



**BHARAT HEAVY ELECTRICALS LIMITED , VARANASI
MAINTENANCE DEPARTMENT**

Name of work:- Establishment of Fire Fighting Network in Factory Area

TENDER NOTICE NO:- HERP/CIVIL/CAP/86/14-15, Dated:- 11/07/2014

TENDER DOCUMENT (PART-A)

(PART I: - REGISTRATION DOCUMENTS)

Establishment of Fire Fighting Network in Factory Area at HERP



**MAINTENANCE DEPARTMENT
HEAVY EQUIPMENT REPAIR PLANT
BHARAT HEAVY ELECTRICALS LIMITED
(A Government of India Undertaking)
VARANASI – 221 003 (U.P)**

Sign, Date & Seal of contractor



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Sign, Date & Seal of contractor



**BHARAT HEAVY ELECTRICALS LIMITED , VARANASI
MAINTENANCE DEPARTMENT**

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INSTRUCTIONS TO CONTRACTORS FOR REGISTRATION PROCESS

Applications are invited from Contractors for registration at BHEL, HERP, Varanasi for **Fire Fighting Works** to be carried out as per details mentioned in TENDER NOTICE NO:- HERP/CIVIL/CAP/86/14-15, Dated:- 11/07/2014. Interested contractor are requested to furnish the details as per application form (Annexure-VI) attached with this document.


Contractors are requested to collect the format for Application Form (Annexure-VI) along with tender document for "ESTABLISHMENT OF FIRE FIGHTING WORKS IN FACTORY AREA AT HERP", Tender Notice No: - HERP/CIVIL/CAP/86/14-15, dated: - 11/07/2014 from the office of DGM (Maint.), BHEL-HERP, Varanasi on payment of requisite cost or may download as per instructions mentioned in TENDER DOCUMENT (PART-B).

Contractors are required to fill & submit Application form (Annexure-VI) along with self attested copies of all requisite documents in a SEPARATE SELAED ENVELOPE as detailed in TENDER DOCUMENT (PART-B) and submit along with offer for aforesaid tender. Last date of submission of application, along with all relevant documents, is 02/08/2014. Envelope containing registration documents shall be opened along with techno-commercial bid on 04/08/2014 at 14:00 Hrs. interested contractor may present himself at the time of opening tender (PART-I:- Registration Documents and PART-II:- Techno Commercial Bid).

If contractor has **any queries** regarding Application form (Annexure-VI) or **if contractor is facing difficulty while filling form, he may contact DGM (Maint.)** at BHEL-HERP-Varanasi or call on **0542-6545323/24** or E-mail at lalit@bhel.in, ashuani@bhel.in .

Contractors may contact in the office of DGM (Maint.) from 14.00 to 16.00 Hrs (with prior appointment) on any working day for clarification of queries, understanding the actual nature & scope of work and site visit.

Sign, Date & Seal of contractor

	Annexure-VI <u>Guidelines to Contractors</u> <u>filling up the Registration Form</u>	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	I of II

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 Supplier Development Cell of respective BHEL unit/ Power sector Region.
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 authorised 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 Supplier 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 Supplier 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 inline with Annexure VIII (page 4 of 4).
 11. If you are attaching a document in a language other than English, a self attested English translated document may please be also attached.

	Annexure-VI Check List for Contractor Registration Form	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	II of II

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 Authorised Signatory.	

Signature & seal

Date :

(Authorised Signatory)

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

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.1 GENERAL INFORMATION

Sl No	Detail/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.	Package code to be given by BHEL
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: 	

**BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM**

SECTION-I: Company Profile & Organisational Information

		Remarks by BHEL, if any
1.1.7 i	<p><u>Branches:-</u> Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
ii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
iii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
1.1.8 i	<p><u>Sister Concerns if any:-</u> Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID : ➤ Web site :</p>	
ii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID : ➤ Web site :</p>	

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

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 docuemnts	

1.2.2	DIRECTOR/PARTNER/OWNER/PROPRIETOR INFORMATION	Position Held In Company	Remarks by BHEL, if any
i			
ii			
iii			
iv			

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

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 categories	Copy of Certificate	
	4.	As applicable	Copy of Certificate	
d	PF Registration	All categories	Copy of Certificate	
e	CPWD/Government Organisation	As applicable	Copy of Certificate	
f	Geological Survey Of India/Equivalent	For Geo Tech Investigationsetc	Copy of Certificate	
g	IBR	For Boiler and IBR Piping	Copy of Certificate	
h	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	Organisation Strength (In number): (please submit Organisation 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				

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.5 OTHER PARTICULARS

A	Registration with BHEL and Other Firms	Registration/ Empanelment Number	Registration/ Empanelment valid upto	Document to be submitted	Remarks by BHEL, if any
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	

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 : (i) 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	

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.6	QUALITY SYSTEMS	Certificate Number and Valid upto	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# + Reserves			
ii	SALES/TURN OVER (Last three Financial Years)			
		Average		
iii	CASH PROFIT (PAT + Non Cash Expenditure viz 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' enclose 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.			

Legend:

: Share Capital OR Partnership Capital OR Proprietor Capital as the case may be

BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM

SECTION-II: Resources owned by the company

- 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

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

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

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)

GROUP	PACKAGE	CATEGORY	CODE

Sl no	Full Postal Address of Client and Officer in Charge	Brief description of Work & Quantities	Work Order No and date	Value of Contract in Rupees in Lakhs	Time schedule (in months)	Contractual Date of Completion	Actual date of completion	Present Status (of ongoing job)	Documents attached in support of columns (i) to viii)
	(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)
1									
2									
3									