

## **VENDOR APPROVAL/ACCEPTANCE POLICY**

1. MSETCL intends to ensure highest Quality and Performance Standards for the Equipment/Material being supplied against various Turnkey/EPC Packages and also through Central Purchase Agency. Also, it is to be ensured that vendors not meeting the MSETCL's Norms need to be disqualified from making supplies to MSETCL. This would greatly help in maintaining the availability and reliability of the grid. ***While adding or deleting name(s) from the approved vendor list, a standard procedure /policy is followed so that there will be adequate transparency and no injustice will be caused to any manufacturer/supplier.***
2. For Acceptance of any New Vendor, the following criterion will be considered:
  - i. *The firm should have the required facility to design, manufacture and test the equipment/materials to be supplied as per MSETCL's Specifications.*
  - ii. *Similar equipment/materials should have been manufactured and type tested by the firm in the past. The type test report should not be more than 5 years old as on the date of the offer/proposal submitted to MSETCL.*
  - iii. *The firm should have supplied similar equipment/materials to MSETCL or any other utility and the supplied equipment/materials should be in satisfactory operation for at least one year as on the date of application/offer.*
  - iv. *The party should be financially sound enough to execute the orders promptly.*
  - v. *The following documents shall be submitted by the vendor for consideration of MSETCL:*
    - a. *Format "Proforma REG-1" Duly Filled-in.*
    - b. *List of Past Supplies of Similar Equipments/Materials.*
    - c. *Valid Type Test Reports in respect of Equipment/Materials being offered.*
    - d. *Financial Statement of the Company, Duly Notarized, for Past Five Years.*
    - e. *Performance Reports from the users in respect of Equipment/Materials already supplied.*
    - f. *Written undertaking to provide 'the Best' after sales services.*
  - vi. *MSETCL's Representative to visit the works of vendor to assess the Technical Capabilities and Manufacturing Set-up. Factory visit may also be arranged for witnessing Factory Acceptance Tests of Product/Equipment (meant for other utility), in front of our engineers if the vendor does not have past experience in supplying similar rated/design equipments/materials to MSETCL.*

- vii. In case necessary, MSETCL may request the vendor for providing additional warranty in the form of Corporate Guarantee for additional period of Five (5) Years from the Date of Commissioning or 66 Months from the Date of Supply, whichever, is earlier.
- viii. For critical items, validity of the vendor approval shall be for a period of three years only. However, **for EHV Class Circuit Breakers, Power Transformers, ICTs & Reactors, vendor approval shall be valid for a period of Five (5) Years.** However, for rest of the critical equipments enlisted in **Annexure - A** kept hereunder, **validity shall be for a period of Three (3) Years only.**
- ix. In order to ensure easy and simplified access to vendors who are already accepted/ approved by any two of the transmission utilities fulfilling following criterion:
- **Central Navratna Utilities OR**
  - **State Utilities of Similar Size Handling Peak Transmission Demand of more than 10,000 MW**

In this regard, it is proposed that for all non-critical equipments/materials, as detailed in enclosed **Annexure - B**, vendor(s) who are already registered with any two of the utilities fulfilling aforesaid criterion, needs to furnish following documents only:

- a. Duly filled in "**Proforma REG-1**"
- b. Undertaking for Spares/Replacements and Prompt After Sales Services.
- c. Details of the Vendor Approval/Acceptance Issued and Supplies made & Performance Certificate, thereof, from any two of the utilities.

**Factory Inspection of such vendors will not be carried out.**

3. Vendor Approval/Acceptance in respect of C&R Panels alongwith Substation Automation System and Tele-Communication Equipments shall be processed by the **Chief Engineer (PAC), MSETCL, Airoli, Dist. Thane.**
4. If required, Committee will be formed to assess the new vendor in respect of critical items.
5. Deletion of a name from the List of Approved Vendors can be due to any one or more of the following reasons :
  - i. The vendor failed to deliver the materials on time.
  - ii. The materials supplied are of substandard quality.

- iii. *The materials earlier supplied to MSETCL failed/were found to be not performing satisfactorily.*
- iv. *The related documents submitted earlier are found to be forged.*
- v. *The firm has become a debtor and not capable of delivering the materials.*
- vi. *The firm got entangled in legal matters due to which they cannot deliver the goods on time.*
- vii. *The firm has closed down its operations on any account.*
- viii. *The firm failed to honour its commitments with MSETCL/its contractor(s).*
- ix. *After Sales Service of the vendor has been poor/unsatisfactory*

In case, **any vendor is delisted from MSETCL's Approved Vendor List owing to any of the above listed reasons, re-validation shall be permitted only after a period of Three (3) Years.** However, till the final decision of delisting of vendor, MSETCL shall to its discretion may keep the vendor on hold from participating in tenders/supplies, depending upon circumstances of the case.

6. List of Approved Vendors will be updated and published on MSETCL's Website so that all procurements in future shall be from the list of approved vendors only.
7. Regular Feedback about Quality and Performance of Equipments/Materials from different Vendors shall be obtained through ERP System & field Offices and will be used in assessing performance of the vendor and initiate necessary action accordingly.
8. Any vendor desiring to get enlisted in MSETCL's Approved Vendor List to become eligible for supply of the Equipment/Materials for EHV Lines & Substations Works, needs to apply to "***The Chief Engineer (Design, C&M)/(Trans. O&M), Corporate Office, MSETCL, 'Prakashganga', Plot No. C-19, E - Block, Bandra - Kurla Complex, Bandra (East), Mumbai - 400 051***". For Prompt Action on Vendor Approval Application, it may please be ensured that proposal shall enclose ***Proforma REG-1*** duly filled-in and Undertaking (*to be executed on ₹ 100 stamp paper duly notarized*) needs to be furnished for spares/replacement & extending prompt after sales service for product being offered along with all the required/necessary documents. Blank format of ***Proforma REG-1*** and ***Undertaking for Replacement/Spares & Extending Prompt After Sales Service*** is attached herewith for further needful. Wherever photocopy(s) of any document is/are enclosed with vendor registration application, it must be self-attested with company's seal on it. On receipt of the proposal and scrutiny thereof, if found in order, factory inspection will be carried out by MSETCL's representative(s).

**ANNEXURE - A**  
**CRITICAL ITEMS**

<b><u>Sr. No.</u></b>	<b><u>Equipments/Materials</u></b>
1.	Power Transformers/ICTs and its Accessories
2.	Circuit Breakers
3.	Surge Arresters
4.	Control & Relay Panels
5.	Current Transformers
6.	Potential Transformers
7.	Capacitive Voltage Transformers
8.	SCADA
9.	PLCC Terminals

**ANNEXURE - B**  
**NON - CRITICAL ITEMS**

<b><u>Sr. No.</u></b>	<b><u>Equipments/Materials</u></b>
1.	Substation Structures, Gantry and Equipment Support Structures
2.	ACSR/AAA Conductors, Earthwires
3.	Disc Insulators/Long Rod Porcelain & Long Rod Polymer Insulators
4.	LMLA/VRLA Battery Sets
5.	Battery Chargers alongwith DCDB
6.	A. C. Distribution Boards
7.	Marshalling Kiosks
8.	Wave Trap
9.	Coupling Capacitor
10.	Coupling Devices
11.	HT/LT Cables
12.	Aluminum IPS Tubes
13.	Cast Iron Pipes/Earthing Sets
14.	Pantograph/Double Break Isolators
15.	Bus Post Insulators
16.	Air Conditioners
17.	Exhaust/Ceiling Fans
18.	Fire Fighting Equipments
19.	Lightning cum Lighting Mast
20.	GI Perforated Cable Trays
21.	MS Flat and GI Flat

**PROFORMA REG-1**

**PROFORMA TO BE FILLED IN & SUBMITTED BY THE VENDORS DESIRING TO GET REGISTERED WITH MSETCL (TO BE SUBMITTED BY THE PARTY)**

<b><u>SR. NO.</u></b>	<b><u>PARTICULARS</u></b>	<b><u>SUBMITTED BY MANUFACTURER</u></b>
1.	<i>Name of Manufacturer &amp; Complete Address</i>	
2.	<i>Name and Description of the Product to be Registered</i>	
3.	<i>Experience in Manufacture of similar Items (Enclose Factory Registration Certificate and List of Plant &amp; Machinery)</i>	
4.	<i>Annual Turnover during the Past 5 Years (Duly Audited Annual Reports to be submitted)</i>	
5.	<i>Whether all facilities available for Design, Manufacture, Acceptance, Routine Testing &amp; Tests during manufacture on raw and in process material at the works (Describe the facilities available with make and capacity of machinery duly supported with documentary evidence, viz. calibration certificates, photographs, acceptance test certificates etc.)</i>	
6.	<i>List of Technical Staff available with their Qualification and Experience</i>	
7.	<i>Whether Type Tests of Items of similar rating/design has been conducted in past. If 'Yes' submit copies of Test Reports of recent past</i>	
8.	<i>Date of Type Testing of Items (Copies of Test Reports to be enclosed)</i>	
9.	<i>Whether any order has been executed in recent past for MSETCL and if 'Yes', furnish details thereof.</i>	
10.	<i>Details of similar items supplied to other utilities (List of orders executed to be enclosed since date of inception, duly supported with order copies for few of recent orders)</i>	
11.	<i>Whether Performance certificates from 'end utilities' in respect of similar items supplied is submitted. (Certificates from different 'end utilities' indicating satisfactory operation for not less than 2 years to be submitted)</i>	

12.	<i>Whether Factory Inspection has been carried out by MSETCL in the past? If 'Yes', please furnish the copy of inspection report, date of inspection and other details thereof</i>	
13.	<i>Whether Quality Assurance Plan available? If yes, please furnish the same alongwith copies of reports for tests conducted on Raw &amp; in process material against recent orders</i>	
14.	<i>Whether any legal issues pending between firm &amp; MSETCL</i>	
15.	<i>Whether ISO/BIS certified? If yes, enclose latest certificate</i>	
16.	<i>Whether written Undertaking on Rs. 100 stamp paper <b>DULY NOTERISED</b> stating that the required after sales services will be rendered promptly</i>	

**AFTER SALES SERVICES PROFORMA**  
**TO BE TYPED ON ₹100 STAMP PAPER & NOTERISED**

To,  
***The Chief Engineer (Design, Contracts & Monitoring)***  
MSETCL, Prakashganga,  
Bandra-Kurla complex,  
Mumbai - 400 051

**UNDERTAKING FOR REQUIRED SPARES/REPLACEMENTS & EXTENDING PROMPT**  
**AFTER SALES SERVICE**

**Ref:** Request for Vendor Registration in respect of \_\_\_\_\_ (Item Name)

We have applied for vendor registration with MSETCL for the supply of \_\_\_\_\_ (item name). In this regard, as stipulated by MSETCL, we hereby undertake to supply the required spares/replacements and extend prompt after sales service for \_\_\_\_\_ (item name) being offered by us.

This condition of supply of spares/replacement and after sales services, will be valid for a ***Period of Ten (10) Years*** from the date of supply of equipment/materials or as mutually agreed at a later stage.

In case we fail to extend the replacement and after sales services as above, MSETCL will have the right to take necessary action as deemed fit.

**Date:**

(Signature & Company Seal)  
For (Name of Manufacturer)

**WITNESS**

(1)

(2)

Signature:

Name:

Designation:

Address: