

Numaligarh Refinery Limited

(A Government of India Enterprise)

REGISTRATION OF CONTRACTORS FOR WORKS/ SERVICE CONTRACT AT NRL

IMPORTANT INSTRUCTIONS

- Numaligarh Refinery Limited, Numaligarh, Assam is planning to register competent Contractors having experience of execution of similar works in the relevant field, for which the Registration is sought. For list of services, please refer Attachment – 1 (Section -13)
- Contractors shall apply as per the Vendor Registration Form given below.
- The Vendor Registration (V.R.) Form is to be completed in all respects. If any item is not relevant, please write "Not Applicable".
- Submission of incomplete application/short receipt of documents shall be sufficient cause for outright rejection and no further correspondence shall be entertained.
- Physical verification of facilities as well as statements made / submitted will be carried out, as necessary. Misinformation, if any, will made the registration liable to be cancelled.
- Do not enclose any other document unless specially asked for.
- Each page of the V.R. Form to be duly signed at the bottom.
- Application form completed in all respect with necessary documents attached shall be submitted before **31.10.2006** at either of the following address

A) **Project Coordinator, Attn : Mr. RC Sharma**
M/s Projects & Development India Ltd.
CIFT Building, Sindri, Dhanbad – 828 122
Phone No. 0326 - 2350807 ; Fax No. : 0326-2251272 / 2251282
E-Mail : rc_sindri@sify.com / rcsindri@sify.com

B) **Chief Manager (Commercial), Attn : Mr. D Choudhury**
M/s Numaligarh Refinery Limited,
P.O : Numaligarh Refinery Complex, Numaligarh - 785 699
Dist. : Golaghat, Assam.
Phone No. 03776-265415 ; Fax No. : 03776-265514
E-Mail : debashish.choudhury@nrl.co.in

Further, for any clarification you may contact either of the above officials.

- NRL reserves the right to accept or reject any or all application without assigning any reasons.

APPLICATION FORM FOR REGISTRATION OF CONTRACTORS IN NRL (2006-07)

A. Category of Registration :

	Item no. & description
Please indicate the Category of Services for which registration is sought (- You shall select only areas of your core competency - May select one or more items depending on competency)	(Item list is as per Attachment – 1, Section 13.0)

B. Pre-Qualification Requirement :

1. Past Experience :

Please indicate the class to which registration is sought (The upper limit indicated the maximum value of single work that will be awarded to the applicant) :

Class	Upper Limit (Indian Rs. Lacs)
Class I	More than 100
Class II	More than 50 upto 100
Class III	More than 25 upto 50
Class IV	More than 10 upto 25
Class V	More than 5 upto 10
Class VI	More than 2 upto 5
Class VII	Below 2

2. Questionnaire

I / Partners / Directors are relative of the Managerial, Accounts, Engineering or Materials employee of the Corporation	Yes / No
Maximum value of atleast one single similar job done by me/us during last seven years is greater than 70% of the class upper limit applied for	Yes / No
Total turnover of the past 3 years is atleast equal to the upper limit of class applied for (For Class I to Class IV)	Yes / No
The value of Solvency Certificate for last financial year is more than 30% of the upper limit of class applied for (For Class V to Class VII)	Yes / No
The maximum value work done in the past three years.	 (Indian Rs. in lacs)

3. Minimum Value of Works :

Please indicate the minimum value of works that you shall be interested in going for, if any :	 (Indian Rs. in lacs)
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C. General Information :

Name	
Head Office/Registered Office : Address/ City/ State Pin Code Details of Contact person Name & designation : Telephone Mobile No Fax E-Mail	
Branch Office in Eastern Region, if any Address: Address/ City/ State Pin Code Details of Contact person Name & designation : Telephone Mobile No Fax E-Mail	
PAN No.	
Central Sales Tax No.	
VAT TIN No.	
PF Registration No.	
Service Tax Registration No.	
ESIC Registration No.	

D. Organization Details

1. Constitution :

<u>Type of Organization</u> (Strike out those not applicable)	<u>Documents to be enclosed</u> (Enclosure – I)	
Sole Proprietorship	Registration Certificate	Yes / No
Partnership	Partnership deed	
Private Ltd.	Prospectus, Memorandum of Association, Articles of Association	
Public Sector/Public Ltd	Prospectus, Memorandum of Association, Articles of Association	

2. Past Turnover (Class I to Class IV)

<u>Financial Year</u>	<u>Turn Over in Rs. in lakhs</u>	<u>Documents submitted</u>	
2004 – 2005		Audited Copy of Balance Sheet	Yes / No
2003 – 2004			Yes / No
2002 – 2003			Yes / No

Solvancy (Class V to VII)

<u>Financial Year</u>	<u>Value in Rs. in lakhs</u>	<u>Documents submitted</u>	
2004 – 2005		Bank Solvancy from a nationalized Bank not more than 6 months old	Yes / No

3. Maximum Value of similar Past Works : (In the order of higher value first)

<u>Financial Year</u>	<u>Order Value in Rs. in lakhs</u>	<u>Documents submitted</u>	
2004 – 2005		Work Order Copy & Completion Certificate	Yes / No
2003 – 2004			Yes / No
2002 – 2003			Yes / No

4. Past Performance

1.	Nature of past jobs done	Exactly same as applied for	Yes / No
		Similar to what applied for	Yes / No
2.	Details of works executed during last 3 years.	Furnish the Work Order Copy & Completion Certificate (For one job against each category for which registration is sought)	Yes / No
3.	Details of works in progress	Furnish the Work Order Copy (For one job against each category for which registration is sought)	Yes / No
4.	Time schedule	Completed all jobs within contractual completion period	Yes / No
		Completed 50% of jobs in contractual completion period	Yes / No
		Completed 30% of jobs in contractual completion period	Yes / No
5.	Does your organization follow any quality plans or programs? (QAP)		Yes / No
6.	Does your organization have laid down any safety policy?		Yes / No

E. Financial Details

1. Banker's Details :

Name	
Branch	
Address / City / State	
Pin code	

Particulars	Rs. in lacs	Documents submitted	
2. <u>Value of Assets :</u>		Valuation Certificate from Tahsildar	Yes / No.
3. <u>Overdraft/Cash credit limits with Banker</u>		Banker's Certificate	Yes / No.
4. <u>Extent of Solvency</u>		Banker's Certificate (in terms of networth)	Yes / No.

5. Financial details of the company :

Particulars	Rs. in Lakhs		
	2002 - 2003	2003 - 2004	2004 - 2005
Inventories			
Sundry Debtors			
Cash & Bank Balance			
Loans, Advances & Deposits			
Closing Stock			
Share Capital / Own Capital			
Share Application Money			
Reserves & Surplus			
Net Fixed Assets			
Current Liabilities			
Bank Overdraft			
Net Profit			
Turnover			
Secured Loans			
Unsecured Loans			

F. Manpower Employed :

Sr. No.	Particulars	Nos.	Required Enclosure if called for	
1.	Number of Graduate / Diploma Engineer		Copy of Degree Certificate and details of past experience, if any	Yes / No.
2.	Number of Draftsmen / Licensed Electricians		Copy of certificates, 'C' certificates for HT Electricians	Yes / No.
3.	Total no. of people in permanent employment		List of Employees	Yes / No.

G. Equipment / Facilities Details :

1. Workshop Details :

Workshop Owned?	Yes / No.
Area of workshop	
Location	

2. Tools / Plants / Machinery / Erection & construction equipment owned :

Capacity :	Extensive / Moderate/ Less/ None (Pl. tick the appropriate one)	List of Equipments submitted	Yes / No.
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3. Tools / Plants / Machinery / Erection & construction equipment hired/leased :

Capacity :	Extensive / Moderate/ Less/ None (Pl. tick the appropriate one)	List of Equipments submitted	Yes / No.
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4. Facilities:

Facilities available for design / drafting :	Yes / No
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H. Registration With Other Organizations :

1. Other Registrations

Particulars		Name of organization	Category	Class
With EIL, PDIL, TEIL, Bechtel and Flour Daniel	Yes / No			
Other oil companies	Yes / No			
Other PSU	Yes / No			
Govt. / Semi Govt. Authorities	Yes / No			

(Registration certificate to be enclose d)

		Documents to be enclosed	
2. <u>Whether the applicant is registered as an SSI?</u>	Yes / No	NSIC Certificate	Yes / No
3. <u>Whether the applicant has valid ISO / ISRS Certification?</u>	Yes / No	ISO/ISRS Certificate	Yes / No
4. <u>For Electrical Contractors, whether the applicant possess :</u> - Valid Electrical Licenses for LT / HT Works? - Valid Electrical Contractors License - Valid Electrical Supervisor License	Yes / No	Copy of License	Yes / No

I. Other details

1.	Whether the applicant has executed any works in the past for NRL? Order No.	Yes / No
	Name of Work :	
	Value (Rs. in lacs) : (Please indicate the job with highest value)	

2.	Whether the applicant has been blacklisted or removed or de-registered from the approved list or demoted to a lower class by any organization in the past? Name of organization :	Yes / No
	Date of Blacklisting :	
	Reason of Blacklisting :	

3.	Whether the applicant has gone for Arbitration/Litigation for any of the past works with any organization? Name of organization :	Yes / No
	Name of the Work :	
	Nature or Arbitration :	

4.	Whether the applicant has any dismissed employee of the corporation in his employment? Names of dismissed employees :	Yes / No
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DECLARATION BY THE APPLICANT AGENCY

- I. I / We certify that I/We will not get myself / ourselves enlisted as contractor(s) in the Undertaking under more than one name.
- II. a) I certify that I did not retire as an employee of this Undertaking during the last two years. I also certify that I have neither such a person under my employment nor shall I employ any such person within two years of his retirement from this undertaking except with the prior permission of the undertaking (For individuals seeking registration in their own name).
- b) We certify that none of the partners/Directors retired as employees of this undertaking during the last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of Undertaking (For limited companies and partnership firms).
- III. I/ We hereby confirm that the above information is true to the best of my / our knowledge & belief.
- IV. I / We also undertake that, if at any stage, the above information are found to be incorrect, NRL shall reserve the right to cancel my /our registration, at any time, without notice, at its discretion.

We hereby accept the "Terms and Conditions of Registration" as stipulated in Attachment -A to this form.

Signature :

(Seal of company)

Name in block letters :

Designation :

Place :

Date :

Please note : NRL reserves the right to reject any application without giving any reasons

TERMS AND CONDITION OF REGISTRATION

1. Please note that you should abide the General Terms and Conditions of Contract as contained in the Bid Documents of NRL and instructions given in application form as amended from time to time and persistent failure on your part to abide by the same may result in cancellation of registration.
2. The performance of the contractor shall be evaluated continuously by NRL and satisfactory performance against the respective contracts will be criteria for continuation of registration.
3. Your technical capacity will be verified from time to time as decided by NRL. If necessary you should thereof keep NRL informed of the changes in specification or if you discontinue offering any service.
5. All the documents having specific validity period like license certificate, ITCC, Balance Sheet should be furnished when ever they become due. Changes in constitution, merger/amalgamation/takeover/dissolution or liquidation and changes. If any in the name and address of your firm/partner/proprietors/directors of constituted attorney etc. including plant and machinery technical skill, brand products line etc. should be forwarded to NRL when they occur . All these information and documents may be furnished well in time so that necessary details may be updated in the SAP system of NRL. Any laxity of failure to comply with this requirement should be viewed seriously and may result in cancellation of registration.
- 5 As a registered contractor your are required to maintain absolute integrity follow a decent standard of business and do unbecoming of registered supplier.
- 6 Application of inclusions of additional services in your permanent registration certificate can be made directly to NRL in prescribed form and date to be informed later.
- 7 Registration on the approved list does not guarantee award of any contract in your favour.
- 8 In all your future correspondence with regard to registration, please quote always Regn. Number given at the top
- 9 Whenever you are required to produce a coy of registration certificate, you should produce copies of the original certificate along with all documents (including addition/deletion etc)
- 10 NRL has a right to add or delete firm and alter or amend any of the above terms & conditions and such additional /deletion amendments and alteration shall also be applicable to the firm already registered from the date when they come into effect
11. **NRL reserves the right not to issue tender form to any Registered agency in any particular case, and also to suspend, remove, demote or black list the contractors name in certain circumstances.**
- 11 I/We have read the above terms & conditions for grant of registration, carefully and agreed to abide by them.

Name & Signature of the Applicant