|  |  |
| --- | --- |
| **Doc No.** | PUR/VRF/GOODS |
| **Rev. No.** | 02 |
| **Rev. Date.** | 01.04.2013 |

**FOR SUPPLY OF GOODS**

1. All columns are to be filled up properly in the space provided for. Wherever it is not applicable, please mention “Not Applicable”. The form is to be signed by the authorised signatory.

2. A separate sheet may be attached if the space provided is insufficient or additional information is to be given. Please put proper identification tag on the separately attached sheet.

3. Please ensure that all required enclosures are attached with the filled up Vendor

Registration Form and list of enclosures is given as required.

4. Incomplete forms will be rejected.

**ORGANISATIONAL INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME OF THE SUPPLIER:**  **M/S:**  1.0 PRODUCTS / SYSTEMS / SERVICES FOR WHICH REGISTRATION IS APPLIED FOR : | | | | | |
|  | **Sr. No.** | **Description** | **Size & Range** | **Mfg. STD / IS / DIN / BS Etc.** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**2.0 GENERAL INFORMATION:**

2.1 HEAD OFFICE ADDRESS :

Contact Person Name :

Designation : Fax No. : Mobile No. : Landline No : E\_mail :

2.2 NAME OF CHIEF EXECUTIVE / PROPRIETOR / PARTNER & ADDRESS : Name :

Designation : Fax No. : Mobile No. : Landline No : E\_mail :

2.3 GUJARAT BRANCH OFFICE ADDRESS (if any) Contact Person Name :

Designation : Fax No. :

Mobile No. : Landline No : E\_mail :

2.4 WORKS / FACTORY ADDRESS (if any) Contact Person Name :

Designation : Fax No. : Mobile No. : Landline No : E\_mail :

* 1. **OWNERSHIP INFORMATION : DOCUMENTS TO BE FURNISHED**
  2. GOVT. OF INDIA UNDERTAKING :

OR

STATE GOVT. UNDERTAKING :

OR

LIMITED COMPANY : MEMORANDUM AND ARTICLES

OF ASSOCIATION

OR

PRIVATE COMPANY : MEMORANDUM AND ARTICLES

OF ASSOCIATION

OR

CO-OPERATIVE SOCIETY : SOCIETY RULES AND

BYE LAWS

OR

PARTNERSHIP FIRM : PARTNERSHIP DEED

OR

PROPRIETORSHIP : PROFESSION TAX REGN.

AND MUNICIPAL REGN.

ANY OTHER (SPECIFY)

* 1. NATURE OF BUSINESS :

(MANUFACTURING UNIT /

ENGG. CONSULTANT / EPC CONTRACTOR)

(AGENTS / DISTRIBUTORS / STOCKISTSIDEALERS / TRADERS / INDIAN SUBSIDIARY / CHANNEL PARTNER - attach authorization certificate of principal)

* 1. YEAR OF ESTABLISHMENT :
  2. YEAR OF COMMENCEMENT OF BUSINESS :

**4.0 REGISTRATION PARTICULARS**

( FURNISH DETAIL AND ENCLOSE COPY OF CERTIFICATE FOR THE FOLLOWING)

4.1 PERMANENT ACCOUNT NO (P.A.N.) :

4.2 CENTRAL SALES TAX REGN. (C.S.T.) :

4.3 STATE SALES TAX ( T.I.N.) :

4.4 EXCISE DUTY REGN. NUMBER :

4.5 EXCISE CONTROL CODE NUMBER :

4.6 SERVICE TAX REGN. NUMBER

4.7 CATEGORY AS PER MSMED ACT : MICRO/ SMALL / MEDIUM REGN NO. :

VALID UPTO : (Attach Certificate)

**5.0 TOTAL ORGANISATIONAL STRENGTH** : (ATTACH ORGANISATION CHART)

ENGINEERING : MANUFACTURING : QUALITY : SERVICE

AFTER SALES :

OTHERS : TOTAL :

GRADUATE DIPLOMA SKILLED NON-SKILLED

5.1 DOES THE COMPANY SELL ITS PRODUCT DIRECTLY : YES / NO

**6.0 OTHER PARTICULARS :**

6.1 IF THE COMPANY IS ALREADY REGISTERED WITH ANY OF .TORRENT GROUP COMPANIES, GIVE :

6.1.1. GROUP COMPANY’S NAME :

6.1.2. SUPPLIER REGN. CODE NO. :

6.1.3. ITEMS FOR WHICH REGISTERED & THEIR SPECIFICATION (ENCLOSE PROOF OF SUCCESSFUL EXECUTION OF ONE OR MORE PURCHASE ORDERS ) :

6.2 IS THE COMPANY APPROVED BY BHEL / PGCIL / ASME / NTPC / NPC / EIL / DGS&D / RAILWAYS / IBR / LLOYDS ETC FOR NTENDED MATERIAL CATEGORY

(ENCLOSE DOCUMENTARY EVIDENCE) YES/NO

|  |  |  |
| --- | --- | --- |
| 6.3 | QA / QC LABORATORY & TESTING FACILITY AVAILABLE (If Yes please provide details of the same) | YES / NO |
| 6.4 | QUALITY POLICY / SYSTEM | YES / NO |
|  | (Please submit copy) |  |
| 6.5 | IS THE COMPANY ISO 9001-2000 APPROVED? : | YES / NO |
|  | (ENCLOSE CERTIFICATE & TOC OF QUALITY SYSTEM) |  |
| 6.6 | HAVE YOU RECEIVED ANY OTHER QUALITY ASSURANCE | YES / NO |
|  | CERTIFICATE ? :  (IF YES PLEASE ENCLOSE CERTIFICATE) : |  |
| 6.7 | TECHNICAL COLLABORATOR :(FOREIGN OR INDIGENOUS) |  |
|  | (ENCLOSE DOCUMENTARY EVIDENCE) |  |

6.8 R&D SET UP

6.9 DIRECTORS / PARTNERS, IF RELATED TO ANY TPL EMPLOYEE NAME

CODE NO DESIGNATION DEPARTMENT RELATIONSHIP

6.10 EXPERIENCE LIST:

(ATTACH THE LIST OF PRESENT CUSTOMERS WITH NAME & ADDRESS FOR OFFERED / SIMILAR TYPE & SIZE OF ITEM / EQUIPMENT FOR WHICH REGISTRATION HAS BEEN SOUGHT AND WITH WHOM YOU HAVE CONTINUOUS BUSINESS SINCE LAST THREE YEARS. ALSO ATTACH PERFORMANCE CERTIFICATES ISSUED BY ANY TWO CLIENTS FOR SUCCESSFUL EXECUTION OF THE CONTRACTS FOR LAST TWO YEARS)

6.11 DETAILS OF PENDING LEGAL ISSUES ON CONTRACTUAL ASPECTS WITH CUSTOMER , IF ANY

6.12 THE FOLLOWING INFORMATION OF BA NK ACCOUNT OF THE COMPANY.

A. NAME OF THE COMPANY B. NAME OF BANK

C. NAME OF BANK BRANCH D. CITY / PLACE

E. ACCOUNT NUMBER F. ACCOUNT TYPE

G. IFSC CODE OF THE BANK BRANCH H. MICR CODE OF THE BANK BRANCH

6.13 DETAILS OF ASSOCIATE COMPANY : NAME :

ADDRESS :

CONTACT PERSON :

MOBILE : LANDLINE NO : E MAIL : FAX NO :

**7.0 MANUFACTURING FACILITIES**:

7.1 DETAILS OF MANUFACTURING FACILITY :

A. COVERED AREA……………………….. (in Sq. Meters) FOR RAW MATERIAL & FINISH PRODUCTS

B. UNCOVERED AREA……………………. (in Sq. Meters) FOR RAW MATERIAL & FINISH PRODUCTS

C. CONNECTED LOAD: ……………………..in H.P.

7.2 LIST OF MANUFACTURING FACILITIES / EQUIPMENTS (INCLUDING MATERIAL HANDLING FACILITY)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.**  **No.** | **Description of**  **Machine Equipment** | **Quantity** | **Make & Year of**  **Installation** | **Remarks** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*In case of space limitation please enclose annexure/extra sheet*

7.3 LIST OF MANUFACTURING FACILITIES / EQUIPMENTS (INCLUDING MATERIAL HANDLING FACILITY)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Process Outsourced** | **Name of The**  **Company** | **Description of**  **Machine / Equipment** | **Remarks** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*In case of space limitation please enclose annexure/extra sheet*

7.4 ANNUAL PRODUCTION CAPACITY:

*In case of space limitation please enclose annexure/extra sheet*

7.5 RATIO OF OUTSOURCED COST TO TOTAL PRODUCTION VALUE:……………

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Description of Facility / Equipment & Capacity** | **Nos.** | **Make & Year of**  **Manufacturing** | **Last Date of**  **Calibration** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **8.0 INSPECTION & TESTING FACILITIES:**  8.1 LIST OF INSPECTION & TESTING FACILITIES I EQUIPMENT  8.2 IF IN-HOUSE TESTING FACILITIES NOT AVAILABLE, INDICATE SOURCE OF TESTING ALONGWITH THEIR FACILITIES & EXPERIENCE | | | | | | |
|  | **Sr.**  **No.** | **Test** | **Source of**  **Testing** | **Description of Facility**  **/ Equipment & Capacity** | **Approval of Equipment /**  **Process / Personnel**  **Qualification** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**9.0 FINANCIAL INFORMATION FOR THE PREVIOUS FOUR YEARS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Parameter** | **Last Year** | **Year 2** | **Year 3** | | **Year 4** |
| **(Money value in Rs.** **Lakhs )** | | | | |
| 9.1 | NET WORTH (Share Capital + Reserves) |  |  | |  |  |
| Growth over previous year (%) | ---------- |  | |  |  |
| 9.2 | LONG TERM DEBT I LOAN |  |  | |  |  |
| 9.3 | DEBT EQUITY RATIO  Long term Debt (4.2) Net worth (4.1) |  |  | |  |  |
| 9.4 | INVESTMENT IN : Land & Building |  |  | |  |  |
| Plant & Machinery |  |  | |  |  |
| Other Fixed Assets |  |  | |  |  |
| 9.5 | 1 NET CURRENT ASSETS  a) Cash on hand |  |  | |  |  |
| b) Account receivable |  |  | |  |  |
| c) Inventories |  |  | |  |  |
| Total |  |  | |  |  |
| 2 CURRENT LIABILITY  a) Sundry creditors |  |  | |  |  |
| b) Interest accrued but not due |  |  | |  |  |
| c) Other liabilities |  |  | |  |  |
| Total |  |  | |  |  |
|  | QUICK RATIO  CA - INVENT. {9.5(1)-9.5(1)c}  3 Current liability {9.5 (2)} |  |  | |  |  |
| 9.6 | SALES |  |  | |  |  |
| Growth over previous year (%) | ---------- |  | |  |  |
| 9.7 | PROFIT BEFORE TAX |  |  | |  |  |
|  | Growth over previous year (%) | ---------- |  | |  |  |
| 9.8 | Whether the supplier has been referred to BIFR / NCLT /  any other Govt. agency ( If YES , enclose details) | | | |  | YES / NO |
| 9.9 | Whether the supplier is a potential sick company. ( If YES, enclose details) | | | |  | YES / NO |

NOTE : 1. Copies of annual accounts (Balance Sheet) for the last four years (or from date of incorporation whichever is less) along with audit report are to be submitted. The above details shall be highlighted in the Balance Sheet.

2. Status of Tax assessments done under various laws (Income Tax, VAT / Sales Tax, Excise & Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.

**10. DETAILS OF PRODUCT - ENERGY EFFICIENCY / ENERGY CONSERVATION MAY BE MENTIONED BELOW (IF APPLICABLE):**

**11. LIST OF ENCLOSURES** (Tags to be put on enclosures) :

|  |  |  |
| --- | --- | --- |
| (i) | MEMORANDUM AND ARTICLES OF ASSOCIATION / SOCIETY RULES AND BYE LAWS / PARTNERSHIP DEED / PROFESSION TAX REGN & MUNICIPAL REGN. | YES / NO |
| (ii) | Copy of certificate of following:- |  |
|  | PERMANENT ACCOUNT NO | YES / NO |
|  | CENTRAL SALES TAX REGN NUMBER | YES / NO |
|  | STATE SALES TAX I TIN NUMBER | YES / NO |
|  | EXCISE DUTY REGN NUMBER | YES / NO |
|  | SERVICE TAX REGN NUMBER | YES / NO |
|  | REGN NUMBER OF CATEGORY AS PER MSMED ACT | YES / NO |
| (iii) | ORGANISATION CHART | YES / NO |
| (iv) | If registered with any other TORRENT GROUP COMPANY, |  |
|  | PROOF OF SUCCESSFUL EXECUTION OF ONE OR MORE PURCHASE ORDERS | YES / NO |
| (v) | Letter of approval from BHEL / PGCIL / ASME / NTPC / NPC / EIL  / DGS&D / RAILWAYS / BR / LLOYDS ETC | YES / NO |
| (vi) | Accreditation certificate for |  |
|  | ISO: 9001-2008 (Quality Management System) | YES / NO |
|  | ISO : 14001 – 2004 (Environment Management System)) | YES / NO |
|  | 18001 – 2007 (OHSAS) | YES / NO |
|  | ISO : 50001:2011 (Energy Management System) | YES / NO |
| (vii) | Letter regarding technical collaboration | YES / NO |
| (viii) | Experience List I Performance certificate | YES / NO |
| (ix) | Balance Sheet for the last four years along with audit Report | YES / NO |
| (x) | Principal’s authorization in case of dealers / agents | YES / NO |

I DECLARE THAT THE INFORMATION FURNISHED ABOVE IS CORRECT TO THE BEST OF MY KNOWLEDGE.

I UNDERTAKE TO INFORM YOU AT THE EARLIST ANY CHANGE IN DETAILS MENTIONED ABOVE.

**Supplier’s Code of Conduct**

**Background**

Torrent Power Limited (Torrent Power) considers its Suppliers as one of the key stakeholders in achieving its goals and expects them to follow and practice high standards of business ethics for achievement of such goals.

Torrent Power has formulated this Code of Conduct for its Suppliers for adherence by them.

**Meaning of Supplier**

Supplier / Suppliers’ shall mean/s any person (including its affiliates, employees, directors, agents and immediate relatives) who is involved in supply of or seeks to supply any goods or services to any part of Torrent Power’s business.

**Purpose**

Torrent Power recognizes that Suppliers are independent entities and their cultural environments may be different from Torrent Power’s ; however, Suppliers have a critical role in Torrent Power’s success and Torrent Power strives to conduct business with those who share similar values in compliance and ethics, therefore, Torrent Power’s Suppliers and their employees and agents are expected to comply with standards of conducts as per the governmental norms, local and international laws on statutory compliance as may be applicable such as Environment Protection, Minimum Wages, Child labor, Anti- Bribery Laws, Health and Safety measures etc.

1. **Statutory Compliance**

Supplier shall comply with all statutory compliances, applicable laws and regulations, both in letter and in spirit, in all the territories in which it operates.

1. **Unethical Behavior, Gift and Donation**

**2.1** The Supplier shall not take any advantage of any family/social/political connections in obtaining favour with regard to any Order. Merit shall be the sole attribute for association with Torrent Power.

**2.2** The Supplier shall neither receive nor offer or make, directly or indirectly, any illegal payments, remunerations, gifts, donations or comparable benefits that are intended, or perceived, to obtain uncompetitive favours for the conduct of its business with Torrent Power. The Supplier shall cooperate with governmental authorities in efforts to eliminate all forms of bribery, fraud and corruption.

**2.3** Supplier shall also forthwith desist from unfair trade practices and report any unethical activity or discrimination if practiced by any Torrent Power employee / other suppliers as per Torrent Power’s Whistleblower Policy (uploaded on the company website :www.torrentpower.com / investor / policy)

**2.4** Supplier who has access, directly or indirectly, to any Unpublished Price Sensitive Information relating to Torrent Power or is reasonably expected to have such access, or who is a ‘Connected Person’ as defined under the Torrent Power’s ‘Code of Conduct to Regulate, Monitor and Report Trading by Insiders’ (uploaded on the company website: www.torrentpower.com / investor / policy) shall adhere to the provisions of this Insiders’ Code.

1. **Conflict of Interest**

The Supplier shall not enter into a financial or any other relationship with a Torrent Power employee, including but not limited to an immediate relative which creates any actual or potential conflict of interest with Torrent Power.

“Immediate relative” means parents, children, spouse and any other person(s) dependent on the employee.

1. **Health Safety and Environment**

Torrent Power assigns highest priority to Health, Safety and Environment. The Supplier shall strive to provide a safe, healthy, and clean working environment for its employees. It shall prevent the wasteful use of natural resources and be committed to preserve and improving the environment. The Supplier shall comply with the spirit and intent of environmental laws, regulations and standards.

1. **Labour Practices and Human Rights**

Supplier shall be committed to uphold the human rights of workers and to treat them with dignity and respect. The labor elements include:

**5.1. Child Labor and Young Workers**

Supplier shall comply with all local and national minimum working age laws or regulation and prohibit child labour.

**5.2. Non-Discrimination**

Suppliers shall provide a workplace free of harassment and discrimination to their employees.

**5.3. Wages, Benefits and Working Hours**

Suppliers shall ensure that they pay their workers not less than their due wages, including minimum wages, overtime hours and mandated benefits.

1. **Third Party Representation**

Suppliers shall not be authorized to represent Torrent Power or to use the Torrent Power brand to further its interests without permission of Torrent Power. Third parties and their employees who are authorized to represent Torrent Power are expected to abide by Torrent Power’s Code of Business Conduct in their interaction on behalf of Torrent Power.

1. **Privacy and protecting Company Assets**

The assets of Torrent Power shall not be misused. These include tangible assets such as equipments and machinery, systems, facilities, materials and resources, as well as intangible assets such as information technology and systems, proprietary information, intellectual property, and relationships with customers and suppliers. Suppliers shall safeguard and make only proper use of confidential information provided by Torrent Power and ensure that all employees’ and business partners’ privacy and valid intellectual property rights are protected.

1. The provisions of this Code are in addition to, and not in lieu of, the provisions of any legal agreement or contract between a supplier and Torrent Power. We expect suppliers to hold their supply chain, including subcontractors and third party labor agencies, to the same standards contained in this Code. This Code does not create any third-party beneficiary rights or benefits for suppliers, subcontractors, their respective employees or any other party.

**-----x-----**

**N.B. Each Supplier has to give a separate Letter for compliance of this Code of Conduct as per the Specimen attached herewith**

***Specimen letter to be given by the Supplier on its letterhead***

**To,**

**Vice President (Procurement),**

**Torrent Power Limited**

**“Tapovan”, 600 ,**

**Tapovan, Ambawadi,**

**Ahmedabad- 380 015**

**Sub: Commitment to the Suppliers’ Code of Conduct**

**Dear Sir,**

We hereby commit to comply with the enclosed Suppliers’ Code of Conduct in letter and in spirit during our business association (including potential associations) with Torrent Power.

We understand that Torrent Power reserves the right, upon reasonable notice, to check compliance with the requirement of this Supplier’s Code of Conduct and in the event of non-compliance of the said Code, we shall be liable, at the sole discretion of Torrent Power, to be black listed from being considered for any business or doing any further business with any entity of the Torrent Group.

We understand that Torrent Power Limited encourages its suppliers to implement their own binding Code of Conduct and agree that we will be responsible for controlling our own supply chain. We further agree to encourage any subsequent provider of goods and services used by us to comply with our obligations under this Supplier code of conduct.

Supplier’s Name :

Name of the Proprietor/ Partner

/ Director / Authorized Signatory :

Signature of proprietor/ partner

/ Director / Authorised Signatory :

Company Seal / Stamp :

Place :

Date :