



## **APPLICATION FORM FOR REGISTRATION OF CONTRACTORS**

(Please attach the documents as per Annexure Numbers mentioned in the form)

<b>BASIC INFORMATION</b>		
1	Name of the Contractor	:
2	Postal Address (Office)  Telephone No : Factory / Office  Fax No. : Factory / Office  Contact Person  Mobile No  E-mail	:  :  :  :  :  :
3	Factory Address  Telephone  Fax No.  Mobile No  E-mail	:  :  :  :  :
3	Name of Representative  Address  Telephone  Fax No.  Mobile No  E-mail	:  :  :  :  :  :

<b>DETAILS OF REGISTRATION SOUGHT FOR</b>		
5	Category of works for which vendor registration is being sought (Please refer uploaded list of category)	:
6	Indicate the minimum value of work that should be awarded (Rs. In Lakhs)	:
<b>ORGANISATIONAL DETAILS</b>		
7	Constitution – Sole Proprietorship / Partnership / Pvt Ltd / Public Ltd. / Public Sector	:
8	Names of Proprietor/ Partners / Directors / Executives <b>(Attach as Annexure-I)</b>	:
9	Registration Certificate / Partnership deed / Article of Association and Memorandum of Association <b>(Attach Photo copies as Annexure-II)</b>	:
10	Year of Establishment & Establishment Certificate <b>(Attach Photo copies as Annexure III)</b>	:
11	Banker's details	:
12	Overdraft / Cash credit limits (Banker's certificate to be enclosed as <b>Annexure IV</b> )	:
13	Value of Assets – Valuation certificate to be enclosed as <b>Annexure V</b> )	:
	Equipment / Facilities details – Attach list as <b>Annexure VI</b>	:
<b>REGISTRATION WITH STATUTORY AUTHORITIES</b>		
14	Whether registered under SSI / NSIC / MSME <b>(Attach Photo copy as Annexure-VII)</b>	:
15	Whether applicant has valid ISO Certificate - Attach photocopy of certificate as <b>Annexure - VIII</b>	:
16	Whether holding valid license for the trade, if so give details. For electrical contractors, whether the applicant possesses valid Electrical Licenses for LT / HT Works <b>(Attach documents as Annexure IX)</b>	:
17	Registration with PF / ESI Confirm Deposits in contribution and deductions with PF / ESI are in line <b>(Attach Photo Copy as Annexure-X)</b>	:
18	PAN No. <b>(Attach Photo Copy as Annexure-XI)</b>	:
19	TIN No. (VAT) – State wise <b>(Attach Photo Copy as Annexure XII)</b>	:
20	CST Registration – State wise <b>(Attach Photo Copy as Annexure XIII)</b>	:

21	Service Tax Registration Certificate ( <b>Attach Photo Copy as Annexure-XIV</b> )	:	
22	Works Contract Registration Certificate ( <b>Attach Photo Copy as Annexure XV</b> )	:	
<b>PAST EXPERIENCE</b>			
23	a) Last 3 Year's Turnover in Lakhs b) Last 3 Year's Accounts - Balance Sheet with Auditor's note and P & L A/c. <b>(Attach copies as Annexure XVI)</b>	:	
24	Maximum value of single work executed in the last 5 years (Separate details on single work executed required for different job categories for which registration is being sought)  Work order copy and completion certificate <b>(Attach documents as Annexure XVII)</b>	:	
<b>PAST WORK / CLIENT REFERENCES</b>			
25	a) List of Clients (Attach list preferably indicating work done /supplies – against each category, contractual vs. actual time of completion, reasons for delay, if any. Completion certificate from client indicating contractual vs. actual time of complete – as per format in Annexure B of this form - <b>Annexure XVIII</b> ) b) Purchase Order of Clients (Attach Photo copies for major items supplied as <b>Annexure XIX</b> ). Please also attach a summary of jobs executed c) Details of work in progress (Please attach relevant documents as <b>Annexure XX</b> )	:	
26	Registration with other organizations a. Name of the organization b. Value of Registration c. Nature / Category of Work Registration Certificates to be enclosed as <b>Annexure XXI</b>	:	
27	Whether the applicant is already registered for any other category in BPCL. If Yes, provide  Class of Registration Category of Registration Region	:	

28	Whether the applicant has any sister concern registered in BPCL. If Yes, provide  Class of Registration Category of Registration	:	
	Whether applicant has executed any works in the past for BPCL – If yes, mention location, nature of work, agreement no., date and value of work executed.		
29	Whether the applicant has been blacklisted / removed /holiday listed / deregistered from the approved list or demoted to a lower class by BPCL in the past.  Date of Blacklisting	:	
30	Whether the applicant has gone for Arbitration / Litigation for any of the past work with BPCL. Nature of Work Nature of Arbitration	:	
31	Whether the applicant has any dismissed employee of BPCL in his employment. If yes, Name	:	
<b>E-TENDERING</b>			
32	Whether Digital Signature Certificate available for participating in e-tender		
<b>MANPOWER DETAILS</b>			
33	Number of Graduate Engineers with their duration of employment		
34	Number of Diploma Engineers with their duration of employment		
35	Number of draftsmen / Licenced Electricians with their duration of employment.	:	
36	Total number of persons in permanent employment		

I / We certify that I/we will not get myself/ourselves registered as contractor(s) in the Undertaking under more than one name.

I / We hereby confirm that the above information is true to the best of my / our knowledge & belief.

I / We also undertake that, if at any stage, the above information are found to be incorrect, the Corporation shall reserve the right to cancel my /our registration, at any time, without notice, at its discretion.

I / We certify that I/our partners / directors did not retire as an employee of Bharat Petroleum Corporation Limited during the last two years. I / We also certify that I have neither such persons under my employment nor shall I / we employ such persons within two years of his / her retirement from this organization except with prior permission.

I / We certify that I / our partners / directors are not relatives of the Managerial, Accounts, Engineering or Materials employee of Bharat Petroleum Corporation Limited (A near relative may include wife, husband, parent, children, grand children, brothers, sisters, uncles, aunts, cousins and their corresponding in laws).

Date :

Place :

Signature of the Proprietor/Partner / Authorized representative.

Seal of the Firm

**NOTE: All relevant documents must necessarily accompany the application form and should be attested by Gazetted officers / Notary Public.**

**Non-submission of any of the documents as mentioned in the application form or incomplete form may lead to summarily rejection.**

**Applicants requesting for registration in different disciplines and multiple categories of work must indicate clearly on top "Registration for Multi discipline works" and their preference may be provided in the categories of works. Documents supporting for registration in each of these area must be enclosed.**

**Income tax clearance for latest assessment year should be sent alongwith the application. Sales tax clearance certificate should also be submitted. Without these clearance certificates, registration will not be carried out.**

**The Corporation reserves the right to reject the contractors application, register for lower value or in any discipline or function under the categories of work on the basis of evaluation.**

**The Corporation reserves the right to suspend, de-register, demote or blacklist the contractor's name in case of failing to meet any of our requirements, unsatisfactory performance or circumstantial evidence against the contractor.**

**Registration with one region of the Corporation does not necessarily entitle the contractor the right to seek any or all tender documents of the region or from any other region whatsoever.**

**Terms which are not applicable may be scored out.**

**Vendors who are applying for updation of registration category / value should submit the following additional information / document :**

- **Location with which you are registered**
- **Category in which you are registered**
- **Financial limit of job upto which you are registered**
- **Please submit enlistment / registration letter /agreement from BPCL confirming the above**

**This form is first stage application form and additional information may be sought by specific department where registration is applied.**

## Categories of Registration

## Annexure - A

**Please select one or more categories from the list given below depending on your past experience. Please do not select categories for which you do not have past experience.**

- 1 Civil / Plumbing
- 2 Electrical
- 3 Painting
- 4 Carpentry
- 5 Interior Decoration works
- 6 Architectural/Interior Design Consultancy
- 7 Structural Consultancy
- 8 Electrical Consultancy
- 9 Structural Repairs
- 10 Roadwork
- 11 Bore well work
- 12 Waterproofing works
- 13 Pest Control
- 14 Catering
- 15 Vehicle Hiring (AC Cars/AC SUVs/ AC and non-AC Buses)
- 16 Vehicle Maintenance (Cars)
- 17 Stationery supply
- 18 Stationery Printing
- 19 Supply of office furniture
- 20 Office Equipment supply and maintenance – Photocopier / Fax machine/Paper Shredder
- 21 Horticulture /Land scapping
- 22 Air-conditioning works
- 23 Courier Services/ Bulk Mailing Services/ Courier for transporting hazardous chemicals – Domestic and International
- 24 Caretaking Services
- 25 Security Services
- 26 Water supply through Tanker
- 27 Property Valuation
- 28 Soil Survey
- 29 Maintenance of Telephone/EPABX System
- 30 Xeroxing/ Photo-copying Services
- 31 Florist Services
- 32 House-keeping/ External glass cleaning of high rises buildings
- 33 Audio/ Video Presentation System.
- 34 Soft furnishing like curtain/sofa cloth etc including upholstery work
- 35 Public Address system
- 36 Fire Alarm System
- 37 Access Control System
- 38 Gym equipment and services
- 39 Supply and Maintenance of Lifts
- 40 Supply and Maintenance of Water purifier
- 41 Supply of packaged drinking water

- 42 Supply of Electronic good
- 43 Integrated Facility Management
- 44 Packers and movers
- 45 Scrap dealers
- 46 Supply of Gift items
- 47 Supply of Crockery / Cutlery / Kitchenware and related
- 48 Making of Rubber Stamps / Self Inking Stamps
- 49 Transportation by road on PAN India Basis.



**Annexure - B**

**FOR COMPUTER DATA ENTRY– PLEASE FILL UP THIS & SUBMIT DOCUMENT AS PER THIS LIST IN SERIAL NUMBER.**

A-LIST OF WORKS CARRIED OUT IN FINANCIAL YEAR – 2012-13

NO.	DESCRIPTION	CLIENT	VALUE	COMP.DATE
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- 1.
- 2.
- 3.
- 4.
- 5.

B-LIST OF WORKS CARRIED OUT IN FINANCIAL YEAR – 2013-14

NO.	DESCRIPTION	CLIENT	VALUE	COMP.DATE
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- 1.
- 2.
- 3.
- 4.
- 5.

C-LIST OF WORKS CARRIED OUT IN FINANCIAL YEAR – 2014-15

NO.	DESCRIPTION	CLIENT	VALUE	COMP.DATE
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- 1.
- 2.
- 3.
- 4.
- 5.

(YOU MAY GIVE SEPARATE ANNEX. EXCATLY IN THIS FORMAT WITH SUPPORTING DOCUMENTS)

## **DOCUMENTS TO BE SUBMITTED:**

1. Names of Proprietor/ Partners / Directors / Executives
2. Registration Certificate / Partnership deed / Article of Association and Memorandum of Association
3. Year of Establishment & Establishment Certificate
4. Overdraft / Cash credit limits (Banker's certificate)
5. Value of Assets – Valuation certificate
6. Equipment / Facilities details – Attach list
7. Registration under SSI / NSIC / MSME (Attach copy)
8. valid ISO Certificate - Attach Copy of certificate)
9. Valid license for the trade, if so give details. For electrical contractors, whether the applicant possesses valid Electrical Licenses for LT / HT Works (Attach copy)
10. Registration with PF / ESI (Attach copy)
11. PAN No. (Attach copy)
12. TIN No. (VAT) – statewise – (Attach copy)
13. CST Registration – State wise (Attach Copy)
14. Service Tax Registration Certificate (Attach Copy)
15. Works Contract Registration Certificate (Attach Copy )
16. Last 3 Years Balance sheet with Auditors note and P&L A/c and Income tax challans (Attach copies)
17. Attach copies of Work order and completion certificate for the single work executed in last 5 years
18. List of clients as per format in Annexure B of the form.
19. Purchase orders of clients (attach copies alongwith summary of jobs executed)
20. Details of work in progress with relevant documents.
21. Registration certificates with other organizations.
22. Manpower details
23. DD of Rs. 500/- drawn in favour of Bharat Petroleum Corporation Ltd payable at Mumbai

**For Office Use Only**

Contractor Code :

Maximum Value of Registration :

Date of Registration:

Registration Letter sent:

Yes/No

-----Tear Off-----

**Acknowledgement**

M/s.

We acknowledge the receipt of your application form for registration.

In case you are registered for the Class and category sought for due intimation will be sent.

Thanking You

Yours faithfully

For BHARAT PETROLEUM CORPORATION LIMITED