	Annexure-I <u>Guidelines to</u> <u>Contractors filling up</u> <u>the Registration Form</u>	Document No.	NBPPL:MM:CR:01
		Revision No.	00
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1. Registration Form may be obtained from NBPPL website www.nbppl.in.
2. Any clarification with respect to the procedure for registration may be obtained from the Vendor Development Cell of NBPPL.
3. The Contractor Registration Form has three sections:


Section-I: COMPANY PROFILE AND GENERAL INFORMATION

Section-II: RESOURCES OWNED BY THE COMPANY

Section-III: WORK EXPERIENCE

For each of the Work experience format filled up, the following needs to be attached:

- i) Self-attested Copy of Work Order/Award letter and allied documents containing interalia (a) Brief Description of work, (b) Value of Contract (c) Time schedule
 - ii) Completion Certificates (Any one of the following):
 - a) Self-attested copies of Work Completion Certificates issued by Owner or agency who has awarded the contract. NBPPL reserves the right to verify the authenticity of the document from the originator. Hence kindly see that all contractual details are available in the completion certificates to lend easy verification if required.
 - b) Self-attested copies of Protocol signed by Client and Owner, indicating the completion/achievement/execution of the Milestone achieved.
 - c) Self-attested copies of Final Bill verified by Client/Customer which indicates the Quantum of work not less than that specified in Basic QR.
 - d) Documentary evidence issued by Owner/Client, indicating the progress of Work achieved not less than that specified in the Basic QR even if the total contract is not completed/closed
 - iii) Relevant documents for each "WORK EXPERIENCE" format being filled up are to be submitted.
4. All columns are to be filled up properly in the space provided for. Wherever it is not applicable, please mention "Not Applicable". The form is to be signed by the authorised signatory.
 5. A separate sheet may be attached if the space provided is insufficient or additional information is to be given. Please put proper identification tag on the separately attached sheet.
 6. Any information / clarification required by NBPPL during evaluation must be given expeditiously.
 7. Please ensure that all required enclosures are attached with the filled up Contractor Registration Form and list of enclosures is given as required.
 8. Incomplete forms will be rejected.
 9. Please fill up the check- list given below and send along with the Contractor Registration Forms to NBPPL.
 10. Those contractors, who are currently blacklisted by NTPC, BHEL or any other PSU/Central Government Undertakings need not to apply.
 11. If you are attaching a document in a language other than English, a self-attested English translated document may please be also attached.

	Annexure-I Check List for Contractor Registration Form	Document No.	NBPPL:MM:CR:01
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Sl.No.	Check-Point	Yes/No
1.	Information against all points under “Organizational Information” has been given.	
2.	All enclosures and supporting documents have been enclosed.	
3.	Technical requirements, specifications, drawings, standards have been received from NBPPL before filling up Technical Competence.	
4.	All the parts of the form & enclosures have been signed by Authorised Signatory.	

Signature & seal

Date:

(Authorised Signatory)

Note: This check list is to be attached with the filled up Contractor Registration Form.

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CONTRACTOR REGISTRATION FORM**

SECTION-I

Company Profile & Organizational Information

1.1 GENERAL INFORMATION

Sl No	Detail/Particulars	Remarks by NBPPL, if any
1.1.1	<u>Name of Company seeking Registration:-</u>	
1.1.1a	Work description/package for which registration is sought.	
1.1.2	Date of Incorporation/Establishment :- (Please attach Certificate of Incorporation)	
1.1.3	<u>Registered Office Address:-</u> ➤ Tel No : Fax No : ➤ Email ID: ➤ Web site :	
1.1.4	<u>Head Office Address:-</u> ➤ Tel No : Fax No : ➤ Email ID: ➤ Web site :	
1.1.5	<u>Mailing Address:-</u> ➤ Tel No : Fax No : ➤ Email ID: ➤ Web site :	

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1.1.6	<p><u>Officer to be contacted for clarification on CONTRACTOR Empanelment:-</u> Name & Address</p> <p>Tel No : Fax No : Email ID:</p>	
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1.1.7 i	<p><u>Branches:-</u> Address:-</p> <p>Contact Person : Tel No : Fax No : Email ID :</p>	
ii	<p>Address:-</p> <p>Contact Person : Tel No : Fax No : Email ID :</p>	
iii	<p>Address:-</p> <p>Contact Person : Tel No : Fax No : Email ID :</p>	
1.1.8 i	<p><u>Sister Concerns if any:-</u> Address:-</p> <p>➤ Contact Person: ➤ Tel No : Fax No : ➤ Email ID : ➤ Web site :</p>	

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ii	Address:- ➤ Contact Person: ➤ Tel No : Fax No : ➤ Email ID : ➤ Web site :	
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SECTION-I

Company Profile & Organizational Information

1.2 OWNERSHIP INFORMATION

1.2.1	TYPE OF COMPANY (please tick “√” any one applicable)	Documents to be submitted	Remarks by NBPPL, if any
i	Govt of India Undertaking <input type="checkbox"/>		
ii	State Govt Undertaking <input type="checkbox"/>		
iii	Public Limited Company <input type="checkbox"/>	Memorandum and Articles of Association	
iv	Private Limited Company <input type="checkbox"/>	Memorandum and Articles of Association	
v	Co-operative Society <input type="checkbox"/>	Society Rules and Byelaws	
vi	Partnership Firm <input type="checkbox"/>	Partnership deed	
vii	Proprietorship <input type="checkbox"/>	Professional Tax Registration & Municipal Registration	
viii	Any Other (specify) <input type="checkbox"/>	Supporting documents	

1.2.2	DIRECTOR/PARTNER/OWNER/PROPRIETOR INFORMATION	Position Held In Company	Remarks by NBPPL, if any

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SECTION-I: Company Profile & Organisational Information

1.3 REGISTRATION PARTICULARS

Sl No	Description (PLEASE INDICATE PARTICULARS IN THE SPACE PROVIDED FOR EACH)	Required for	Documents to be submitted	Remarks by NBPPL, if any
a	INCOME TAX (PERMANENT AC NO):-	All categories	Copy of Certificate	
b	SERVICE TAX REGISTRATION	All Categories	Copy of Certificate	
c	Sales Tax VAT Registration Number and Date :			
	1	As applicable	Copy of Certificate	
	2.	As applicable	Copy of Certificate	
	3.	All categories	Copy of Certificate	
	4.	As applicable	Copy of Certificate	
	5.	As applicable	Copy of Certificate	
d	PF Registration	All categories	Copy of Certificate	
e	CPWD/Government Organisation	As applicable	Copy of Certificate	
f	Geological Survey Of India/Equivalent	For Geo Tech Investigation	Copy of Certificate	
g	IBR	For Boiler and IBR Piping	Copy of Certificate	
h	Contractorship License for Electrical Works (from any State/Union Territory of India)	For Electrical Works	Copy of Certificate	

1.4	MANPOWER	Remarks by NBPPL, if any
A	Organisation Strength (In number): (please submit Organisation Chart)	

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B	List of Key Persons on rolls of the Company				
	Category	No of persons in the Company	Qualification	Total work experience	Remarks by NBPPL, if any
i	Resident Managers/Resident Engineers				
ii	Site Engineers (Erection & Commissioning)				
iii	Site Engineers (Quality)				
iv	Site Safety Co-ordinators				
v	Site Supervisors				
vi	Skilled Workmen				
vii	Others				

SECTION-I: Company Profile & Organisational Information

1.5 OTHER PARTICULARS

A	Registration with BHEL and Other Firms	Registration/Empanelment Number	Registration/Empanelment valid up to	Document to be submitted	Remarks by NBPPL, if any
i	BHEL/Northern Region			Documentary evidence	
ii	BHEL/Eastern Region			Documentary evidence	
iii	BHEL Southern Region			Documentary evidence	
iv	BHEL Western Region			Documentary evidence	
v	Electricity Boards			Documentary evidence	
vi	NTPC/other Public Sector/Private Sector			Documentary evidence	
vii	PWD/Railways			Documentary evidence	

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B BANKING DETAILS OF COMPANY			
	Information of Bank Account of Company	Document to be submitted	Remarks by NBPPL, if any
	<p>The following information of Bank Account of the Company, duly endorsed by the Bank (required for Electronic Fund Transfer – EFT/RTGS) is to be submitted:</p> <ol style="list-style-type: none"> 1. Name of the company 2. Name of Bank 3. Name of bank Branch 4. City/Place 5. Account number 6. Account Type 7. IFSC Code of Bank Branch 8. MICR Code of Bank Branch 9. Details of other Bankers (for reference purpose only) <p>NOTE: Contractors who have already submitted the above information are requested to submit a copy of the same.</p>	Information of Bank Account of the Company, duly endorsed by the Bank	

SECTION-I: Company Profile & Organisational Information

1.6	QUALITY SYSTEMS	Certificate Number and Valid up to	Document to be submitted	Remarks by NBPPL, if any
A	Accreditation to ISO 9001		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
B	Accreditation to ISO 14000		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
C	Accreditation to OHSAS 18000		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
D	In House Quality Systems		Copy of quality manual.	

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1.7 FINANCIAL INFORMATION FOR THE PREVIOUS THREE YEARS

SI No	Financial Information	Financial Value in Rupees in Lakhs (Audited)		Remarks by NBPPL, if any
		Year	Value in Rupees in lakhs	
i	NET WORTH (Latest) Paid up Share Capital [#] + Reserves			
ii	SALES/TURN OVER (Last three Financial Years)			
		Average		
iii	CASH PROFIT (PAT + Non Cash Expenditure viz Depreciation) (Last three Financial Years)			
iv	Whether CONTRACTOR has been referred to BIFR/NCLT/ any other similar Govt. Agency (If 'YES' enclose details)	YES/NO		
v	Whether CONTRACTOR is a potential sick Company (If 'YES' enclose details)	YES/NO		
vi	Copies of Audited Annual Accounts (Balance Sheet, P&L Account, Cash flow statement) for the last three (3) years to be submitted.			
vii	Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise & Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.			

Legend:

#: Share Capital or Partnership Capital or Proprietor Capital as the case may be

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SECTION-II: Resources owned by the company

RESOURCES

A) TOOLS & PLANTS, MACHINERY OWNED BY COMPANY

SL NO	Description of T&P, Machinery	Make	Capacity	Year	Quantity	Remarks

1. Please indicate all-important T&Ps, Machinery owned by Company
2. Please use additional sheets if required

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SECTION-II: Resources owned by the company

B) INSPECTION, MEASURING AND TESTING EQUIPMENTS OWNED BY COMPANY

SL NO	Description of T&P, Machinery	Make	Capacity	Year of make	Quantity	Next Calibration due	Remarks

1. Please indicate all important Inspection, Measuring and Testing Equipments owned by Company
2. Please use additional sheets if required

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SECTION-II: Resources owned by the company

C) TIEUPS or RATE CONTRACTS ENTERED INTO BY THE COMPANY FOR PROVIDING VARIOUS SERVICES WHICH THE COMPANY PROPOSES TO INDICATE

SL NO	SERVICES FOR WHICH TIEUPS / RATE CONTRACTS ENTERED FOR PROVIDING SERVICES	PLEASE INDICATE WHETHER SHORT TERM (1 YEAR) OR LONG TERM (ABOVE 1 YEAR)	Remarks

1. Please indicate all important Tie Ups entered by Company for providing various services
2. Please use additional sheets if required

