

DOCUMENT FOR REGISTRATION OF CONTRACTORS

Reference No:

HPEP/HYD/TA/CIVIL/REG:2014-15/001

**Last date for submission : 28.03.2015 by 11:00 Hrs at Vendor Complex,
BHEL R C Puram, Hyderabad.**

Brief description of content

PROCEDURE, QUALIFYING / ACCEPTANCE CRITERION, APPLICATION FORMAT ETC, FOR REGISTRATION OF CONTRACTORS FOR EXECUTION OF WORKS UNDER CATEGORY OF CIVIL CONSTRUCTION, ROADS, HORTICULTURE & HOUSE KEEPING WORKS / SERVICES, MAINTENANCE WORKS AT BHEL, RAMACHANDRAPURAM.



TOWNSHIP ADMINISTRATION

BHARAT HEAVY ELECTRICALS LIMITED

(A Government of India Undertaking)
Township Administration -Civil Department
Ramachandrapuram
Hyderabad – 502 032

APPLICATION FOR REGISTRATION OF CONTRACTOR

To

The Addl.General Manager,
Township Administration,
Bharat Heavy Electrical Limited,
Ramachandrapuram,
Hyderabad 502 032

Sir,

I/We hereby submit the application for registration with M/s.Bharat Heavy Electricals Limited, Ramachandrapuram, Hyderabad 502 032 for the works for which registration is sought as per Notice Reference No. **HPEP/HYD/TA/CIVIL/REG:2014-15/001**. All documents as per 'Check List' are enclosed.

I/We have carefully pursued the application documents and hereby give our unconditional acceptance to the procedures terms and conditions adopted by BHEL for registration. I/We also understand that BHEL reserves the right to withhold the application for registration, issue tender documents to any registered contractor and also hold the registration process without assigning any reason whatsoever.

I/We further agree to submit any additional documents, if and when sought by BHEL.

I/We are also enclosing the 'Declaration by Authorized Applicant' along with valid power of attorney.

SIGNATURE OF CONTRACTOR :

Place :
Date :

ADDRESS :

C H E C K L I S T

| Sl. No. | Particulars / Details | Tick as applicable | |
|---------|--|--------------------|----|
| | | Yes | No |
| 1 | Signed copy of contractor registration document duly filled. | | |
| 2 | Document charge of Rs.1500/- by the way of DD in favour of BHEL Ramachandrapuram, Hyderabad. | | |
| 3 | Application for registration of contractor. | | |
| 4 | Declaration by authorized applicant. | | |
| 5 | Documentary proof for legal status of firm. | | |
| 6 | Pan No. copy. | | |
| 7 | Service Tax registration. | | |
| 8 | Sales Tax / Vat registration. | | |
| 9 | EPF. | | |
| 10 | ESI. | | |
| 11 | Labour License. | | |
| 12 | Banking details as per Annexure-IV. | | |
| 13 | IT returns for Latest 3 years | | |
| 14 | Balance sheet for Latest 3 years | | |
| 15 | One time registration fee of Rs.5000/- by the way of DD in favour of BHEL Ramachandrapuram, Hyderabad for each category for which Contractor enrolls. (Registration fee will be refunded to un-qualified / Un-registered agencies). For example: If an agency applies for registration in two categories he shall pay one time registration fee Rs.10,000/- (Rs.5000.00 + Rs.5000.00) | | |

Guidelines to Contractors filling up the Registration Form

1. Registration Form may be obtained from BHEL website www.bhel.com.
2. Any clarification with respect to procedure for registration may be obtained from the Office of the Township Administration, BHEL, Ramachandrapuram, Hyderabad Unit.
3. The Contractor Registration Form has three sections:

Section-I: COMPANY PROFILE AND GENERAL INFORMATION

Section-II: RESOURCES OWNED BY THE COMPANY

Section-III: WORK EXPERIENCE

For each of the Work experience format filled up, the following needs to be attached:

i) Self attested Copy of Work Order/Award letter and allied documents containing interalia (a) Brief Description of work, (b) Value of Contract (c) Time schedule

ii) Completion Certificates (Any one of the following):

a) Self attested copies of Work Completion Certificates issued by Owner or agency who has awarded the contract. BHEL reserves the right to verify the authenticity of the document from the originator. Hence kindly see that all contractual details are available in the completion certificates to lend easy verification if required.

b) Self attested copies of Protocol signed by Client and Owner, indicating the completion/achievement/execution of the Milestone achieved

c) Self attested copies of „Final Bill“ verified by Client/Customer which indicates the Quantum of work not less than that specified in Basic QR

d) Documentary evidence issued by Owner/Client, indicating the progress of Work achieved not less than that specified in the Basic QR even if the total contract is not completed/closed

iii) Relevant documents for each „WORK EXPERIENCE“ format being filled up are to be submitted.

4. All columns are to be filled up properly in the space provided for. Wherever it is not applicable, please mention “Not Applicable”. The form is to be signed by the authorized signatory.

5. A separate sheet may be attached if the space provided is insufficient or additional information is to be given. Please put proper identification tag on the separately attached sheet.
6. Any information / clarification required by BHEL during evaluation must be given expeditiously.
7. Please ensure that all required enclosures are attached with the filled up Contractor Registration Form and list of enclosures is given as required.
8. Incomplete forms will be rejected.
9. Please fill up the check- list given below and send along with the Contractor Registration Forms to BHEL.
10. Please note that if you are registered and participate in Tender process and qualify to get order from BHEL, your performance based on Quality of your product, delivery performance and service rendered will be evaluated as per the format enclosed with the application form.
11. If you are attaching a document in a language other than English, a self attested English translated document may please be also attached.

| Sl.No | Check Point | Yes / No |
|-------|--|----------|
| 1 | Information against all points under "Organizational Information" has been given. | |
| 2 | All enclosures and supporting documents have been enclosed. | |
| 3 | Technical requirements, specifications, drawings, standards have been received from BHEL before filling up Technical Competence. | |
| 4 | All the parts of the form & enclosures have been signed by Authorized Signatory. | |

Signature & seal

Date:

(Authorized Signatory)

Note:- This check list is to be attached with the filled up Contractor Registration Form.

CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organizational Information

1.1 GENERAL INFORMATION

| SI.No. | Details / Particulars | Remarks by BHEL, if any | |
|--------|---|--|--|
| 1.1.1 | <u>Name of Company seeking Registration:-</u> | | |
| 1.1.1a | Work description / package for which registration is sought. (Tick the relevant category) | <u>Categories</u> 1. Civil works 2. Road works 3. Horticulture 4. Housekeeping/Support Services 5. Maintenance works | <u>Code</u> CIVIL ROAD HORT SERVICES MAINT |
| 1.1.2 | Date of Incorporation / Establishment:- (Please attach Certificate of Incorporation) | | |
| 1.1.3 | <u>Registered Office Address:-</u> <ul style="list-style-type: none"> • Tel No • Fax No • Email ID • Web site | | |
| 1.1.4 | <u>Head Office Address:-</u> <ul style="list-style-type: none"> • Tel No • Fax No • Email ID • Web site | | |
| 1.1.5 | <u>Mailing Address:-</u> <ul style="list-style-type: none"> • Tel No • Fax No • Email ID • Web site | | |

| | | |
|------------|--|--|
| 1.1.6 | <u>Officer to be contacted for clarification on CONTRACTOR Empanelment:-</u> Name & Address <ul style="list-style-type: none"> • Tel No • Fax No • Email ID | |
| 1.1.7 i | <u>Branches:-</u> Address:- <ul style="list-style-type: none"> • Contact person • Tel No • Fax No • Email ID | |
| ii | Address:- <ul style="list-style-type: none"> • Contact person • Tel No • Fax No • Email ID | |
| iii | Address:- <ul style="list-style-type: none"> • Contact person • Tel No • Fax No • Email ID | |
| 1.1.8 i | <u>Sister Concerns if any:-</u> Address:- <ul style="list-style-type: none"> • Contact persons • Tel No • Fax No • Email ID • Web site | |
| ii | Address:- <ul style="list-style-type: none"> • Contact person • Tel No • Fax No • Email ID • Web site | |

1.2 OWNERSHIP INFORMATION.

| 1.2.1 | TYPE OF COMPANY (please tick "✓" any one applicable) | Documents to be submitted | Remarks by BHEL if any |
|-------|---|--|------------------------|
| i | Govt of India Undertaking <input type="checkbox"/> | | |
| ii | State Govt Undertaking <input type="checkbox"/> | | |
| iii | Public Limited Company <input type="checkbox"/> | Memorandum and Articles of Association | |
| iv | Private Limited Company <input type="checkbox"/> | Memorandum and Articles of Association | |
| v | Co-operative Society <input type="checkbox"/> | Society Rules and Byelaws | |
| vi | Partnership Firm <input type="checkbox"/> | Partnership deed | |
| vii | Proprietorship <input type="checkbox"/> | Professional Tax Registration & Municipal Registration | |
| viii | Any Other (specify) <input type="checkbox"/> | Supporting documents | |

| 1.2.2 | DIRECTOR / PARTNER / OWNER / PROPRIETOR INFORMATION | Position Held in Company | Remarks by BHEL if any |
|-------|---|--------------------------|------------------------|
| i | | | |
| ii | | | |
| iii | | | |
| iv | | | |

1.2.3 DIRECTORS / PARTNERS, IF RELATED TO ANY BHEL EMPLOYEE.

NAME :
STAFF NO. :
DESIGNATION :
Unit & DEPARTMENT :
RELATIONSHIP :

1.2.4 IF ANY EX-BHEL PERSONNEL IS EMPLOYED BY THE COMPANY, MENTION HIS / HER DETAILS OF LAST POSTING.

NAME :
 STAFF NO. :
 DESIGNATION :
 Unit & DEPARTMENT :
 DATE OF LEAVING SERVICE :

1.3 REGISTRATION PARTICULARS

| Sl.No | Description (PLEASE INDICATE PARTICULARS IN THE SPACE PROVIDED FOR EACH) | Required for | Documents to be submitted | Remarks by BHEL, if any |
|-------|---|---------------------------------|---------------------------|-------------------------|
| a | INCOME TAX (PERMANENT AC NO.) | All categories | Copy of certificate | |
| b | SERVICE TAX REGISTRATION | All categories | Copy of certificate | |
| c | Sales Tax VAT Registration Number and Date: | | | |
| | 1. | As applicable | Copy of certificate | |
| | 2. | As applicable | Copy of certificate | |
| | 3. | All applicable | Copy of certificate | |
| | 4. | As applicable | Copy of certificate | |
| | 5. | As applicable | Copy of certificate | |
| d | PF Registration | All categories | Copy of certificate | |
| e | ESI | All categories | Copy of certificate | |
| f | CPWD / Government Organization | As applicable | Copy of certificate | |
| g | Geological Survey of India / Equivalent | For Geo Tech Investigations etc | Copy of certificate | |
| h | IBR | For Boiler and IBR Piping | Copy of certificate | |
| i | Contractorship License for Electrical Works (from any State / Union Territory of India) | For Electrical Works | Copy of certificate | |

| | | |
|------------|--|--------------------------------|
| 1.4 | MANPOWER | Remarks by BHEL, if any |
| A | Organization Strength (in number): (please submit Organization Chart) | |

| B | List of Key Persons on rolls of the Company | | | | |
|----------|--|-------------------------------------|----------------------|------------------------------|--------------------------------|
| | Category | No of persons in the Company | Qualification | Total work experience | Remarks by BHEL, if any |
| i | Resident Managers / Resident Engineers | | | | |
| ii | Site Engineers (Erection & Commissioning) | | | | |
| iii | Site Engineers (Quality) | | | | |
| iv | Site Safety Co-ordinators | | | | |
| v | Site Supervisors | | | | |
| vi | Skilled Workmen | | | | |
| vii | Others | | | | |

1.5 OTHER PARTICULARS

| A | Registration with BHEL, GHMC, PWD, Railways, etc. | Registration / Empanelment Number | Registration / Empanelment valid upto | Document to submitted | Remarks by BHEL, if any |
|-----|---|-----------------------------------|---------------------------------------|-----------------------|-------------------------|
| i | | | | Documentary evidence | |
| ii | | | | Documentary evidence | |
| iii | | | | Documentary evidence | |
| iv | | | | Documentary evidence | |
| v | | | | Documentary evidence | |
| vi | | | | Documentary evidence | |
| vii | | | | Documentary evidence | |

| B | BANKING DETAILS OF COMPANY | | |
|---|---|--|-------------------------|
| | Information of Bank Account of Company | Document to be submitted | Remarks by BHEL, if any |
| | <p>The following information of Bank Account of the Company, duly endorsed by the Bank (required for Electronic Fund Transfer – EFT / RTGS) is to be submitted</p> <ol style="list-style-type: none"> 1. Name of the Company 2. Name of Bank 3. Name of Bank Branch 4. City / Place 5. Account Number 6. Account Type 7. IFSC code of the Bank Branch 8. MICR Code of the Bank Branch 9. Details of other Bankers (for reference purpose only) <p>NOTE: CONTRACTORS who have already submitted the above information are requested to submit a copy of the same.</p> | Information of bank Account of the Company duly endorsed by the Bank | |

| 1.6 | QUALITY SYSTEMS | Certificate Number and Valid unto | Document to be submitted | Remarks by BHEL, if any |
|-----|------------------------------|-----------------------------------|--|-------------------------|
| A | Accreditation to ISO 9001 | | Copy of accreditation certificate OR Copy of 'Table of Contents' of Quality Manual | |
| B | Accreditation to ISO 14000 | | Copy of accreditation certificate OR Copy of 'Table of Contents' of Quality Manual | |
| C | Accreditation to OHSAS 18000 | | Copy of accreditation certificate OR Copy of 'Table of Contents' of Quality Manual | |
| D | In House Quality Systems | | Copy of quality manual | |

1.7 FINANCIAL INFORMATION FOR THE PREVIOUS THREE YEARS

| Sl. No | Financial Information | Financial Value in Rupees in Lakhs (Audited) | | Remarks by BHEL, if any |
|--------|---|--|--------------------------|-------------------------|
| | | Year | Value in Rupees in lakhs | |
| i | NET WORTH (Latest) Paid up Share Capital: Share Capital OR Partnership Capital OR Proprietor Capital as the case may be + Reserves. | | | |
| ii | SALES / TURN OVER | | | |
| | (Last three Financial Years) | | | |
| | | | | |
| | Average | | | |
| iii | CASH PROFIT (PAT +Non Cash Expenditure via Depreciation) | | | |
| | (Last three Financial Years) | | | |
| | | | | |
| iv | Whether CONTRACTOR has been referred to BIFR/NCLT/any other similar Govt. Agency (If 'YES' enclose details). | YES/NO | | |

| | | | |
|-----|--|--------|--|
| v | Whether CONTRACTOR is a potential sick Company (If 'YES" encloses details). | YES/NO | |
| vi | Copies of Audited Annual Accounts (Balance Sheet, P&L Account, Cash flow statement) for the last three (3) years to be submitted. | | |
| vii | Status of Tax assessments done under various laws (Income Tax, VAT / Sales Tax, Excise & Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted. | | |

Section-II:- Resources owned by the company

RESOURCES

A) TOOLS & PLANTS, MACHINERY OWNED BY COMPANY

| Sl No. | Description of T&P, Machinery | Make | Capacity | Year | Quantity | Remarks |
|--------|-------------------------------|------|----------|------|----------|---------|
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1. Please indicate all important T&Ps Machinery owned by Company.
2. Please use additional sheets if required.

B) INSPECTION, MEASURING AND TESTING EQUIPMENTS OWNED BY COMPANY

| SI No. | Description of T&P, Machinery | Make | Capacity | Year of make | Quantity | Next Calibration due | Remarks |
|--------|-------------------------------|------|----------|--------------|----------|----------------------|---------|
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1. Please indicate all important inspection, Measuring and Testing Equipment's owned by Company.
2. Please use additional sheets if required.

C) TIEUPS or RATE CONTRACTS ENTERED INTO BY THE COMPANY FOR PROVIDING VARIOUS SERVICES WHICH THE COMPANY PROPOSES TO INDICATE.

| SL. NO. | SERVICES FOR WHICH TIEUPS / RATE CONTRACTS ENTERED FOR PROVIDING SERVICES | PLEASE INDICATE WHETHER SHORT TERM (1 YEAR) OR LONG TERM (ABOVE 1 YEAR) | REMARKS |
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1. Please indicate all important Tie Ups entered by Company for providing various services.
2. Please use additional sheets if required.

Section-III:- WORK EXPERIENCE

(use separate sheet for each category / code)

WORK EXPERIENCE (In the last 5 years period ending on the date of Submission of Application)
(Use additional sheets if required)

| CATEGORY | CODE |
|----------|------|
| | |

[illegible]

| EVALUATION OF CONTRACTOR PERFORMANCE | | | | |
|--|------------------|-----------------------|-------------------------|-----------------------|
| EVALUATION | | | | |
| | Max Score | Score Obtained | Weightage Factor | Weighted Score |
| Quality | 30 | | 0.40 | |
| Delivery | 20 | | 0.75 | |
| Manpower | 20 | | 0.60 | |
| T&Ps, IMTEs & Consumables | 20 | | 0.75 | |
| Site Infrastructure & Service | 30 | | 0.40 | |
| Site Finance | 10 | | 1.10 | |
| HSE & SA | 40 | | 0.35 | |
| Others | 30 | | 0.30 | |
| Total Weighted Score | | | | |
| Any details which Construction Manager wants to share with management. | | | | |

Less

a) Score for accidents attributable to Contractor during the reporting period (Major @ 3 Minor @ 1)

Major Accidents ----- Fatal, Permanent Disability (-)
 Major, Damage to Equipment

Minor Accidents ----- All Others

Net Weighted Score (OUT of 100):

Over all Performance evaluation:

Good/Satisfactory/Unsatisfactory

Net Weighted Score:

80% and Above - Good
 Between 60% to 80% - Satisfactory
 60% and Below - Unsatisfactory

Dated:

Engineer-In-Charge

Addl. General Manager/TA

Note:- This summary evaluation sheet is to be sent to Contractor after every evaluation

SPECIAL INSTRUCTIONS TO CONTRACTORS

1. This Booklet consists of APPLICATION FORM / FORMATS for registration of Contractors for works executed various department's at BHEL Ramachandrapuram.
2. The applicants / contractors are advised to go through the various formats etc., and understand the same before submitting their applications. Any doubt in the documents should be got clarified from Township Civil Department, BHEL Ramachandrapuram, Hyderabad before submitting their APPLICATION.
3. Please ensure that all the supporting documents called for are duly furnished and self-attested.
4. The **Documents should be submitted duly signed and stamped in all the pages.**
5. The undersigned is not bound to accept all the applications for registration and will have the right to reject or with hold any or all of the applications without assigning any reason whatsoever.
6. An applicant is not permitted to have enlistment in more than one name.
7. A partner of a firm or director of a company enlisted as a contractor cannot be as a partner / director in any other units of BHEL.
8. Incomplete applications (not accompanied with necessary documents) are liable to be rejected.
9. All the work details shall be submitted with the registration form, these works shall be treated as final and no other works will be entertained post due date
10. Any further correspondence will be done based on the submitted Works only.
11. The enlistment authority shall have the right to verify the details furnished by the applicant. During the verification if the responded agencies are found to resort to serious lapses in performance / misdemeanor such as abandoning any work without completing, resorting to unfair means (including submission of false certification), shall be not considered for further enlistment upto a period of 3 years.
12. If the enlistment authority finds the applicant suitable for enlistment, the enlistment order will be issued to the applicant, and otherwise, intimation of rejection will be communicated to the applicant. The decision of the enlistment authority shall be final and binding on the applicant.

13. The applicants will be sub-grouped into different categories based on the Recommendations of Evaluation Committee. It is prerogative of BHEL to fix the slab of the sub groups of various categories. The decision of BHEL shall be the final in the sub-grouping of contractors in various categories.
14. Updation (addition of any new contractors post due date) of enlistment will be done on **Annual basis** by calling press advertisement.
15. **The applicants once registered are bound to all General, Special, Safety Conditions of Contract as per BHEL norms. (Details can be had from the Planning Office of TA department).**
16. Enlisted agencies have to respond to enquiries addressed to them. If an agency is found not responding to the addressed enquiry for four consecutive enquiries sent to them, further enquiries shall not be addressed to them. To revoke sending enquiries to the agency, the agency has to oblige in written of their willingness to participate in BHEL Tenders.
17. Any enlisted agency if decides to withdraw from the enlistment the same has to be intimated in writing addressed to concern authorities. No refund of any fees will be made for withdrawals.
18. In future BHEL may opt for e-auction process for issuing and finalizing of tenders, in that event the registered contractors have to follow the due process as informed by BHEL for participating in the tendering. The contractors will not have any claim over the process of tendering in BHEL.
19. The application for contractors registration with all the required documents should be submitted **AT VENDOR COMPLEX, BHEL R C PURAM, HYDERABAD** so as to reach as per schedule given in the notice inviting registration of contractors and **duly addressed to:**

THE ADDL.GENERAL MANAGER,
TOWNSHIP ADMINISTRATION,
BHARAT HEAVY ELECTRICALS LIMITED,
RAMACHANDRAPURAM,
HYDERABAD – 502032.

Signature & seal

Date:

(Authorized Signatory)

DECLARATION BY AUTHORISED APPLICANT

| | | |
|----|--|--|
| 1. | Name of Authorized Applicant of the Company seeking Registration. | |
| 2. | Designation of Applicant. | |
| 3. | Name of Company for which seeking Registration. | |
| 4. | Head Office Address. Tel No. Fax No. E-mail Web site | |

I here by certify that all information and data furnished by me with regard to Vendor Registration / Empanelment are true and complete to the best of my knowledge. I further certify that I am duty Authorized representative of the above mentioned company and a valid Power of this effect is enclosed.

Signature of Authorized Applicant
With name and address

Place :
Date :