



MECON LIMITED
Central Vendor Development Cell

General Instructions

A. General

1. MECON encourages registration of original equipment manufacturers (OEM) for enlistment. However, Erection contractors, Fabricators and Turnkey suppliers of standard products required for industry can also be considered for enlistment.
2. Following categories of vendors are NOT eligible to apply for enlistment / Vendor Registration:
 - a) Foreign Vendors/ Manufacturers having no manufacturing base in India.
 - b) Traders/ Stockists/ Dealers/ Suppliers
 - c) Importers/ Agents/ Representatives
 - d) Sub-Vendors of Vendors
 - e) Manufacturers of welding electrodes, cement & steel products (Angles/ channels/bars/ rounds/ flats etc.).
 - f) Vendors who are incurring loss during the last three (3) consecutive financial years preceding the last date of submission of Vendor enlistment application.
3. Enlistment shall be initially valid for three years from date of enlistment and shall be further extended for next three years, subject to satisfactory performance and submission of renewal request along with required documents and renewal processing charges.
4. Vendors are advised to submit all required documents at the time of applying. Any subsequent submission of documents may not be considered.
5. Registration certificate shall not be issued to vendor who has incurred loss during the last three (3) consecutive financial years preceding the last date of submission of Vendor enlistment application.
6. Average processing time for an application is 6-8 months depending upon number of items applied and fulfilment of requisite documents.
7. In following cases, vendor has to apply as fresh registration:

Addition of products/enhancement of capacities of existing registered products. However in such case, vendor should apply for currently enlisted products also. Otherwise, Validity of registration shall not be for three years, but till validity of earlier valid registration. Application processing charge shall be same as



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applicable to new vendor.

Application for issue of revised certificates in case merger/de-merger/ acquisition/ change of ownership, shall be treated as new application. Application charge shall be same as applicable to new vendor.

If a vendor's registration has expired for more than one year, vendor has to apply for fresh registration.

8. In case of change in name of company due to change in nature of company (Proprietor/ Private Limited/Public Limited), fresh certificate of registration superseding earlier certificate shall be issued on submission of MOA, AOA, Certificate of incorporation of new company and a copy of Resolution of Board of Directors of new company. No processing charge will be required to be submitted in such case.
9. In case, some/all items are not approved or enhanced, review by MECON shall be done only, if request is received within one month of date of issue of Enlistment / Non-acceptance letter. Review shall be based on submitted documents. New documents shall not be considered.
10. Newly established companies having no past performance but technically competent and having ISO accreditation may also apply for enlistment if they have been promoted by well established Indian business house/group and having 51% or more equity participation in the new company.

B. New Registration/ Addition of Products/ Enhancement of Capacity

New Vendors are requested to note down items from Product / Services list, calculate the processing charges before applying online.

- I. Steps for fresh registration

Please click on the [Apply online for New Registration](http://www.meconlimited.co.in) link www.meconlimited.co.in to do the following

- 1) Fill up the online form available on screen and save your data by pressing apply changes button. [Existing Vendors seeking addition/enhancement of capacity need not create basic data. Basic data should be created only once, subsequent creation shall display error]
- 2) Furnish data / all other information (In case you are not able to furnish all information in one go, you have to re-enter user ID and password and follow all steps in sequence). All the fields of online form should be completely filled in. Data should be saved by pressing apply changes button wherever applicable from time to time. In numeric fields only number should be entered and date



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should be entered only from “DROP BOX”.

- 3) Vendors are requested to fill up online application form (Step-1 to 10) for registration before online payment. No other mode of payment except electronic transfer shall be accepted. After making payment, Steps-11 & 12 shall be filled – up and submitted online.
- 4) Print your system generated VIF by clicking VIF Part-1&2 button.
- 5) Send following documents in CD (3sets).
 - a) Scanned copy of system generated VIF (Part-1 & 2) duly signed stamped
 - b) Electronic Transfer ID receipts.
 - c) If Small scale industry, valid document in support of that as indicated below (after table of processing charge).
 - d) Annual Report (Balance Sheet with Profit & Loss statement) for last three consecutive financial years/ preceding of the last date of vendor enlistment of application duly notarised.
 - e) Item wise copy of purchase orders /Performance certificate received from reputed clients during last five years for the item(s) for which vendor intend to get registered in MECON.
 - f) Latest Product catalogue, if any.
- 6) Send the following documents through courier:
 - a) Print out of system generated VIF (Part-1 & 2) duly signed & stamped (three copies)
 - b) Electronic transfer receipt.
 - c) Valid document in support of small/micro industry, if applicable.
 - d) CDs (3 sets) containing all the enclosures & other supporting documents.
 - e) Annual Report (Balance Sheet with Profit & Loss statement) for last three consecutive financial years/ preceding of the last date of vendor enlistment of application duly notarised.

Note: All the enclosures should be submitted in soft copies (CDs 3 sets). No other enclosure is to be submitted in hard copy other than specified above.

- II. Failure to submit all documents along with online filled up 'Vendor Information Form' may result in summary rejection of the vendor Registration application.



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C. Renewal

1. Vendors who's Registration is expiring in near future/ expired in last one year are requested to apply for renewal for another three (3) year Application is to be submitted at least 30-60 days prior to expiry of registration period for maintaining continuity of registration.
2. Enlistment shall be initially valid for three years from date of i s s u e o f enlistment c e r t i f i c a t e and shall be further extended for next three years from the date of expiry of earlier registration, subject to satisfactory performance and submission of renewal request along with required documents and renewal processing charges. **The registration of vendor who is incurring loss for last three consecutive years shall not be renewed.**
3. In case of non-acceptance of application for any reason at any stage of processing, processing charges once paid shall not be refunded under any circumstances.
4. Renewal will be done after review of the performance of the vendor in the past three years / feedback from client or user.
5. If a vendor's registration has expired for more than one year, vendor has to apply for fresh registration.
6. Steps for renewal
 - 1) Apply online for Renewal (click Data Update/ Renewal/addition/enhancement of capacity link and enter your user ID and password issued during first time registration).
 - 2) Update the online form available on screen and save your data by pressing apply changes button.
 - 3) Vendor shall apply for already registered items only selecting from drop boxes along with relevant category and subcategory
 - 4) Vendors are requested to fill up online application form (Step-1 to 10) for registration before online payment. No other mode of payment except electronic transfer shall be accepted. After making payment, Steps-11 & 12 shall be filled-up and submitted online.
 - 5) Print your system generated VIF by clicking VIF Part-1 & 2 button.
 - 6) Send following documents in CD(3sets).
 - i Scanned copy of system generated VIF (Part-1 & 2) duly signed &



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stamped

- i. Electronic Transfer ID receipt.
- ii. If Micro & Small Enterprises (MSE) Vendor, valid document in support of that as indicated below (after table of processing charge).
- iv. Annual Report (Balance Sheet with Profit & Loss statement) for last three years duly notarised.
- v. Item wise copy of purchase orders/Performance certificate received from clients during last three years for the item(s) for which vendor is registered in MECON.
- vi. Latest Product/ services catalogue.
- vii. Copy of earlier registration certificate issued by MECON.

7) Send the following documents through courier:

- a) Print out of system generated VIF (Part-1 & 2) duly signed & stamped (three copies)
- b) Electronic transfer receipt.
- c) Valid document in support of small/micro industry, if applicable.
- d) CDs (3 sets) containing all the enclosures & other supporting documents.

Note : All the enclosures should be submitted in soft copies (CDs 3 sets). No other enclosure is to be submitted in hard copy other than specified above



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D. Processing Charges for each application for each work (including GST @18%)

1. Vendors are requested to provide GST registration number also.

New Vendor/Addition of products/Enhancement of capacity of products/(Merger/De merger/Acquisition/Change of owner)/Registration expired for more than one years	Non MSME Units	MSME Units *
	₹29,500/-This is for up to Four (4) items. Additional processing charge of ₹ 2,360/- per item shall be Applicable for more than 4 items.	₹17,700/- This is for up to four (4) Items. Additional processing charge of ₹2360/- per item shall be Applicable for more than 4 items.
Renewal (if registration is expiring in near future / expired within a year)	₹ 23,600/-	₹ 11,800/-
Micro & Small Enterprises (MSEs) of SC, ST & Women Entrepreneur	-	-Nil-

2. *MSME certificate to be submitted as per the following

Concessional processing charges for registration/ renewal will be applicable only to those companies which are Micro/Small/Medium Units at the time of application. Companies seeking registration/renewal under Micro/Small/Medium category must submit self-attested copy of valid NSIC certificate. Alternatively vendor can furnish Udyog Aadhar Memorandum (UAM)/ UDYAM number obtained from Ministry of MSME/ Registration Certificate from District Industries Centre (DIC). Also category of vendors such as General / SC/ ST/ Woman to be mentioned.

3. Application shall be works specific, i.e., for each works, separate application is to be submitted along with processing charges for each works.
4. In case of non-acceptance of application for any reason at any stage of processing, processing charges once paid shall not be refunded under any circumstances. Vendor if so desires may apply afresh with updated data/information. Processing charges in such case paid earlier, shall neither be refunded nor adjusted.



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5. For on-line payment of processing charges Bank Account details are available in the form itself which can be viewed after filling up of steps 1 to 10:
6. GST invoice shall be sent after receipt of processing charges including GST.

E. Exemption in submission of registration fee from SC, ST and Women MSE enterprise

SC, ST & Women MSE enterprise are exempted in submission of registration fee.

Micro and Small Enterprises (MSEs) belonging to SC/ST/ Women categories must, along with their application, provide proof of their being registered as MSE SC/ST/ Women category (indicating the terminal validity date of their registration) for the items applied for registration, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (Ministry of MSME), indicated below in order to avail the exemption in submission of registration fee:

- a) District Industries Centre;
- b) Khadi and Village Industries Commission;
- c) Khadi and Village Industries Board;
- d) Coir Board;
- e) National Small Industries Corporation;
- f) Directorate of Handicraft and Handloom;
- g) Udyam Certificate Acknowledgement / Udyog Aadhar Memoranda missed by Ministry of MSME.
- h) Any other body specified by Ministry of MSME
- i) Udyam Registration Acknowledgement / UDYAM registration issued by Ministry of MSME

Applicants who do not submit proof of their being registered as MSE SC/ST/ Women category along with the application shall not be exempted from submission of registration fee and their application shall not be considered for evaluation for registration.

F. Address for Communication & Instructions for submission of application

1. Separate applications are to be submitted for **Oil & Gas Category** and Metal, Power, Mining, Material Handling & Infrastructure sector (All sectors other than Oil & Gas), Vendors seeking registration should send their application at MECON Ltd, Ranchi as per the address given below :
2. Credential Documents complete in all respect along with all required processing fee transaction details is to be sent **within One(1) Month from date of**



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payment to the following address. Any clarification or enquiry on application status following may be contacted between 10.30 AM to 12.30 PM and 03.00 PM to 05.30 PM on weekdays (except Saturday (2nd & 4th), Sunday & Public Holidays).

OIL & GAS Equipment's	Metal, Power, Mining, Material Handling & Infrastructure sector (All sectors other than Oil & Gas)
Mr. Shivabrata Mandal, Sr. GM (UCIL Proc. & CCES) & I/c (CVDC) MECON Limited, Doranda, Ranchi- 834002, Jharkhand e-Mail: cvdcranchi@meconlimited.co.in Attn: Mr. Ashish Kumar, Executive (P&S), Tel.: 0651-2483625/2483166	Mr. Shivabrata Mandal, Sr. GM (UCIL Proc. & CCES) & I/c (CVDC) MECON Limited, Doranda, Ranchi- 834002, Jharkhand e-Mail: cvdcranchi@meconlimited.co.in Attn: Mr. Ashish Kumar, Executive (P&S), Tel.: 0651-2483625/2483166

3. Vendors are expected to submit all necessary documents in support of fulfilment of Eligibility for registration. However, in case any further document is found necessary for proper assessment, the vendor shall have to furnish the same within twenty one(21) working days from the date of intimation, failing which the Application considered as non-responsive & in- eligible and their Application may not be considered.

G. Frequently Asked Questions

Q1. Are only manufacture eligible for registration?

Ans. We encourage original manufactures for registration. Currently following categories of vendors are NOT eligible to apply for registration.

- a) Foreign Vendors/ Manufacturers having no manufacturing base in India.
- b) Traders/ Stockists/ Dealers/ Suppliers
- c) Importers/ Agents/ Representatives
- d) Sub-Vendors of Vendors
- e) Manufacturers of welding electrodes, cement & steel products (Angles/ channels / bars/ rounds/ flats, etc.), Conversion Agents.
- f) Vendors who are incurring loss during the last three (3) consecutive financial years preceding the last date of submission of Vendor enlistment application.



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Q2. Does registration automatically mean that all relevant enquiries will be issued to all registered vendors?

Ans. No. Registration does not mean automatic issue of enquiries. MECON reserves the right to select limited vendors in each case for issue of enquiries under any category. However, efforts are made to give chance to registered vendors to participate in tendering process from time to time at suitable opportunity for suitable project. Tenders are also being put up on MECON's web site for vendors to respond.

We endeavour to give fair chance to our various vendors to participate in tendering process for various projects to be undertaken by MECON and / or its clients. However, registration with us does not mean automatic issue of enquiries/ inclusion of names in approved list to clients as it depends on many factors (type of project, size of project, technology, client's choice, technical/ financial capability of vendors, approval by clients etc.). Vendors are also advised to visit MECON

Web site (www.meconlimited.co.in) to peruse through "Active Tenders" of their interest.

Q3. The registration will be valid for how many years?

Ans. The registration shall be valid for a period of three (3) years from the date of issue of registration certificate for new Vendor.

Q4. What are the product(s)/service(s) categories under which MECON registers Vendor?

Ans. For viewing the list of categories of product(s)/ service(s) for which Vendors may register with MECON, please view applicable Product/ Services in the web portal.