



**MAHANAGAR  
GAS**

# **MAHANAGAR GAS LIMITED**

## **VENDOR REGISTRATION FORM**

**C&P RE 008**

### **PART I: COMPANY DETAILS**

1	Name of the Firm/Company	
2	Type of Company	Public Limited/Private Limited / Partnership Firm / Proprietary
3	Registered Office Address	
4	Telephone	
5	Fax/Email ID	
6	Date of commencement of Business	
7	Have dealt with MGL before through different entity	YES/NO
8	Name of the Directors/Partners/ Proprietor.	
9	Company's Key Personnel (with their designations/phone, fax & email, etc)	
10	Nature of Business	Manufacturer/ Authorized Dealer/ Authorized Distributor/ Stockiest/Trader/OEM/Logistics/Service Providers/Consultant.
11	Scope of business	Products/Services/Combinations (with catalogues, brochures, etc.)
12	Availability of suitable manpower for the category/ item sought to be registered	
13	Registration With International/ National Quality Certification  (a) QMS (ISO 9001) (b) EMS (ISO 14001) (c) OHSMS (ISO 45001)  (d) ISI	YES/NO YES/NO YES/NO (If NO, kindly fill Appendix – I to the form and submit supporting documents) YES/NO
14	Certificates for use of stamps/ monograms like API, BIS, etc. with validity period.	Enclose Copy

15	Certificate from third party like EIL, DNV etc.	Enclose Copy
16	Whether your Firm is Registered (a) Under Small Scale Industries / NSIC. (b) Under Partnership Act, 1932 (c) Under Indian Companies Act (d) With any other Govt. Undertaking/Defence PSUs/DGQA	Enclose Copy  Enclose Copy of Partnership Deed and Registrar of Firms Certificate.  Enclose Copy of Registrar of Companies Certificate  Enclose Copy
17	Whether any Case/Dispute/Litigation is pending in any court	YES/NO
18	Whether the Company has been delisted/ debarred from business with any similar company in India, and the reasons thereof	YES/NO
19	Name and address of the Bank with branch and Bank A/C No. etc.	
20	E-Banking facilities, if any	
21	Profit & Loss Statement for the last 3 financial years	Enclose Copy
22	Statement of account of paid up capital (equity) for last three years	Enclose Copy
23	Balance Sheet for last 3 financial years	Enclose Copy
24	Bankers Certificate for Credit Limit (cash credit limit/ overdraft limit/ Bank Guarantee limit/ LOC Limit) and Solvency Certificate from the bank Registration Nos.	Enclose Copy
25	(a) PAN (b) GST (c) ESIC NO (d) Factory License/Municipal Shop's and Establishment Certificate (e) Registration Certificate from Labour Commissioner (In case of labour jobs) (f) Other valid Registration Certificates like PWD Electrical Contractor	Enclose Copy of Valid Certificate  Enclose Copy of Valid Certificate  Enclose Copy of Valid Certificate  Enclose Copy of Valid Certificate  Enclose Copy of Valid Certificate  Enclose Copy of Valid Certificate
26	Client List	Enclose Copy

27	Details of other subsidiary or related units/companies	Enclose Copy
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**PART II TECHNICAL INFORMATION**

31	Product/ Services/ Combination of products & services offered for registration	
32	Installed/ rated capacity for production of the category item sought to be registered	
33	Current capacity/ capacity utilization for production of the utilization for production of the registered.	
34	Single largest order executed during last five financial years for the category/ item sought to be registered.	Enclose Copy
35	Any export orders executed during last five financial years for the category/ item sought to be registered.	Enclose Copy
36	Major jobs executed during the last 5 years with details of the assignment, name of the client, value of work, order no. and completion status specifically for the item/ category/ service sought to be registered (supporting documents with detailed description of works executed, copy of the order and completion certificate, etc. may be furnished) Repeat orders may be highlighted	Enclose Copy
37	Present commitments of work executed with details of the assignments, name of the client, order nos., value of work and percentage of completion, etc. with supporting documents.	Enclose Copy
38	Description of the available plant/ machinery/ equipments (with specifications, make, calibration, etc. and year of installation)	
39	Description of the R&D Facilities/ Collaboration etc. for the category/ item sought to be registered	
40	Availability of suitable manpower for the category/ item sought to be registered.	
41	Quality Control System availability	
42	Details of available manpower for quality assurance with their qualifications/ experience	
43	Documented Quality Control Procedures/ Manual and Quality Policy, etc.	

## DECLARATION BY THE APPLICANT FIRM/COMPANY

1. I/We hereby declare that the information pertaining to my / our Firm/Company including all enclosures is correct and true to the best of my/our knowledge and belief as on date.
2. I/We further confirm that Proprietor/Partners/Directors individually or jointly are not associated with any Firm/ Company with which the dealings have been banned by the State/Central Govt. Departments/Public Sector Undertakings (Central / State).
3. I/We undertake not to employ directly or indirectly MGL Personnel / any Govt. Servants dismissed from Service in my / our business.
4. I/We note that registration, as MGL Vendor does not carry with it the right to business with MGL.
5. I/We certify that I /we will not get myself/ ourselves enlisted as vendor/(s) in the Undertaking (MGL) under more than one name.

**AUTHORISED SIGNATORY** \_\_\_\_\_

**NAME IN (CAPITAL LETTER)** \_\_\_\_\_

**DESIGNATION** \_\_\_\_\_

**SEAL OF THE COMPANY**

**DATE:** \_\_\_\_\_

**PLACE** \_\_\_\_\_

### NOTES:

1. Form shall be filled in legible handwriting (without any over writing) or neatly typed.
2. The same Form should be used **in Original** for filling up and submission. If the space provided is insufficient, additional sheets may be attached as enclosures.
3. Complete / definite answers are required to be furnished against all clauses.
4. Vendor Registration Form duly filled in and completed in all respects shall be put in a File **duly page numbered** should be submitted to MGL.
5. Incomplete Vendor Registration Form shall be liable to be rejected.
6. These Forms are **not transferable**.
7. In the event it transpired later that false declaration / invalid documents were furnished at the time of applying for registration, the Registration of the Firm/*Company is liable for cancellation without any notice.*

**Questionnaire for Manufacturers / Contractors  
not certified as an ISO 45001:2018 Organization**

<b>Sr. No.</b>	<b>Question</b>	<b>Reply</b>	
1	Does your company have Health and Safety Policy? If yes, attach Health and Safety Policy.	Yes	No
2	Does your company have ESIC policy for its employees? If yes, attach ESIC certificate.	Yes	No
3	Does your employee require PPE at work place? If yes, attach list of PPEs made available to your employee.	Yes	No
4	Does your company have first aid facilities for your employee at workplace?	Yes	No
5	Does your company own any specialized safety equipment? If yes, attach list of specialized safety equipment along with their application.	Yes	No
6	Does your company have a full-time qualified Safety Officer? If yes, please provide qualification details of Safety Officer.	Yes	No

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**(SIGN and SEAL OF THE COMPANY)**

**DATE:** \_\_\_\_\_

**PLACE:** \_\_\_\_\_