

BHARAT HEAVY ELECTRICALS LTD.

(A Government of India Undertaking)

Industry Sector, Transmission Business Group

Integrated Office Complex

Lodhi Road, New Delhi-110 003

APPLICATION FORM FOR REGISTRATION OF SUB-CONTRACTORS FOR TESTING & COMMISSIONING OF SWITCHYARD & SUBSTATION

Name of Firm:

Application Ref:

Date of Sale:

Cash/ DD No. & Date:

Receipt No.& Date :

Issuing Authority:

***DUE DATE OF SUBMISSION OF APPLICATION FORM: ON OR
BEFORE 07.07.2007***

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Integrated Office Complex
Lodhi Road, New Delhi-110 003

Ref: TBSM/T&C/07-08: Enlist.

Date: 08.06.07

REGISTRATION FOR SUB-CONTRACTORS

To

The Applicants,

Dear Sir.

Sub: Registration of sub-contractors for Testing & Commissioning works of various Substation/Switchyard

BHEL have been undertaking Trunk Key for erection Testing & Commissioning of various Substation /Switchyard in all over India for more than 25 years.

BHEL intends to register/enlist vendor of repute in the field of Testing & Commissioning of Substation/Switchyard on all India basis.

You are requested to go through application form carefully and apply for **relevant areas for Testing & Commissioning works in which you have sufficient experience**. Your experience may be supplemented with the corresponding work Orders from various customers. Also you are requested to furnish audited balance sheet and profit & loss account for the last three years ending Mar'06 or Mar'07 whichever is available along with other related details as sought in the form. You may contact at Ph. (011) 41793381 during working hours for any clarification.

Application forms for registration, which are not transferable , can be had from the office of the Dy. General Manager by remitting Rs.2000/- in cash (non-refundable) along with a request letter for application form (hard copy) on all working days between 10:00 hrs to 15:00 hrs from 11.06.07 or you may down load the application forms from our web site www.bhel.com. **The completed application forms must reach our office latest by 15:00 hrs of 07.07.2007.** It may be mentioned that the parties who have down loaded the form the above mentioned web site must deposit Rs. 1000/- in DD (non-refundable) drawn in favour of BHARAT HEAVY ELECTRICALS LTD. along with the completed application form. The parties who are already registered with BHEL, also need to apply for re-registration.

We look forward to your active participation in our Testing & Commissioning works for Substation/Switchyard works and expect mutual growth in the years to come.

Please submit your application along with supporting documents for registration.

Thanking you,

Yours faithfully,
For and on behalf of BHEL

DGM/TBSM

INSTRUCTIONS FOR FILLING THE APPLICATION FORM

Parties applying for the registration shall follow the instructions listed below:

- ❖ **Applicants shall have relevant experience in the field applied for and must be supplemented by copies of detail work orders and other relevant documents.**
- ❖ The works carried out and works in progress are to be mentioned in Annexure-(A) enclosed with the application form.
- ❖ Applicants shall go through the General Terms & Conditions before applying for Registration.
- ❖ Applicants shall sign & put company seal on all the pages of application form, including Annexures before submission of the application form.
- ❖ BHEL/TBG has the right to reject any or all applications without assigning any reasons what so ever. The applications, which are not completely filled in or not signed with company seal or the copies of relevant documents in support of credentials of the company are not submitted or information furnished found to be not correct, may be rejected.
- ❖ Original documents shall be produced on demand for verification.
- ❖ **Last date of submission of duly filled application forms is 15:00 Hrs of 07.07.2007.**

(R. Lodwal)
DGM/TBSM

SIGNATURE OF CONTRACTOR WITH SEAL

APPLICATION FORM FOR REGISTRATION OF SUB-CONTRACTORS

1. Name of the Firm:
2. Registration Status:
Whether Service Tax Registration made if made Regn.No.....
(Please enclose copy)
3. Permanent Address :

Contact Person :
Tel. No. Fax No. E-mail:
Mobile No.....
4. Local Address :
Contact Person :
Tel. No. Fax No. E-mail:
Mobile No.
5. Type of Firm :
(Public Limited / Private Ltd. / Registration Partnership / Unregistered Partnership/ Others)
6. Details of Shareholders:
7.

a) Whether worked in past with BHEL/TBG	YES/NO
b) Whether registered with BHEL/TBG	YES/ NO
c) Whether working at present with BHEL/TBG	YES/ NO
d) Details of Registration fee Rs.1000-paid vide BHEL, SAS, Cash receipt No. date and Amount Rs..... OR DD no Date and amount Rs.....	
e) Whether registered with any other organization for Testing & Commissioning for Substation/Switchyard.	
8. The following are to be enclosed:
 - 8.1 Tools & Plants including IMTF's (list) to be enclosed.

SIGNATURE OF CONTRACTOR WITH SEAL

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- 8.2 List of Employees (Category wise) along with qualification & experience.
(Mention the manpower number in below boxes)

Engineers	Supervisors	Electricals	Others
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- 8.3 Jobs under progress/ completed W.E.F.1st April 2000 as per Annexure-'A' indicating scope and contract value and completion date.

9. Copies of the following documents may be produced for

- 9.1 Audited Profit & Loss account for the last three years ending 2006/2007 whichever available.

- 9.2 PAN No.

- 9.3 Solvency certificate from 01-04-2007 onwards,

- 9.4 Audited Balance sheet of last three years ending 31-03-2006/31-03-2007 whichever is available.

- 9.5 Whether Black listed by Government / Public Sector Undertakings / Private Company at any time. Yes/No

- 9.6 If yes furnish details:

- 9.4.1 Any liabilities (Specify)

- 9.6.2 Service Tax Registration Certificate

SIGNATURE OF CONTRACTOR WITH SEAL

10. Statutory requirement: Copies of the following documents to be enclosed for any of the jobs carried out in the last 2 years.

10.1 Labour Licence

10.2 Labour Insurance /ESI

10.3 Employees PF Registration No.

10.4 Supplementary/certified list of wireman permit holders.

I.....

(Name along with designation)

Certify that the information furnished above is true to the best of my knowledge.

I hereby accept to cancel our registration with BHEL/TBG if the performance of our firm is consistently not satisfactory.

Authorized Signatory with Firm Seal



SIGNATURE OF CONTRACTOR WITH SEAL

REGISTRATION OF SUB -CONTRACTORS

AREA REQUESTED FOR REGISTRATION

Sl. No.	Description	400 KV	220 KV	132 KV	Remarks
1.	EHV Substation/Switchyard				
2.	Switchyard for power station				
3.	Series / Shut compensation				
4.	H.V.D.C. substation				
5.	Transformer				
6.	Reactor				

Note: Please mention "Yes" or "No" in the boxes against Ratings given with relevant information and proof of experience.

SIGNATURE OF CONTRACTOR WITH SEAL

ANNEXURE-A

LIST OF JOBS CARRIED OUT OR UNDER PROGRESS FROM 1ST APRIL 2000

Sl. No.	Scope of work	Customer	P.I.No./ W.O.No.	Value in Rs. Lakhs	Period	Remarks Appreciation Commendations (Copies may be enclosed)

SIGNATURE OF CONTRACTOR WITH SEAL

CHECK LIST FOR ENCLOSURES

NAME & ADDRESS OF THE FIRM:

.....

.....

MODE OF REGISTRATION FEE: D.D. / CASH

Have you enclosed the following

- | | | |
|-----|--|---------|
| 1. | Relevant documents for experience | YES/NO |
| 2. | List of jobs & supporting work order copies | YES/NO |
| 3. | Banker's Certificate/ Solvency Certificate from Scheduled Banks | YES/NO |
| 4. | P& L A/c, Balance Sheet for past 3 years | YES/NO |
| 5. | Permanent account No(PAN) & copy of PAN card | YES/NO |
| 6. | Central / State Tax Regn. Certificate Copies | YES/NO |
| 7. | Service Tax Registration No. | YES/ NO |
| 8. | Memorandum of Association / Partnership Deed /
Prospectus / Annual Reports /
Certificate of Incorporation /
Details of invested capital | |
| 9. | a) Whether worked with BHEL/TBG in past | YES/NO |
| | b) Whether working presently with BHEL/TBG | YES/ NO |
| 10. | Copy of Registration under Industrial Registration Act | YES/NO |
| 11. | Copy of Proof of Registration with any other State / Central / reputed
Private Organization | YES/ NO |
| 12. | Copy of Proof of Registration with any other BHEL Divisions, or any other work | YES/ NO |
| 13. | Proof of infrastructural facilities claimed | YES/NO |
| 14. | Experience date sheet duly filled in | YES/ NO |
| 15. | List of other documents enclosed, if any | YES/ NO |
| 16. | P.F. A/c No. Valid ESI, Sales Tax Clearance certificate (STCC) | YES/ NO |

SEAL OF THE FIRM

SIGNATURE OF THE APPLICANT /
AUTHORISED -REPRESENTATIVE

DECLARATION SHEETS

The interested vendors are requested to furnish the following information while, failing which their application will be summarily rejected.

- 1 Whether any relative(s) presently employed in BHEL? If so, his connection with the firm. :YES/NO(if yes, please give particulars)
2. Whether any Ex-BHEL employee is Associated /working with the firm. :YES/NO(if yes, please give particulars)
3. Whether any BHEL, employee is holding Any share in the firm :YES/NO(if yes, please give particulars)

Signature of Contractor

- Note:** 1. Attach separate sheet, if necessary
2. If the BHEL comes to know at a later date, that the information furnished by the applicant is false, suitable action will be taken according to law, against the Vendor.

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**Industry sector, Transmission Business Group
Integrated office complex
Lodhi road, New Delhi-110003**

General Terms and Conditions for enlistment of Sub-Contractor

1. The sub-contractors must have experience of successful completion of testing & Commissioning work / complete ETC works.
2. The sub-contractor must have Service Tax registration No./TIN, Separate EPF Reg. no., Permanent Account No, ESI Registration No. which ever is applicable.
3. Sub-contractors shall have supervisory license holder person and wireman permit holder technician to meet Indian Electricity Act requirement.
4. Sub-contractors are required to complete all parts of the application form and provide exhaustive information requested therein, to the satisfaction of BHEL. All the statement provided in the application form must be accurate and supported by documentary evidence as required.
5. Sub-contractor shall enclosed supplementary sheet wherever required these supplementary sheets or enclosed information must have the name of the sub-contractor clearly marked on it and also the serial number of the question to which it relates.
6. After receipt of application form and the information/documents as required in enlistment form, BHEL would scrutinise and registered the name of the parties. However, application forms received without relevant supporting documents would be summarily rejected and would not be considered. Decision of BHEL would be final and no further correspondence will be entertained.
7. In case of receipt of incomplete documentation, sub-contractors may be given opportunity to complete balance data. However, in case sub-contractor not responding/ not able to furnish complete data, cases shall be closed and no further correspondence will be entertained.
8. BHEL reserves the right to call for additional information and original work order and other documents in original as and when asked by BHEL for verification. Failure to produce such documents may lead to summarily rejecting of their applications.

Signature of Contractor with seal

9. Any sub-contractor providing false information or inaccurate or forged documents will stand automatically disqualified for consideration of registration for this or any other future registration programme. Also, if such information comes to light after successful qualification and registration, BHEL reserves the right to remove the sub-contractor from the registered list of the contractor.
10. If the sub-contractor is unsuccessful and not registered, the sub-contractor will be notified of the decision, however the Registration fee will not be refunded. BHEL's decision of registering the sub-contractors shall be final and binding on the sub-contractor.
11. Tenders enquiries of particular projects shall be issued to the registered contractors according to their technical & financial capability on rotation basis if required.
12. Mere registration does not confer sub-contractors any guaranteed orders or award of contract as the case may be or inclusion in a particular tender list.
13. It will be the responsibility of the sub-contractor to submit latest audited Balance Sheet and also to keep BHEL informed of any such matter that may affect the sub-contractor's registration qualification criterion.
14. Applicants shall sign & put stamp on each pages of application form, terms & conditions and all the documents before submission of the application form.
15. The sub-contractor must meet the statutory compliance as laid down in the registration form/ instructions.
16. BHEL has the right to reject any or all applications without assigning any reasons.
17. The sub-contractors who are already registered with BHEL/TBG also need to apply again.

(R. Lodwal)
DGM/TBSM

Signature of Contractor with seal