



## NEYVELI LIGNITE CORPORATION LIMITED : NEYVELI MATERIALS MANAGEMENT COMPLEX

### GUIDELINES TO VENDORS FOR REGISTRATION

#### I. ELIGIBILITY FOR REGISTRATION:

1. To have dependable source of supply of stores, spares & equipment of right quality at the appropriate time, suppliers are registered with NLC after ascertaining certain minimum facilities available with them.
2. The list of registered suppliers will be kept updated by including any additions in the list or removing names of firms whose performance are not found upto the mark or any other relevant reasons.
3. The performance of the registered suppliers will be reviewed once in THREE years.
4. Generally, Manufacturers alone are considered for registration. Other type of vendors like Dealers, Wholesale Distributors, Traders are not considered for registration. However, when a Manufacturer does not deal directly with customers but only through Dealers/Distributors, such Dealers/Distributors will be considered for registration provided that the Manufacturer is registered with NLC and also these Dealers should have valid Dealership Certificate from their Manufacturer and their registration will be valid only upto the valid date mentioned in the Dealership Certificate furnished by the Manufacturer.
5. SSI units registered with the Director of Industries of State Governments & NSIC permanent registration certificate holders shall also have to apply for registration.

## **II. PROCEDURE FOR REGISTRATION:**

1. The vendor registration form is available in NLC website and can be downloaded.
2. The duly filled in vendor registration form along with supporting documents as per the Checklist has to be submitted to :

**THE GENERAL MANAGER,  
MATERIALS MANAGEMENT COMPLEX,  
VENDOR REGISTRATION CELL,  
DR. RAJENDRA PRASAD ROAD, BLOCK-27,  
N.L.C. LIMITED,  
NEYVELI – 607 807.**

**PHONE : 04142 – 268268  
FAX : 04142 – 269458 / 269197  
e-mail : gm.mm.mmc@nlcindia.com**

3. NLC does not charge any fee for registration.
4. Incomplete registration forms are liable for rejection.
5. Wherever necessary, factory inspection will also be carried out in order to ascertain capability, capacity & quality assurance.
6. After registration, a Vendor Code will be assigned to the firm and the firm will be intimated within a week's time.
7. The non-registration of the firm will also be informed to the firm within a weeks time.
8. Once a firm is registered with NLC, they will continue to remain in the list of approved suppliers.
9. After 3 years, the registered firms have to revalidate their registration by giving all the details once again. If the firm does not revalidate within the stipulated period, the firm's name will be removed from the list of registered suppliers.





# NEYVELI LIGNITE CORPORATION LIMITED

(A Government of India Enterprise)  
MATERIALS MANAGEMENT COMPLEX

## VENDOR REGISTRATION FORM

REFERENCE NO.

DATE:

### I. PRIMARY DETAILS

**01. CLASSIFICATION OF VENDOR** (Strike out whichever is not applicable)

MANUFACTURER	FABRICATOR	SOLE SELLING AGENT
AUTHORISED DISTRIBUTOR	AUTHORISED SELLING AGENT	
OTHERS (SPECIFY)		

**02.**

<b>NAME OF THE FIRM</b> ..... Address for communication.  Post Box No.	Telephone
	Fax
	EMAIL

**03.**

<b>NAME OF AUTHORISED AREA (LOCAL)</b>  DEALER :..... Address for Service  Post Box No.	Telephone
	Fax
	EMAIL

## II. PRODUCT DETAILS

01. **Products manufactured**  
(Brief details to be furnished here and details to be attached separately together with specification and technical details).

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**ANNEXURE NO:1**

02. **IF MANUFACTURER**

(a) To what specification are the equipment, materials manufactured (ISI, BS, DIN etc.) :

(b) Whether the equipments spares could be manufactured :  
to customers drawings.

YES / NO

03. **CUSTOMER DETAILS:**

(a)	NLC previous supply (Furnish details* of supply)	<b>ANNEXURE NO:2</b>
(b)	Other Public Sectors (Furnish details* of supply)	<b>ANNEXURE NO:3</b>
(c)	Private firms (Furnish details* of supply)	<b>ANNEXURE NO:4</b>
(d)	Exports if any (Furnish details* of supply)	<b>ANNEXURE NO:5</b>

\*Details shall include Technical Specification of the product, application, Purchase Order copies, Performance Certificates etc.,

### III. COMMERCIAL INFORMATION

01. **Type of company** (Put  which is applicable and mention the year of incorporation)

Proprietorship		Partnership		Private Limited	
Public Limited		Co-operative		Joint Sector	
Other (Specify)					

Date, Month & Year of incorporation	
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02. **Financial Status:**

Name of the Bankers					
Place / Branch					
	PIN Code				

**Note :** Profit and Loss account and Balance Sheet for the last THREE years certified by Chartered Accountant should be enclosed.

**ANNEXURE No: 6**

03. **Registration with and Number:**

S.S.I		N.S.I.C.		Ministry of Industries & Commerce	
D.G.S & D		D.G.T.D.		E.E.P.C.	
I.S.O.		C.C.I & E		Excise duty	
VAT - TIN		C.S.T.		I.T. Clearance No.	

**NOTE:** Photostat copies of Factory Registration/SSI/NSIC/ISO etc. should be enclosed.

**ANNEXURE No: 7**

### IV. IF AUTHORISED SELLING AGENT

01. Name of the Principal/Principals :  
(If more than one furnish in a separate sheet and indicate number of Principals here).

**ANNEXURE No: 8**

**NOTE:** Photostat copy/copies from the Principal/Principals showing dealership validity should be enclosed.

02. Whether sole agency operating in a specified territory?  
If yes, state territory.

YES / NO

03. Number of branches and their location:

**V. IF MANUFACTURER**

01. License Capacity (in Rupees)
02. Out turn against Capacity (in Rupees)
03. Foreign collaboration if any.  
(if yes, furnish details in a separate sheet) YES / NO

**ANNEXURE No:9**

04. **LOCATIONAL DETAILS:**

(a) Location of works

05. **OPERATIONAL DETAILS:**

(a) List of machineries installed with capacity certified by Chartered Accountant should be enclosed.

**ANNEXURE No: 10**

(b) Additional facilities available.

Heat treatment	YES / NO
Nitriding	YES / NO
Control Laboratory	YES / NO
Any other facilities (Please specify)	

(c) In case of foundry unit available, give the capacity in Tonnes per month of various materials indicated below:

Grey C.I.		Malleable Iron		S.G. Iron	
Nihard		Cast Steel		Manganese Steel	
Special Steel		Non-Ferrous with types		Others	

06. Man Power

No. of Executives		
No. of Supervisors		
No. of Workmen (Skilled & Unskilled)		
No. of Exec./Sup./Workmen employed by any other mode		

07. Connected Power Load H.P.  KWH :

08. Do you have Diesel Generating set? YES / NO

09. Godown / Warehouse facility YES / NO

10. Drawing Office / Reproduction facility available YES / NO

11. Inspection approvals if any

ISO 9000 / 9001 / 9002	
EIL / LLOYDS	
OTHERS	

**ANNEXURE No.11**

- |                       |  |   |          |                       |
|-----------------------|--|---|----------|-----------------------|
| 12.                   | Is R&D facility available?<br>(if yes, furnish details in a separate sheet)              | <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="text-align: center;">YES / NO</td></tr> <tr><td style="text-align: center;"><b>ANNEXURE No.12</b></td></tr> </table> | YES / NO | <b>ANNEXURE No.12</b> |
| YES / NO              |  |   |          |                       |
| <b>ANNEXURE No.12</b> |  |   |          |                       |
| 13.                   | Is after sales service organization maintained?  | <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="text-align: center;">YES / NO</td></tr> </table>   | YES / NO |                       |
| YES / NO              |  |   |          |                       |
| 14.                   | To what specification are the equipment materials manufactured?<br>(ISI, BS, DIN, etc.,) | <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="height: 20px;"></td></tr> </table>   |          |                       |
|                       |  |   |          |                       |
| 15.                   | Whether the equipments / spares could be manufactured to customer drawings?              | <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="text-align: center;">YES / NO</td></tr> </table>   | YES / NO |                       |
| YES / NO              |  |   |          |                       |

**UNDERTAKING CERTIFICATE**

I / We would be supplying the materials on FOR NLC stores ,  
Neyveli basis accepting all Commercial Terms of NLC and that  
I / We will be claiming payment only after receipt and acceptance of  
materials at your end.

**ANNEXURE No.13**

Place:

Date:

**AUTHORISED SIGNATORY  
OF THE FIRM WITH SEAL.**

Your application for registration is liable for rejection if this undertaking is not furnished along with the other documents.

**Note:**

- *This application should be accompanied by above **13 ANNEXURES** required.*
- *Wherever it is not applicable kindly indicate in a separate sheet which of these annexure are not applicable.*
- *Registration will be solely at NLC's discretion.*

**CHECKLIST FOR DOCUMENTS TO BE ENCLOSED  
ALONGWITH THE REGISTRATION FORM**

<b>ANNEXURE</b>	<b>PARTICULARS</b>	<b>ATTACHED</b>	<b>REASONS FOR NOT HAVING ATTACHED</b>
1	Product details.	Yes / No	
2	Previous supply order copies* of NLC, if any.	Yes / No	
3	Previous supply order copies* of PSUs, if any.	Yes / No	
4	Previous supply order copies* of Private firms, if any.	Yes / No	
5	Previous supply order copies* of Export Companies, if any.	Yes / No	
6	Profit & Loss account and Balance Sheet for the last THREE years certified by Chartered Accountant.	Yes / No	
7	Copies of factory registration -SSI / NSIC / ISO etc.	Yes / No	
8	Valid authorization letter from Principal(s) if you are a selling agent.	Yes / No	
9	Copies for a. License capacity in Rs. b. Out turn against capacity in Rs. c. Foreign collaboration, if any.	Yes / No Yes / No Yes / No	
10	List of machineries installed as certified by Chartered Accountant.	Yes / No	
11	Inspection approvals, if any - ISO-9000 / EIL / LLOYDS / Others	Yes / No	
12	Copy of R&D facility, if available.	Yes / No	
13	Undertaking Certificate	Yes / No	

\* Details shall include Technical Specification of the product, Application, Purchase Order copies, Performance Certificates, etc.

**UNDERTAKING CERTIFICATE**

I / We would be supplying the materials on FOR NLC stores , Neyveli basis accepting all Commercial Terms of NLC and that I / We will be claiming payment only after receipt and acceptance of materials at your end.

Place:

Date :

**AUTHORISED SIGNATORY  
OF THE FIRM WITH THE SEAL**