

## General Instructions

1. MECON encourages registration of original equipment manufacturers (OEM) for enlistment. However, Erection contractors, Fabricators, Suppliers and Turnkey suppliers of standard products required for industry can also be considered for enlistment of few selected items, provided the products are of approved make.
  
2. Following categories of vendors are NOT eligible to apply for enlistment
  - a) Foreign Vendors/ Manufacturers having no manufacturing base in India.
  - b) Traders/ Stockists/ Dealers/ Suppliers (eligible for Pipe, Tube and fittings only)
  - c) Importers/ Agents/ Representatives
  - d) Sub-Vendors of Vendors
  - e) Manufacturers of welding electrodes, cement & steel products (Angles/ channels/ bars/ rounds/ flats etc.)
  
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. Average processing time for an application is 6-8 months depending upon no. of items applied and fulfilment of requisite documents.
  
6. 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 charge shall be same as 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.

7. 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.
8. 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/Rejection letter. Review shall be based on submitted documents. New documents shall not be considered.

## 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) years.

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 enlistment 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.
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/ feedback.
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. Keep DD ready/ Pay processing charges by electronic transfer.
  2. Apply online for Renewal ([click Data Update/ Renewal/ addition/ enhancement of capacity link](#) and enter your old DD no. and bank name submitted earlier for first time updating).
  3. Update the online form available on screen and save your data by pressing apply changes button.
  4. Print your system generated VIF by clicking VIF Part-1&2 button.
  5. Send following documents, preferably in CD (3sets).
    - a. Print out of system generated VIF (Part-1 & 2) duly signed & stamped (three copies)
    - b. Demand Draft/ Electronic Transfer ID receipt.

c. If Small scale industry, Notarised hard copy of SSI certificate (not older than 2 years). [Notarised hard copy of valid NSIC certificate/ Notarised hard copy of EM Part-II issued by Directorate of Industries or District Industries Centre, confirming SSI status (Micro/Tiny/Small). This document should not be more than two years old from the date of application. Older certificates should be revalidated by the issuing authority. If validation is not possible, vendor has to submit additionally an affidavit confirming their SSI units]

d. CDs (3 sets) containing following enclosures:

- (i) Latest Annual Report (Balance Sheet & P/L Account included)
- (ii) Item wise copy of purchase orders received/Performance reports from reputed clients, if any, during last two years for the item(s) for which vendor is registered in MECON.
- (iii) Latest Product/ services catalogue, if any.
- (iv) Copy of earlier registration certificate issued by us/ mention vendor code.

## New Registration/ Addition of Products/

## Enhancement of Capacity

New Vendors are requested to note down items from Product/ Services list, calculate the processing charges and keep their DD /Electronic Transfer ID ready before applying online.

### 1. Steps for fresh registration

Please click on the [Apply Online for New Registration](#) link to do the following

- a. Create basic data. [Existing Vendors seeking addition/enhancement of capacity need not create basic data. Basic data should be created only once, subsequent creation shall display error]

b. Furnish data all other information ( In case you are not able to furnish all information in one go, you have to re-enter DD no and bank name 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/ submit button wherever applicable from time to time. In numeric fields only number should be entered ", " should be avoided.

c. Print your system generated VIF by clicking VIF Part-1&2 button.

2. Send the following documents:

a. Print out of system generated VIF (Part-1 & 2) duly signed & stamped (three copies)

b. Demand Draft/ Electronic transfer receipt.

c. If Small scale industry, Notarised hard copy of SSI certificate (not than 2 years). older

**[Notarised hard copy of valid NSIC certificate/ Notarised hard copy of EM Part-II issued by Directorate of Industries or District Industries Centre, confirming SSI status (Micro/Tiny/Small). This document should not be more than two years old from the date of application. Older certificates should be revalidated by the issuing authority. If validation is not possible, vendor has to submit additionally an affidavit confirming their SSI units]**

d. CDs (3 sets) containing all the enclosures & other supporting documents.

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

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

4. 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 reputed/ well established

Indian business house/group and having 51% or more equity participation in the new company.

**Processing charges for each application for each work(including Service Tax) @ 14.5%**

	Non-SSI Units	SSI Units *
<b>New vendor</b> / Addition of Products / Enhancement of capacity of Products/ (Merger/ De-merger/ Acquisition/ Change of owner)/registration expired for more than one year	Rs. 25,000 + Rs.3625 = Rs. 28,625/-	Rs. 15,000 + Rs. 2175 = Rs. 17175/-
Additional processing charge of Rs. 2,000+ Rs. 290= Rs. 2290/- per item shall be applicable for more than 4 items.	Additional processing charge of Rs. 2,000+ Rs. 290= Rs. 2290/- per item shall be applicable for more than 4 items.	Additional processing charge of Rs. 2,000+ Rs. 290= Rs. 2290/- per item shall be applicable for more than 4 items.
<b>Renewal</b> (if registration is expiring in near future/expired within a year)	Rs. 20,000 + Rs. 2900 = Rs. 22,900/-	Rs. 10,000 + Rs. 1450 = Rs. 11,450/-

For each works, separate application is to be submitted. In case of multiple location works, Processing charges shall be payable for each works.

**\*Note: Concessional processing charges for registration/ renewal will be applicable only to those companies which are SSI Units at the time of application. Companies seeking registration/ renewal under SSI category must submit Notarised hard copy of valid NSIC certificate/ Notarised hard copy of EM Part-II issued by Directorate of Industries or District Industries Centre, confirming SSI status (Micro/Tiny/Small). This document should not be more than two years old from the date of application. Older certificates should be revalidated by the issuing authority. If validation is not possible, vendor has to submit additionally an affidavit confirming their SSI units.**

1. 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 desired may apply afresh with updated data / information. Processing charges in such case paid earlier, shall neither be refunded nor adjusted.

2. For on-line payment of Processing charges Bank Account details are as follows:

1	Name	MECON LTD, IDBI BANK LTD.
2	Address	Vivekanand Path, Doranda, Ranchi – 834 002
3	Telephone no.	0651 – 2481543
4	Name of the Bank	IDBI BANK
5	Phone no. / Fax no. of Bank	0651 – 6602031
6	Name of the Branch	RANCHI
7	Branch Code	063
8	MICR no.	834259002
9	Account no. (C/C)	0063102000028051
10	IFSC Code of the Branch	IBKL0000063
11	PAN	AACCM2119B
12	E-mail Address (if any)	fincash@meconlimited.co.in

3. Alternatively, Demand draft drawn in favour of “MECON Limited” and payable on any scheduled Bank at

1. “New Delhi” for ‘OIL & GAS equipments’.
2. “Ranchi” for Metal, Power, Mining, Material Handling & Infrastructure sector (All sectors other than Oil & Gas)

4. Service Tax invoice shall be sent after receipt of Processing charges including service tax.

**Address for Communication & Instructions for submission of application**

1. Vendors are requested to submit print out of system generated VIF (Part-1 & 2) duly signed & stamped along with Demand draft/ Transaction ID and CDs (3 sets) containing all the enclosures & other supporting documents .
2. 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 under Oil & Gas Category should send their application at Mecon Ltd, New Delhi and application for all sectors other than Oil & Gas sector should send their application to Mecon Ltd, Ranchi.
3. For each works/Unit, separate application is to be submitted.
4. Documents complete in all respect along with all required Demand Draft is to be sent to the following and for any clarification or enquiry on application status following may be contacted ;

<b>OIL &amp; GAS Equipments</b>	<b>Metal, Power, Mining, Material Handling &amp; Infrastructure sector (All sectors other than Oil &amp; Gas)</b>
Dr. P.K. Sharma , Dy. General Manager (Contracts) MECON LIMITED, 15th Floor, North Tower "SCOPE MINAR", Laxmi Nagar District Centre, DELHI-110092 Fax: 011-22041214 Tel: 011-22401146/ 22447417 e-mail: <a href="mailto:cont-delhi@meconlimited.co.in">cont-delhi@meconlimited.co.in</a>	Mr. S. PAUL DGM I/C (CVDC & Reprography) MECON Limited, Doranda Ranchi-834002, Jharkhand FAX: 0651-2482189 ; Tel: 0651-2483394/2483063 e-Mail : <a href="mailto:cvdcranchi@meconlimited.co.in">cvdcranchi@meconlimited.co.in</a>



## Frequently Asked Questions

Q1. Are only manufacturers eligible for registration ?

Ans: We encourage registration of original manufacturers for registration. However, traders of standard products required for industry such as Pipes & Tubes etc. can also be considered for registration as may be decided from time to time depending on the requirement, provided the products are of approved make. 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.)

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](http://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, after payment of required charges, shall be for a period of three (3) years from the date of registration for new Vendors.

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 for which vendors can be registered in MECON.