

INSTRUCTIONS

1.	All the blanks in the application form should be filled up preferably by typing neatly in the space provided and where the space is found insufficient, additional typed sheets may be attached giving reference to the Sl. No. of the application. Use block letters with black /blue ball pen while filling the application.
2.	Item category and materials under that category for which vendor registration is seeking shall be mentioned at Sl.No.2.0 of application form without fail. LIST OF ITEM CATEGORIES viz E1, E2 etc available in the website.
3.	Write the addresses in block letters along with the pin code and contact numbers. Name of the contact person for any pursuance.
4.	The form should be signed by Proprietor/Managing Partner/Managing Director/ Director/ Manager/authorized signatory as the case may be who should have the authority delegated by the management. Copy of authorized signatory shall be submitted. Please note that “for Signatures” are not accepted”.
5.	The blank referred against S. No (5.0) of application form should be the same through which the firm carries out majority of commercial transactions. Latest Bank Solvency certificate as per the Proforma available in APGENCO website shall be submitted. The date of issue of certificate shall be within 10 months before the date of application.
6.	Please make sure that the requisite copies of certificates and documents specified in the Annexure-I of application are enclosed duly attested by competent authority of the firm, with official stamp and Seal of the Company.
7.	The name, address and other particulars of the vendor/ firm / company should be exactly match with those mentioned in all the licenses, registrations and certificates issued by various authorities. It is the responsibility of vendors to keep all the above statutory documents issued by various authorities in live.
8.	The vendor should be well acquainted with all existing Acts, Rules, Regulations, Orders, byelaws including all statutory amendments and Enactment's of state and central Government and other local authorities and any other Enactment's, notifications and Acts that may be passed in future either by the state or the central Government or Local authority.
9.	If any certificate is typed (or) printed in other than Telugu & English Languages, the same shall be translated in to English language and Submit duly notarized.
10.	Incomplete or false information would render the vendor’s application liable for rejection without assigning any reason.
11.	Vendors are expected to produce required original documents and coordinate with our APGENCO officers at the time of inspection.
12.	In the case of partnership firms/companies, any changes in the partners/Directors shall be intimated to Chief Engineer/Generation wing within one month from the date of such changes with supportive documents.

