



**BHARAT HEAVY ELECTRICALS LIMITED
ELECTROPORCELAINS DIVISION
IISc Post, Bangalore - 560012**

**REGISTRATION
OF
CONTRACTORS**

**APPLICATION FORM
FOR REGISTRATION OF CONTRACTORS**

Complete all sections of the form and send the completed form and attachments in a sealed envelope marked 'Application for Registration of Contractors'. All the pages are to be signed by the authorized signatory and the contractors seal affixed.

1.0 Applicant Particulars:

Name of the contractor / company / establishment / firm			
Constitution or Legal Status	Whether Individual / Partnership / Limited Company / PSU / Others.		
Registered Address:			
Contract Person Name, Designation & Nationality			
Address for correspondence			
Telephone No.		Fax No.	
Mobile No.		Email Address	

2.0 Registration is desired for the following:

(Choose from categories for which registration is required and put ✓ mark in the column marked YES)

Sl No.	Nature of Work	Registration required for	
		YES	NO
01	Civil works – construction, repair and modification.		
02	Housekeeping and disposal of debris & garbage for plant and township.		
03	Horticulture works		
04	Utility maintenance – water supply & sanitary, ET plant.		
05	Electrical works – General electrical maintenance for offices, streets & yards, townships, cranes & hoists, instrumentation & metrology, telecommunication, testing machines, weighing machines, air conditioners, chilling plants etc.		
06	Mechanical works – maintenance, repair and general fabrication, vehicle maintenance and drivers.		
07	Providing assistance for various miscellaneous works like material handling, material movement within shops, transportation in-house, packing, shifting and stacking, bagging and baggage handling, sweeping, cleaning, washing etc.		
08	Running of pharmacy, nursing care and crèche.		
09	Software development and IT infrastructure maintenance.		
10	Running of canteen and guest house kitchen.		
11	Providing security and fire services.		
12	Providing transport services – taxis & mini vans on monthly and hourly rate contract.		
13	Providing 24 X 7 ambulance facility.		

3.0 Essential information to be provided regarding registration with statutory authorities:

(Please attach copies of the documents)

Requirement	Detail
Provident Fund code no.	
Employee Sate Insurance code no.(ESI)	
PAN No.	
Labour License	
License for specific work (Eg: Electrical Works)	
Service Tax registration	
VAT registration	
MSMED / NSIC registration if any	
Bank Account Number and Banker's address and detail	



**BHARAT HEAVY ELECTRICALS LIMITED
ELECTROPORCELAINS DIVISION
IISc Post, Bangalore - 560012**

**REGISTRATION
OF
CONTRACTORS**

4.0 Type of Ownership:

- Individual
 Partnership
 Limited Company (Pvt./Public)
- PSU / Govt. Undertaking
- Other, please specify

Submit proof in support of above as applicable: Income Tax Return in case of individual/ Partnership Deed/ Articles and Memorandum of Association/ Certificate of Incorporation/ Certificate of Registration.

5.0 Financial soundness of the applicant will be judged on the basis of profit earned during last 3 years. Applicant is required to submit copy of the I.T. Return for the last 3 years.

YEAR	2011-12	2012-13	2013-14
Annual Turnover (In Rs. Lakhs)			
Profit / Loss (in Rs. Lakhs)			
Banker's Solvency Certificate			

6.0 If you already having registration with other organizations please provide details:

Company	Name / Unit / Location / Zone	Registration Number	Validity	Financial limit for which registered	Type of work for which registered
BHEL					
PSU					
CPWD / KPWD					
Central / State Govt.					
Others (Specify)					

Attach attested copy of registration.

7.0 List of works that have been executed satisfactorily during last 3 financial years along with performance report from the principal employer (Attach details, use additional sheets if necessary)

Name of work	Value of contract	Period of contract	Actual period of completion	Name of principal Employer / Organization

8.0 List of major projects/ works in hand (Attach details, attach additional sheets if necessary)

Name of work	Value of contract	Period of contract	Name of principal Employer / Organization

9.0 Details of manpower employed by the contractor.

1. Total Number of Technical Persons

a. SSLC Passed :

b. I.T.I Passed :

c. Diploma Holders :

d. Graduates :

e. Others :

2. Total number of unskilled persons :

3. Total Number of Persons :



**BHARAT HEAVY ELECTRICALS LIMITED
ELECTROPORCELAINS DIVISION
IISc Post, Bangalore - 560012**

**REGISTRATION
OF
CONTRACTORS**

13.0 Any other detail or information applicant may like to submit.

.....

14.0 DECLARATION:

I / We declare that I / we are an Indian national and I declare that the particulars provided herein are true & correct in every detail. I or my partners have not applied for registration in this company in another name. I / we are well acquainted with all existing Acts, Rules, Regulations, Orders and Byelaws including all statutory Amendments and Enactments of State or Central Government and other local authorities including all labour laws related to contract works to be carried out in a PSU. I / we agree that the registration is not transferable and the registration does not confer any special rights or privileges on me / us and that this registration will be without prejudice to the BHEL's right to publication of open tender notice in newspapers inviting tenders from time to time for individual works and to the Company's general terms and conditions of contract. I / we agree to abide by BHEL's policies and any terms and conditions that BHEL may ask to be followed from time to time. I / we agree to have e-payment/ electronic funds transfer (EFT) / RTGS facility with the bank. I / we agree that the registration is liable to revocation or cancellation if it is found at any time that the particulars furnished by me/ us are false.

Date.....

(Signature & seal of applicant)

NOTE: All the pages of this application and the supporting documents should be self attested along with company' seal.



**BHARAT HEAVY ELECTRICALS LIMITED
ELECTROPORCELAINS DIVISION
IISc Post, Bangalore - 560012**

**REGISTRATION
OF
CONTRACTORS**

LIST OF ENCLOSURES

Self attested photocopy of the following documents are required to be submitted along with the duly filled application form:

- (a) Employee's State Insurance (ESI) Certificate
- (b) Provident Fund (PF) Certificate
- (c) Labour License (Issued by Government of India)
- (d) Permanent Account Number (PAN)
- (e) Service Tax registration
- (f) VAT
- (g) Income Tax Returns (AY: 2014-15, 2013-14, 2012-13)
- (h) Balance Sheet (AY: 2014-15, 2013-14, 2012-13)
- (i) Solvency Certificate issued by a Nationalised/ Scheduled Bank only within last 6 months.
- (j) Completion certificate (Last 3 years, any three)
- (k) Works in hand/ Work order copies (any three)

Any other information may be provided separately.