

**OIL AND NATURAL GAS CORPORATION LIMITED**  
**INTEGRATED TRADING DESK**  
**NEW DELHI - 110 001**

Integrated Trading Desk [ITD] of ONGC Group organizes import/ international sale of crude oil and export of Petroleum Products and Petrochemical 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) and Mangalore Refinery and Petrochemicals Limited (MRPL). Only overseas 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 invites Requests for Registration from prospective overseas 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 overseas vendors shall ensure that:**

- 1. They have three years experience in Oil Trading (Crude oil and/or Petroleum products) or Petrochemicals Trading or both (as the case may be), as on date of application.**
  - 2. They have sufficient annual trading volumes of crude oil/ petroleum products/ petrochemicals (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.**
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## FORM FOR REGISTRATION OF VENDORS

(TO BE FILLED IN BY PROSPECTIVE FOREIGN SUPPLIER/BUYER)  
(To be submitted on the Letter Head of the Applicant Company)

### A. GENERAL

- (I). Name of the Company :
- (II). Nationality/Country of Incorporation :
- (III). Corporate Headquarters :
- (IV). Date of Incorporation : (A Notarized copy of Certificate of Incorporation may kindly be enclosed.)
- (V). Year, since trading in Oil or Petrochemicals (as the case may be), with core business activity :
- (VI). Corporate Status : (Request from Indian Counter-Parties would not be considered).  
(Listed, Pvt. Ltd., Partnership firm etc.)  
*Please specify whether your company is directly or indirectly held/ controlled/ owned by any Indian entity/ National(s). Request from Indian parties directly or through their foreign setups/branches would not be considered.*
- (VII). Name(s) of the Country (ies) in which assets of the applicant Co. are situated : (Nature of assets may kindly be indicated)
- (VIII). Name of the Chairman/ President/ Managing Director : (Head/ CEO of the company)
- (IX). Dept. and/or person to be contacted by ONGC : (Name(s) of contact official including telephone no., mobile phone no., fax no. and e-mail ID may kindly be provided)
- A. Telephone nos. (office) :
- B. Fax nos. :
- C. E-mail address(es) :
- (X). Mailing Address (Postal) :

- (XI). Official Website Address :
- (XII). Email address(es)
- (XIII). Overseas Offices :
- (XIV). Parent/ Holding Company, if : (Proof, if wholly owned subsidiary,  
any (and its main business) may kindly be provided)
- (XV). Subsidiary (ies), if any (and its :  
main business)
- (XVI). Credit Rating of the : (Rating with documentary  
Company by international evidence may kindly be  
agencies like Standard & provided.)  
Poors, Moody's, MRC or D&B.

**B. INTERESTED IN (Only if having relevant experience in Trading in I and/or II and/or III below)**

- (I). Supply/ Purchase of crude oil :
- (II). Supply/Purchase of :  
Petroleum (Refined) Products  
(Names of the Product(s) viz.  
Naphtha, Motor Gasoline,  
Jet/ Kero, Gasoil, VGO, Fuel  
Oil etc.)
- (III). Purchase of Petrochemical :  
Products (Names of the  
Product(s) viz. Mixed Xylenes,  
etc.)

**Note:**

Supply means, Supply to ONGC Group

Purchase means, Purchase from ONGC Group

- C. Bank References** : Bank name:  
(At least three) Address of the Bank:  
(For making enquiries during Account Officer:  
the course of registration) E-mail address:  
Fax nos.:
- D. Trade References** : Name of the Business/Trade  
(For making enquiries during Partner:  
the course of registration, Address:  
with whom trading Contact Person/point:

transactions have been entered into during the last two years)

E-mail address:

Fax nos.:

(At-least Four)

**Note:** The applicant entity shall have no objection to making enquiries by ITD, ONGC directly to the given references (Bank/Trade) during the course of Registration.

**E. VOLUME/VALUE OF PHYSICAL TRADE FOR CRUDE/ PRODUCT/ LPG/ Petrochemicals (Immediate Previous Three Years)**

DESCRIPTION (Volume)	(IN MT)					
	2010		2009		2008	
	Term	Spot	Term	Spot	Term	Spot

**1. Crude Oil**

**2. Petroleum Products**

(Names are indicative only)

- ❖ Gasoil
- ❖ Jet/Kero
- ❖ LPG
- ❖ MS, Naphtha

**3. Petrochemicals**

(Names are indicative only)

- ❖ Mixed Xylenes
- ❖ Para Xylenes
- ❖ Propylene
- ❖ Benzene

(To-date data for the current year may also be given)

DESCRIPTION (Value)	(IN Mill. USD)					
	2010		2009		2008	
	Term	Spot	Term	Spot	Term	Spot

**1. Crude Oil**

**2. Petroleum Products**

(Names are indicative only)

- ❖ Gasoil
- ❖ Jet/Kero
- ❖ LPG
- ❖ MS, Naphtha

### 3. Petrochemicals

(Names are indicative only)

- ❖ Mixed Xylenes
- ❖ Para Xylenes
- ❖ Propylene
- ❖ Benzene

(To-date data for the current year may also be given)

#### Notes:

1. The Physical volume traded in the international market should only be given in the above format, **separately for Purchases and Sales**.
2. The inter company/group transactions may kindly be excluded and given separately in the above format.
3. Kindly confirm that above volumes do not include paper transactions, traded by the party seeking registration.

#### (II) Names of Suppliers/ Customers

##### 1.SUPPLIERS (In immediate previous three years)

2010	2009	2008
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##### 2.CUSTOMERS (In immediate previous three years)

2010	2009	2008
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If all the names of suppliers/ customers for sale and purchase of Crude oil, Petroleum Products and Petrochemicals (as the case may be) can not be given, 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.

- (III) The details of on-going term contracts, if any, for sale and purchase of Crude oil (Grade-wise), Petroleum Products (product-wise) and Petrochemicals along with name of the suppliers/customers and volume, may also be given.

#### F. FINANCIAL HIGHLIGHTS (Previous three years): ( Year ended on\_\_\_\_\_)

(In USD)

Description	2010	2009	2008
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)

(Projected/Estimated Data for the current year (2011) may also be given)

**G. ANNUAL/FINANCIAL REPORTS** : (Kindly submit printed/certified audited accounts along with Directors' and Auditors' Report, Notes on Accounts for the previous three years and other related published information, if any.)

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

**I. OTHER INFORMATION:**

(I). Equity Crude Oils. : (Details of production and volume traded in the international market is desirable)  
(Owned/Operated)

(II). Refinery (ies) :  
(With location and capacities)

(III). Tanker(s) :  
(Owned/Chartered)

(IV). GTP Certificate issued by : (Notarized copy may please be  
Singapore Govt., if attached)  
applicable.

(V). 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?

- (VI). Principal-to-Principal Dealings : (A confirmation may please be given that all the transactions shall be carried out on a Principal-to-Principal basis without using services of any Intermediaries/ Agents.)
- (VII). Please confirm to submit Bid Bond(s) (Bank Guarantee) as applicable for submission of the bid as per policy of ONGC. :
- (VIII). Please confirm to submit any Parent Corporate Guarantee, if required, as per policy of ONGC. :
- (IX). Please confirm whether applicant company or its Group/ Subsidiary/ Affiliate/ Parent Company is currently registered with IOC/ BPCL/ HPCL. :
- If yes:
- (A) On which mailing list (Import/ Export)-Crude, Products, Petrochemicals.
  - (B) Date of Registration
  - (C) Proof of registration.
  - (D) Whether any cargo (es) awarded during such period.

- (E) Whether registered under Bid Bond, if yes, how many contracts have been performed.

*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.*

- (X) Other relevant information, :  
if any.

**PLACE:**

**DATE:**

**(SIGNATURE)  
AUTHORIZED PERSON**

**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 1<sup>st</sup> 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:
  - a. Notarized copy of Certificate of Incorporation
  - b. Audited Annual/Financial Reports for the immediate previous three years either in published form or certified copies thereof

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

**Forward it to:**

GENERAL MANAGER (IT), MRPL  
HEAD, INTEGRATED TRADING DESK  
MANGALORE REFINERY AND PETROCHEMICALS LIMITED,  
LGF MERCANTILE HOUSE,  
15, KASTURBA GANDHI MARG  
NEW DELHI – 110 001

FAX NO. : +91 11 23765174

+91 11 4352 3112

E-mail: [registration\\_itd@ongc.co.in](mailto:registration_itd@ongc.co.in)

**Explanatory Note:**

\*Years are indicative only. Details shall be furnished under respective column/Clause for LAST THREE CONCLUDED FINANCIAL YEARS. For instance if the request is submitted in or after January 2011 and Financial Year closes on 31<sup>st</sup> December, then furnish details for the years ended 31<sup>st</sup> December 2010, 2009 and 2008 and if Financial Year closes on 31<sup>st</sup> March, then furnish details for the years ended 31<sup>st</sup> March 2010, 2009 and 2008. However in the later case, details shall be updated on close of the Financial Year ending on 31<sup>st</sup> March 2011.

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.