

Ref. No. MM/PQF/2021-22

**PROFORMA FOR ENLISTMENT / PRE-QUALIFICATION OF VENDORS FOR SUPPLY
OF VARIOUS ITEMS TO OUR PLANT.**

The parties desiring to get enlisted / pre-qualified with BVFCL for supply of various **Mechanical / Electrical / Instrumentation / Chemical/ Civil / Laboratory/ Fire & safety/Medical /Mech workshop/Computer System/Office stationary/General stores as per Category / Category Code** may submit applications on **Vendor's own Letter Head Pad** in the following format.

1	Name of the Firm / Company	
2	Year of Establishment of Firm/Company	
3	History & Organizational Structure of Organization of Firm/Company(To be attached)	
4	Status (Manufacturer / Dealer / Trader)	
5	Address with Phone No., FAX No. e-mail & Name of contact person:	
6	Name of the items for which application of enlistment made clearly mentioning the category / Sub-Category	
7	Confirmation for participating in the e-procurement.	
8	Non refundable Registration Fee of Rs. 2000/-for each category.	
	COMMERCIAL DETAILS:	
9	Registration with statutory authorities (in case of partnership firms, copy of Partnership Deed) Registrar of Companies/SSI /MSME/ NSIC / DGS&D etc. (Photocopy to be enclosed.)	
10	In case of MSE -Category of owner GEN or SC/ST (Certificate to be enclosed.) or Female owner category.	
11	In case of unit registered under startup India scheme of Department of Industrial Policy & Promotion, relevant valid certificate to be enclosed.	
12	In case of Manufacturer doing business through dealer then a valid agreement copy / authorization certificate with their dealer to be enclosed.	
13	In case of authorized Dealer / Agent / Distributor (photocopies of valid authorization certificate from Principal to be enclosed.)	
14	In case of trader, photocopy of the registration with statutory body to be enclosed	
15	PAN No and GST No (Photocopies to be enclosed) both for manufacturing and producer	
16	Balance Sheets and profit and Loss account for 3 years (Photocopies to be enclosed).	
17	Annual Turnover of Company	
18	Previous experience for similar jobs (Purchase Order copies for supply to the reputed customers for the last 2 years to be enclosed).	
19	Capability with respect to personnel, equipment and manufacturing facilities	
20	Enlistment details with Govt. / PSU / Large Fertilizers / Chemicals (Photocopy to be enclosed).	
21	Capability to supply under third party inspection such as Lloyds, IBR in particular and other agencies in general (Photocopy to be enclosed).	
22	In case Vendor is registered with GEM portal, then the same may be confirmed.	

	TECHNICAL DETAILS FOR MANUFACTURERS:	
23	Plant & Machinery details to be enclosed	
24	Testing / Inspection facilities details (To be enclosed)	
25	Items and range of manufacture details (Brochure, leaflet if available to be enclosed)	
	OTHER DETAILS	
26	Any special achievement commendation, etc	
27	ISO certificate (Photocopy to be enclosed)	
28	Relation in BVFC employee	
29	In case of having any Sister Concern, the details may be furnished	
30	Whether you have been blacklisted by any of the PSU/Govt. departments. If so, indicate details	
31	Please give your unconditional acceptance to participate in tender process through e-tendering/ e-reverse auction.	

Complete application giving the required information / documents may be sent via registered post /courier addressed to:

Dy. MM(Purchase)
 BVFCL, Namrup, P.O. Parbatpur,
 Dist. Dibrugarh (Assam)
 PIN: 786623

Note:

1. Incomplete application may be ignored by BVFCL without any further correspondence.
2. Pre-qualification / enlistment of a vendor will depend on the competence of the party to supply the required category of items, based on the documents / information submitted by party and as assessed by BVFCL at their sole discretion.
3. BVFCL may at its sole option reject any application without assigning any reasons thereof. Applicants would not be entitled to claim any cost, changes or incidentals for or in connection with preparation of and submission of their applications.
4. Pre-qualification / enlistment of a vendor does not guarantee for placement of purchase orders.
5. **Registration Fee** : The DD (Non refundable) should be drawn in favour of BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED payable at Namrup. The DD must reach the office of Dy. General Manager(MM) , BVFCL, Namrup, P.O. Parbatpur, Dist. Dibrugarh (Assam) PIN: 786623, within 10 days of submission of application.
6. MSEs / NSIC registered firm are exempted for furnishing of Registration fee provided relevant valid certificate is submitted.
7. **Any application not accompanied by registration fee in the form of Demand draft shall be rejected by BVFCL treating as non responsive.**
8. One set of hard copy of all the relevant documents along with Original DD is required to be sent addressed to Dy. Materials Manager (MM) BVFCL Namrup.
9. **Corporate Identity Number of BVFCL is U24123AS2002GOI006786.**
10. GST No of BVFCL, Namrup, Assam is 18AABCB9399R1ZK.