quality	y Assurance Plan	Enclosure – 5 (Write up)
	a)	Have you obtained ISO 9000 certification?	Yes/No. Enclosure – 6
	b)	Are your registered with the Classification societies? If yes, specify and enclose copy of the certificate	Yes/No Enclosure – 7
11.	Perfor	mance	
	Includi and pe	you received orders from reputed organisation ing OPGCL? If yes, enclose copies of order erformance report of three different isations (one each)	Yes/No Enclosure – 8
12	Last Ir	ncome Tax Clearance certificate	Enclosure – 9
13.	l)	ESI Registration No.	
	ii)	If not registered with ESI, the contribution to ESI will be deducted from the Bill as per rule	Yes/No
14.		al Turnover during last 3 years (Enclose ce Sheet for last year)	Enclosure – 10
		Year 	Turnover in Lakhs (Rs)
	a) b) c) d)	Current Year (estimated)	

Signature of Vendor

DECLARATION BY VENDOR

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i)	No employee or direct relation of any employee of OPGC Ltd. is in any way connected as
	Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.

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(Signature of Proprietor/Partner/Chief Executive
Nomo
Name(in Capital Lette
(

Place:

Date: (Seal of Vendor)

Strike out those which are not applicable.

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VENDOR REGISTRATION FORM FOR MANUFACTURER

1.	Name of the Org (in full, in Block I		:	
2.	List of products to is sought	for which the registration	:	
3.	Name & Telepho	one No. of contact person	:	
4.	(a) Head Office	/Registered Office/Address	:	
	Telephone Fax No. Email:	No.		
	(b) Branch Offic	ce in Bhubaneswar/State of Oris	sa, if any <i>i</i>	Address :
	Telephone Fax No. Email;	No.		
	(c) Works/Fact	ory/Address		
	Telephone Fax No.	No.		
5.	Name of Chief E	xecutive/Proprietor/Partners	:	
	Telephone Fax No.	No.		
6.	Type of Organis	ation		Documents to be enclosed
	(Strike out those	not applicable)		(Enclosure – I)
	d) Public)))	Trade Licence Partnership Deed, Trade Licence Memorandum of Article Certificate of Registration Trade Licence

Signature	Λf	V∆r	ndor
Signature	UΙ	v Ci	IUUI

		Enclosure – 2	
Organ	isation Structure No. of Employees (Total)	Enclosure – 3	
a)	Administrative		
b)	Technical/Supervisory		
c) d)	Skilled Workmen Unskilled Workmen		
,	s of production facilities		
a)	Covered Area Uncovered area		
b) c)	Connected load in K.W		
d)	List of Plant & Machinery	Enclosure - 4	
Quality	y Assurance Plan	Enclosure – 5 (Write up)	
a)	List of instruments/equipments available to maintain quality	Enclosure – 6	
b)	Have you obtained ISO 9000/9001/14001/OHS If yes, enclosed copy	SAS 18001 certification ? Yes/No. Enclosure – 7	
c)	Are you registered with the Classification societies? If yes, specify and enclose copy of the certificate	Yes/No Enclosure – 8	
Perfor	mance		
Includ	you received orders from reputed organisation ing GRSE ? If yes, enclose copies of order and mance report of three different orgganisations each)	Yes/No Enclosure – 9	
Last T	ax Clearance certificate		
a) Ir	ncome Tax/PAN No.	Enclosure – 10	
	State Sales Tax/VAT/TIN No,	Enclosure – 11	
c) C	Central Sales Tax/ ECC No./Service Tax No.	Enclosure – 12	
Do yo	u provide after Sales Service ? If no, mention	Yes/No	
your S	Service agent. (Copy of service agreement)	Enclosure – 13	
	al Turnover during last 3 years (Enclose ce Sheet for last year)	Enclosure – 14	
	<u>. Year</u> .	Turnover in Lakhs (Rs)	
a)			
b) c)			
d)	Current Year (estimated)		
/	(

	I confirm that	
1) Partne	No employee or direct relation of any empr/Shareholder/Director/Advisor/Consultant/E	loyee of OPGCL Ltd. is in any way connected as Employee etc. with the Company.
2)	The information furnished are correct to the	ne best of my knowledge and belief.
		(Circolor of Described Destroy of Chief Function)
		(Signature of Proprietor/Partner/Chief Executive)* Name(in Capital Letter)
Dlaco :		
		Name(in Capital Letter)
Place : Date :		Name



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VENDOR REGISTRATION FORM FOR TRADER/DEALER

1.	Name of the Organisation (in full, in Block letters)	:					
2.	List of items for which the registration is sought	:					
3.	Name & Telephone No. of contact personal	son :					
4.	(a) Head Office/Registered Office/Add	lress :					
	Telephone No. Fax No. Email;						
	(b) Branch Office in Bhubaneswar/State of Orissa, if any Address :						
	Telephone No. Fax No. Email:						
5.	Name of Chief Executive/Proprietor/Pa	rtners :					
	Telephone No. Fax No.						
6.	Type of Organisation		Documents to be enclosed				
	(Strike out those not applicable)		(Enclosure – I)				
	 a) Proprietory b) Partnership c) Private Limited Company d) Public Limited Company e) Public Sector)))	Trade Licence Partnership Deed, Trade Licence Memorandum of Article Certificate of Registration Trade Licence				

Signature of Vendor

			_				
7.	Do you have dealership of the items under Yes/No. Sl. No. 2 above. If yes, enclose valid dealership Enclosure – 2 Certificate						
8.	Quality Assurance Plan						
	a)	Does your Principal have obtained ISO 9000/9001/14001/18001 certification ? If yes	Yes/No. s, enclose co	ppy Enclosure – 3			
	b)	Are your registered with the Classification societies ? If yes, specify and enclose copy of the certificate	Yes/No Enclosure -	- 4			
9.	Performa	ince					
	including and perfo	u received orders from reputed organisation, NTPC/OPGCL If yes, enclose copies of orders ormance report of three different tions (one each)	Enclosure - 5				
10	Last Tax	Clearance certificate					
	a) b) c)	Income Tax/PAN No State Sales Tax/VAT No./TIN No Central Sales Tax/ECC No./Service Tax no.	Enclosure - Enclosure - Enclosure -	-7			
11.	Do you provide after Sales Service ? If no, mention Enclosure – 9 your service agent. (copy of service agreement)						
12.	Do you u defective						
13.		urnover during last 3 years (Enclose Sheet for last year)	Enclosure -	- 10			
		Year	Turnover in	ı Lakhs (Rs)			
	a) b) c) d)	Current Year (estimated)					
				Signature of Vendor			

DECLARATION BY VENDOR					
	I confirm that				
	No employee or direct relation of any employee of OPGCL Ltd. is in any way connected as Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.				
2)	The information furnished are correct to the best of my knowledge and belief.				
	(Signature of Proprietor/Partner/Chief Executive)*				
	Name(in Capital Letter)				
Place :					
Date :	(Seal of Vendor)				
• Strik	xe out those which are not applicable.				