

**GAIL (INDIA) LIMITED
NEW DELHI**

VENDOR REGISTRATION

INSTRUCTIONS TO VENDORS

GAIL(I) Ltd., is interested to have competent & cost effective and resourceful vendors on its approved vendor list for supply of goods and services. ITEM / EQUIPMENT Suppliers, Manufacturers / Construction / Erection / Service Agencies in Hydrocarbons sector viz, natural gas pipeline systems, gas processing plants, LPG pipeline system, refineries, petrochemicals, fertilizers, off-shore and other industries viz. chemical, power, telecom etc. who are desirous of registration with GAIL may apply for vendor registration furnishing the following documents in triplicate (in three separate folders) for our consideration. Applicant vendors must ensure that all documents submitted are numbered in chronological order with proper separator sheets. All documents submitted should be in A4 size.

1.0 Qualification criteria : Vendors must submit all necessary information / documents in support of their qualification for registration as per the specified vendor registration proforma as under :

- Part-I : Company Information
- Part-II : Technical Information
- Part-III : Category / Item / Project Specific Information

Any other specific details asked in the other formats, if any.

1.1 MANDATORY QUALIFICATION FOR REGISTRATION :

1.1.1 The Vendor must be Registered under Indian Company Act 1956/Indian Partnership Act 1932/The Indian Factories Act 1948/Any relevant Indian Laws, which ever is applicable (**For Domestic(Indian) Vendors only**)

1.1.2 The Vendor must have experience of supplying goods/providing services in relevant /similar lines for at least three years.

1.1.3 The Vendor must have Sales Tax Registration No./Service Tax registration No.separate PF code No. /Permanent Account No/TIN /which ever is applicable (**Applicable for Indian Vendors only**)

1.1.4 GAIL is planning to go ahead with e-procurement/e-tendering shortly. Vendor once approved shall have to create facility like Digital signature Certificate, Computer system and internet facility etc., as and when advised by GAIL. Vendors confirmation for the same is essential along with the application.

1.1.5 The vendor must be financially sound. Net worth should be positive.

1.1.6 The Vendor must meet the statutory compliance as laid down in the Vendor registration form.

GENERAL INSTRUCTIONS TO VENDORS

1. Request for registration shall be entertained only from manufacturers / direct suppliers. Requests from Agents/representatives shall be summarily rejected and pleas for refund of fee, etc. shall not be entertained.
2. Vendors are required to complete all parts of the proformae and provide exhaustive information requested therein in one go to the satisfaction of GAIL. Wherever the answer is a statement of fact, it must be accurate and supported by documentary evidence as required. Wherever it is a statement of opinion, it must be both true and reasonable. It is Vendor's responsibility to answer the questions with such clarity that will ensure GAIL does not misinterpret any of the responses.
3. Any supplementary sheets or enclosed information must have the name of the vendor clearly marked on it and also the serial number of the question to which it relates.
4. The registration process will consist of a multiphase evaluation with the possibility of Vendor's presentation, Factory/Site visit for inspection, verification of documents/ information, assessment by survey for design, manufacturing and testing facilities for indigenous suppliers. After completion of document review and shop floor assessment, as applicable, the case shall be taken up for approval by competent authority and issue of registration letters.
5. If the Vendor is unsuccessful and not registered, the vendor will be notified of the decision and informed of the reasons for non-acceptance.
6. Should a vendor fail to qualify, then GAIL reserves the right to refuse a re-application for registration within 6 months of the date of notification of failure.
7. SUCCESSFUL REGISTRATION BY GAIL IS NO GUARANTEE OF ANY FUTURE AWARD OR WORK OR INCLUSION ON A PARTICULAR TENDER LIST.
8. Any inaccuracy in any response given in the questionnaire, or failure to substantiate any response as required by GAIL may result in failure to qualify for inclusion in the Vendor Master Data Base (VMDB). Wherever any such information comes to notice at a later date, the vendor may be removed from

the Vendor Master Data Base (VMDB).

9. Any vendor providing false information or grossly inaccurate or forged documents will stand automatically disqualified for consideration of registration for this or any other future notifications for a minimum period of three years. Again, if such information comes to light after successful qualification and registration, GAIL reserves the right to remove the vendor from the Vendor Master Data Base for that category / item / group / area.
10. It will be the responsibility of the vendor to submit / update GAIL with latest audited Balance Sheet and also to keep GAIL informed of any such matter that may affect the vendor's continued qualification and attributes. If the vendor's future circumstances change so that they no longer meet the registration qualification criteria for that particular category / item / group/area, then the vendor should promptly inform GAIL and GAIL reserves the right to remove the vendor from the Vendor Master Data Base (VMDB). GAIL shall not bear any responsibility or risk whatsoever for any suspension / cancellation or other termination of the vendor's qualification to be registered.
11. Rules and criteria for qualification for registration may be changed or added to, as necessary for the qualification assessment for a particular purchase / works / project group. Vendor's who have previously been qualified and whose names are retained on qualified Vendor Master Data Base (VMDB) will be invited to demonstrate that they can comply with the changed or additional criteria. Failure to comply with the changed or additional criteria will result in removal/suspension from the qualified Vendor Master Data Base.
12. Throughout the period of Vendor's registration validity, the vendor shall voluntarily update GAIL with any time-sensitive data supplied at the time of original application for registration without any obligation on part of GAIL to seek such information for continuance of the registration.
13. GAIL keeps the right to undertake further pre-tender qualification to identify suitable tenderers for a particular tender list.
14. Once the initial qualification process has been completed and the successful vendors are registered, the database is subjected to annual review. Any allowable re-application will be considered in the next annual review and successful vendors will be registered and the database updated.

15. GAIL reserves the right to restrict the size of any specific tender list, in accordance with their regulations to a level, which is justified by the characteristics of the award procedure and resources required to complete it.
16. Suppliers who have incurred loss in the latest financial year as per the audited Balance Sheet shall not be considered for registration.
17. Suppliers should be operating from notified industrial area and should have required all clearances from Statutory Authorities prior to application.
18. Registration is subject to payment of "Registration Fee" as detailed at Annexure IV for indigenous suppliers and Annexure V for foreign suppliers.
19. Retention of suppliers in VMDB shall be subject to satisfactory performance on execution of orders and evaluation of performance as per GAIL's approved procedure for performance evaluation of vendors.
20. In case of poor/fair rating as per performance evaluation, unsatisfactory infrastructure facilities, overloading, financial / liquidity crunch, labour unrest, strikes, lockouts, etc., suppliers shall be put on "Holiday" from VMDB and shall be reviewed on the basis of progress/ improvement at works.
21. In case of receipt of incomplete documentation, supplier may be given opportunity to complete balance data at GAIL's discretion. However, in case supplier is not able to furnish complete data within a period of six months from the date of application, such cases shall be closed.
22. Registration shall be accorded for a period of three years. Thereafter registration shall have to be regularly "Revalidated" before the expiry of validity period.
23. Applicants must ascertain specifications of the products / categories / items matching with the requirement of GAIL before forwarding their application. Registration fee once paid shall not be refunded in case of non acceptance of application for any reason, at any stage of processing.
24. This invitation for registration shall remain open till 30.04.2006. Any applications received thereafter shall not be entertained.

25. All applications in triplicate with various enclosures complete in all respect with the requisite registration fee in the manner specified hereunder may be submitted directly to our consultant - M/s MECON LIMITED at the following address : Shri S.N. Sharma, Dy. General Manager (Projects), MECON LIMITED, 15th Floor, Scope Minar, North Tower, Laxmi Nagar District Centre, Delhi-110092; Tel.: 22401136, Fax: 22041214 & E-mail: mecondly@bol.net.in.

(SHAMASUNDER)

Dy. General Manager (C&P)

Tel. No. : 26172580, Fax No.: 26185941

Mobile No.: 9899995921, E-mail : s.sunder@gail.co.in

ADDRESS FOR SUBMITTING THE DOCUMENTS

Deputy General Manager (Projects)

MECON(I) Ltd.,

15th FLOOR, SCOPE MINAR , NORTH TOWER,

LAXMINAGAR DISTRICT CENTRE,

DELHI- 110092.

Kind Attn.. Sh S N SHARMA

Phone No. 011-22401136, Fax : 011-2241214

e-Mail : mecondly@bol.net.in

Enclosures :

1. Annexure – I : List of Registration Items / Categories
2. Annexure – II : Vendor Registration Proforma (in three parts as follows)
 - Part – I : Company Information
 - Part – II : Technical Information
 - Part – III : Category / Item / Project Specific Information
3. Annexure – III : Registration Charges (Indigenous Suppliers)
4. Annexure – IV : Registration Charges (Foreign Suppliers)

LIST OF REGISTRATION ITEMS / CATEGORIES / COMBINED WORKS

A. Equipment suppliers / Manufacturers :

1. Line Pipes (bare/ coated)
 - a) LSAW
 - b) HSAW
 - c) ERW
 - d) Seamless
2. Valves
 - a) Ball
 - b) Globe
 - c) Plug
 - d) Check
3. Natural Gas Metering System
4. Line Materials
 - a) Fittings
 - b) Flanges
 - c) Insulating Joint
 - d) Scrapper Traps
 - e) LR Bends
5. Power supply source (TEG/CCVT)

B. Construction / Erection / Service Agencies

1. Contractors for pipe laying
2. Survey agencies for detail survey
3. Survey agencies for Geotechnical
4. Survey agencies for Hydrological
5. Third party Inspection agencies.

C. Contractors for combined works

1. E.P.C Contractors for upto 8" dia pipe and 25 km length
2. Contractors for design / installation of Cathodic Protection System

ANNEXURE – II

VENDOR REGISTRATION PROFORMA

- Part – I : Company Information
- Part – II : Technical Information
- Part – III : Category / Item / Project Specific Information

**Registration Charges — ITEM / EQUIPMENT MANUFACTURERS
(INDIGENOUS) / CONTRACTORS / CONSULTANTS (INDIAN)**

Registration with GAIL is subject to payment of non-refundable Registration Fee duly supported by valid documentary evidence for the applicable category / item as detailed below :

Category of Industry	Non refundable Registration Fee
Registered small scale industry (SSI)	Nil
Other than SSI / Registered companies, Pvt. Limited companies.	Rs. 1000
Public Sector/Govt. undertakings	Nil

1. Companies seeking registration under SSI category must submit letter from directorate of industries or valid registration certificate from NSIC confirming SSI Status.
2. 100% payment to be made along with registration application.
3. Shortcomings observed, if any, shall be communicated to the vendor.
4. Vendors will be given 3 months time for submitting fresh/additional documents to make good their shortcomings without payment of any additional fee.
5. The registration is valid for a period of three years after which the same shall require to be revalidated.
6. All payments to be made by Demand draft in favour of GAIL (I) Ltd. or through ECS / EFT. Payment through ECS/EFT is preferred.
7. For enhancement of financial limit/category enhancement 50% of registration fee is to be submitted alongwith the necessary documents.

**Registration Charges — ITEM/EQUIPMENT MANUFACTURERS
(FOREIGN) / CONTRACTORS / CONSULTANTS (FOREIGN)**

Registration with GAIL is subject to payment of non-refundable Registration Fee duly supported by valid documentary evidence for the applicable category as detailed below :

Category of Industry	Non refundable Registration Fee
Any Foreign company / Contractor / Consultant	US \$ 50

1. 100% payment to be made along with registration application.
2. Shortcomings observed, if any, shall be communicated to the vendor.
3. Vendors will be given 3 months time for submitting fresh / additional documents to make good their shortcomings without payment of any additional fee.
4. The registration is valid for a period of three years after which same shall require to be revalidated.
5. All payments to be made by in US \$ by Bankers cheque in favour of GAIL(I) Ltd. or through ECS/EFT. Payment through ECS/EFT is preferred.
6. For enhancement of financial limit /category enhancement 50% of registration fees is to be paid along with the necessary documents.