

MANGALORE REFINERY AND PETROCHEMICALS LIMITED
INTEGRATED TRADING DESK, ONGC Group
NEW DELHI - 110 003

Integrated Trading Desk [ITD] of ONGC Group is organizing import/ international sale of crude oil, import/export of Petroleum Products, export of Petrochemical Products and export of specialty petroleum products through tendering procedure for ONGC group of companies which constitutes ONGC, OVL, ONG -BV, OCL-Brazil and MRPL from the Counter-parties registered on its approved Vendor List(s).

ITD, ONGC Group, MRPL wish to invite Requests from prospective overseas vendors, for participating against ONGC Group tenders, as a direct supplier/buyer. In case you wish to be on the approved list, kindly fill up the given registration form and submit it, as per the requirements mentioned.

While making request for registration, prospective overseas vendors shall ensure that:

- 1. They have three years' experience in Oil Trading (Crude oil and/or Petroleum products) or Petrochemicals Trading or Specialty petroleum products or all (as the case may be), as on date of application.**
- 2. They have sufficient annual trading volumes of crude oil/ petroleum products/ petrochemicals/ specialty petroleum products (as the case may be) in each of the previous three years to satisfy ONGC criteria.**
- 3. They have posted required profit with positive net worth in each of the immediate previous three financial years.**
- 4. They would be willing to submit bid bond(s) (Bank Guarantee) as applicable as per ONGC policy.**

Guidelines/Instructions for filling-up the Form/Submission of Documents

1. The Registration Form shall be submitted in prescribed format without any alterations/modifications.
2. **It shall be submitted on the Printed Letter Head of the Applicant Company.**
3. Ideally and preferably it shall be submitted from the Head Office of the Applicant Company. However, if it is submitted from any other office or any other Group Company, it shall be supported with a certificate/Authority Letter from the Applicant Company that the office/company submitting the Request is authorized to do so.
4. Before submitting the Request, **it shall be ensured that all columns have been duly filled in and it shall be signed by authorized person indicating Date and Place of submission.** It may please be noted that Request shall be submitted **in original, along with attachments through Post/Courier.** Scanned copies/Faxed copies or E-Mail attachments are not taken cognizance of.

5. Name of the Company, Nationality, Date and Place of Incorporation shall be same as indicated in Certificate of Incorporation or an equivalent Certificate. **It shall be supported with a Notarized copy (original) of Certificate of Incorporation or an equivalent Certificate.** In case there is any change in Name of the Company subsequent to Incorporation, then the same shall be specified and supported with a Notarized copy (original) of Certificate of Change of Name.
6. The fact whether the applicant company is a National Oil Company or a subsidiary thereof shall be indicated specifically. This shall be supported with relevant documents.
7. Column A (10) of the prescribed Form requires to indicate Name and Details of the Person/Department, who would work as Contact on behalf of the applicant company for communication with ITD, ONGC Group, MRPL on registration related matters. Hence, it would be appropriate that a responsible person may be nominated with clear instructions to submit the details/documents, as may be requested by ITD, ONGC Group, MRPL during the registration process. It is also suggested that an alternate person may also be nominated to take care of exigencies.
8. Ideally we prefer to communicate through E-Mail being a cost and time efficient system. Hence, we advise to indicate E-Mail Ids-preferably company/official Ids of contact persons. However, this medium shall be used for only submitting the queries during the registration process. Any documents like Request or supporting documents shall be forwarded in original through Post/Courier.
9. Under Clause A (14), credit rating of the applicant company, if any, shall be indicated. This shall be supported with some documentary evidence.
10. During the course of Registration, we seek independent opinion, in a prescribed format, from the Bank and Trade References, details of which are provided by Applicant Company. It is preferred that trade references would be furnished category wise viz. Crude oil, petroleum products, petrochemical products and specialty petroleum products. **While providing these details, it may please be ensured that details of only responsible persons, who are willing to respond to our queries, shall be provided.** Usually, we communicate with them through E-Mail. Hence, we advise to indicate their E-Mail Ids-preferably company Ids.
11. **Details under Clause E and F are very crucial under our Procedure.** Therefore due care shall be taken while providing these details. It shall be ensured that details of only immediate previous three Financial Years shall be provided as we consider only these details for the purpose of Registration.
12. The details under Clause E and F shall be in respect of only the applicant company only and any inter-company/ group transactions shall be excluded and indicated separately.
13. The details under Clause **E and F shall be in respect of only physical trade** and shall not include any paper transactions.

14. Details under Clause E (I) shall be given separately for Purchases and Sales. The details shall be given both Volume wise in MT and Value wise in Million USD under both Purchase and Sales. Further, these shall be bifurcated into Term and Spot, if applicable.
15. Trading details (i.e. both Volumes & Values) provided above shall be **duly Certified* by an international firm engaged in audit of financial statements** and having an office in India as mentioned below-
1. **A certificate is also required for trading details (for both volumes & value) given as above under (E-I for new registration / D for additional registration as the case) along with this registration form;**
 - a) **For Crude Oil and/ or Petroleum Products** – *Trading details (i.e. both Volumes & Values) to be certified by an international firm engaged in audit of financial statements and having an office in India,*
 - b) **For Petrochemicals and/or Specialty Petroleum Products** – *Trading details (i.e. both Volumes & Value) to be certified by an international firm engaged in audit of financial statements and that having an office in India / certified by CEO/CFO/Head Finance of the applicant firm/company.*
 2. **In the above Certificate it shall also be mentioned that, ‘These are actual physical volumes traded in the International market and this excludes intercompany/ group transactions & paper transactions’.**
16. Under **Clause E (II)** Names of Suppliers and Customers shall be mentioned for immediate previous three years. It is preferred that Names of Suppliers and Customers would be furnished category wise viz. Crude oil, petroleum products, petrochemical products and specialty petroleum products.
17. Under Clause E (III) details shall be given in respect of ‘on-going’ term contracts. It is preferred that on-going term contracts would be furnished category wise viz. Crude oil, petroleum products, petrochemical products and specialty petroleum products.
18. **Audited Annual/Financial Reports for the immediate previous three** Financial Years are essential to consider a request. Thus, ensure to forward the same along with the Request for Registration. We prefer to have original published Reports. However, a copy certified on each page by the Directors or Company Secretary can also be forwarded, if originals are not readily available.
19. The entity after registration intending to participate in the tenders of ONGC Group would submit Bid Bond(s) (Bank Guarantee), as applicable, as per extant ONGC procedure as under;

Sl no	Tender(s) for	Bid Bond in favour of (Original hard copy of Bid Bond would reach ITD, ONGC Group, MRPL New Delhi before

		opening of Price Bid/ Part-I* offer of the tender(s) of the respective companies)
1	Supply of Crude Oil to ONGC Group	MRPL, per tender
2	Purchase of Crude Oil from ONGC Group	One each in favour of OVL, ONG BV and OCL as applicable, per tender.
3	Sale/ Purchase of Petroleum products /Petrochemicals from ONGC Group	One each in favour of ONGC, MRPL ,as applicable, per tender.
4	Sale/ Purchase of Specialty Petroleum Products from ONGC Group.	MRPL, per tender

****All tenders are executed through single bid system through ITD ONGC Group Online Tender Portal but Crude Import Tender is executed through email system.***

Note: Applicability of Bid Bond would be as per ONGC policy, as applicable from time to time.

The value of each Bid Bond would be not less than 5% of the maximum bid value from any one of the Banks in the list of banks prevailing at the time of tender invitation or from a first class international bank acceptable to ONGC/OVL/ONG BV/OCL-Brazil/MRPL, OMPL provided, however the same is duly confirmed/re-issued/counter guaranteed by any one of the banks in the said list of banks at New Delhi/ Mumbai.

The Bid Bond would be valid for a minimum period which would be prescribed in the registration letter/tender.

20. If any applicant company prefers to submit Financials of its Parent Company instead of its own, it shall confirm to submit Parent Corporate Guarantee [PCG] under Column H (8). Standard format of ONGC for PCG would be made available on request.
21. If the applicant company has been awarded GTP Certificate by Singapore Government, the same shall be indicated and a notarized copy of the Certificate shall be attached.
22. It is advised that no Column of the Form shall be kept blank or incomplete. If the applicant company has any reservations in furnishing any details, the reasons for that shall be specified.
23. Details of registration of the applicant company with IOCL/BPCL/HPCL may be indicated under Column I (IX) and shall be supported with documentary evidence like a copy of letter of registration. Additionally, copies of recent tender invitations, and/or cargoes awarded if any, to the applicant company may also be provided. Please note that the information provided on registration with IOCL/BPCL/HPCL and award/performance of the contracts would be verified from the respective companies and therefore please ensure correct information updated as on date of submission of registration request.
24. It may kindly be noted that we deal on principal-to-principal basis only with the counterparties who are registered on our approved Vendor List and not through any intermediaries/ agents. Thus, please ensure to give the undertaking under Column H (7).

25. Please be assured that all data/documents received either from you or your trade/bank references would be treated in strict confidence and would be used only for registration exercise.
26. It may please be noted the request for registration with ITD, ONGC Group, MRPL as a supplier/buyer shall be considered only on receipt of complete details/ requisite documents including audited balance sheets/ annual reports as well as satisfactory trade and bank references. Kindly also note that the decision of ONGC management shall be final and binding with regard to registration.
27. The applicant company is required to submit “Certificate Regarding Supply / Procurement of Crude Oil/ Products” as per Annexure 1. The said certificate should be on the letterhead of the applicant company and should be signed by either the CEO or CFO or Chairman of the company.
28. The above Guidelines/Instructions are explanatory in nature. If any further clarification/guidance in filling up the Form is required, please feel free to contact ITD, ONGC Group, MRPL. **The decision of ONGC shall be final and binding upon the parties with regard to registration.**