



## **BHARAT HEAVY ELECTRICALS LIMITED**

TRANSMISSION BUSINESS GROUP

( Subcontracts Management )

Industry Sector, Lodhi Road, NEW DELHI - 110 003

TELEPHONE:011- 41793381, FAX: 011 -24369509,

E-mail:- rlodwal@bhelindustry.com

Form No. TBF760C

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### **APPLICATION FROM FOR ENLISTMENT OF SUBCONTRACTOR FOR CIVIL WORKS RELATED TO SUBSTATIONS / BUILDINGS AND/ OR ERECTION, TESTING & COMMISSIONING OF SUBSTATIONS AND/OR SOIL INVESTIGATION / CIVIL DESIGN WORK**

#### **1. INSTRUCTIONS TO SUBCONTRACTORS APPLYING FOR ENLISTMENT.**

- 1.1 The application form is to be filled by the subcontractor applying for enlistment returned in original to the address given below:

**DGM (TBSM )  
SUBCONTRACTS MANAGEMENT,  
TRANSMISSION BUSINESS GROUP,  
BHARAT HEAVY ELECTRICALS LIMITED,  
IOC, Lodhi Road, New Delhi - 110 003**

**PHONE : 011- 41793381  
FAX : 011 - 24369509**

- 1.2 The enclosed form shall be duly filled-in complete in all respects otherwise the request for enlistment as subcontractor may not be considered.
- 1.3 Please enclose a Bank Draft of Rs.1000/- as an application fee (Non refundable) favouring BHEL, TBG and payable at New Delhi with this application form.
- 1.4 Incomplete application form/ document/ false information may lead to delay or rejection of the case.

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- 1.5 BHEL reserves the right the accept or reject any application without assigning any reason.
- 1.6 Subcontractor shall send all relevant documents DULY INDEXED (preferably in A4 size neatly filed in a folder) along with this application form.
- 1.7 If answer to a question in enclosed form is 'YES' fill (Y), if it is 'NO' fill (N) and if it is 'Not applicable' then fill (NA).

## 2. CHECK LIST FOR APPLICATION FORM AND DETAILS.

2.1.1 Name of the Firm:.....

2.1.2 Address of Regd. office:.....  
: .....

Tel. No. ....Fax .....

Address of all (i) .....

Regional / branch .....

offices Tel. No.....Fax.....

(ii) .....

.....

Tel. No. .... Fax.....

2.1.3 Date of .....  
Establishment

2.1.4 Type of work for : .....  
which enlistment  
sought (Specify Civil and /or ETC and /or Soil investigation).

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Regd.Office : BHEL House, Siri Fort, New Delhi - 110049

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- 2.1.5 Preferred area for work : .....  
Write name(s) of states or all over India)
- 2.1.6 Design work Capability available ----Yes/ No/ NA
- 2.2 Photocopies of following documents enclosed. (Please specify in following spaces YES or NO or NOT APPLICABLE and other information as asked).
- 2.2.1 Certification in incorporation :.....(Y/N/ NA).
- 2.2.2 Proprietary certificate :.....(Y/N/ NA).
- 2.2.3 Partnership deed :.....(Y/N/ NA).
- 2.2.4 Bank credit facility and its utilisation certificate. :-.....(Y/N/ NA).
- 2.2.5 Audited balance sheets for last 3 years audited by CA. :-..... (Y/N/ NA).
- 2.2.6 Solvency certificate :-..... (Y/N/ NA).
- 2.2.7 Latest Income tax clearance certificate :-..... (Y/N/ NA).
- 2.2.8 Power of attorney of all authorised official who shall be contacting BHEL. :-..... (Y/N/ NA).
- 2.2.9 List of qualified personnel working in the organisation with their experience. :-..... (Y/N/ NA).

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2.2.10 List of plant & machinery and testing equipments. :-..... (Y/N/ NA).

2.2.11 List of reputed customers worked for with full postal address and details of projects executed in the last FIVE years. :-..... (Y/N/ NA).

2.2.12 Any other details not covered above, furnished in brief :-..... (Y/N/ NA).

2.2.13 It is understood that any relevant detail/ proof there-of, not enclosed along with the application form may lead to rejection.

**3. NATURE OF COMPANY** (State relevant information in following spaces as asked or write NA if not applicable).

3.1 Government undertaking/ :-..... organisation (central of state).

3.2 Public Ltd., or Private Ltd. :-.....

3.3 Partnership or proprietary . :-..... concern.

3.4 Employee provident fund :-..... account no., if any (Attach proof).

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#### 4. ORGANISATION SET UP OF SUBCONTRACTOR

4.1 Name of the Chief Executive :-.....

4.2 Name and designation of :-.....  
authorised officials ( having power of attorney ) to be contracted.

4.3 Total strength of organization

Graduate Engineers. :-.....

Engg. Diploma Holders :-.....

Managers :-.....

Supervisors :-.....

Skilled / Unskilled workers :-.....

Ministerial staff :-.....

Others :-.....

Total :-.....

4.4 State "No" or "YES" in the following spaces.

4.4.1 Whether banned or removed :- .....  
by any Govt. organization at  
any time. if yes, details may be furnished.

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4.4.2 Whether enlisted with other :- .....  
 BHEL units. If yes, furnish details  
 like code nos. & category for which enlisted.

4.4.3 If related to any BHEL :- .....  
 employee – mentioned details  
 about him/ her.

4.5 Weekly holidays :- .....

**5. FINANCIAL SET-UP OF SUBCONTRACTOR**

5.1 Name of the subcontractor :- .....

5.2 Capital Outlay

a) Land & Building :Rs.....

b) Plant & Machinery :Rs.....

c) Working Capital :Rs.....

d) Other Assets :Rs.....

**Total** :Rs.....

**Note** :If partnership concern, then financial standing of each partner to be indicated separately.

5.3 Annual turnover of the company  
 for the last THREE financial

YEAR	TURNOVER IN RS. LAKHS
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years.

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5.4 Present order book in Rs. Lakhs :.....

5.5 Name(s) of banker(s) :.....

5.6 If you are accredited with ISO  
9000 or ISO 14000 certification, indicate Yes or No.  
If Yes, please enclose a copy of the certificate.

5.7 Details of Demand Draft enclosed (non refundable application fee of Rs.1000/-)  
(DD No. .... Date ..... ,Bank Name  
.....)

Signature of Sub-Contractor's  
Authorised Person

Date

Name :  
Designation :  
Seal of the Company: