

# DOCUMENT FOR REGISTRATION OF CONTRACTORS

Document No :

**BAP : ERN : CONT: REG: 2009-10: 01**

## Brief description of content

PROCEDURE, QUALIFYING / ACCEPTANCE CRITERION, APPLICATION FORMATS ETC. FOR REGISTRATION OF CONTRACTORS FOR EXECUTION OF WORKS CONTRACTS AT VARIOUS SITES FOR ERECTION SERVICES DEPT, BAP, BHEL, RANIPET.

Issued to M/s. :



**ERECTION SERVICES DEPARTMENT**  
**BHARAT HEAVY ELECTRICALS LIMITED**  
( A Government of India Undertaking )  
BOILER AUXILIARIES PLANT  
INDIRA GANDHI INDUSTRIAL COMPLEX  
RANIPET - 632 406

**BHARAT HEAVY ELECTRICALS LIMITED**  
**BOILER AUXILIARIES PLANT**  
**RANIPET- 632406.**

**ERECTION SERVICES DEPARTMENT**

NOTICE REF NO. : **BAP:ERN:CONT:REG:2009-10:01**

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**MANAGER / ERECTION SERVICES**

**BHARAT HEAVY ELECTRICALS LIMITED  
BOILER AUXILIARIES PLANT  
RANIPET – 632 406**

**ERECTION SERVICES DEPARTMENT**

SPECIAL INSTRUCTIONS

1. This Booklet consists of APPLICATION FORM / FORMATS for registration of Contractors for works executed by Erection Services Dept..
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 Erection Services Department, BHEL, Ranipet before submitting their APPLICATION.
3. Please ensure that all the supporting documents called for are duly furnished.
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. The application for vendor registration with all the required documents should be submitted so as to reach as per schedule given in the notice inviting registration of contractors and **duly addressed to :**

**THE SR. DY. GENERAL MANAGER,  
ERECTION SERVICES DEPARTMENT,  
BHARAT HEAVY ELECTRICALS LIMITED,  
BOILER AUXILIARIES PLANT,  
RANIPET – 632 406.**  
Phone No.:04172 - 241171 / 254515  
E-mail : [cramiah@bhelrpt.co.in](mailto:cramiah@bhelrpt.co.in)

MANAGER / ERECTION SERVICES

**BHARAT HEAVY ELECTRICALS LIMITED**  
BOILER AUXILIARIES PLANT  
RANIPET- 632406.  
**ERECTION SERVICES DEPARTMENT**

**NOTICE INVITING REGISTRATION OF CONTRACTORS**

Applications are invited from experienced contractors/ firms for registration in the Contractor directory of Erection Services Dept for executing various works. Points relevant to this notice are mentioned below and are to be complied with.

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1. NOTICE REF NO. : **BAP:ERN:CONT:REG:2009-10:01**
  2. SALE OF CONTRACTOR REGISTRATION DOCUMENTS : from 21.01.2010  
(and hosting in BHEL web page)
  3. DUE DATE FOR SUBMISSION OF APPLICATIONS : **15.02.2010**  
(Scrutiny of applications will be carried out twice in a year i.e., Jan/Feb and July/Aug only, applications received after the above mentioned date will be considered in July/Aug 2010 only)
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4. Contractor Registration documents with complete details are hosted in web page ([www.bhel.com](http://www.bhel.com)). Interested contractors can directly download the same and use for submission of offer. Tender document charges shall be paid to BHEL along with or before submission of offer.
  5. Interested contractors may alternately collect hard copy of registration documents from Erection Services Dept / BHEL / Ranipet on all working days (between 10.00 to 15.00 hrs) within the sale period on payment of document charges.
  6. **Contractor Registration document charges ( Non-refundable) : Rs.500/- by DD in favour of BHEL payable at Ranipet or by Cash. Courier /Postal charges will be Rs.200 extra if documents are requested through courier/post. The documents are not transferable.**
  7. BHEL will not take any responsibility for delay/loss of documents or correspondence sent by courier/post.
  8. BHEL reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever.
  9. All corrigenda , addenda, amendments, clarifications etc. to tender specification will be hosted in the web page ([www.bhel.com](http://www.bhel.com) > **Tender notifications** > **view corrigendum**) only and not be published in the newspapers. Interested contractors shall keep themselves updated with all the such amendments.
  10. BHEL reserves the right to reject any application on the basis of unsatisfactory performance of the bidder in any on going job or any similar job in the past.
  11. **Fulfillment of Criteria: In order to be considered for registration, contractors shall have to meet the criteria stipulated in the Application Documents.**

## 12. Supporting documents :

**Interested contractors shall submit documents in support of fulfillment of criteria as under, duly self certified and stamped by the authorized signatory.**

- (i) List of jobs done with the name of the project, Owner of the project, Name of the customer, Work order reference No and date, brief details of jobs, executed value, date of start, date of completion.
- (ii) Photocopies of work orders issued by the Customer containing details of bill of quantities/schedule of rates.
- (iii) Photo copies of certificates for proof of satisfactory completion of work.
- (iv) Photo copies of profit and loss account accompanied by relevant schedules for turn over figures.

## 13. Document Cost and Courier/postal Charges :

Charges for Registration document @ Rs.500/- per document and Courier/Postal Charges @ Rs.200/- per document shall be paid by Account Payee Demand Draft in favour of “Bharat Heavy Electricals” payable at Ranipet or in Cash at the cash counter of BAP/Ranipet. Courier/Postal Charges shall be paid in case of request for dispatch of Registration documents by the applicant. In the case of downloading of the Registration documents etc. from the web page, the applicant shall remit the document charges (Rs.500/-) positively along with or before submission of application.

14. All the information as called for in the various clauses and annexure of application document should be furnished. Please refer to the check list. The details so furnished should be complete in all respects and as per the formats prescribed. The applicants may have to produce original documents for verification, if so decided by BHEL.
15. Contractors possessing EPF, ESI (where applicable) and Service Tax registration codes/nos. will only be considered for registration.
16. Applications received with any deviation or without relevant information are liable to be not considered.
17. BHEL reserves the right to delete, modify, rename etc. of any of the Groups, categories, Codes, Conditions , procedures etc. given in the registration documents.
18. BHEL may obtain confirmation from principals/owners to verify the contents of the supporting documents submitted by the applicant, if and when required.
19. Procedure for submission and evaluation criteria for contractor registration are detailed in the documents.
- 20. Contractors who are registered with other units/power sectors are also required to comply with this notice for registration.**

RANIPET

DATE:

MANAGER / ERECTION SERVICES

**BHARAT HEAVY ELECTRICALS LIMITED**  
BOILER AUXILIARIES PLANT  
RANIPET- 632406.

**ERECTION SERVICES DEPARTMENT**

**CHAPTER - 1**

**INTRODUCTION**

**BHEL** is the largest engineering and manufacturing enterprise in India in the energy-related/infrastructure sector, today. **BHEL** was established more than 40 years ago, ushering in the indigenous Heavy Electrical Equipment industry in India - a dream that has been more than realized with a well-recognized track record of performance.

Boiler Auxiliaries Plant, the 13th manufacturing unit of BHEL was set up at Ranipet in March 1980 and is located 120Kms from Chennai towards Bangalore.

BAP at Ranipet started its production activities by manufacturing

- ESP (Electro Static Precipitator)
- APH (Air Pre-heater)
- FANS

as its main products. After a decade, new products like

- Heat exchangers
- Desalination plants
- Wind Electric Generators
- Damper for louvers, gates (hot air)
- Ash and Coal Handling
- Fabric Filters

were added to the product line.

Erection Services Dept is involved in execution of Erection and Commissioning of ESP, FAN etc. and R & M works of the products manufactured at BAP, Ranipet. Works are executed at sites all over India.

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**BHARAT HEAVY ELECTRICALS LIMITED**  
**BOILER AUXILIARIES PLANT**  
**RANIPET- 632406.**

**ERECTION SERVICES DEPARTMENT**

**CHAPTER - 2**

**GUIDELINES FOR FILLING UP CONTRACTOR REGISTRATION FORM AND OTHER CONDITIONS**

- 1.This contractor registration methodology has been devised for easy data capturing, analysis and for eventual registration. Interested contractors are requested to go through the entire procedure and fill up all information asked for and attach all the documents/ evidences as specified against each.
- 2.The contractor registration form has the following five sections

**Section-I : CATEGORIES FOR CONTRACTOR REGISTRATION**

- a) This section contains the entire list of ‘CATEGORIES’ for which contractors are proposed to be registered and the ‘**Basic Requirements and Work Experience**’.
- b) Categorization consists of 2 major ‘GROUP’ s which form the first level. Each of the groups are further subdivided into ‘CATEGORIES’ ( assigned specific ‘CODE’s) and forms the basis for contractor registration.
- c) Kindly tick(√) against the relevant ‘CATEGORY’ for which the applicant wants to be registered. The applicable ‘Basic Qualifying Requirement’ for each of the ‘category’ is indicated.
- d) For each of the “CATEGORY” an applicable “basic qualifying requirement” is indicated which needs to be fulfilled in order to be considered for registration.
- e) **For each of the ‘CATEGORY’ a separate “work experience format’ is to be filled up.**
- f) **A contractor will be qualified for each category of work based on fulfilling the basic requirement. The value of work / rating of unit for which a contractor is qualified for a particular category of work shall be on the basis of the financial parameters indicated in the basic qualifying requirement.**

**Section-II: COMPANY PROFILE AND GENERAL INFORMATION**

As the title suggests, this section captures data on the profile of the company and other general information to assess the organizational soundness and financial strengths. The formats request for specific information so as to make the assessment objective.

Kindly read each column/row carefully and provide complete and precise information in the space provided along with supporting documents, if any. Attach separate sheet in case the space provided is insufficient.

### **Section –III : RESOURCES OWNED BY THE COMPANY**

In this section, the contractors are required to indicate the following

- a) Tools & plants, machinery owned by the company – in detail.
- b) Inspection, measuring and testing equipments owned by the company
- c) Tie ups or rate contracts for services, which the company may like to inform/disclose

### **Section-IV : WORK EXPERIENCE**

- a) The format for capturing the ‘WORK EXPERIENCE’ for each of the ‘Categories’ as defined by the applicable ‘Basic Qualifying Requirement’ is detailed here. The contractor has to fill up the specified ‘word experience Format’ for the particular Category for which he has ticked (√) for registration in fulfillment of the applicable Basic Qualifying Requirement.
- b) For each of the Work experience format filled up, the following needs to be attached in support of possession of applicable ‘Basic Qualifying Requirement’.
- c) 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.
- d) Completion Certificates (Any one of the following):
  - i. 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.
  - ii. Self attested copies of protocol signed by client and owner, indicating the completion/achievement/execution of the milestone achieved.
  - iii. Self attested copies of ‘Final Bill’ verified by client/customer which indicates the Quantum of work not less than that specified in Basic QR
  - iv. 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.

NOTE: Please attach only relevant documents for each “WORK EXPERIENCE’ format being filled up and submitted

### **Section-V : CONTRACTOR EVALUATION**

This section has 4 parts and deals with the Evaluation Procedure for Contractor Registration:

- a) Part A : Organisational Soundness
- b) Part B : Quality
- c) Part C : Technical Capability
- d) Part D : Registration criteria and Recommendation for Contractor Registration.

Contractors are evaluated against specified parameters for three (3) aspects viz Organisational Soundness, Quality and Technical Capability as detailed in Part A, B & C. The registration criteria and the final Recommendation for Contractor Registration are defined in Part D.

### **3. GENERAL**

- i. Applicants desirous of applying for more than one code may kindly refer to “PROCEDURE FOR SUBMISSION”
- ii. Please fill up the form neatly and clearly in BLOCK LETTERS
- iii. All columns are to be filled up. Do not leave any column blank. If a particular item is not pertinent to your Organization, please write “not applicable” or “N.A.”
- iv. Kindly provide correct, complete and precise information in the designated column or space provided therein. Please attach separate sheet in case the space provided is insufficient
- v. Incomplete, partially complete, not clearly filled forms giving incorrect information are liable to be rejected.
- vi. Any information/clarification required by BHEL during evaluation must be provided expeditiously
- vii. Submission of this registration form does not automatically guarantee registration in BHEL.
- viii. BHEL also does not take any responsibility for loss of any application form in transit.
- ix. BHEL reserves the right to call for additional information and/or check, verify all the information furnished in the application. BHEL also reserves the right to inspect all premises / facilities to confirm the authenticity of information furnished/capabilities mentioned in the application.
- x. BHEL reserves the right to reject applications on the basis of unsatisfactory performance of ongoing job or any similar job in the last seven (7) years of for furnishing false information/declaration in the application.
- xi. BHEL reserves the right to reject any or all the applications without assigning any reasons whatsoever.
- xii. Please fill up the check list.
- xiii. BHEL’s decision shall be final on all matters.
- xiv. Applicants to note that application for registration with conditions unacceptable to BHEL shall be rejected.

### **4. CLARIFICATION:**

Any clarification with respect to contractor registration may be obtained from

Mr.C.Ramiah,  
 SR. DY. GENERAL MANAGER,  
 ERECTION SERVICES DEPT,  
 BHEL, BAP, Ranipet.

Phone : 04172 - 241171  
 Email : cramiah@bhelrpt.co.in

Mr.V.Ramesh,  
MANAGER,  
ERECTION SERVICES DEPT,  
BHEL, BAP, Ranipet.

Phone : 04172 - 254554

Email : vramesh@bhelrpt.co.in

**5. EVALUATION PERIOD :**

After receipt of completed application forms from a contractor, BHEL shall endeavor to complete the evaluation process in one (01) months time in case no further documents are required.

CHAPTER – 3**PROCEDURE FOR SUBMISSION OF APPLICATION**

1. The contractors are required to submit the application form and relevant annexure in a sealed cover as per procedure given below
2. **Enclosures for envelope/ sealed cover.**
  - a) This envelope shall be prominently superscripted as follows  
“APPLICATION FOR REGISTRATION OF CONTRACTOR”
  - b) The following shall be enclosed in this envelope.
    - i. Application Form for Registration.
    - ii. Declaration by Authorized Representative along with copy of valid power of Attorney.
    - iii. Signed Copy of CONTRACTOR REGISTRATION Document Issue form.
    - iv. Signed Chapter-3 (Procedure for Submission)
    - v. Signed Chapter -4 (Check list)
    - vi. Duly filled Section-I (Filled up ‘CATEGORIES FOR CONTRACTOR REGISTRATION’)
    - vii. Duly filled Section -II (COMPANY PROFILE & ORGANISATIONAL INFORMATION)  
along with all relevant enclosures/documents.
    - viii. Duly filled Section- III (Part A, B & C- resources owned by company), along with documents / attachments, if any.
    - ix. Duly Section –IV (formats for ‘WORK EXPERIENCE’) for each ‘CATEGORY’/  
‘CODE’ for which registration is sought, along with all relevant enclosures /attachments.
    - x. Signed section-V (Part A,B,C,D-EVALUATION Sheets)
3. **Vendors desirous of empanelment for more than one ‘CODE ‘ in the same ‘GROUP’;**
  - a. Tick(√)against all the required ‘CODES’ in Section-I (CATEGORIES FOR REGISTRATION OF CONTRACTORS IN Erection Services Dept).
  - b. On Evaluation and if found acceptable, BHEL at its discretion may register the contractor for all/any lower ‘Category’ with in the same ‘Group’.

**APPLICATION FOR REGISTRATION OF CONTRACTOR**

To

**The Sr. Dy.General Manager**  
Erection Services Dept  
Bharat Heavy Electricals Limited  
Boiler Auxiliaries Plant  
Ranipet –632 406 (Tamil Nadu)

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Sir,

I/We hereby submit our application for registration with M/s. Bharat Heavy Electricals Limited, Boiler Auxiliaries Plant, Ranipet for the works for which registration is sought as per notice ref. no. **BAP:ERN:CONT:REG:2009-10:01**. All documents as per ‘Procedure for Submission’ and ‘Check List’ are enclosed.

I/ we have carefully pursued the application documents and hereby give our unqualified acceptance to the procedure adopted by BHEL for registration. I/we also understand that BHEL reserves the right to withhold our application for registration, issue tender documents to any registered contractor and also annul 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 Authorised Applicant’ along with valid power of attorney.

**SIGNATURE OF TENDERER :**

Place:

ADDRESS :

Date :

**WITNESSES WITH FULL ADDRESS**

	SIGNATURE	NAME	ADDRESS
1)			
2)			
3)			

CHAPTER-4CHECK LIST

SL.NO/ Section	PARTICULARS /DETAILS/ ENCLOSURES	TICK AS APPLICABLE	
		Yes	No
A	Document Charge of Rs.500/- by way of DD in favour of <b>Bharat Heavy Electricals Limited</b> , payable at Ranipet enclosed (If documents are downloaded from website)	Yes	No
B	Signed copy of Contractor Registration Document issue form (if documents obtained from BHEL Office)	Yes	No
C	Signed 'NOTICE INVITING CONTRACTOR REGISTRATION'	Yes	No
Chapter-2	Signed Chapter-2 (GUIDELINES FOR FILLING UP APPLICATION FORM & OTHER CONDITIONS)	Yes	No
Chapter-3	Signed Chapter-3 (PROCEDURE FOR SUBMISSION)	Yes	No
Chapter-4	Signed Chapter-4 (CHECK LIST)	Yes	No
Chapter-5	'APPLICATION FOR REGISTRATION' (Signed By Authorized applicant) enclosed	Yes	No
Chapter-6	'DECLARATION BY AUTHOURISED BY APPLICANT 'along with valid Power of Attorney enclosed	Yes	No
Section -I	Filled up section-I (Categories for Contractor Registration), detailing the List of Categories for which registration is sought, enclosed with the Application for Registration.	Yes	No
Section -II	Filled Up Section-II (COMPANY PROFILE & ORGANIZATIONAL INFORMATION ) along with all relevant enclosures/documents	Yes	No
2.1.1	Certificate of Incorporation	Yes	No
2.1.2	Memorandum and Articles of Association or Society Rules or Partnership Deed or Professional Tax Registration and Municipal Registration	Yes	No
2.2.2	Director/partner/owner/proprietor information furnished	Yes	No
2.3	Registration particulars furnished	Yes	No
2.3 a	INCOME TAX PERMANENT ACCOUNT Number furnished	Yes	No
2.3 b	Service tax registration number	Yes	No
2.3 c	Sales Tax VAT registration details.	Yes	No
2.3 d	EPF registration number	Yes	No
2.3 e	Contractorship licence for electrical works (from any state/union territory)	Yes	No
2.4.1	Organization strength indicated	Yes	No

2.4.2	List of key persons on rolls of company indicated	Yes	No
2.5	Registration particulars	Yes	No
2.5 i	BHEL/ PSNR	Yes	No
2.5 ii	BHEL/ PSER	Yes	No
2.5 iii	BHEL/ PSSR	Yes	No
2.5 iv	BHEL/ PSWR	Yes	No
2.5 v	Electricity boards	Yes	No
2.5 vi	NTPC/Other PSU/Private sector	Yes	No
2.5 vii	PWD/Roadways	Yes	No
2.5.2	Bank particulars endorsed by bank submitted	Yes	No
2.6.1 A	Accreditation documentation for ISO 9000-2000	Yes	No
2.6.1 B	Accreditation documentation for ISO 1400	Yes	No
2.6.1 C	Accreditation documentation for ISO OHSAS 18000	Yes	No
2.7	Financial information along with copy of audited annual accounts FY 08-09 FY 07-08 FY 06-07	Yes	No
Section – III, Part A	Filled up Format ‘T&P AND MACHINERY OWNED.	Yes	No
Section – III, Part B	Filled up Format for ‘INSPECTION, MEASURING & TESTING EQUIPMENTS OWNED ’	Yes	No
Section – III, 3.2	Filled up Format for ‘TIE UPS ARRANGED BY COMPANY FOR PROVIDING VARIOUS SERVICES’	Yes	No
Section – IV	Work experience formats submitted for all categories for which registration is sought	Yes	No
Section –V, Part A	Signed format for ‘VENDOR EVALUATION –ORGANISATIONAL SOUNDNESS	Yes	No
Section –V, Part B	Signed format for ‘VENDOR EVALUATION – QUALITY’	Yes	No
Section –V, Part B	Signed format for ‘VENDOR EVALUATION- TECHNICAL COMPETENCE’	Yes	No
Section –V, Part B	Signed format for ‘VENDOR EVALUATION- FINAL RECOMMENTATION’	Yes	No

Section - VI	Signed format for 'BASIC REQUIREMENTS'	Yes	No
D	COMMON		
1	All pages being submitted by are signed by the authorised signatory	Yes	No
2	Whether copies of detailed work orders (with BOQ) and completion Certificates in support of possession of 'BASIC REQUIREMENT' are furnished.	Yes	No
3	Whether contractor has left any job unfinished?. If so, give reasons.	Yes	No
4	Whether any client has terminated the contractor's works before completion? If so, furnish reasons for the same.	Yes	No

## NOTE:

- ❖ Strike off or tick 'YES' or 'NO', as applicable.
- ❖ This check list is only for ease of reference and to aid the applicant in compiling and despatching the documents. Items/documents not listed in the above checklist does not absolve the contractor from submission of the same, if required as per the requirements of the vendor empanelment process.

Date:

Signature Of Authourised Applicant

**DECLARATION BY AUTHOURISED 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 :

**SECTION – I****CATEGORIES FOR WHICH CONTRACTORS ARE REGISTERED IN ERECTION SERVICES DEPT****1.1 Details of Categories for which contractors are registered**

<b>SL NO</b>	<b>GROUP</b>	<b>CATEGORY</b>	<b>BRIEF DESCRIPTION OF WORK</b>	<b>QUALIFICATION REQUIREMENTS FOR ISSUE OF TENDER DOCUMENTS</b>	<b>CODE</b>	<b>Please indicate a tick (√) mark where ever registration sought</b>
01	MECHANICAL	Erection and R & M of <b>ESP, FAN and APH.</b>	Erection and commissioning including renovation and modernization of Electrostatic Precipitator, FAN and APH including ducting, insulation and painting.	Please ref. clause 1.2.1 for details.	M-EFA	<input type="checkbox"/>
02	MECHANICAL	Erection and R & M of <b>ESP.</b>	Erection and commissioning including renovation and modernization of Electrostatic Precipitator, including ducting, insulation and painting.	Please ref. clause 1.2.1 for details.	M-ESP	<input type="checkbox"/>
03	MECHANICAL	Erection and R & M of <b>FAN.</b>	Erection and commissioning including renovation and modernization of FANs for Power plant and Industrial application, including ducting, insulation and painting.	Please ref. clause 1.2.1 for details.	M-FAN	<input type="checkbox"/>
04	MECHANICAL	Erection and R & M of <b>APH.</b>	Erection and commissioning including renovation and modernization of Air Pre- Heater for Power Plant and Industrial application, including ducting, insulation and painting.	Please ref. clause 1.2.1 for details.	M-APH	<input type="checkbox"/>
05	MECHANICAL	<b>DESALINATION PLANT</b>	Erection and commissioning of Mechanical components of Desalination Plants for Power Plant, Industrial application etc., (including painting).	Please ref. clause 1.2.1 for details.	M-DSP	<input type="checkbox"/>

06	MECHANICAL	<b>WIND ELECTRIC GENERATOR (WEG)</b>	Erection and commissioning of Wind Electric Generators. (including painting).	Please ref. clause 1.2.1 for details.	M-WEG	<input type="checkbox"/>
07	ELECTRICAL and C & I	<b>ELECTRICAL and C &amp; I work</b>	Erection & Commissioning of Electrical Equipments, Systems, C & I equipments & system and Cabling Works etc.	Please ref. clause 1.2.2 for details.	E-ECI	<input type="checkbox"/>
08	ELECTRICAL and C & I	<b>ELECTRICAL</b>	Erection & Commissioning Of Electrical Equipments, System And Cabling Works Etc.	Please ref. clause 1.2.2 for details.	E-EE	<input type="checkbox"/>
09	ELECTRICAL and C & I	<b>Control &amp; Instrumentation</b>	Erection & commissioning of Control & Instrumentation systems and cabling works etc.	Please ref. clause 1.2.2 for details.	E-CI	<input type="checkbox"/>

## 1.2 QUALIFICATION REQUIREMENTS FOR ISSUE OF TENDER DOCUMENTS

1.2.1 The Basic requirement for **MECHANICAL (Group-M)** of works in Erection Services Dept are as below.

- a. The contractor must have successfully executed Erection and Commissioning / Renovation and Modernisation (R&M) of Mechanical components of equipment (ESP/ FAN/ APH/ DSP/ WEG) as applicable for a particular 'category' in atleast one Unit of similar or higher rated plant (steel plants, Refineries, Cement plants, Thermal Power plants, Captive power plants etc.) in the last seven years as on the date of application.

**(OR)**

The contractor must have successfully executed Erection and Commissioning work in industries like steel plants, Refineries, Cement plants, Thermal Power plants, Captive power plants etc. which includes erection of the equipment (ESP/ FAN/ APH/ DSP/ WEG) as applicable for a particular 'category' in the last seven years as on the date of application as follows.

- (i) One work of atleast 80% of the estimated cost in a single work order.
- (ii) Two works of atleast 50% of the estimated cost each.
- (iii) Three works of atleast 40% of the estimated cost each.

**(AND)**

- b. The contractor must have achieved minimum average annual financial turn over of atleast 30% of the estimated cost during the last three financial years (FY) ending on 31/03//2009.

**Fulfillment of basic requirements: A contractor must satisfy all the requirements enumerated as in (a) & (b) above concurrently in order to qualify for a particular category of work.**

1.2.2 The Basic requirement for **ELECTRICAL and C & I (Group-E)** of works in Erection Services Dept are as below.

- a. The contractor must have successfully executed Erection and Commissioning of Electrical/ Electrical and C&I /C&I work in industries like steel plants, Refineries, Cement plants, Thermal Power plants, Captive power plants etc. as applicable for a particular 'category' in the last seven years as on the date of application as follows.

- (iv) One work of atleast 80% of the estimated cost in a single work order.
- (v) Two works of atleast 50% of the estimated cost each.
- (vi) Three works of atleast 40% of the estimated cost each.

**(AND)**

- b. The contractor must have achieved minimum average annual financial turn over of atleast 30% of the estimated cost during the last three financial years (FY) ending on 31/03//2009.

**Fulfillment of basic requirements: A contractor must satisfy all the requirements enumerated as in (a) & (b) above concurrently in order to qualify for a particular category of work.**

1.2.3 **WORK EXPERIENCE** is to be furnished by the applicants in the format given in section-IV. Please ensure that all relevant supporting documents are enclosed along with the application.

## SECTION-II

## COMPANY PROFILE &amp; ORGANISATIONAL INFORMATION

2.1 GENERAL INFORMATION

SL No	Detail/Particulars	Remarks By BHEL
2.1.1	<b><u>Name of Company Seeking Registration :-</u></b>	
2.1.2	Date of incorporation/Establishment :- (Please attach Certificate of incorporation)	
2.1.3	<b><u>Registered office Address:-</u></b>  <ul style="list-style-type: none"> <li>➤ Tel No :</li> <li>➤ Fax No:</li> <li>➤ Email ID:</li> <li>➤ Website:</li> </ul>	
2.1.4	<b><u>Head office Address:-</u></b>  <ul style="list-style-type: none"> <li>➤ Tel No :</li> <li>➤ Fax No:</li> <li>➤ Email ID:</li> <li>➤ Website:</li> </ul>	
2.1.5	<b><u>Mailing Address:-</u></b>  <ul style="list-style-type: none"> <li>➤ Tel No :</li> <li>➤ Fax No:</li> <li>➤ Email ID:</li> <li>➤ Website:</li> </ul>	
2.1.6	<b><u>Officer to be Contacted for clarification on vendor Empanelment:-</u></b> Name &Address  <ul style="list-style-type: none"> <li>➤ Tel No :</li> <li>➤ Fax No:</li> <li>➤ Email ID:</li> </ul>	

		Remarks By BHEL
2.1.7 I	<p><b><u>Branches:-</u></b> Address:-</p> <ul style="list-style-type: none"> <li>➤ Contact Person:</li> <li>➤ Tel No:</li> <li>➤ Fax No:</li> <li>➤ Email ID:</li> </ul>	
ii	<p>Address:-</p> <ul style="list-style-type: none"> <li>➤ Contact Person:</li> <li>➤ Tel No:</li> <li>➤ Fax No:</li> <li>➤ Email ID:</li> </ul>	
iii	<p>Address:-</p> <ul style="list-style-type: none"> <li>➤ Contact Person:</li> <li>➤ Tel No:</li> <li>➤ Fax No:</li> <li>➤ Email ID:</li> </ul>	
2.1.8 I	<p><b><u>Sister Concerns if any:-</u></b> Address:-</p> <ul style="list-style-type: none"> <li>➤ Contact Person:</li> <li>➤ Tel No:</li> <li>➤ Fax No:</li> <li>➤ Email ID:</li> <li>➤ Website:</li> </ul>	
ii	<p>Address:-</p> <ul style="list-style-type: none"> <li>➤ Contact Person:</li> <li>➤ Tel No:</li> <li>➤ Fax No:</li> <li>➤ Email ID:</li> <li>➤ Website:</li> </ul>	
iii	<p>Address:-</p> <ul style="list-style-type: none"> <li>➤ Contact Person:</li> <li>➤ Tel No:</li> <li>➤ Fax No:</li> <li>➤ Email ID:</li> <li>➤ Website:</li> </ul>	

## 2.2 OWNERSHIP INFORMATION

2.2.1	TYPE OF COMPANY (Please tick "v" <b>any one</b> applicable)	Documents to be submitted	Remarks by BHEL
I	Govt of India Undertaking <input type="checkbox"/>		
ii	State Govt Undertaking <input type="checkbox"/>		
iii	Public Limitedv Company <input type="checkbox"/>	Memorandum and Articles of Association	
iv	Private Limitedv 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	

2.2.2	DIRECTOR/PARTNER/OWNER/ PROPERIETOR INFORMATION	Position Held in Company	Remarks by BHEL
i			
ii			
iii			
iv			
v			

### 2.3 REGISTRATION PARTICULARS

Sl No	Description	Required for	Documents to be Submitted	Remarks by BHEL
a	INCOME TAX (PERMANENT A/C NO):-	All Categories	Copy of Certificate	
b	SERVICETAX REGISTRATION	All Categories	Copy of Certificate	
c	SALES TAX VAT REGISTRATION	All Categories	Copy of Certificate	
d	EPF Registration	All Categories	Copy of Certificate	
e.	Contractorship License for Electrical Works (from any state/union Territory of India)	For Electrical works	Copy of Certificate	

### 2.4 MANPOWER PARTICULARS

S.No.	MANPOWER		Remarks by BHEL
2.4.1	Organization strength (in number): (Please submit organization chart)		
2.4.2	List of key persons on rolls of the company		
	Category	No of persons in the company	Remarks by BHEL
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		

### 2.5 OTHER PARTICULARS

2.5.1	Registration with BHEL and other firms	Registration/Empanelment number	Registration valid upto	Document to be submitted	Remarks by BHEL
i	BHEL/Northern region			Documentary evidence	
ii	BHEL/Eastern Region			Documentary evidence	
iii	BHEL/southern region			Documentary evidence	
iv	BHEL/Western region			Documentary evidence	

v	Electricity Boards			Documentary Evidence	
vi	NTPC/Other public sector/private sector			Documentary Evidence	
vii	PWD/Railways			Documentary Evidence	

### **2.5.2 BANKING DETAILS OF THE COMPANY**

	<b>Document to be submitted in the attached format</b>	<b>Remarks By BHEL</b>
	<p>The following information of bank account of the company, <b>duly endorsed by the bank</b> (required for electronic fund transfer-EFT/RTGS) is to be submitted.</p> <ol style="list-style-type: none"> <li>1. Name of the company</li> <li>2. Name of bank</li> <li>3. Name of bank branch</li> <li>4. City/place</li> <li>5. Account number</li> <li>6. Account type</li> <li>7. IFSC code of the branch</li> <li>8. MICR code of the branch</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>i. Vendors who have already submitted the above information are requested to submit a copy of the same.</li> <li>ii. Information of bank account of the company, duly endorsed by the bank</li> </ol>	

<b>2.6.1</b>	<b>QUALITY SYSTEMS</b>	<b>Certificate number and valid upto</b>	<b>Document to be submitted</b>	<b>Remarks by BHEL</b>
A	Accreditation to ISO 9000-2000		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 ISO 18000		Copy of accreditation certificate OR copy of table of contents of quality manual	

## **2.7 FINANCIAL INFORMATION FOR THE PREVIOUS THREE YEARS**

Sl.No	Financial information	Financial value in rupees in lakhs (Audited)		Remarks by BHEL
		Year	Value in Rupees in lakhs	
i	<b>NETWORTH</b> Paid Up Share capital# + Reserves	2008-09		
ii	<b>TURN OVER</b>	2008-09		
		2007-08		
		2006-07		
		<b>Average</b>		
iii	<b>Cash profit (PAT+Non Cash Expenditure Viz Depreciation)</b>	2006-07		
		2007-08		
		2008-09		
iv	Whether vendor has been referred to BFIR/NCLT (If 'Yes' enclose details)	YES/NO		
v	Whether vendor is a potential sick company (If 'Yes' enclose details)			
<b>Copies of audited annual accounts (Balance sheet and P&amp;L account) for the last three (3) years to be submitted.</b>				

Legend:

# : Share capital or Partnership Capital or Proprietor capital as the case may be.

**SECTION-III****3.1 RESOURCES**

A) TOOLS & PLANTS, MACHINERY OWNED BY COMPANY (Please use additional sheets as required)

SL NO	Description of T&P Machinery	Make	Capacity	Year of manufacture	Quantity	Remarks

1. Please indicate all important T&Ps, Machinery Owned by company

B) INSPECTION , MEASURING AND TESTING EQUIPMENTS OWNED BY COMPANY

SL NO	Description of T&P Machinery	Make	Capacity	Year	Quality	Remarks

1. Please indicate all important equipments/ devices owned by company
2. Use additional sheets as required

3.2 TIE UPS or RATE CONTRACTS ENTERED INTO BY THE COMPANY FOR PROVIDING VARIOUS SERVICES WHICH THE COMPANY PROPOSES TO INDICATE

SL NO	SERVICES FOR WHICH TIE UPS /RATE CONTRACTS ENTERED FOR PROVIDING SERVICES	PLEASE INDICATE WHETHER SHORT TERM (1 YEAR) OR LONG TERM (ABOVE ONE YEAR)	REMARKS

1. Please indicate all important Tie Ups entered by company for providing various services.
2. Please use additional sheets if required.



**SECTION-V****EVALUATION OF CONTRACTOR****Part-A : ORGANISATIONAL SOUNDNESS**

Sl no	Parameter	Qualification criteria	Evaluation by BHEL	
1	NETWORTH: (from audited figures for the FY 2007-2008)	Should not be less than 50% of paid up share capital in case of companies		
2	SALES/TURN OVER: From audited accounts of last three FY years ending 31/03/2009). NOTE: Maximum value of work for which eligible to bid/quote (subjected to vendor fulfilling all other qualifying requirements specified by BHEL (from time to time). <b>= ( Average sales/turn over (audited ) over the last three FY rears ending 31/03/2009) divided by 0.3.</b> =	Average sales turn over (audited) of last three FY ending 31/03/2009 should be atleast 30% of estimated cost of work  <b>and</b> should meet the qualifying requirement indicated in terms of value of work orders executed (when specified / applicable)  <b>Note:</b> To be evaluated for every 'code' for which registration is sought.	<b>Code &amp; category:</b>	Value of work qualified for ( in Rs.)
			(i)	
			(ii)	
			(iii)	
			(iv)	
3	CASH PROFIT: (from audited figures of profit after tax+non cash expenditure like depreciation)	Should have made cash profit in any one of the three proceeding FY ending 31/03/2009.		
4	BIFR/NCLT case OR "SICK"	Should NOT have been referred to BIFR/NCLT or declared "SICK "by any statutory authority		
5	Performance in the last seven years	Should not have unsatisfactory performance reported by any units or power sector regions of BHEL. Note: BHEL may at its discretion keep such vendors "on hold"		
6	<b>Vendor Evaluation For ORGANIZATIONAL SOUNDNESS (Tick Which Ever Applicable)</b>			
	<b>QULIFIED</b>	<b>NOT QUALIFIED</b>		
7	<b>Remarks if any:</b>			
8	<b>Signature of evaluation committee:</b>			

**SECTION-V****EVALUATION OF CONTRACTOR****Part B: QUALITY:**

<b>SI no</b>	<b>PARAMETER</b>	<b>QUALIFICATION CRITERIA</b>	<b>EVALUATION OF BHEL</b>
iig g	Ability to deliver quality services in terms of evidence of quality assurance with in the organization on the basis of various information available in the application or on reports from existing sites or reports from previous works	<ul style="list-style-type: none"> <li>➤ Submission of completion reports</li> <li>➤ Worked with any units/power sector regions for similar jobs/works</li> <li>➤ Vendor having business with 3 or more customers</li> <li>➤ Having continuous business in the last 3 years</li> <li>➤ ISO 9000-2000,14000; OHSAS 14000 accreditation</li> <li>➤ Other relevant information</li> <li>➤ Performance in past/current works with BHEL</li> </ul>	
2	<b>Vendor evaluation for QUALITY (tick Which ever applicable)</b>		
	<b>QUALIFIED</b>		<b>NOT QUALIFIED</b>
3	<b>Remarks if any:</b>		
4	<b>Signature of evaluation committee:</b>		

**SECTION-V****EVALUATION OF CONTRACTOR****Part C: TECHNICAL :**

SL NO	PARAMETER	QUALIFICATION OF CRITERIA	EVALUATION OF BHEL	
			<u>Code &amp; category:</u>	<u>Rating of Unit qualified for (if applicable)</u>
1	Basic requirement	Should fulfill the 'BASIC REQUIREMENT' for the subject CATEGORY for which registration is sought  <b>Note:</b> To be evaluated for every category for which registration is sought		
2	Adequacy of T&P, machinery (owned by the company)	Adequately available or Available for the major part of work.		
3	Adequacy of inspection, measuring and testing equipments (owned by the company)	Adequately available or Available for the major part of work.		
4	<b>Vendor evaluation for TECHNICAL CAPABILITY (tick which ever applicable)</b>			
	<b>QUALIFIED</b>	<b>NOT QUALIFIED</b>		
5	<b>Remarks if any:</b>			
6	<b>Signature of evaluation committee :</b>			

## EVALUATION OF CONTRACTOR

### PART-D : FINAL RECOMMENDATION

Name of CONTRACTOR :	
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**Table-1 CRITERIA for evaluation (for each CATEGORY / CODE)**

SI No	Evaluation of vendor for Empanelment	ASSESSMENT CRITERIA		
		ORGANISATIONAL SOUNDNESS	Quality	Technical capability
1	RECOMMENDED	QUALIFIED	QUALIFIED	QUALIFIED
2	NOT RECOMMENDED	IF NOT QUALIFIED FOR EVEN ANY ONE OF THE ABOVE ASPECTS		
3	Further Review###	IN CASE OF 'HOLD' ON ANY ASPECT OR IF FURTHER DETAILS REQUIRED		

### : This Organisation shall be reviewed once again before final recommendation for registration

**Table-2 RECOMMENDATION FOR REGISTRATION OF CONTRACTOR**

SL NO	GROUP	CATEGORY	CODE	Max. Value of work ( in Rs.)	Rating of Unit ( if applicable)
1					
2					
3					
4					
5					

**Signature of evaluation committee:**

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**ANNEXURE – I****DETAILS OF BANK ACCOUNT FOR ELECTRONIC FUND TRANSFER / RTGS TRANSFER**

01	<b>NAME &amp; ADDRESS OF THE SUPPLIER / VENDOR</b>	
02	<b>VENDOR CODE</b> (as in Purchase Order)	Not applicable
03	<b>Details of Bank Account:</b>	
A)	<b>NAME &amp; ADDRESS OF THE BANK</b> (WITH PIN CODE)	
B)	<b>BANK TELEPHONE NUMBER</b> (WITH STD CODE)	
C)	<b>BANK BRANCH CODE</b>	
D)	<b>MICR CODE</b>	
E)	<b>ACCOUNT NUMBER</b>	
F)	<b>TYPE OF ACCOUNT</b>	CURRENT A/C / OD / CASH CREDIT
G)	<b>VENDOR NAME AS PER BANK RECORDS</b>	
H)	<b>BANK BRANCH RTGS IFSC CODE</b>	
I)	<b>BANK BRANCH NEFT IFSC CODE</b>	
J)	<b>YOUR EMAIL ID</b> (give two ids)	
K)	<b>NAME OF AUTHORISED SIGNATORY</b>	

**CERTIFICATE**

I / We hereby agree to receive the payments due from BHARAT HEAVY ELECTRICALS LIMITED, RANIPET by the National Electronic Funds Transfer and/or RTGS Transfer mode by credit to my / our above mentioned Bank Account. I / We also agree that payments made to the above mentioned Account is a valid discharge of the liability of Bharat Heavy Electricals Limited, Ranipet. I / We also agree to bear the applicable Bank Charges for the above mode of transfer.

AUTHORISED SIGNATORY OF VENDOR WITH SEAL

**BANKER'S CERTIFICATION**

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of \_\_\_\_\_ (name of account holder), the signature of the authorized signatory and the MICR and IFSC codes of our Branch mentioned above are correct.

PLACE:

DATE:

\_\_\_\_\_  
(Manager / Officer's  
signature Under Bank stamp)