



**MANGALORE REFINERY AND PETROCHEMICALS LIMITED**

KUTHETHUR POST. MANGALORE –575030, KARNATAKA

PHONE – 0824-2270400 FAX-0824-2271239

**VENDOR REGISTRATION FORM**

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**VENDOR REGISTRATION FORM**



**MANGALORE REFINERY AND PETROCHEMICALS LIMITED**

**( A Subsidiary of Oil & Natural Gas Corporation Ltd.)**

**Regd. Office : Kuthethoor P.O. Via Katipalla, Mangalore – 575030.**

**Tel : 0824 – 2270400 Fax : 0824 – 2271239.**

**Email : mrplmlr@mrplindia.com**

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**Signature of vendor / contractor with seal**



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## VENDOR REGISTRATION FORM

### 1. General Information about the Firm

1	Name of the Company	:	
2	Address of the Firm / Regd. Office	:	
	Contact Person	:	
	Telephone No	:	
	Mobile No	:	
	Fax No	:	
	Email	:	
3	Postal Address	:	
	Contact Person	:	
	Telephone No	:	
	Mobile No	:	
	Fax No	:	
	Email	:	
4	Name of Local Representative	:	
	Address	:	
	Telephone No	:	
	Mobile No	:	
	Fax No	:	
	Email	:	
5	Name of the Chief Executive / Proprietor / Partner/s	:	
	Telephone No	:	
	Mobile No	:	
	Fax No	:	
	Email	:	
6	Nature of the Firm	:	Tickmark whichever is applicable <input type="checkbox"/> Pvt. Ltd. <input type="checkbox"/> Public Ltd <input type="checkbox"/> Govt. Undertaking <input type="checkbox"/> Proprietary <input type="checkbox"/> Partnership <input type="checkbox"/> Registered <input type="checkbox"/> MSME <input type="checkbox"/> Others (to specify)

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**2. Details of Supply / Works for registration**

**Please mention whether intended for Registration for Supply or Work.**

- Goods / Supply
- Job / Works / Services

**Applicant shall write the description of Supplies / Works for which they intend to register with MRPL and furnish the details of Previous details of Supply / Work completion.**

<b>SI NO</b>	<b>Description/Category of Supply / Work</b>	<b>Registration Value limit applied for (in Rs Lakhs)</b>

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**3. Details of Annual Financial Turnover**

Please give the average annual financial turnover of last three years ending 31.03.2012

SI No	Particulars	Value in Rs Lakhs
1	Annual Turnover during the year 2009-10	
2	Annual Turn over during the year 2010-11	
3	Annual Turnover during the year 2011-12	

- Kindly submit the audited annual Reports (profit & loss A/c and Balance sheet) for last three years
- I.T.C.C for last year

**4. Order Details**

Please mention any two recent major supplies / contracts completed during the past 3 year period (Order copies & completion details to be submitted) for which registration is being sought

SI No	Description of Supply / Works	Value in Rs Lakhs

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### 5. Other Information / Details

SI No	Particulars	Details
1	Income Tax PAN No	
2	Sales Tax Registration no & date	
3	VAT Registration No & date	
4	Excise Registration NO	
5	Service Tax Registration No & date	
6	ESI Registration no & date	
7	EPF Registration no & date	
8	Registration with MSME / NSIC (if any)	
9	Whether Registered with ISO 9001	Yes / No
10	Whether Registered with ISO 14001	Yes / No
11	Whether the applicant has been Blacklisted / removed / holiday listed / deregistered / debarred by any other company / PSU / Govt. departments	Yes / No
12	Any other relevant information	

### 6. List of Documents to be submitted

- 1. Memorandum & Articles of Association / Registration Certificate / Partnership Deed (in case of Partnership Form)
- 2. Annual Reports (Profit & Loss A/c & Balance Sheet) for 3 years
- 3. Latest I.T.C.C.
- 4. Xerox copy of Sales Tax Payment Challan- for last 2 years
- 5. Proof of Supplies / Contracts executed during the last 3 years – any two
- 6. Copies of Contracts executed with maximum single order value during the last 3 years
- 7. Copy of PAN Card
- 8. Service tax registration no/date
- 9. Central Sales Tax Registration Copy
- 10. Central Excise Registration copy
- 11. VAT Registration no/date

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**VENDOR REGISTRATION FORM**

- 12. PF Registration no
- 13. ESI registration number
- 14. NSIC / MSME Registration copy and validity
- 15. Details of ISO 14001:2004 registration and validity.
- 16. Details of ISO 9001:2008 registration and validity
- 17. Duly filled vendor registration form attached herewith for updation in MRPL vendor master
- 18. Demand Draft for Rs 50 /- (Rs Fifty Only) in favour of MRPL, payable at Mangalore for Registration (Non-Refundable)

**DECLARATION**

1. I certify that I will not get myself registered as a Vendor in this organisation in more than one name.
2. I certify that I/Our Partners/Directors did not retire as an employee of this Organisation during the last two years. I also certify that I have neither such persons under my employment nor shall I employ such Persons within two years of his retirement from this organisation except with prior permission.
3. I certify that I/our Partners/Directors are not relatives of Managerial or Non-managerial employee of the Organisation. (A near relative may include wife, husband, parent, children, grand children brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.)
4. I declare that all the above information is true to the best of my knowledge and belief. I understand that, in case any of the above information is found to be false or untrue in future, I / our firm shall be removed /blacklisted /debarred from the registered list of contractors of this organization or any of the PSU / Govt. departments (Central or state).

Signature of Applicant -----

Name -----

Address-----

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Signature of vendor / contractor with seal



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## VENDOR REGISTRATION FORM

### ANNEXURE – 1

#### IMPORTANT NOTES

1. Filled in applications along with the documents shall be sent to the following address  
DGM(Materials),  
Mangalore Refinery and Petrochemicals Limited,  
Kuthethur Post, Via Katipalla,  
Mangalore – 575030
2. All relevant documents must necessarily accompany the application Form and should be attested by Gazetted Officers / Notary Public.
3. Applicants requesting for registration for more than one item category must indicate clearly the Item Categories for which registration is sought. Supporting Documents for registration form super-scribing the item categories, for which registration is sought, must be enclosed.
4. Income tax clearance for latest assessment year should be sent along with the application. Sales tax clearance certificates should also be submitted. Without these clearance certificates registration will not be carried out.
5. MRPL reserves the right to reject the vendor's application, totally, if required or in any item category on the basis of evaluation without assigning any reason.
6. MRPL reserves the right to suspend, de-register, demote or black list the vendor's name in case of failing to meet any of our requirements or unsatisfactory performance or circumstantial evidence against the contractor.
7. Registration with MRPL does not necessarily entitle the vendor the right to seek any or all tender documents from MRPL.
8. The Registration Form may be downloaded from our website [www.mrpl.co.in/tender](http://www.mrpl.co.in/tender) under Registration of our vendors.
9. Incomplete Registration Form or non-submission of documents listed therein may result in outright rejection of the application.
10. Parties downloading the application from website shall add Rs 50/(Rupees Fifty only) by DD in favour of MRPL payable at Mangalore towards Registration Form fee. Applications without DD will be rejected.
11. Parties qualifying for Registration only will be informed within a period of 2 months from last date.

DATE:  
PLACE

SIGNATURE OF THE APPLICANT

Signature of vendor / contractor with seal