

HSL is introducing to procure materials, spares & components etc., through the approved/registered vendors for which HSL is inviting application online from prospective vendors. Vendors desirous of getting themselves as approved suppliers and contractors of HSL furnish complete details of their product(s) online, for which registration is desired along with credentials of the firm/established.

Interested applicants for registration/ Up-gradation are requested to click on the link below, for applying on-line Vendor Registration.

All the fields like General information, Registration information, financial information etc are to be filled in with appropriate data and after submission of all required data applicant are requested to press the "SUBMIT" button at the bottom. After successful submission of all the required data an Application shall be auto generated. The auto generated application shall be automatically mailed to your registered e-mail address. The hard copy shall be submitted to HSL.

Step - 1

1. Pre-requisite for Online Vendor Registration-

Contractor or Supplier, at the time of submission of your file, the following documents are to be enclosed and also while filling the online application the applicant's need to be in possession of following documents.

Enclosures For Suppliers:

1. a. Partnership Deed /Memorandum of Association /Articles of Association **(Notarized copy)**.
b. If it is a proprietor firm, party should submit a statement by way of an Affidavit on Rs.100/- Non-judicial stamp paper.
- 2.** Registration of firm/Certificate of Incorporation **(Notarized copy)**.
- 3.** Authorised Vendors / Agents will have to submit proof of currently valid relationship / Authorization of Principals. **(Original)**
- 4.** NSIC/MSME/SSI Registration **(Notarized copy)**.
- 5.** ISO Certificate/DGS&D Certificate **(Notarized copy)**.
- 6.** Copy of Latest Income Tax Clearance Certificate / PAN Number **(Notarized copy)**.
- 7.** 3years audited balance sheets **(Notarized copy)** with IT returns for last 3 years **(Notarized copies)**.
- 8.** Copies of Rate Contract, if any with DGSD **(Notarized copy)**.
- 9.** Copies of Excise and State & Central Sales Tax Certificates **(Notarized copy)**
- 10.** Service Tax registration **(Notarized copy)**.
- 11.** VAT registration **(Notarized copy)**.
- 12.** Copies of Vendor Registration certificates with other PSU's/Govt. organizations **(Notarized copy)**.
- 13.** Work order or Purchase order copies with HSL and other than HSL.

- 14.** Annexure – V (Click here to see sample Annexure – V – <http://hsl.nic.in/WriteReadData/userfiles/file/vendor/ANNEXURE%20-V.pdf>).
- 15.** Statement of List of items for which Registration is sought (with details of Principal manufacturers for Machinery etc., where ever relevant).
- 16.** Latest authorized dealership certificates (**Notarize copy**).
- 17.** Experience if any – Enclose your Client List and copies of orders (**Notarized copy**) executed by you during the Past Three Years together with related invoice copies(**Notarized copy**) to be furnished in support of your experience.
- 18.** Bank solvency certificate from nationalized Bank certifying financial soundness of your firm (**Original**) (Click here to get the Sample format).
- 19.** Registration Fees Rs.5, 000/- payable by D.D. at Visakhapatnam drawn in favour of M/s.Hindustan Shipyard Limited, to be enclosed.

NOTE: *Application without the above listed documents will be summarily rejected.*

Enclosures For Contractors:

1. a. Partnership Deed /Memorandum of Association /Articles of Association (**Notarized copy**).
b. If a proprietor of any firm, party should submit an Affidavit on Rs.100/- Nonjudicial stamp paper.
2. Registration of firm/Certificate of Incorporation (**Notarized copy**).
3. Authorised Vendors / Agents will have to submit proof of currently valid relationship / Authorization of Principals. (**Original**)
4. NSIC/MSME/SSI Registration (**Notarized copy**).
5. ISO Certificate/DGS&D Certificate (**Notarized copy**).
6. PF registration certificate (**Notarized copy**).
7. Service Tax / Works Contract Tax Registration Certificate (**Notarized copy**)
8. Copy of Latest Income Tax Clearance Certificate / PAN Number (**Notarized copy**).
9. Relevant Licenses from appropriate licensing authority to undertake works as “LICENSED CONTRACTOR”, in respect of works for which registration is sought. (**Notarized copy**).
10. Statement of Balance Sheet for last three years duly certified by your Auditors. (**Notarized copy**).
11. Copies showing the particulars of staff with their qualifications / experience and qualifying trade / skill certificates for skilled personnel in relevant trades.
12. Statement of List of works for which Registration is sought.
13. Copies of Rate Contract, if any with DGSD (**Notarized copy**).
14. Copies of Excise and State & Central Sales Tax Certificates (**Notarized copy**).
15. VAT registration (**Notarized copy**).

16. Copies of Vendor Registration certificates with other PSU's/Govt. organizations **(Notarized copy)**.
17. Work order or Purchase order copies with HSL and other than HSL.
18. Annexure – V (Click here to see sample Annexure – V – <http://hsl.nic.in/WriteReadData/userfiles/file/vendor/ANNEXURE%20-V.pdf>).
19. Copies of the list of Machinery / Tools/ Equipment to be deployed.
20. Experience if any – Enclose your Client List and copies of orders **(Notarized copy)** executed by you during the Past Three Years together with related invoice copies**(Notarized copy)** to be furnished in support of your experience.
21. Bank solvency certificate from nationalized Bank in the prescribed format certifying financial soundness of your firm **(Original)** (Click here to get the Sample format).
22. Registration Fees Rs.5, 000/- payable by D.D. at Visakhapatnam drawn in favour of M/s.Hindustan Shipyard Limited, to be enclosed.

NOTE : ***Application without the above listed documents will be summarily rejected.***

[Sample Format for Bank Solvency]

[FORMAT FOR BANK SOLVENCY CERTIFICATE ON BANKERS LETTERHEAD FOR SUPPLIER /CONTRACTOR REGISTRATION]

DATE:

TO WHOMSOEVER IT MAY CONCERN

SOLVENCY CERTIFICATE

THIS IS TO CERTIFY THAT TO THE BEST OF OUR KNOWLEDGE AND INFORMATION M/S..... (FULL ADDRESS) A CUSTOMER OF OUR BANK IS SOLVENT UP TO A SUM OF Rs..... (IN WORDS)

THIS CERTIFICATE HAS BEEN ISSUED AT THE SPECIFIC REQUEST OF THE FIRM AND IS IN NO WAY BINDING ON OVER BANK OR THE OFFICERS BY WAY OF FINANCIAL OR OTHERWISE.

SIGNATURE OF AUTHORIZED SIGNATORY WITH SEAL OF BANK

2. Vendor Registration/Renewal Fees (Click Here To see Fees Details http://hsl.nic.in/WriteReadData/userfiles/file/vendor/VENDOR_REGISTRATION_FEES_updated10Feb15.pdf)

3. Procedure for online application form submission

- a. Create username & password from HSL website (Follow the procedure --- Click on: Vendors Corner → Online Registration → Apply Online Registration)
- b. Retrieve password from mail-Id
- c. Login with given username & password
- d. Fill the online form as given in demo

Applicants should take the Print of the application sent to their e-mail id after successful submission of online vendor registration. The hard copy of the application shall be duly signed, stamped and to be sent to the following address by Post, along with the above enclosures, vendor registration fees details, relevant certificates/document copies in support of their credentials.

Documents to be forwarded to:

DGM (Purchase & Materials)

Hindustan Shipyard Ltd.,

Gandhigram (P.O),

Visakhapatnam – 530005.

PHONE 09493792214