

GUIDELINES FOR REGISTRATION OF CONTRACTORS FOR BPCL- KOCHI REFINERY

(Online applications alone shall be considered for enlistment)

Enlistment Methodology

Contractors who have executed similar jobs in Refineries, Petroleum installations, Petrochemicals, Fertilizers and Chemical industries shall only be considered for the following job categories made available in the online application portal:-

CATEGORY CODE	JOB CATEGORY
A1	ADVANCE NDT (ECT/IRIS/RFET) FOR HEAT EXCHANGERS/BOILERS
A2	AET OF PETROLEUM STORAGE TANKS/PRESSURE VESSELS
A3	INSITU METTALLOGRAPHIC TESTING
A4	RLA STUDY OF BOILERS
A5	THICKNESS SURVEY OF PIPING/EQUIPMENTS
A6	LOW FREQUENCY ELECTROMAGNETIC TESTING (LFET) OF TANKS
A7	CONVENTIONAL NDT SERVICES (MT/UT/PT&RT)
A8	LONG RANGE GUIDED WAVE INSPECTION FOR PIPING
A9	CATHODIC PROTECTION SURVEY OF PIPING
A10	PULSED EDDY CURRENT (PEC) INSPECTION OF INSULATED EQUIPMENT
A11	PROVIDING INSPECTION ENGINEERS' SERVICES
A12	AUTOMATIC ULTRASONIC TESTING-HEATER TUBES
M1	NON IBR CS/AS/SS PIPING JOBS/STRUCTURALS/BLINDING ETC & MISC MECHANICAL REPAIRS OF COLUMNS/VESSELS/REACTORS/HEATERS ETC.
M2	IBR-PIPING/BOILERS/EXCHANGERS STATUTORY WORKS
M3	HEAT EXCHANGER TESTING JOBS
M4	HYDROBLASTING OF EXCHANGERS
M5	HEAT EXCHANGER RETUBING JOBS
M6	COLUMN/ VESSEL CLEANING
M7	BURNER CLEANING/REPAIRS OF HEATER & BOILER
M8	REFRACTORY LINING WORK - GUNNITING/VIBROCASTING
M9	CATALYST REPLACEMENT/SKIMMING JOBS IN INERT ATMOSPHERE
M10	ONLINE STEAM LEAK SEALING WORKS
M11	INSULATION JOBS
M12	SCAFFOLDING JOBS
M14	DM PLANT MAINTENANCE JOBS
M15	PETROLEUM STORAGE TANK CLEANING AND SLUDGE REMOVAL
M16	PETROLEUM SLUDGE PROCESSING
M17	MAINTENANCE OF RECIPROCATING COMPRESSORS AT SITE
M18	ROUTINE MAINTENANCE OF ROTARY EQUIPMENTS
M19	TURBO MACHINERY COMPONENTS REPAIRS
M20	MAINTENANCE OF HIGH SPEED MACHINES AT SITE
M33	INSTRUMENTATION WORKS
M34	OVERHAULING OF CONTROL VALVES
S4	OPERATION OF PETROLEUM STORAGE TANKS

S5	TANKER OPERATION AT JETTY
S8	BITUMEN FILLING & EMULSION PLANT OPERATION
S9	SEALING OF WAGONS & TANK TRUCKS
T1	DESIGN/FABRICATION/ERECTION OF PETROLEUM STORAGE TANKS-FIXED ROOF
T2	DESIGN/FABRICATION/ERECTION OF PETROLEUM STORAGE TANKS-FLOATING ROOF
T3	REPAIR OF LPG SPHERES/MOUNDED BULLETS
T4	REPAIR OF PETROLEUM STORAGE TANKS
T5	CALIBRATION OF HYDROCARBON TANKS/MOUNDED BULLETS
T6	INSPECTION OF LPG SPHERES/MOUNDED BULLETS (SMPV)

However for all other category of jobs, (as detailed below) experience in other industries will also be considered.

CATEGORY CODE	JOB CATEGORY
A13	INTEGRATED MANAGEMENT SYSTEM-RECERTIFICATION & EXTERNAL AUDIT
C1	BUILDING JOBS
C2	STRUCTURAL & MISC CIVIL JOBS
C3	PAINTING/SHOT BLASTING WORKS INCLUDING BUILDING PAINTING
C4	PAINTING OF BUILDINGS BY AUTHORIZED APPLICATORS
C5	TILE LAYING WORKS-EXCLUSIVE
C6	BUILDING INTERIOR WORKS
C7	ARCHITECTURAL CONSULTANCY JOBS
C8	SOIL EXPLORATION WORKS
C9	LAND SURVEY JOBS
C10	MAPPING OF AG/UG PIPELINES & DRAWING PREPARATION
C11	PREPARATION OF GA/ISOMETRIC DRAWINGS IN AUTOCAD
E1	MEDIUM VOLTAGE ELECTRICAL JOBS
E2	ELECTRICAL WORKS FOR ALL VOLTAGES UP TO 11 KV
E3	ELECTRICAL WORKS FOR ALL VOLTAGES UP TO 33 KV
E4	ELECTRICAL WORKS FOR ALL VOLTAGES UP TO 220 KV
E5	OIL FILTERING OF TRANSFORMERS
E6	REPAIR/REWINDING OF HT MOTORS
E7	REPAIR/REWINDING OF LT MOTORS
E8	CALIBRATION OF ELECTRICAL TESTING INSTRUMENTS
E9	REPAIR & MAINTENANCE OF TRANSFORMERS
E10	PROVIDING PA SYSTEM & ILLUMINATION JOBS
E11	REPAIR & MAINTENANCE OF DIESEL ENGINE STARTERS & BATTERIES
E12	PM CHECK OF ELECTRICAL MOTORS
E13	TRANSFORMER OIL TESTING & DG ANALYSIS
E14	CALIBRATION OF ELECTRICAL PROTECTIVE RELAYS
E15	MAINTENANCE OF HIGH MAST LIGHTING SYSTEM
E16	CONDITION MONITORING/TROUBLE SHOOTING OF ELECTRICAL EQUIPMENTS
E17	OPERATION & MAINTENANCE OF ELECTRICAL SUBSTATIONS UPTO 66 KV

E18	MAINTENANCE OF FIRE ALARM SYSTEM
E19	REPAIR & MAINTENANCE/SURVEY OF CATHODIC PROTECTION SYSTEM FOR PIPE LINES
E20	EARTHING STUDY
E21	ELECTRICAL ENERGY AUDIT
E22	ELECTRICAL SAFETY AUDIT
E23	ELECTRICAL SYSTEMS STUDY/CONSULTANCY JOBS
E24	LIGHTING ADEQUACY STUDY
E25	LIGHTNING PROTECTION STUDY
E26	ELECTRICAL HEAT TRACING
F1	GPA INSURANCE POLICY MANAGEMENT
F2	PRESS ADVERTISEMENT SERVICES
F3	MAINTENANCE SERVICE FOR OF TELEPHONE EXCHANGE
F4	COURIER SERVICES
F5	EVENT MANAGEMENT
F6	HOUSE CONSTRUCTION-INSPECTION SERVICES
F7	PHOTOGRAPHY/VIDEOGRAPHY SERVICES
F8	SERVICING OF AUDIO VIDEO SYSTEMS
F9	FURNITURE REPAIRS & UPHOSTERY WORKS
F10	PROVIDING COOKS/HELPERS FOR CISF MESS
F11	REPAIR OF CANTEEN KITCHEN EQUIPMENTS
G1	GENERAL CLEANING/HOUSEKEEPING JOBS
G2	FACILITY MANAGEMENT
G3	PROVIDING SHAMIYANA/STRUCTURAL PANDAL
G4	LAUNDRY SERVICES
G5	STITCHING-UNIFORMS
G6	HORTICULTURE JOBS
G7	EX-APPRENTICES OF BPCL-KR FOR SPECIFIC JOBS
G8	EX-EMPLOYEES OF BPCL-KR FOR SPECIFIC JOBS
H1	FIRE STATION OPERATION
H2	PROVIDING HSE TRAINING FOR CONTRACT SUPERVISORS/WORKERS
M13	HDPE PIPING JOBS
M21	SERVICING & TESTING OF RELIEF VALVES
M22	CONDITION MONITORING OF MECHANICAL EQUIPMENTS
M23	MAINTENANCE OF WEIGH BRIDGES
M24	AUTOMOBILE REPAIR WORKS
M25	IN-SITU MACHINING JOBS
M26	MACHINING JOBS
M27	ASBESTOS GASKET CUTTING AT BPCL KR SITE
M28	TORQUE TIGHTENING AND TOOLS SERVICING
M29	SERVICING & TESTING OF LIFTING TOOLS/TACKLES & EOT/HOT CRANES
M30	MAINTENANCE OF CENTRALISED AC PLANTS
M31	MAINTENANCE OF WINDOW/SPLIT AC/WATER COOLER/WATER FILTER WORKS
M32	MAINTENANCE OF HVAC SYSTEMS (HEATING, VENTILATION & AIR CONDITIONING)
M35	SERVICING OF WIRELESS SETS

N1	HIRING OF AC/NON AC ECONOMY CARS
N2	HIRING OF PREMIUM CARS
N3	HIRING OF AC/NON AC JEEPS/MINI BUSES
Q1	CALIBRATION OF LABORATORY INSTRUMENTS
Q2	REPAIR OF LABORATORY INSTRUMENTS
Q3	SAMPLE ANALYSIS OF EFFLUENTS (STACK FLUE GAS/EMISSION/WATER)
R1	HIRING OF COMPUTERS AND PRINTERS
R2	OPTICAL FIBER CABLING AND MAINTENANCE
R3	UTP CABLING AND MAINTENANCE
R4	SOFTWARE DEVELOPMENT SERVICES
S1	CONSULTANCY FOR RECERTIFICATION OF MARPOL REGISTRATION
S2	SURVEYING OF TANKS FOR PLT
S3	MAINTENANCE OF RAILWAY TRACKS
S6	MARINE MASTER SERVICES
S7	HIRING & OPERATION OF MOTOR LAUNCH AT JETTY
W1	COLLECTION & TRANSPORTATION OF MATERIALS FROM TRANSPORTER'S GODOWNS & ALLIED WORKS

The Contractors already registered with us for respective category need to apply again now for enlistment. The existing registration of each job category shall cease to exist upon finalization of the new list for that category.

Pre -Qualification Criteria (PQC) for Contractor Enlistment

The following criteria are suggested for contractor's enlistment process

1.1 Technical Criteria:

1.1.1 The contractor who seeks enlistment should have executed and completed at least one single similar job of respective job categories of value not less than 40 % of the mid slab during the previous six financial years period (01-04-2008 to 31-03 -2014) **as prime contractor** (eg: for a contractor to be enlisted in the slab of Rs. 2 to 10 lakhs, he should have completed a job of value not less than 2.4 lakhs [ie. 40% of (2+10)/2] during the period specified above).

However contractors who have successfully executed similar single jobs in BPCL-KR as sub contractor will also be considered for enlistment, subject to valid documentary proof from prime contractor & certification from Engineer-in-charge for the job.

1.1.2 25% of the prorated annual executed value, in the case of Value Contract for one year, (annual rate contracts) only will be considered for the evaluation purpose. If a contractor has executed a work of Rs. 24 lakhs in two years under value contract, 25% of the prorated annual value, ie. Rs.3 lakhs only will be qualified as single executed value for the vendor evaluation purpose.

- 1.1.3** Contractor's site supervisors will also be considered for enlistment in the 0 - 2 lakhs slabs provided they have minimum three years supervisory experience with a contractor on a regular basis in BPCL KR having executed a contract of value as specified above.

Applicants falling in the above category shall produce proof, such as experience certificate/ muster role details/ salary details for being a site supervisor/engineer with a contractor at Kochi Refinery work site for a successfully completed contract job.

OR

They shall produce documentary evidence for having attended "HSSE training for contract supervisors" at BPCL KR during the previous three years since publication of this advertisement, along with endorsement by the executing engineer-in-charge for being a site supervisor/engineer with a contractor at Kochi Refinery work site for a successfully completed contract job.

- 1.1.4** Ex-Graduate apprentices, ex-Technician / Trade apprentices / Technician (Vocational) Apprentices who have successfully completed one year apprenticeship at BPCL Kochi Refinery shall be considered for enlistment in the slab 0 - 2 lakhs, for categories based on their areas of apprenticeship and resource deployment required for the job.

Applicants falling in the above category shall produce proof of undergone one year apprenticeship in BPCL Kochi Refinery. Experience certificates, apart from the apprenticeship period (if any) may also be submitted.

- 1.1.5** Ex-employees of BPCL-KR with relevant experience will be considered for enlistment in suitable job categories and slabs based on requirements in relevant areas.

Financial Criteria:

- 1.2.1 Turnover:** The average turnover during the last three financial years (2011-12, 2012-13 & 2013-14) of the Contractor/sub contractor, who seeks enlistment, shall not be less than an amount equal to the value of high end of the slab against which enlistment is sought. (eg: for a Contractor to be enlisted in the slab of Rs. 2 to 10 lakhs, he should have average turnover of value not less than 10 lakhs during the financial years 2011-12, 2012-13 & 2013-14). Contractors not required to be audited as per statute shall submit declaration to that effect in the prescribed format, in original, signed by a Chartered Accountant.

- 1.2.2 Net worth:** The net worth of the contractor/sub contractor shall be positive during the last financial year (2013-2014)

- 1.2.3 Solvency Certificate:** The contractor/sub contractor, who seeks, enlistment shall submit a solvency certificate for the current year from a scheduled bank for a value equivalent to 40% of the mid slab for which registration is sought, subject to a minimum of Rs 1 lakh. (eg: If a contractor meets technical and financial criteria and desires to be enlisted in the slab of Rs. 2 to 10 lakhs, he should submit a solvency certificate for a minimum of Rs.2.4 lakhs)

Solvency Certificate and Financial criteria on turn over and net worth are not mandatory for applicants belonging to ex-Graduate apprentices, ex-Technician/Trade apprentices/Technician (Vocational) apprentices and ex-employees of BPCL-KR, those who seek enlistment.

In the case of Contractor's site supervisors who seek enlistment, shall necessarily submit solvency certificate as stipulated above. However documents, with respect to financial criteria on turn over and net worth are not mandatory.

2. Financial limit for value contracts

For tenders of annual value contracts, a contractor is eligible for enlistment up to 4 times of his eligibility. For example, a contractor enlisted in the slab of Rs. 2 lakhs to 10 lakhs, will be qualified for an annual value contract estimated up to Rs.40 lakhs. This will be escalated proportionately for all tenders for value contracts spread over more than one year.

3. Proposed slabs & Minimum requirement on Technical & Financial parameters

Sl. No.	Slab (Rs. lakhs)	Minimum Single job value Requirement *(Rs. lakhs) (40% of mid slab)	Minimum Average Annual Turnover Requirement (Rs. lakhs)	Solvency certificate (Rs. lakhs)
1	0 to 2	0.40	2	1.00
2	Above 2 to 10	2.40	10	2.40
3	Above 10 to 20	6.00	20	6.00
4	Above 20 to 50	14.00	50	14.00
5	Above 50 to 100	30.00	100	30.00
6	Above 100 to 150	50.00	150	50.00
7	Above 150 to 250	80.00	250	80.00

Contractor who gets qualified for financial category above two lakhs slab will not be considered for jobs of estimated value up to two lakhs in normal cases.

Contractors presently on holiday list of BPCL will also be considered for enlistment upon submission of relevant documents; however, tender will be issued to such qualified contractors only after completion of holiday period. Contractors on black list will not be considered for enlistment.

Note: - Online applications alone shall be considered for enlistment.

Applicants are requested to upload the attested/notarized copies of all relevant documents as applicable along with the online application. In case of submission of incomplete application and/or relevant documents, the application will be evaluated based on available details. The same shall be considered, if found adequate or else shall be liable for rejection.

Applicants shall also forward hard copy of the application along with all documents uploaded. The same shall be submitted in a sealed envelope titled "APPLICATION FOR REGISTRATION OF CONTRACTORS-BPCL-KR" and addressed to

**The Chief Manager-Contract Services,
BPCL Kochi Refinery,
Post Bag No-2,
Ambalamugal,
KOCHI - 682302 , KERALA STATE**

so as to reach within the stipulated due date. Application received after the due date is liable for rejection.

During evaluation, BPCL-KR may request the applicant to produce original of any documents uploaded or any other additional/outstanding documents if required, for evaluating the application. The documents sought for shall be submitted within the stipulated time.

BPCL reserves the right to accept or reject any or all the applications without assigning any reasons whatsoever.
