

## Procedure For Vendor Registration

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| <b>1</b>  | The Vendor Registration form is available in APGENCO website i.e <a href="http://www.apgenco.gov.in">www.apgenco.gov.in</a> and it is in Vendor Registration link.  |
| <b>2</b>  | The registration of vendors will be done by the Chief Engineer/Generation, APGENCO,4th floor, Vidyut Soudha ,Gunadala, Vijayawada-520004.   |
| <b>3</b>  | It is advised to read carefully the instructions available in APGENCO website before filling application form.  |
| <b>4</b>  | The duly filled in vendor registration application form along with supporting documents as per the checklist(Annexure-I) has to be submitted to:<br><b>The Chief Engineer/Generation, APGENCO, 4th Floor, Vidyut Soudha, Gunadala, Vijayawada-520004</b>  |
| <b>5</b>  | The status of application can be enquired over phone on the following Numbers i.e., <b>0866-2526133/6112/6145</b> and through <b>E-mail:emevendor@apgenco.gov.in</b> .  |
| <b>6</b>  | The applicant shall submit Demand draft for <b>Rs:10,000/(Ten Thousand Rupees only ) including GST- with in state of Andhra Pradesh(A.P) and Rs 30,000(Thirty Thousand Rupees only)Including GST - out of the State of Andhra Pradesh(A.P)</b> for each item category viz E1 ,E2, E3, E4 etc., towards Registration fee drawn in favor of “PAY OFFICER, APGENCO” payable at Vijayawada along with filled in application form with supporting documents. <b>The vendor fee is non-refundable</b> |
| <b>7</b>  | The vendor can register his firm for more than one item category by submitting single application form and Demand Draft for total amount along with necessary documents.  |
| <b>8</b>  | The validity of the application is “FOUR” months from the date of receipt of application in this office and all the requisite documents shall be submitted before expiry of application. No further correspondence will be entertained after expiry of application/s validity. For revalidation of expired application another Demand Draft for the same amount shall be furnished.   |
| <b>9</b>  | Incomplete registration forms or false information are liable for rejection.  |
| <b>10</b> | Wherever necessary, factory /shop inspection will also be carried out in order to ascertain capability, capacity& quality assurance.  |

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| <b>11</b> | After registration, a vendor code will be assigned to the firm/vendor and the firm/ vendor will be intimated.   |
| <b>12</b> | The non-registration of the firm will also be informed to the firm.   |
| <b>13</b> | Once a firm is registered with APGENCO, they will continue to remain in the list of approved vendors for 3 years and the approval letters will be sent to all Station/ Functional Heads of APGENCO plants.  |
| <b>14</b> | The firms who had met qualifying requirements against earlier Open Tender Advertisement (NIT) for procurement of materials for which vendor registration is seeking will be considered for registration. A formal application along with registration fee and requisite documents shall be submitted to Chief Engineer/ Generation/APGENCO/4 <sup>th</sup> Floor/ Vidyuth Soudha/ Vijayawada -520004. |
| <b>15</b> | Registration of vendor will be terminated prematurely, if the vendor is nonresponsive against APGENCO tender enquiries or on account of its performance or disabilities.  |
| <b>16</b> | Banning of vendors will be done in case of unethical business practice is established or furnishing wrong information, false/manipulated documents or the vendor is charged by CBI and subsequently prosecuted in the courts of Law.  |
| <b>17</b> | For renewal of registration, the registered vendors have to submit the fresh application Four months before the date of expiry. If the firm does not revalidate within stipulated period, the vendor's name will be removed from the list of approved vendors. Registration procedure is same for new/old vendor.   |
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