

NEELACHAL ISPAT NIGAM LIMITED

Kalinga Nagar Industrial Complex, Duburi – 755026

NOTE:

1. Please read the enclosed "Instructions / Conditions for Registration of Contractors", carefully before filling up the application form.
2. Application of agencies having PAN No., VAT, PF Registration, Affidavit as per 1.6(a), (b) & (c), Turnover Certificate as per 4.5(a), (b) & (c) and Work Order with completion certificate relevant to the Category/sub Category applied only will be considered.
3. Agencies need to apply separately for each subcategory of registration. Single application with multiple CAT/subcategory will not be considered.
4. Application for registration can be down loaded from NINL's Website: **www.ninl.in**. Filled in applications in a FOLDER with all supporting documents to be submitted along with DD/BC for Rs 1500/- towards application form & processing fee.
5. Eligible agencies will be intimated details regarding submission of original documents for verification & payment of NON-REFUNDABLE amount towards Registration fee.

APPLICATION FORM FOR REGISTRATION AS CONTRACTOR

1.0 General

- 1.1 Full name of the contractor:
- 1.2 Address for communication:

Telephone Nos:

Fax No.:

Mobile No.:

E-Mail:

Website:

- 1.3 Registered Office (address)

- 1.4 Local Branch Office (address)

- 1.5 Name and Designation of Chief Executive:

1.6 Firm /company is registered as (Please tick):

- | | | | |
|-----------------------|------------------------|-----------------------|----------------------------|
| <input type="radio"/> | Proprietary concern | <input type="radio"/> | Private limited co |
| <input type="radio"/> | Hindu Undivided family | <input type="radio"/> | Public Limited Co |
| <input type="radio"/> | Registered partnership | <input type="radio"/> | Any other (Please specify) |

Please enclose documents, duly attested by Notary, related to type of registration:

- a) In case of proprietorship - Attested Affidavit of sole proprietorship
- b) Incase of partnership - attested copy of registered partnership deed Specify whether registered or unregistered.
- c) In case of Limited companies
 - i. Memorandum & Articles of Association
 - ii. Certificate of Incorporation
 - iii. Entry in form -A from the registrar of firms

1.7 Status of the firm (please tick) and enclose the attested copy of the certificate / document.

- | | | | |
|-----------------------|----------------------|-----------------------|-----------------------|
| <input type="radio"/> | Tiny Industry | <input type="radio"/> | Medium scale Industry |
| <input type="radio"/> | Small Scale Industry | <input type="radio"/> | Large Scale Industry |

1.8 A) Whether any of the following is / are dismissed employee(s) of NINL or _____ (name of the organization), and if yes, please enclose details:

- a) the applicant
- b) any of its partners or directors
- c) any of its employees

B) Whether any of the Proprietor/Partner/Director or their spouses was working as contractor in NINL/ any Government/Public Under taking and has been:

- a) Black listed
 - b) Removed from the approved list of contractors
- If YES, please give the details indicating the period:

1.9 A) Whether the firm is already registered with NINL or any other Govt. Department / Public undertaking ? If Yes, furnish the following information and submit the documentary evidence.

Sl. No	Name of organization	Category of Work	Class & Max Work Value(Rs)	Ref. No & date of registration	Validity of registration

B) Whether the applicant is a partner or Director of any firm / company registered in the NINL. If YES give the name and address of the firm / company.

- 1.10 Indicate the firm's CST Registration No. and enclose its attested copy.
- 1.11 Indicate the firm's VAT Registration No. and enclose attested copy.
- 1.12 Indicate the firm's PF/RPFC Registration Code Number and enclose attested copy.
- 1.13 Registration with ESI & enclose attested copy.
- 1.14 Boiler license and Electrical license no. issued by Govt. of Orissa (for Electrical jobs Under category 6.0) - copies to be enclosed.
- 1.15 Indicate the valid labour license No. and enclose attested copy.
- 1.16 Indicate the valid service tax No. and enclose attested copy.

2.0 TECHNICAL

2.1 Indicate the following details of jobs/works executed/completed by you or which are in execution during the last five years & enclose.

- Documentary evidence in its support
- Completion / performance report
- Contact persons of respective employers

SL. No	Description of Jobs / Works	Employer's name with address	Order Reference	Order date	Order value (Rs)	Completion Schedule	Actual completion	Brief reasons for delay if any	Value of work executed (Rs)

2.2 Indicate full details of infrastructure and facilities possessed by you and address of the factory or workshop owned by you with true copy of documentary proof of ownership.

Sl. No	Details of Infrastructure & facilities/ workshop	Address of factory/ workshop and other

- 2.3 Please furnish the details of Working Construction & Erection equipment/Machinery, Mining equipment, Handling equipment, Transport vehicles, Special tools & tackles, Testing equipment/ facilities possessed by you, in the following format:

Sl. No	Description of Eqpt	No of Eqpt	Owner or hired / Lease	Capacity	Manu- facturer	Year of manufa- cture	Year of Purchase

3.0 ORGANIZATIONAL STRENGTH

- 3.1 Please enclose the organizational chart of your firm/company indicating the number of people employed and their competence in the execution of class and categories/sub categories of job/work for which registration is intended.
- 3.2 Give the strength of the employees.

Sl. No	Category	Qualification	No. of Employees
1	Engineering Degree		
2	Engineering Diploma		
3	Other technical competence (specify)		
4	Skilled		
5	Unskilled		

4.0 FINANCIAL POSITION

- 4.1 Annual turnover for the last three years.

- a) F. Y. _____ Rs _____,
 b) F. Y. _____ Rs _____,
 c) F. Y. _____ Rs _____,

- 4.2 Capital Employed: Rs _____

- 4.3 Bank Account Details:

Sl. No	Name of Bank	Branch & Address	Account No	Name of Account Holder

Note: In addition to above, **Annexure No. IV** duly certified by the concerned Bank Manager to be enclosed.

- 4.4 **Income Tax PAN No:**

4.5 Please enclose attested copies of the following documents:

- a) Audited balance sheet certified by a practicing Chartered Accountant in cases where annual turnover of the contractor is more than Rs.40 lakhs.
- b) Where the annual turnover of the contractor is less than Rs 40 lakhs, either of the following documents shall be submitted:
 - i) Turnover Certificate in the prescribed format duly issued by a practicing Chartered Accountant/ Cost Accountant in the enclosed Format (Annexure - II).

OR

 - ii) TDS Certificates, comprising of the Gross Bill values, issued by the Deductor for the works done by the contractor.

- c) Current sales tax clearance certificate

5.0 APPLIED CLASS & CATEGORY

Indicate the following for which registration is sought:

SI. No	Intended CLASS	Intended CATEGORY	Intended Sub-Category (No. & Name)
	A		
	B		
	C		
	D		
	E		
	F		
	G		
	H		
	I		

6.0 **APPLICATION & PROCESSING FEE** - Details of DD / BC drawn in favour of Neelachal Ispat Nigam Limited payable at Jajpur Road / Kalinga Nagar at Duburi / Bhubaneswar having validity of minimum period of two months from the date of submission of registration form.

Bank & Branch	Instrument No. & Date	Amount
		Rs 1500/-

7.0 DECLARATION:

- (a) Certified that no material / information has been concealed by me / us and the information given herein/ above is correct to the best of my/ our knowledge and belief.
- (b) I/We undertake to bring immediately to the notice of NINL management any material change occurring in the above furnished information.
- (c) I/We undertake to abide by the rules of registration of contractors and discipline of NINL.
- (d) I/We have gone through the conditions of registration of contractors and I/We agree to the same.

Date:

Place:

(Signature of the contractor)
Name & Designation
Seal of company

No. of enclosures _____ (in words _____ Only)

FOR NINL USE ONLY

Application Sl. No.		
Date of receipt of application		
DD / BC Details	DD / BC No. & Date	
	Amount (Rs.)	
	Name of the Bank	
	Payable at	

INSTRUCTIONS / CONDITIONS FOR REGISTRATION OF CONTRACTORS

I. CLASSIFICATION:

Registration of contractors in NINL will be done as per the following classification:

Capable of executing works of value of each individual contract

- Class A - Above Rs. 500 lakhs
- Class B - Above Rs 100 lakhs & up to Rs 500 lakhs
- Class C - Above Rs 50 lakhs & up to Rs 100 lakhs
- Class D - Above Rs. 25 lakhs & up to Rs. 50 lakhs
- Class E - Above Rs 16 lakhs & up to Rs 25 lakhs
- Class F - Above Rs. 10 lakhs & up to Rs.16 lakhs
- Class G - Above Rs. 5 lakhs & up to Rs. 10 lakhs
- Class H - Above Rs. 2 lakhs & up to Rs. 5 lakhs
- Class I - Up to Rs. 2 lakhs.

II. CATEGORISATION:

The following are sub-categories of jobs/works for registration of contractors:

Sl. No	CATEGORIES & SUB-CATEGORIES OF JOBS/WORKS
1.0	<u>Consultancy/Design/Engineering /Drawing work/ Digitisation of drawings.</u>
2.0	<u>Civil</u> 2.1 Repair and Maintenance of buildings. 2.2 Land development work, site/ area clearance including bush/grass cutting and cleaning. 2.3 Construction of buildings 2.4 Acid proofing tiles and lining work 2.5 Providing and fixing wooden frames, shutters, doors and windows 2.6 Finishing and Painting of buildings. Finishing and Painting includes white /colour washing, distempering, oil/Epoxy painting/coating, glazing and polishing. 2.7 Repair and maintenance of external/internal drainage, sewage and water supply 2.8 Hydro-insulation, water proofing, shoring, asphaltting, tar-felting and roof treatment 2.9 Bore well drilling, piping and insulation of water pump including motor 2.10 Sanitary work 2.11 House keeping including sweeping, cleaning and mopping 2.12 Pest Control 2.13 Laying, fixing and maintenance of Railway track 2.14 All kind of road works 2.15 Repair & rehabilitation of concrete structure 2.16 Barbed Wire fencing

Sl. No	CATEGORIES & SUB-CATEGORIES OF JOBS/WORKS
3.0	<p>Fabrication and erection of steel & technological structures</p> <p>3.1 Fabrication, erection, repair and maintenance of building structures including roof sheeting, cladding & roof cleaning</p> <p>3.2 Fabrication, erection, repair and maintenance of technological structures including chimneys, stacks, hoppers, bins, chutes and liner plates</p> <p>3.3 Red oxide/ epoxy painting/ treatment of steel & technological structures including equipment painting</p> <p>3.4 Providing and fixing steel frames, shutters, aluminium frames, doors and windows</p> <p>3.5 Piping / Plumbing</p>
4.0	<p>Refractory</p> <p>4.1 Laying of refractory works</p> <p>4.2 Repair and maintenance of refractory works</p>
5.0	<p>Mechanical</p> <p>5.1 Erection, overhauling, repair and maintenance of cranes, hoists, charging cars, pusher cars, forklifts, and other similar electromotive equipment, rotary equipment like general purpose pumps, material handling Reclamation/ repairs of sub assemblies, equipment, accessories, systems like conveyor system machineries, bucket elevators, yard equipment</p> <p>5.2 Shop pipe work and outdoor pipe work for general services</p> <p>5.3 Under ground piping works</p> <p>5.4 Repairs/ maintenance of locos and related equipment</p> <p>5.5 Repair and maintenance of lifts Automobile works like repair and maintenance of radiators, engines, fuel pumps and batteries</p> <p>5.6 Repair and maintenance of conveyor belts, including cold/ hot vulcanizing</p> <p>5.7 Repair and maintenance of oil coolers</p> <p>5.8 Erection, repair and maintenance of shop pipe work for hydraulic and lubrication systems</p> <p>5.9 Repair and maintenance of Hydraulic/ pneumatic and lubricating system</p> <p>5.10 Welding & gas cutting work including reclamation, hard facing and rebuilding of parts & sub assemblies</p> <p>5.11 Revamping / repair/ maintenance of BF cooling system & pipelines</p> <p>5.12 Babbling</p> <p>5.13 All types of gas line work including lagging and insulation</p> <p>5.14 Thermal insulation and cladding works of pipelines, ducting, equipment and tanks</p> <p>5.15 Erection, repair and maintenance of equipment and pipe work and accessories coming under IBR (Only IBR registered parties to be considered)</p> <p>5.16 Online arresting of leakage in pipelines</p> <p>5.17 Repair and reconditioning of machines tools</p> <p>5.18 Recondition of spares/ sub assemblies</p> <p>5.19 Repair & Maintenance of material handling and transport equipment such as mobile cranes etc.,</p>

Sl. No	CATEGORIES & SUB-CATEGORIES OF JOBS/WORKS
6.0	<p>Electrical</p> <p>6.1 Installation/ repair/maintenance/replacement of lighting and power wiring of shop, buildings, Industrial equipment, tower lighting, high bay lighting and street lighting/ illumination</p> <p>6.2 Erection of all types of electrical items including motors, transformers, control panels, generation/transmission/ distribution equipment</p> <p>6.3 Laying, repair and maintenance of under ground, outdoor high tension & low tension cables</p> <p>6.4 Installation, repair and maintenance of over head high tension transmission lines</p> <p>6.5 Repair/maintenance of electrical equipment including winding of electro motors, generators, armatures</p> <p>6.6 Repair/maintenance of power & distribution transformers</p> <p>6.7 Repair and maintenance of Air conditioning systems package Air Conditioning, window Air conditioners and water coolers</p> <p>6.8 Repair/maintenance of printing/photocopying machine</p>
7.0	<p>Telecommunication, Instrumentation & Automation</p> <p>7.1 Repair/maintenance of all types of instrumentation equipment</p> <p>7.2 Repair/maintenance of automation systems of various equipment, process and control systems</p> <p>7.3 Repair/maintenance of electronic items</p> <p>7.4 All types of telecommunication work including laying of under ground telephone cables and repairs/ maintenance work</p> <p>7.5 Repair/ maintenance of telephone exchange/wireless sets</p> <p>7.6 Installation and repair/maintenance of Public Address system</p> <p>7.7 Maintenance of Fire detection and alarm systems</p>
8.0	<p>Computerization</p> <p>8.1 All types of computerization work and its repairs/maintenance</p> <p>8.2 Repair/maintenance of personal computers, computers, UPS, servers, printers, LC/PCB cards</p>
9.0	<p>Miscellaneous</p> <p>9.1 Scrap/muck processing, scarfing, metal jam cutting and handling</p> <p>9.2 Lancing works</p> <p>9.3 Catering services</p> <p>9.4 Repair of furniture and house hold furnishings</p> <p>9.5 Supply of labour</p> <p>9.6 Hiring of earth moving and material handling equipments</p>

III. SUBMISSION OF APPLICATION FORM

Filled in application forms for registration along with all supporting documents shall be submitted along with a DD of Rs 1500/- drawn in favour of Neelachal Ispat Nigam Limited towards application form & processing fee.

IV. REGISTRATION

1. The contractors should have executed jobs/works for a Government organization/ Semi Govt Organization, reputed Private organization or firm as indicated hereunder:

For CLASS of Registration	Minimum value of one work executed in the last 5 years, irrespective of the duration of the completion period	Average annual turnover during the last 3 Years to be not less than
A	Rs 30 lakhs	Rs 25 lakhs
B	Rs 25 Lakhs	Rs 21 Lakhs
C	Rs 21 Lakhs	Rs 17 Lakhs
D	Rs 17 Lakhs	Rs12.5 Lakhs
E	Rs 12.5 Lakhs	Rs 8 lakhs
F	Rs 8 Lakhs	RS 5 lakhs
G	Rs 4 Lakhs	Rs 2.5 lakhs
H	Rs 1.5 Lakhs	Rs 1 lakhs
I	Rs 0.5 Lakhs	Rs 0.3 Lakhs

Documentary proof in support of the above shall be enclosed in the following documents:

- A. i) Audited balance sheet certified by a practicing Chartered Accountant in cases where annual turnover of the contractor is more than Rs. 40 lakhs
- ii) Where the annual turnover of the contractor is less than Rs 40 lakhs, either of the following documents shall be submitted:
- a) Turnover Certificate in the prescribed Format duly issued by a practicing Chartered Accountant/ Cost Accountant in the prescribed Format (Annexure - II).
- OR
- b) TDS Certificates, comprising of the gross bill values, issued by the Deductor for the works done by the contractor.
- B. Attested completion certificate, from Central Govt/State Govt/ Public Sector Undertaking or reputed private limited company, of works done for them.

2. Registration Certificate(s) shall be issued to the eligible contractor(s), after the following NON-REFUNDABLE amount towards Registration fee for different classes is deposited by them and verification of original documents.
3. Fees stipulated for each class is for one category of work only. However, if the contractors wish to register for more than one category under any class, they may do so on payment of registration fee for each additional category as follows.

Class	Non Refundable registration fee (Rs.) for	
	One Category	Each Additional Category
A	18000	8000
B	16000	6500
C	14000	5500
D	12000	4500
E	10000	3500
F	8000	2500
G	6000	2000
H	2500	1000
I	750	400

The registration fee for one category is same irrespective of the number of sub-categories of registration under that category.

4. During the validity of registration, inclusion in another/additional class/ category /sub-category may be considered by NINL, depending on merit and payment of processing fee of Rs. 1500/- and the registration fees for the entire class & category of the new registration.
5. Period of validity of registration:
For Govt. Establishments/ Undertakings: Permanent
For other than Govt Establishments/ Undertakings: Three Years
6. Application for renewal of registration has to be made by the contractor 70 days ahead of expiry of current registration. Applications shall be in the registration Application Form accompanied with application processing fee of Rs. 1500/-, 25% of regular registration fee shall be collected for renewal of registration in the same class, category & sub-category.

CERTIFICATE OF TURNOVER

(To be issued by a practicing chartered /cost account on his letterhead)

To,

Neelachal Ispat Nigam Limited
Kalinga Nagar Industrial Complex
Duburi-755026.

Dear Sir,

Sub: Turnover Certificate for participation in Tender issued by NINL

This is to certify that M/s. _____ (agency name & address) are in the business of contracts execution for _____ completed years (Considered up to 31st March of the last financial year). Their turnover in execution of the contracts for the last three financial years is given below.

SI. No	FINANCIAL YEAR	TURNOVER (Rs)
1		
2		
3		

This is further certified that the above turnover is in line with the turnover declared by the agency in their IT returns filed under PAN No _____.

OR

In case of non-filing of IT Returns, the above turn over is in line with Sales Tax returns submitted by the agency under RC No. _____ which is verified by us.

Place:

Date:

SEAL

SIGNATURE

GENERAL:

1. All pages of the Application Form should be signed by Proprietor / Partner / Director / Company Secretary and attested copy of Power of Attorney should be enclosed.
2. Application Form duly filled in, along with all supporting documents shall be submitted to Incharge, Works Contracts Cell, Neelachal Ispat Nigam Limited, Duburi-755026 along with a DD/BC of Rs. 1500/- drawn in favour of Neelachal Ispat Nigam Limited towards application processing fee.
3. Registration will be for a period of 03 (three) years from the date of issue of Registration letter and for Govt establishments/ undertakings registration will be permanent.
4. Incomplete Applications are liable to be rejected without any intimation.
5. NINL reserves the right to add or delete or to amend any of the Conditions regarding the Registration of the Contractors.
6. Registration of any Contractor / Firm / Company is done entirely at the discretion of NINL and the NINL reserves the right to reject or accept the Registration in any Class / Category / Sub-Category and to remove and / or to cancel the Registration without assigning any reason.
7. If the documents submitted by the contractors along with the application form are found to be incorrect / fraudulent / forged, Contractors shall be blacklisted / banned as per the procedure in vogue in NINL.
8. If the Contractor is debarred / blacklisted, Registration automatically stands cancelled for the same period from the date of issue of letter of debarring / blacklisting the Contractor and has to apply for registration after debarring / blacklisting period is over.
9. If the Applicant himself is an Engineering Graduate and is an ex-employee of PSU / Government Undertaking in which he had the experience of carrying out jobs for the Categories for which he seeks Registration, the "minimum value of Work executed" and "the minimum Turnover" shall not be insisted for the I & H Classes. This is subject to the Applicant producing satisfactory proof along with his application.
10. The Registration may be cancelled under the following circumstances:
 - (i). if the Contractor purchases Tender Documents but does not submit the same on 03 (three) consecutive occasions.
 - (ii). if the Contractor does not secure any Contract from NINL for 03 (three) consecutive years.
 - (iii) If the feedback of the Contractor's performance review is poor.

Annexure-IV

BANK ACCOUNT PARTICULARS OF PARTIES FOR EFFECTING E-PAYMENT

1. Name of the party :
2. Name & style of the Bank Account :
3. Name & address of the Bank :
4. Branch name & Code :
5. Type of Account :
6. Account Number :
7. RTGS / IFSC Code :
8. MICR Code :

(Signature of the agency)

Signature of Bank Manager
with Seal