



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](mailto:pradipta.mohanty@opgc.co.in)

V.R Form No. ....

**IMPORTANT INSTRUCTIONS**

1. Validity of the V.R. FORM is 3 months from the date of issue.
2. The V.R. Form is to be completed in all respects. If any item is not relevant, please write "Not Applicable".
3. Submission of incomplete application/short receipt of documents shall be sufficient cause for outright rejection and no further correspondence shall be entertained.
4. 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 issue of V.R. Form .....

V.R. Form issued to .....

Name & Address .....

.....

.....

V.R. Form issued by .....

Designation .....

V.R. Form Received by .....

Name .....

Signature & Date .....

Designation .....



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V.R Form No .....

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**VENDOR REGISTRATION FORM FOR CONTRACTOR**

1. Name of the Organisation : .....  
(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. ....
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) Proprietary Trade Licence  
b) Partnership Partnership Deed, Trade Licence  
c) Private Limited Company ) Memorandum of Article  
d) Public Limited Company ) Certificate of Registration  
e) Public Sector ) Trade Licence

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Signature of Vendor

7. Are you a SSI/NSIC Industry ? Yes/No.  
Enclosure – 2
8. Organisation Structure No. of Employees (Total) Enclosure – 3
- a) Administrative .....
  - b) Technical/Supervisory .....
  - c) Skilled Workmen .....
  - d) Unskilled Workmen .....
9. Do you have workshop facility ? If yes, give details of Plant, Machinery & Equipment Yes/No.  
Enclosure – 4
10. Quality 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. Performance
- Have you received orders from reputed organisation including OPGCL ? If yes, enclose copies of order and performance report of three different organisations (one each) Yes/No  
Enclosure – 8
12. Last Income Tax Clearance certificate Enclosure – 9
13. i) 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. Annual Turnover during last 3 years (Enclose Balance Sheet for last year) Enclosure – 10
- | Year                        | Turnover in Lakhs (Rs) |
|-----------------------------|------------------------|
| -----                       | -----                  |
| a) .....                    | .....                  |
| b) .....                    | .....                  |
| c) .....                    | .....                  |
| d) Current Year (estimated) | .....                  |

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Signature of Vendor

## DECLARATION BY VENDOR

I confirm that

- 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.
- ii) The information furnished are correct to the best of my knowledge and belief.

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(Signature of Proprietor/Partner/Chief Executive)\*

Name .....  
(in Capital Letter)

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 Organisation : .....  
(in full, in Block letters)
2. List of products for which the registration : .....  
is sought
3. Name & Telephone No. of contact person : .....
4. (a) Head Office/Registered Office/Address : .....  
Telephone No. ....  
Fax No. ....  
Email: .....
- (b) Branch Office in Bhubaneswar/State of Orissa, if any Address :.....  
Telephone No. ....  
Fax No. ....  
Email; .....
- (c) Works/Factory/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) Proprietary	)	Trade Licence
b) Partnership	)	Partnership Deed, Trade Licence
c) Private Limited Company	)	Memorandum of Article
d) Public Limited Company	)	Certificate of Registration
e) Public Sector	)	Trade Licence

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Signature of Vendor

7. Are you a SSI/NSIC Industry(Medium/Small/Micro Status):: Yes/No. If Yes Details.  
Enclosure – 2
8. Organisation Structure No. of Employees (Total) Enclosure – 3
- a) Administrative .....
  - b) Technical/Supervisory .....
  - c) Skilled Workmen .....
  - d) Unskilled Workmen .....
9. Details of production facilities
- a) Covered Area .....
  - b) Uncovered area .....
  - c) Connected load in K.W .....
  - d) List of Plant & Machinery Enclosure - 4
10. Quality 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/OHSAS 18001 certification ? Yes/No.  
If yes, enclosed copy Enclosure – 7
  - c) Are you registered with the Classification societies ? If yes, specify and enclose copy of the certificate Yes/No  
Enclosure – 8
11. Performance
- Have you received orders from reputed organisation Including GRSE ? If yes, enclose copies of order and performance report of three different organisations (one each) Yes/No  
Enclosure – 9
12. Last Tax Clearance certificate
- a) Income Tax/PAN No. Enclosure – 10
  - b) State Sales Tax/VAT/TIN No, Enclosure – 11
  - c) Central Sales Tax/ ECC No./Service Tax No. Enclosure – 12
13. Do you provide after Sales Service ? If no, mention your Service agent. (Copy of service agreement) Yes/No  
Enclosure – 13
14. Annual Turnover during last 3 years (Enclose Balance Sheet for last year) Enclosure – 14
- |    | Year                     | Turnover in Lakhs (Rs) |
|----|--------------------------|------------------------|
| a) | .....                    | .....                  |
| b) | .....                    | .....                  |
| c) | .....                    | .....                  |
| d) | Current Year (estimated) | .....                  |

-----  
Signature of Vendor

## DECLARATION BY VENDOR

I confirm that

- 1) No employee or direct relation of any employee of OPGCL Ltd. is in any way connected as Partner/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)

- Strike out those which are not applicable.



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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 person : .....
4. (a) Head Office/Registered Office/Address : .....  
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/Partners : .....  
Telephone No. ....  
Fax No. ....
6. Type of Organisation Documents to be enclosed  
(Strike out those not applicable) (Enclosure – I)  
a) Proprietary Trade Licence  
b) Partnership Partnership Deed, Trade Licence  
c) Private Limited Company ) Memorandum of Article  
d) Public Limited Company ) Certificate of Registration  
e) Public Sector ) Trade Licence

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Signature of Vendor



7. Do you have dealership of the items under Sl. No. 2 above. If yes, enclose valid dealership Certificate Yes/No. Enclosure – 2
8. Quality Assurance Plan
- a) Does your Principal have obtained ISO 9000/9001/14001/18001 certification ? If yes, enclose copy Yes/No. Enclosure – 3
- b) Are you registered with the Classification societies ? If yes, specify and enclose copy of the certificate Yes/No Enclosure – 4
9. Performance
- Have you received orders from reputed organisation, including NTPC/OPGCL If yes, enclose copies of orders and performance report of three different organisations (one each) Enclosure - 5
10. Last Tax Clearance certificate
- a) Income Tax/PAN No Enclosure - 6
- b) State Sales Tax/VAT No./TIN No Enclosure – 7
- c) Central Sales Tax/ECC No./Service Tax no. Enclosure - 8
11. Do you provide after Sales Service ? If no, mention your service agent. (copy of service agreement) Enclosure – 9
12. Do you undertake the responsibility to replace the defective items supplied by you ? Yes/No
13. Annual Turnover during last 3 years (Enclose Balance Sheet for last year) Enclosure – 10

	Year	Turnover in Lakhs (Rs)
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a)	.....	.....
b)	.....	.....
c)	.....	.....
d)	Current Year (estimated)	.....

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Signature of Vendor

## DECLARATION BY VENDOR

I confirm that

- 1) No employee or direct relation of any employee of OPGCL Ltd. is in any way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.
- 2) The information furnished are correct to the best of my knowledge and belief.

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(Signature of Proprietor/Partner/Chief Executive)\*

Name .....  
(in Capital Letter)

Place : .....

Date : .....

(Seal of Vendor)

- Strike out those which are not applicable.