



VENDOR ENLISTMENT PROCEDURE

CPCL would invite application from bonafied manufacturers, authorized agents, dealers and traders with established facilities & proven track record, for registration of their firm, for procurement of various materials required for Operation & Maintenance of the Refinery and Projects.

- **Online vendor Registration in CPCL Website:**

The application will be made available in the CPCL website to facilitate vendors to download and apply for registration. The application will specify requirements based on mandatory, statutory and qualifying requirements. Miscellaneous requirements will be covered under general requirements. Applicants who are interested in registration with CPCL for supply of materials shall fill up this form online in our website www.cpcl.co.in - vendor registration. Vendors who fulfill the requirements shall select the materials, for which they intend to register along with description, class and subclass and the same is to be indicated in the appropriate place provided and upload all the required details asked in this form and submit. Hard copies shall be sent to vendor enlistment section.

- **Evaluation of Vendors:**

The completed applications received from the vendors will be scrutinized internally with the framed Committee Members from different user departments. On receipt of application evaluation would be carried out based on meeting all the stipulated criteria of mandatory, statutory and qualifying requirements by the vendors.

- **Mandatory requirements:**

For Manufacturer:

- Sales Tax Registration Certificates (Both Central & State)
- Latest ITCC / IT return acknowledgement / Refund order
- Certificate of incorporation of the firm
- Balance sheet

For Authorized Agents:

- Authorization letter from the principal
- Purchase Order of principal
- Sales Tax Registration Certificates (Both Central & State)
- Latest ITCC / IT return acknowledgement / Refund order

For Trader & Dealers:

- Sales Tax Registration Certificates (Both Central & State)
- Latest ITCC / IT return acknowledgement / Refund order

- **Statutory requirements:** (Applicable for Manufacturer, Authorized agents, Dealers and Traders)

- Central Sale Tax No., Excise registration No.
- Local State Sale Tax No.
- Educational Cess No.
- PAN No.
- Preceding 3 years Annual reports

- **Qualifying requirements:** (Applicable for Manufacturer, Authorized agents, Dealers and Traders)
 - Purchase order(s) for items for which, registration is sought for.
 - Audited Balance sheet for the three preceding years

- **General requirements:** (Applicable for Manufacturer, Authorized agents, Dealers and Traders)
 - Industrial license
 - ISO certifications
 - MSE/NSIC (Applicable for Small Scale Industries)
 - Enrolment as “Registered Vendors” in other firms
 - Solvency certificate with various credit limits by banker
 - ECS
 - Minimum acceptable tender value
 - Details of “Quality Policy”
 - Service Tax registration number

Primary filtration will be done based on compliance with respect to minimum mandatory requirements.

Applications are to be categorized, with respect to Material of specific category and then grouping based on turnover. Further scrutiny with respect to compliance of statutory and qualifying requirements will be carried out. Applications will be scrutinized also with respect to general requirements in order to have such information in the data bank for future reference.

On satisfaction of Vendor application, based on the details / documents furnished, further assessment would be done by inspecting their shop floor capabilities and infrastructure available, either by CPCL or their authorized representatives, if required.

After evaluation the qualified vendors will be categorized based on a) Field of supply b) turnover c) Category to which they belong (e.g. Manufacturer, Authorized Agents, Dealer or Traders)

- The final statement will consist of compliance with respect to minimum mandatory requirements, statutory requirements, qualifying requirements along with the final recommendation and status of general requirement.
- The core committee will review the proposal submitted by the enlistment administrators and forward the recommendations to the approving authority.
- Approval will be obtained from the competent authority for the vendor enlistment.
- After approval, a vendor code will be assigned.
- The performance of the enlisted vendor will be reviewed through a trial order, if required, for important materials.
- Vendor who fulfills the criteria required for registration shall be issued with registration letter.
- Registration shall be valid for a period of three years normally and renewal exercise will be taken up depending on the response of the vendor.