

## INSTRUCTIONS FOR FILLING THE FORMS

### FORM-I

- 1.1 `Code No.' is to be filled up by existing contractors for new additional category. New contractors should leave it blank.
- 1.2 Against `FIRM TYPE' please fill as below:
- |    |   |                    |
|----|---|--------------------|
| PP | - | Proprietary        |
| PA | - | Partnership        |
| PR | - | Private Ltd.       |
| PL | - | Public Ltd.        |
| GU | - | Govt. Undertakings |
| HU | - | H.U.F.             |
| TR | - | Trusts             |
- 1.3 Against `OPERATIONAL ZONE" please fill as below :
- |     |                 |  |
|-----|-----------------|--|
| 001 | All India       |  |
| 002 | North Zone      | : Jammu & Kashmir, Punjab, Haryana, Delhi, Himachal Pradesh, Uttar Pradesh, Uttarakhand, Madhya Pradesh and Chhattisgarh |
| 003 | West Zone       | : Gujarat, Rajasthan, Maharashtra and Goa  |
| 004 | South Zone      | : Kerala, Tamil Nadu, Karnataka and Andhra Pradesh   |
| 005 | East Zone       | : Bihar, Jharkhand, Orissa, West Bengal  |
| 006 | North East Zone | : Including Assam.   |
- 1.4 Please fill in the details of the Correspondence Office from where tendering will be carried out.
- 1.5 Audited Annual Report for preceding three years are required to be furnished by contractor. In absence of above, the contractor's application is liable for rejection.
- 1.6 Turnover is to be filled showing actual duration as per audited annual report.
- Total Annual Turnover = Total Annual Income from works contracts + Engineering Services + Sales + Closing work in progress - Opening work in progress etc. (Receipt from any other head, whatsoever shall not be considered).
- 1.7 For filling "Net Worth", please calculate as follows :
- NET WORTH = CAPITAL + RESERVES - ACCUMULATED LOSSES.

## **FORM-II**

2.1 For Contractor's previous experience, data supporting documents like copies of work orders, completion certificates, certificate from the clients indicating the awarded value, total executed value, break-up of values (disciplinewise, in case of combination of different disciplines of works), start date, actual completion date, schedule duration, actual duration etc. and performance report in the performa enclosed as Annexure-IV to be furnished.

Further, in case of combination of different disciplines of works executed as part of single contract, Contractor shall indicate executed value of the relevant trade category. This executed value must be supported by a certificate from the client.

2.2 Contractor should give experience details for two largest similar works executed in the last 10 years in each trade category.

2.3 In supervising agency write 'E' for supervision by EIL and 'O' for others.

2.4 For filling 'TRADE CATEGORY' please refer Annexure-II.

2.5 For filling 'Erection Value', please calculate as follows :

ERECTION VALUE = TOTAL VALUE OF WORK - VALUE OF SUPPLY ITEMS AND DESIGN AND ENGINEERING

2.6 In case you are applying for the following Trade Categories, the experience details in terms of Technical Attributes should also be filled-up in applicable TC Format mentioned hereunder for all jobs shown in Form-III.

a)	Cooling Tower	(P02)	Form TC-1	(2 Sheets)
b)	Waste Water Treatment Plant	(P03)	Form TC-3	(4 Sheets)
c)	DM Plant/ CPU	(P04)	Form TC-4	(3 Sheets)
d)	Floating Roof Tanks	(M01)	Form TC-5	(4 Sheets)
e)	Cone Roof Storage Tanks	(M01)	Form TC-6	(4 Sheets)
f)	Fired Heater Systems	(M03)	Form TC-7	(10 Sheets)
g)	Raw Water Treatment Plant (Canal/River/Pond/Lake Water)	(P01)	Form TC-9	(4 Sheets)
h)	Pipeline Laying	(M11)	Form TC-22	(3 Sheets)
i)	Piping/Equipment & Machinery Erection (M05) and Composite Works (P12)		Form TC-28	(4 Sheets)
j)	C.P. Work of Pipelines	(P10)	Form TC-29	(2 Sheets)

2.7 In case application is for categories covering design and engineering in the scope of contractor, satisfactory operation certificate from End User is required with minimum one year of operation.

## **FORM-III**

3.1 For equipment code refer Annexure-III showing codes of major construction plants & equipments. In case code no. is not existing for a particular equipment details of such equipment may be given in hard copy alongwith application.