

Information Required

Furnish following documents, in DUPLICATE IN TWO SEPARATE FOLDERS for our consideration. Ensure all document are in the chronological order, indexed and in A4 size.

- 1.0 Company profile/ capability documents.
- 2.0 Description of Trade Categories for which enlistment is sought.
- 3.0 The applicant is requested to fill up the following information with necessary supporting documents.

- i) Contractor's identification and financial data as per enclosed FORM-I.
- ii) Contractor's experience data as per enclosed FORM-II.

Experience in execution of works connected with Refineries, Petrochemicals, Fertilizers, Gas - Processing Plants and Chemical Industries, Port & Harbour, Plants related to Non-ferrous Metallurgy, Cement, Paper, Power including Nuclear Power and such other works with complete details are to be furnished. Copies of the work orders, completion certificates are to be furnished as supporting documents. If similar work to the category applied is a component only of qualifying work documentation will be submitted in support of value of similar work alongwith work order and completion certificate.

TC Forms as given below is to filled up for following trade categories :

Name of Trade Category & Code	TC Form Applicable
Cooling Tower (P02)	TC-1
Waste Water/ Effluent Treatment Plant (P03)	TC-3
DM Water/ Condensate Polishing Unit (P04)	TC-4
Storage Tanks (M01)	TC-5 & 6
Fired Heater Systems (M03)	TC-7
Raw Water Treatment Plant (P01)	TC-9
Cross Country Pipeline (M11)	TC-22
Piping Equipment/ Machinery Erection (M05)	TC-28
Composite Works – Civil, Mechanical, Electrical, Instrumentation works etc. (P12)	TC-28
Cathodic Protection System (P10)	TC-29

- iii) Contractor's resources data as per enclosed FORM-III. For furnishing informations regarding contractor's major Construction plants and equipments, a list is enclosed as Annexure III. Equipment availability beyond those mentioned in the above list could also be mentioned separately alongwith the supporting documents. Form-IIIA is to be filled up by Environment Agencies applying for enlistment in categories W02 to W09.
- iv) Details of similar works completed during past 10 years as on 31st March of previous year – Form-IV.
- v) Details of similar works under execution Form-V.
- vi) Details of similar works completed during past ten years including current jobs in Form-VI for Environment agencies only (Categories W02 to W09).

- 4.0 Following documents shall be submitted by Contractor alongwith the application.

- i) Audited Annual Report including profit and loss account for preceding 3 years.

- ii) Latest Tax clearance Certificate for sales and works contract tax, Memorandum/ Articles of Association, Certificate of incorporation, Registration Certificate for firm, partnership deed, Trust deed as applicable.
- iii) Quality Assurance & Quality Control (QA/QC) system being followed by the agencies with detailed QA/QC documents alongwith Health, Safety and Environment (HSE) Plan. In case agency is accredited as per ISO 9001 standards, copy of such certificate with validity date.
- iv) List of qualified and experienced personnel of the contractor for Engineering as well as for execution, interpretation of data collected at site alongwith complete bio-data and exact nature and duration of their experience.
- v) Organisation chart of the contractor alongwith detailed description of relationship between Head Office and site with respect to responsibility and authority delegated to site management.
- vi) Performance/Experience certificates issued by clients, establishing the contractor's capability of timely completion of similar jobs successfully.
- vii) Details of design office facilities available with the contractor.
- viii) List of services being sub-contracted.
- ix) If, jobs were executed earlier on joint venture or consortium basis, requisite details pertaining to nature of job, responsibility/scope of the contractor alongwith copy of joint venture/consortium agreement clearly indicating scope, responsibility of the partners, final executed value by the Contractor alongwith documentary proof regarding break up of executed value among partners of consortium/joint venture, type of guarantees provided etc.
- x) In case of specialised jobs, if engaging services of a backup consultant, copy of valid Memorandum of Understanding/Agreement with such backup consultant and credentials of experience of back up consultant.
- xi) In case of package jobs, detailed information regarding scope of work executed based on inhouse facilities available in respect of design, detailed engg. and procurement, inspection and quality control etc. In case of any specific service executed by back up consultant/subcontractor, furnish details of such services and also name & details of such backup consultant/sub-contractor engaged, if any, separately.
- xii) In case of package jobs where design and engineering is in the scope of contractor, one year satisfactory operation certificate is required issued by End User.
- xiii) In respect of Electrical works an attested copy of Electrical contractor Licence with name of states and validity of licence is required to be furnished.
- xiv) In case of jobs carried out as subcontractor please furnish copies of work order issued by Owner to your client (main Contractor) to work out % of value of work awarded to you vis-à-vis value of work awarded by Owner to contractor.

5.0 Names of the organisation with whom already registered are to be furnished alongwith the following:

- i) Type of job for which Registration/Enlistment is done.
- ii) Category in which Registration/Enlistment is done, Specify tendering limit for the same.
- iii) Registration No. with date of Registration.

- iv) Letter of the organisation who has registered, mentioning the above details.
- 6.0 For category W02 to W09 (Environments studies) agencies should have necessary experience, infrastructure and approved laboratory facilities for monitoring and analysis of ambient air quality, micro meteorology, water, traffic noise, occupational health, socio-economic, land use pattern and flora and fauna etc. Such agencies will fill in details in Form-III A in addition to Form-III.
- 7.0 Incomplete application or application without supporting documents shall not be considered. However, the agency will be given a chance to complete balance documentation.
- 8.0 Applicant shall give details about itself or any of his partners or shareholders being blacklisted or removed from approved list of contractors, or demoted to lower class or order passed banning/suspending business with the applicant etc. by any department in the past.