



MINERAL EXPLORATION AND CONSULTANCY LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

A MINIRATNA CPSE

HEAD OFFICE: Dr. Babasaheb Ambedkar Bhawan, Seminary Hills,
Nagpur- 440006 (INDIA)

TELEPHONE: 91-712-2510310, 2510732

Website: www.mecl.co.in E-mail: hod-procure@mecl.gov.in

VENDOR REGISTRATION

Mineral Exploration Corporation Limited is a Government of India Enterprise, under the Ministry of Mines and engaged in exploration of mineral wealth of the country. MECL had invited application, vide a press notification, for VENDOR REGISTRATION from Manufacturers/Dealers/Suppliers, who are interested to get themselves registered with MECL for supply of materials indicated in Annexure-I.

Application Form for Empanelment/Registration may be obtained from the undersigned or downloaded from our website www.mecl.gov.in. Application form, duly completed in all respect, along with required documents may be submitted in a sealed cover. Sealed application, superscribing “APPLICATION FOR EMPANELMENT/REGISTRATION OF VENDORS” should be addressed and posted or submitted to the undersigned.

Application shall be scrutinized periodically and eligible suppliers shall be registered with MECL as “REGISTERED VENDOR”. Details of registered vendors shall be posted in our website www.mecl.gov.in time to time, for information. No separate confirmation to vendors shall be issued.

GM (PROCUREMENT & CONTRACT)



MINERAL EXPLORATION AND CONSULTANCY LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)

A MINIRATNA CPSE

HEAD OFFICE: Dr. Babasaheb Ambedkar Bhawan, Seminary Hills, Nagpur- 440006 (INDIA)

TELEPHONE: 91-712-2510310, 2510732

Website: www.mecl.co.in E-mail: hod-procure@mecl.co.in

APPLICATION FOR REGISTRATION OF INDIGENOUS VENDORS

(A) GENERAL

1	Name of the Company				
2	Regd. Office and address				
	Telephone No				
	Mobile No:				
	E-mail ID				
	Website ID				
	Fax No.				
3	Branch Office & Address				
	Telephone No				
	Mobile No:				
	E-mail ID				
	Website ID				
	Fax No.				
4	Factory Address				
	Telephone No				
	Mobile No:				
	E-mail ID				
	Website ID				
	Fax No.				
5	Name & Address of Contact person				
	Telephone No				
	Mobile No:				
	E-mail ID				
	Fax No.				
6	Nature of Company (Please tick mark)				
	Proprietorship	Partnership	Public Ltd. Co	Private Ltd. Co	Govt. Sector

7	Status of Company (Strike of whatever is not applicable)					
	Manufacturer	Manufacturer's Agent	Authorized Dealer	Stockist	Trader	Importer Indian Agent
8	a) List of items for which registration is sought. (Also Indicate category as per Annexure-I)					
	b) List of items manufactured (Enclose product catalogue/literatures)					
9	List of Important clients (Photo copies of 5-10 orders to be enclosed)					
10	Annual turnover of past 3 years (Attach a copy of last audited accounts)					
11	Capital employed					

(B) TECHNICAL & QUALITY

12	Manufacturing facilities (Attach details of equipments indicating type, capacity, year of manufacture etc. for all main equipments)	
13	Are your products certified to BIS/Other National/ International standard? (Give details)	YES / NO
14	Do you have ISO 9000 Certification for the line of products offered? If YES give details.	YES / NO
15	Inspection, Measuring & Testing facilities. (If YES attach details of main equipments)	YES / NO
	Do you have a system of Calibration for these equipments to National Standard?	YES / NO
16	In case of manufacturers, name the Technical Collaboration, if any.	

(II)

(C) COMMERCIAL

17	Your Banker's Name & Address	
18	Bank Details (Bank Account No. and IFSC Code)	
19	Have you been assessed for Income Tax (Attach latest Income Tax clearance certificate)	YES / NO
20	Udyog Aadhar/UDYAM Registration No.	
21	GST Registration No.	
22	PAN Card No. (Attach copy of PAN card)	
23	GeM Seller ID	
24	Whether any family member of the Owner/Directors/Partners working with MECL. If YES give details	YES / NO

(Note: All columns should be filled. Mark "Nil or Not Applicable" wherever no information is to be filled)

SIGNATURE WITH SEAL OF THE SUPPLIER



MINERAL EXPLORATION AND CONSULTANCY LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
A MINIRATNA CPSE

HEAD OFFICE: Dr. Babasaheb Ambedkar Bhawan, Seminary Hills, Nagpur- 440006(INDIA)

TELEPHONE: 91-712-2510310, 2510732

Website: www.mecl.co.in E-mail: hod-procure@mecl.co.in

IMPORTANT NOTE

(Read this important note before submitting the application)

- 1) Application form, duly completed in all respect, along with required documents may be submitted in a sealed cover. Sealed application, superscribing “APPLICATION FOR EMPANELMENT/REGISTRATION OF VENDORS” should be addressed and posted or submitted to the undersigned.
- 2) The registration shall be for supply of major categories items as detailed in Annexure-I. Therefore, suppliers seeking registration should indicate the given categories of materials in the appropriate column of the application. And should provide the list of items for which registration is sought.
- 3) Applying for registration does not mean that MECL is liable to register the supplier. MECL at its sole discretion shall select vendors for registration.
- 4) MECL reserve the right to cancel registration of the vendor at any time without issuing any notice.
- 5) Status of registered vendors shall update periodically (i.e. Quarterly) and upload in our website for information.
- 6) MECL reserve the right to purchase any items from any source other than the registered vendors through any medium of tenders.
- 7) All the information required in the application form are mandatory, hence vendors should fill all the columns invariably and submit along with supporting required documents.
- 8) As per guidelines received from Government of India, preference is given to procurement using GeM portal. Therefore, vendors are advised to get themselves register on GeM portal and share the GeM Seller ID along with Product Details which are registered on GeM.

GM (PROCUREMENT & CONTRACT)

SIGNATURE WITH SEAL OF VENDOR



MINERAL EXPLORATION AND CONSULTANCY LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
A MINIRATNA CPSE

HEAD OFFICE: Dr. Babasaheb Ambedkar Bhawan, Seminary Hills, Nagpur- 440006(INDIA)

TELEPHONE: 91-712-2510310, 2510732

Website: www.mecl.co.in E-mail: hod-procure@mecl.co.in

ANNEXURE-I

LIST OF CATEGORIES OF MATERIALS

S/N	CATEGORY OF MATERIALS	Mainly comprising of
1.	Drilling Equipments	Plants, Machinery, Accessories & Instruments
2.	Mining Equipments	Plants, Machinery, Accessories & Instruments
3.	Geology, Survey & Geophysical Equipments	Plants, Machinery, Accessories & Instruments
4.	Laboratory	Plants, Machinery, Accessories & Instruments
5.	Work shop	Plants, Machinery, Accessories & Instruments
6.	Electrical Machinery & Installations	Generators, Transformers etc
7.	Steel Structure	GI-Pipe, GI-Sheet, Steel Tube/Pipes
8.	Furniture Fittings	All kinds of furniture
9.	Office Appliances	Typewriter, Duplicating Machine, Scanners, Coolers, Refrigerators, Air Conditioners etc.
10.	Heavy duty vehicles	Trucks, Articulated Trailers & Tractors
11.	Other Vehicles	Jeeps, Pickup & other light vehicles
12.	Information Technology Items	Computer, Printer, UPS, Software, accessories, stationeries etc.)
13.	Diamond Bits.	Diamond core/casing bits & Reamer shell etc.
14.	TC Bits.	Tungsten carbide tools, TC tips
15.	POL.	Petrol, Diesel, Oil & Lubricants
16.	Electrical Fittings.	All kinds of electrical fittings
17.	Building Material.	Cement, sand, TMT steel etc.
18.	Chemical Stores.	Bentonite Mud, Polymer and other Chemical items
19.	Metal & Hardware.	Steel Round, Square, Rectangle Bars; MS- Pipes, MS-Angles, MS-Plates and other Hardware items etc.
20.	Timber	Packing wood and other hardwoods.
21.	Misc. Stores.	Tyres, Tube, Battery, Rubber hoses and other general items etc.
22.	Loose Tools.	Pipe wrenches & spares and other tools
23.	MD Steel.	Mining Drill Steel
24.	Core Barrel	All size core barrels used for core drilling
25.	Wire Rope.	Wire ropes of all size

GM (PROCUREMENT & CONTRACT)