

CRITERIA FOR ENLISTMENT OF CONTRACTORS

Enlistment of contractors shall be made based on broad classification of contractors according to the specified monetary limits for different classes; as shown below :

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

In order to qualify for any of the above classes, the contractors should meet the following criteria :

Annual Turnover :

Class I to Class IV : Total turnover during the last 3 years, ending 31st March of the previous financial year, should be **at-least equal to the upper limit of class applied for.**

Class V to Class VII : **The Bank Solvency Certificate** from a Nationalised Bank, (issued not earlier than 6 months from the scheduled date of submission of Application for Registration) showing the volume of Business carried out during last financial year not be less than 30% of **the upper limit of class applied for.**

Past Experience : (For Class I to VII) Experience of having successfully completed similar type of work for which the vendors registration is being sought by NRL, during last 7 years ending last day of month previous to the one in which applications are invited should be **70% of the class upper limit applied for.**

For class I, for the purpose of evaluation, the class upper limit is Rs. 200 Lacs against both the criteria of Annual Turnover & Past Experience.

In addition to the above; the following aspects shall also be comprehensively reviewed and considered during enlistment of the contractors :

- i) Availability of competent and qualified supervisory / technical staff
- ii) Availability of tools and tackles and machineries
- iii) Adequate facilities for design, engineering, manufacturer, testing and commissioning facilities.
- iv) Facilities for inspection and testing available.
- v) Certification of Management systems like ISO, OHSAS or ISRS etc.

- vi) Methods of safety assurance and quality control adopted.
- vii) Overall volume of business and other parties with whom sales / dealings have been established.
- viii) Overall business reputation.
- ix) Financial standing supported by Balance Sheet, reports from Bankers and other relevant data.
- x) Sales Tax Registration
- xi) Income tax Permanent Account Number
- xii) Provident Fund Registration
- xiii) Service Tax Registration
- xiv) Type of jobs carried out / jobs on hand and records of performance including safety records as verified from public / private sector enterprises for which the party had executed work.
- xv) Possession of Valid Trade License as per statutory requirement.
- xvi) Registration with other Oil Sector Companies/ PSU & Govt. Organization.
- xvii) Previous record of Arbitration/ Litigation/ Blacklisting etc.

Additional Notes

Enlistment under more than one name

One contractor shall not be allowed to register under one name only.

Enlistment of Ex-employees of NRL

Unless prior permission of the undertaking has been obtained, retired / ex-employees or Directors of NRL shall neither be considered for enlistment as contractors nor allowed to work as employees of contractors for a period of two years of their retirement / resignation from service.

Companies / Firms having common Directors / Partners :

Not more than one agency having common Directors / Partners shall be considered for enlistment under the same class / services.

NOTE : THE PROSPECTIVE CONTRACTOR SHALL COMPLETELY FILL-IN CONTRACTORS APPRAISAL FORM ON THE BASIS OF WHICH THEIR SUITABILITY WITH RESPECT TO ABOVE CRITERIA WILL BE JUDGED

ENLISTMENT/REGISTRATION CONFIRMATION

On completion of enlistment procedures, parties found suitable will be issued a enrolment letter by NRL, indicating their Registration number and the class and category for which the party has been registered.
