#### MANGALORE REFINERY AND PETROCHEMICALS LIMITED

## INTEGRATED TRADING DESK, ONGC Group

**NEW DELHI - 110 003**

Integrated Trading Desk [ITD] of ONGC Group MRPL organizes import/ international sale of crude oil and import / export of Petroleum Products, Petrochemical Products and specialty petroleum products for ONGC group of companies through tendering procedure. ONGC Group includes Oil and Natural Gas Corporation Limited (ONGC), ONGC Videsh Limited (OVL), ONGC Nile Ganga BV (ONG BV), ONGC CAMPOS LTDA- Brazil (OCL) and Mangalore Refinery and Petrochemicals Limited (MRPL). Only counter-parties registered on Mailing List(s) of ONGC are eligible to receive Tender invitations and participate against them by submission of bids.

ITD, ONGC Group Invites Requests for Registration from prospective vendors, for participating against tenders of ONGC Group, as a direct supplier/buyer. Interested vendors are requested to kindly fill up the following registration form and submit it, as per the requirements mentioned. For convenience, Guidelines for filling up the Form are also available in other link file. However, it may please be noted that mere submission of an application by a vendor does not guarantee registration on ONGC Mailing Lists. ONGC reserves the right to reject any application without assigning reasons thereof. The decision of ONGC shall be final and binding upon the parties with regard to registration.

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

1. **They have three years’ experience in Oil Trading i.e. Crude oil or Petroleum products or Petrochemicals Trading or Specialty Petroleum Products Trading 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. (Not applicable for National Oil Companies and State Owned Oil Companies)**
4. **They would be willing to submit bid bond(s) (Bank Guarantee) as applicable as per ONGC policy. (Not applicable for National Oil Companies and State Owned Oil Companies and/or entities seeking registration for Specialty products and/or Petrochemicals)**

**Checklist:**

Please check before submitting:

1. Has the **prescribed Format** been taken?
2. Has it been printed and **filled-in on Letter-Head of the Applicant** Company?
3. Has it been filled-in completely and the applicant company **meets the criteria of profitability, experience** in oil trade for three years and others mentioned on 1st page?
4. Has it been signed by the authorized person and Date and Place of submission indicated?
5. Has it been supported with requisite documents, *inter-alia* the following, which are mandatory:
   1. Notarized copy of Certificate of Incorporation
   2. Audited Annual/Financial Reports for the immediate previous three years either in published form or certified copies thereof
   3. Trading Details duly certified by international firm engaged in audit of financial statements and having an office in India.
   4. CEO/CFO Certification regarding Source/supply of Crude Oil/Petroleum Products/Petrochemicals/ Specialty Petroleum Products.
   5. Applicant Company is required to give an undertaking that it is not from a country, which is prohibited/banned under any law/regulation of the Government of India.

**If answer to all the above is YES, then**

**Forward it to:**

**GGM (IMPEX & SHIPPING) – ITD ONGC Group,**

**MANGALORE REFINERY AND PETROCHEMICALS LIMITED,**

**7th Floor, Core – 8, Scope Complex,**

**Lodhi Road, NEW DELHI – 110 003**

**Fax No. : +91 11 2436 1741 / 1742**

**Registration Team Telephone No. : +91 11 2430 6400 Extn. 415 / 466**

**E-mail : registration\_itd@mrpl.co.in**

**Explanatory Note:**

**If during the course of registration, any further Financial Year is closed, then details under respective columns/Clauses needs to be updated with details of such closed year as we consider details of only LAST THREE CONCLUDED FINANCIAL YEARS on the date of consideration of request.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Form For Registration of Vendors** | | | |
| ***(To be submitted on the Letter Head of the Applicant Company)*** | | | |
|  |  | | |
| **A.** | **General** | | |
| **1.** | **Name of Company** | **:** |  |
| **2.** | **Corporate Status** | **:** |  |
|  | **(State Owned Co, National Oil Co, Listed, Pvt. Ltd., LLP etc.)** | | |
| **3.** | **Nationality / Country of Incorporation** | **:** |  |
| **4.** | **Date of Incorporation** | **:** |  |
| ***(Notarized copy of Certificate of Incorporation is required to be submitted)*** | | | |
| **5.** | **Corporate Headquarters** | **:** |  |
| **6.** | **Brief write up about the company and its core business activities** |  |  |
| **7.** | **(i) Postal Mailing Address** | **:** |  |
|  |  |  |  |
|  | **(ii) Official Website Address** | **:** |  |
|  | **(iii) E-mail address(es)** | **:** |  |
| **8.** | **Name of Chairman / President / Managing Director** | **:** |  |
| **9.** | **Year since applicant company is trading in Crude oil/Petroleum Products/Petrochemicals/ Specialty Petroleum Products, with core business activity** | **:** |  |
| **10.** | **Official (s) to be contacted for Registration** |  |  |
| **(i)** | **Department Name** | **:** |  |
| **(ii)** | **Contact Person** | **:** |  |
| **(iii)** | **Telephone nos. (office)** | **:** |  |
| **(iv)** | **FAX No.** | **:** |  |
| **(v)** | **E-mail address(es)** | **:** |  |
| **11.** | **Name (s) of the Country (ies) in which assets of the applicant company are situated** |  |  |
| **12.** | **Parent/ Holding Company, if any and its shareholding** | **:** |  |
| **13.** | **Subsidiary (ies), if any (and its main business)** | **:** |  |
| **14.** | **Credit Rating of the Company by international agencies like S & P/ Moody’s / D&B** | **:** |  |
|  | ***(Documentary evidence is required to be submitted)*** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **B. INTERESTED IN** | | | |
| **1.** | **Supply/ Purchase of Crude Oil** | **:** |  |
| **2.** | **Supply/Purchase of Petroleum (Refined)** | **:** |  |
| **3.** | **Supply/Purchase of Petrochemical Products** | **:** |  |
| **4.** | **Supply/Purchase of Specialty Petroleum Products** | **:** |  |
|  | **Note*: Supply means, Supply to ONGC Group***  ***Purchase means, Purchase from ONGC Group*** | | |

|  |  |  |
| --- | --- | --- |
| **C.** | **Bank References** | ***(Atleast 2 Bank References Required)*** |
| **(i)** | **Bank Name:** |  |
| **(ii)** | **Address of Bank:** |  |
| **(iii)** | **Contact Person:** |  |
| **(iv)** | **E-mail Address:** |  |
| **(v)** | **Fax No.:** |  |

|  |  |  |
| --- | --- | --- |
| **D.** | **Trade Reference** | ***(Atleast 4 Trade References Required)*** |
| **(i)** | **Name of the Business/Trade Partner:** | |
| **(ii)** | **Address:** |  |
| **(iii)** | **Contact Person:** |  |
| **(iv)** | **E-mail Address:** |  |
| **(v)** | **Fax No.:** |  |

***References required for making enquiries from companies/banks with whom transactions have been entered into during the last two years, the applicant entity shall have no objection to ITD, ONGC Group making enquiries directly from the given references (Bank/Trade).***

**E. (I) VOLUME/VALUE OF PHYSICAL TRADE**

**Sales Volume – (In MT) (Immediate Previous Three Completed Years)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DESCRIPTION **(Volume)** | **Year-20\_\_\_\_** | | | **Year-20\_\_\_\_** | | | **Year-20\_\_\_\_** | | |
|  | Term | Spot | Total | Term | Spot | Total | Term | Spot | Total |
| **1. Crude Oil** (Grade-Wise) |  |  |  |  |  |  |  |  |  |
| **2. Petroleum Products** *(Names are indicative only)* |  |  |  |  |  |  |  |  |  |
| * MS |  |  |  |  |  |  |  |  |  |
| * Naphtha |  |  |  |  |  |  |  |  |  |
| * Jet/Kero |  |  |  |  |  |  |  |  |  |
| * Gasoil |  |  |  |  |  |  |  |  |  |
| * FO |  |  |  |  |  |  |  |  |  |
| **3. Petrochemicals** *(Names are indicative only)* |  |  |  |  |  |  |  |  |  |
| * Mixed Xylene |  |  |  |  |  |  |  |  |  |
| * Para Xylene |  |  |  |  |  |  |  |  |  |
| * Polypropylene |  |  |  |  |  |  |  |  |  |
| * Benzene |  |  |  |  |  |  |  |  |  |
| 1. **Specialty Petroleum products** *(Names are indicative only)* |  |  |  |  |  |  |  |  |  |
| * Sulphur |  |  |  |  |  |  |  |  |  |
| * PetCoke |  |  |  |  |  |  |  |  |  |
| * Bitumen |  |  |  |  |  |  |  |  |  |

**Sales Value (in Million USD) (Immediate Previous Three Completed Years)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DESCRIPTION **(Value)** | **Year-20\_\_\_\_** | | | **Year-20\_\_\_\_** | | | **Year-20\_\_\_\_** | | |
|  | Term | Spot | Total | Term | Spot | Total | Term | Spot | Total |
| **1. Crude Oil** (Grade-Wise) |  |  |  |  |  |  |  |  |  |
| **2. Petroleum Products** *(Names are indicative only)* |  |  |  |  |  |  |  |  |  |
| * MS |  |  |  |  |  |  |  |  |  |
| * Naphtha |  |  |  |  |  |  |  |  |  |
| * Jet/Kero |  |  |  |  |  |  |  |  |  |
| * Gasoil |  |  |  |  |  |  |  |  |  |
| * FO |  |  |  |  |  |  |  |  |  |
| **3. Petrochemicals** *(Names are indicative only)* |  |  |  |  |  |  |  |  |  |
| * Mixed Xylene |  |  |  |  |  |  |  |  |  |
| * Para Xylene |  |  |  |  |  |  |  |  |  |
| * Polypropylene |  |  |  |  |  |  |  |  |  |
| * Benzene |  |  |  |  |  |  |  |  |  |
| 1. **Specialty Petroleum products** *(Names are indicative only)* |  |  |  |  |  |  |  |  |  |
| * Sulphur |  |  |  |  |  |  |  |  |  |
| * PetCoke |  |  |  |  |  |  |  |  |  |
| * Bitumen |  |  |  |  |  |  |  |  |  |

**Purchase Volume (In MT) (Immediate Previous Three Completed Years)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DESCRIPTION **(Volume)** | **Year-20\_\_\_\_** | | | **Year-20\_\_\_\_** | | | **Year-20\_\_\_\_** | | |
|  | Term | Spot | Total | Term | Spot | Total | Term | Spot | Total |
| **1. Crude Oil** (Grade-Wise) |  |  |  |  |  |  |  |  |  |
| **2. Petroleum Products** *(Names are indicative only)* |  |  |  |  |  |  |  |  |  |
| * MS |  |  |  |  |  |  |  |  |  |
| * Naphtha |  |  |  |  |  |  |  |  |  |
| * Jet/Kero |  |  |  |  |  |  |  |  |  |
| * Gasoil |  |  |  |  |  |  |  |  |  |
| * FO |  |  |  |  |  |  |  |  |  |
| **3. Petrochemicals** *(Names are indicative only)* |  |  |  |  |  |  |  |  |  |
| * Mixed Xylene |  |  |  |  |  |  |  |  |  |
| * Para Xylene |  |  |  |  |  |  |  |  |  |
| * Polypropylene |  |  |  |  |  |  |  |  |  |
| * Benzene |  |  |  |  |  |  |  |  |  |
| 1. **Specialty Petroleum products** *(Names are indicative only)* |  |  |  |  |  |  |  |  |  |
| * Sulphur |  |  |  |  |  |  |  |  |  |
| * PetCoke |  |  |  |  |  |  |  |  |  |
| * Bitumen |  |  |  |  |  |  |  |  |  |

**Purchase Value (In Million USD) (Immediate Previous Three Completed Years)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DESCRIPTION **(Value)** | **Year-20\_\_\_\_** | | | **Year-20\_\_\_\_** | | | **Year-20\_\_\_\_** | | |
|  | Term | Spot | Total | Term | Spot | Total | Term | Spot | Total |
| **1. Crude Oil** (Grade-Wise) |  |  |  |  |  |  |  |  |  |
| **2. Petroleum Products** *(Names are indicative only)* |  |  |  |  |  |  |  |  |  |
| * MS |  |  |  |  |  |  |  |  |  |
| * Naphtha |  |  |  |  |  |  |  |  |  |
| * Jet/Kero |  |  |  |  |  |  |  |  |  |
| * Gasoil |  |  |  |  |  |  |  |  |  |
| * FO |  |  |  |  |  |  |  |  |  |
| **3. Petrochemicals** *(Names are indicative only)* |  |  |  |  |  |  |  |  |  |
| * Mixed Xylene |  |  |  |  |  |  |  |  |  |
| * Para Xylene |  |  |  |  |  |  |  |  |  |
| * Polypropylene |  |  |  |  |  |  |  |  |  |
| * Benzene |  |  |  |  |  |  |  |  |  |
| 1. **Specialty Petroleum products** *(Names are indicative only)* |  |  |  |  |  |  |  |  |  |
| * Sulphur |  |  |  |  |  |  |  |  |  |
| * PetCoke |  |  |  |  |  |  |  |  |  |
| * Bitumen |  |  |  |  |  |  |  |  |  |

**Notes:**

1. **A Certificate is also required for Trading details (for both volumes & Value) given as above under Clause E(I) along with this registration form*;***

***a)* For Crude Oil and/or Petroleum Products *-*** *Trading details (i.e. both Volumes & Value) 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 having an office in India / certified by CEO/CFO/Head Finance of the applicant entity****.***

***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'.**

**E. (II) Names of Suppliers/ Customers**

|  |  |
| --- | --- |
| 1. **NAME OF SUPPLIERS *(In immediate previous three years)*** | |
| **Category** |  |
| Crude Oil |  |
| Petroleum Products |
| Petrochemical Products |
| Specialty Petroleum Products |

|  |  |
| --- | --- |
| 1. **NAME OF CUSTOMERS *(In immediate previous three years)*** | |
| **Category** |  |
| Crude Oil |  |
| Petroleum Products |
| Petrochemical Products |
| Specialty Petroleum Products |

*Please furnish names of at-least 10 major suppliers and customers, in order of preference/volume of business with them, in the previous three years.*

**E. (III) Please provide the details of on-going term contracts, if any, for sale and purchase of Crude oil (Grade-wise), Petroleum Products (product-wise), Petrochemicals and specialty petroleum products along with name of the suppliers/customers and volume:**

**- (If Yes -** Please provide the details for Product /Categories wise**)**

**F. Financial Highlights (Immediate Previous three Years\*)**

***(Please Submit either printed Annual Report or Audited Financial Statements along with Directors’ and Auditors’ Report, Notes on Accounts duly certified by Director / Company Secretary of the company for the previous three years and other related published information)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **(Amount in Million USD)** | | |
| **Description** | | **20\_\_\_\_** | **20\_\_\_\_** | **20\_\_\_\_** |
| 1. | Net Sales/ Turnover (from Oil Trading, Petrochemical Trading or both-as the case may be) |  |  |  |
| 2. | Other Sales/ Activities, if any |  |  |  |
| 3. | Net Profit |  |  |  |
| 4. | Capital |  |  |  |
| 5. | Reserves |  |  |  |
| 6. | The policy and practice used for valuation of the open/outstanding positions at the end of the year in terms of US Dollars. |  | | |
| 7. | Any other relevant and known information of the company that is likely to impact profitability of the company in the short term) |  | | |

## \*Years are indicative only. Details shall be furnished under respective column/Clause for Immediate Last Three Concluded Financial Years.

## 

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **G.** | **OTHER BUSINESS ACTIVITIES** | | **:** |  |
|  | (*Percentage of their turnover with total turnover, for the past three years, may kindly be furnished).* |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **H.** | | **OTHER INFORMATION** | |  |  |
| 1. | | Equity Crude Oils. (Owned/Operated) | | **:** |  |
|  | | *(Details of Production/ volume traded in the international market is desirable)* |  | | |
| 2. | | Refinery (ies)  *(With location and capacities)* | | **:** |  |
| 3. | | Overseas Offices | |  |  |
| 4. | | Tanker(s) (Owned/Chartered) | | **:** |  |
| 5. | | GTP Certificate issued by Singapore Govt., if applicable. | | **:** |  |
|  | | *(Notarized copy is required to be attached)* | |  |  |
| 6. | | Is the Company facing at the time of seeking registration any known legal disputes, including Indian Companies, which are likely to adversely affect the performance of contracts/ meeting its financial commitments? | | **:** |  |
| 7. | | Please confirm that transactions shall be carried out on a Principal-to-Principal basis without using services of any Intermediaries / agents) | | **:** |  |
| 8. | | Please confirm to submit Bid Bond(s) (Bank Guarantee) as applicable for submission of the bid as per policy of ONGC. | | **:** |  |
|  | | *(****Not applicable for National Oil Companies and State Owned Oil Companies****)*  *(****Not applicable for companies seeking registration in only Petrochemicals and/or Specialty Petroleum Products*** *)* | | | |
| 9. | | Please confirm to submit any Parent Corporate Guarantee, if required, as per policy. | | **:** |  |
|  | | ***(Not applicable for National Oil Companies and State Owned Oil Companies****)* | | | |
| 10. | | Please confirm to submit Certificate regarding supply/procurement of Crude Oil and/ Products ***(As per Annexure 1)*** |  | | |
|  | | ***(The Certificate should be on the letterhead of the applicant company and should be signed by CEO/CMD/Chairman of the applicant company)*** | | | |
| 11. | | Please confirm that the applicant company is not from a country, which is prohibited/banned under any law/regulation of the Government of India. | |  |  |
| 12. | | Please confirm whether applicant company or its Subsidiary / Parent Company is currently registered with Indian Oil Corporation Limited (IOCL) / Bharat Petroleum Corporation Limited (BPCL) / Hindustan Petroleum Corporation Limited (HPCL).  If yes:   1. On which mailing list (Import/ Export)-Crude, Products, Petrochemicals, specialty petroleum products. 2. Date of Registration 3. Proof of registration. 4. Whether any cargo (es) awarded during such period. 5. Whether registered under Bid Bond, if yes, how many contracts have been performed. | |  | **:**  **:**  **:**  **:**  **:** |
| 13. | Other relevant information, if any | | |  | **:** |
|  |  | | |  |  |

**PLACE:**

**DATE**: **(SIGNATURE)**

**AUTHORIZED PERSON**

**(Name & Designation)**

**Annexure - 1**

**(On the Letter head of Applicant Company)**

**To be signed by CEO/CMD/Chairman**

## INTEGRATED TRADING DESK, ONGC GROUP

**MANGALORE REFINERY AND PETROCHEMICALS LIMITED**

**NEW DELHI - 110 003**

**Dated:**

**Certificate Regarding Supply / Procurement of Crude Oil/ Products**

This is to certify that Crude Oil/ Petroleum Products/ Petrochemical Products/ Specialty Petroleum\* to be supplied to Oil and Natural Gas Corporation Limited (ONGC), ONGC Videsh Limited (OVL), ONGC Nile Ganga BV (ONG BV), ONGC CAMPOS LTDA- Brazil (OCL) and Mangalore Refinery and Petrochemicals Limited (MRPL)\* would not be sourced from any country/sources prohibited by Government of India from time to time.

Similarly, Crude Oil/ Petroleum Products/ Petrochemical Products/ Specialty Petroleum Products\* procured from respective oil company shall not be taken to any country/destination prohibited by Government of India from time to time.

Further, the title of Crude Oil/ Petroleum Products/ Petrochemical Products/ Specialty Petroleum Products\* supplied to Oil and Natural Gas Corporation Limited (ONGC), ONGC Videsh Limited (OVL), ONGC Nile Ganga BV (ONG BV), ONGC CAMPOS LTDA- Brazil (OCL) and Mangalore Refinery and Petrochemicals Limited (MRPL)\* would be clear and free from all encumbrances.

M/s………………………………………………………………………..(Name of applicant Company) would be solely responsible in case of breach of above conditions and would directly bear any costs, losses, penalty etc. arising on account of supply from/to any prohibited country/sources with no liability whatsoever on Oil and Natural Gas Corporation Limited (ONGC), ONGC Videsh Limited (OVL), ONGC Nile Ganga BV (ONG BV), ONGC CAMPOS LTDA- Brazil (OCL) and Mangalore Refinery and Petrochemicals Limited (MRPL)\*.

**Signature**

**(Name & Designation of CEO/CMD/Chairman)**

\*Strike Out whichever is not applicable