



TRIPURA STATE ELECTRICITY CORPORATION LIMITED
(A Govt. of Tripura Enterprise)

No. F.AGM (DP&C)/TSECL/TF-EMD/19-20/2038

Dated, Agartala the 11 Dec'2019

MEMORANDUM

**Sub: - Policy for adoption of Vendor Approval under Central Govt.
/State Govt. sponsored Scheme and other Project/Schemes of
TSECL, Tripura**

For quality assurance, smooth execution and timely completion of all Central Govt./State Govt. sponsored Scheme and other Project/Schemes under TSECL, Tripura the guidelines/checklists for Vendor approval has been decided which are as under: -

Category A: - Vendors not approved by TSECL

1. The Firm should be qualified manufacturer who regularly manufacture the material of type specified, have adequate technical and practical knowledge.
2. The firm has adequate financial stability and status to meet the financial obligations.
3. They have adequate plant and manufacturing capacity available to perform the assignment expeditiously within the time period.
4. The material must have a type tested design of technical specification from a NABL accredited lab/CPRI. The type test report should not be more than 5 years old or as mentioned in the tender which is earlier as on date of submission of Bid document.
5. The vendor must not be debarred/black listed from any of the power utilities of India.
6. Further for approval of Materials, the manufacturer must have 3(Three) years manufacturing and supply experience to power utilities.

In order to meet out the above criteria, the following checklist is required to be fulfilled by the vendors.

- a. Manufacturing Registration/BIS/NSIC/DIS/SSI Certificate.
- b. Organization structure/Company Profile.
- c. List of Plants and Machineries.
- d. List of Testing Equipments.
- e. Valid Calibration Certificate of Testing Equipments.
- f. GTP & Drawing as per Tender Technical Specifications.



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- g. All requisite type test report from NABL accredited Laboratory/CPRI of offered design not older than 5 years or as mentioned in tender whichever is earlier as on date of submission of documents (Notarized).
- h. The manufacturer should have in house testing facilities.
- i. Manufacturing Quality Plan of materials.
- j. Previous Vendors Approvals of same item from any power utilities (if any).
- k. Last 3 years past supply details.
- l. CA Certificate including IT Return of last 3(Three) years.
- m. Performance Certificate from any of the Discom/Power Utility not below the rank of Executive Engineer or equivalent.
- n. Undertaking on Rs.100/- Stamp Paper duly notarized for no any debaring/blacklisting any of the power utilities of India.

Category:-B: - Fresh manufacturer/Vendor

The manufacturer/vendors not fulfilling the minimum illegibility criteria as per checklist of **Category-A** shall be treated as a **Fresh manufacturer**. In that case, the manufacturer shall be exempted from criteria of past experience and following checklist is required for them to be fulfilled.

- a. Manufacturing Registration/BIS/NSIC/DIS/SSI Certificate.
- b. Organization structure/Company Profile.
- c. List of Plants and Machineries.
- d. List of Testing Equipments.
- e. Valid Calibration Certificate of Testing Equipments.
- f. GTP & Drawing as per Tender Technical Specifications.
- g. All requisite type test report from NABL accredited Laboratory/CPRI of offered design not older than 5 years or as mentioned in tender whichever is earlier as on date of submission of documents (Notarized).
- h. The manufacturer should have in house testing facilities.
- i. Manufacturing Quality Plan of materials.
- j. Undertaking on Rs.100/- Stamp Paper duly notarized for no any debaring/blacklisting from any of the power utilities of India.

After fulfilling the above checklist, the manufacturer capability is required to be assessed suitably by visiting the factory premises and checking the manufacturing and testing facilities and all other credential with photography/videography before accepting it as approved vendor.

- All the submitted documents should be duly signed & stamped both by contractors & manufacturers and should be submitted hard copies with proper page numbering & indexing.

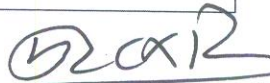


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- For quality assurance, smooth execution and timely completion of the work, the guidelines/checklist as detailed above are required to be followed invariably.
- **Inspection of Materials & Equipments:** - Materials & equipments to be used in the work shall be inspected by the Departmental Officers and Third Party. Inspection of materials/equipments to be witnessed at the manufacturer's premises in accordance with relevant IS/Agreement Inspection Procedure. Joint Inspection report should be signed by the Departmental Officers, Third Party and the Manufacturer.
- Furthermore for (**Category A & B**), the following norms will be maintained :
 - a) After inspection and dispatch clearance certificate of materials from authority a randomly selected sample from the lot received at MM Sore Sub-Division/Site Store will be sent to a NABL accredited Laboratory/CPRI for final acceptance of the materials.
 - b) The Departmental officers will take adequate care to ensure that only genuine materials of proper quality are used in work.
 - c) For any type of material used in any scheme required Vendor approval from competent authority, before use of any works.

• **List of materials:-**

Sl. No.	Item
1.	All Types of Energy Meters
2.	Power and Distribution Transformer
3.	All types of Conductors
4.	All types of Power Cables
5.	All types of VCB (Incoming & Outgoing)
6.	All types of Control and Relay Panel
7.	All types of CT & PT
8.	All types of Insulators & L.A
9.	All sizes of Full Galvanized Steel Pole
9.	All other related materials for construction of Sub Station and 33 KV/11 KV/LT Line etc.


Managing Director
TSECL