



Procedure for Vendor Analysis/Assessment in MESCOM

1. Application requesting for Vendor Approval by the firm or manufacturer of materials will be considered **under 6 different categories** as below:
 - Distribution transformers
 - Poles
 - HT/LT line materials and other hardware materials
 - HT Metering Cubicles, CTs & PTs, RMU, Compact Substation.
 - Conductors, UG/AB Cables, Cable Accessories
 - Insulators, Lightning arrestors, GOS, LT Protection Kit & HG Fuse Units
2. The prospective firm shall register the application in the office of **Superintending Engineer (Ele.)(Proc), MESCOM Bhavan, Corporate Office, Bejai, Mangaluru - 575004** duly furnishing the following self-attested copy of documents & paying the processing fee of Rs.10,000+18%GST for new/renewal of vendor approval.
 - Detailed list of materials for which vendor approval is sought.
 - Valid Factory License / SSI / MSME /NSIC Certificate
 - Performance certificates from ESCOMs/distribution companies if any.
 - Audited Balance sheets for the last 3 years along with income tax clearance certificate.
 - GST Registration Certificates
 - List of Machinery
 - List of testing instruments
 - Valid Calibration certificates of testing instruments
 - Manufacturing Quality Assurance plan
 - List of orders & Copies of Purchase Orders executed by the firm
 - Vendor approval letters of other ESCOMs/Other state distribution companies.
 - Technical Specifications, Guaranteed Technical Particulars (GTP) & Drawings
 - Type Test reports from CPRI or ERDA or NABL Accredited Laboratories (Not applicable for Poles and HT/LT line & hardware materials).
 - Production Capability of materials per month.
 - Valid BIS License & BEE Certificate for Distribution transformers.
 - Transverse Strength test reports for Poles

3. The firm shall submit the type test reports of materials issued by CPRI or ERDA or NABL accredited laboratories complying with the CEA guidelines.
4. The firms requesting vendor approval for poles shall mandatorily produce the transverse strength test reports conducted on poles by testing centre approved by NABL.
5. MESCOM Engineer shall be deputed to the manufacturing unit of the firm for verification of credentials furnished by the firms for fresh / extension of vendor approval & shall submit the vendor analysis report in prescribed format with recommendations about the issue of vendor approval to the firm.
6. The inspection fee of Rs. 15,000+18%GST (Factory located inside Karnataka) & Rs.25,000+18%GST (Factory located outside Karnataka) Demand draft drawn in favour of Chief Financial Officer, MESCOM for fresh and Extension of vendor approval for the 2nd consecutive time on intimation from the office of Superintending Engineer(Ele.) (Proc.), MESCOM.
7. The firms shall submit the performance certificates issued by MESCOM not below the rank of Executive Engineer (Ele.) for renewal of vendor approval.
8. The firms manufacturing the same category of materials and having manufacturing units at different locations shall pay the inspection fee separately for each unit for fresh/renewal of vendor approval.
9. The Fresh general Vendor approval shall be communicated for a period of one year initially & same shall be extended for further period of two years on renewal request by the firm at the discretion of MESCOM & satisfactory performance of the equipment/materials supplied by the firm.