

Enlistment Procedure and Requirement

1.0 Introduction :

Engineers India Limited (EIL), the leading design and engineering company of India, has been serving Process & Hydrocarbon Industry such as Petroleum Refinery, Petro-Chemicals, Cross Country Pipeline, Oil & Natural Gas Processing, Offshore Structure and Platform, Fertilizer, Metallurgical Industry etc. since 1965.

EIL maintains Data Bank of Construction Contractors. List of Construction Contractors is drawn from this Data Bank for all the projects executed by EIL on behalf of our Clients and Contractors are issued enquiries on limited basis from this list of Construction Contractors, duly approved by Client.

2.0 Who can apply :

- 2.1 Any Construction Contractor who has been awarded the job by owner or sub-contractor of the main contractor and who has experience of similar jobs carried out during past 10 years. Details of type of experience required for enlistment is enclosed as Annexure-I.
- 2.2 Jobs carried out by subcontractors of main EPCC package contractors and/ or composite works will be considered as independent jobs.
- 2.3 Experience of EPCC jobs shall not be considered for discipline based categories of Civil, Mechanical, Electrical & Instrumentation.
- 2.4 In case experience i.e. work order is in the name erstwhile agency which has subsequently been acquired by or merged with agency requesting enlistment, such experience will be considered only on submission of legal documents in support of such acquisition or merger.
- 2.5 100% owned subsidiary of a Foreign Agency can be considered for enlistment provided the work has been carried out by them. However for design & engineering they can have backup from their parent company.
- 2.6 Experience of the contractors will be considered for jobs carried out in India or abroad.
- 2.7 In case more than one work order /Purchase order (for example work orders for engineering, supply and erection) is issued against same tender/ purchase requisition for supply and construction value of such orders will be clubbed and it will be considered as a single work order.
- 2.8 Quality Management System of the contractor should generally be certified as per ISO 9001 or equivalent.
- 2.9 New contractors will apply for preliminary review.

3.0 Important Steps :

- 3.1 Construction Contractors are required to submit application on-line only. Applications submitted as introduction letters will not be processed.
- 3.2 Before applying, Construction Contractors are required to agree to terms & conditions. In case terms & conditions are not agreed, on-line application format shall not open.
- 3.3 Trade Categories are required to be selected only from the list of trade categories for enlistment refers Annexure-II.
- 3.4 In case of application for multiple categories, it is required to fill up separate application for each category.

4.0 General :

- 4.1 Processing of application for enlistment shall generally take around 6 months. However, this depends on quality of document submitted and time taken to respond to EIL queries.
- 4.2 In case of receipt of incomplete documentation, Construction Contractors shall be given opportunity to complete balance data. In such cases processing of application may take longer time. However, in case Construction Contractor fails to furnish complete data within a maximum period of six months from the date of application/ queries, the case shall be closed.
- 4.3 Upon completion of review of submitted documents case shall be put to the Competent Authority's review. Upon approval, letter of enlistment shall be issued. The validity of enlistment shall be for a period of 3 years and thereafter same is required to be revalidated as per the applicable procedure.
- 4.4 Construction Contractors can view status of their application on EIL website.

Application for enlistment is to be forwarded to :

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