

**APPLICATION FORM FOR REGISTRATION/PRE-QUALIFICATION OF PARTIES FOR MAINTENANCE****JOBS AS MENTIONED IN ANNEXURE-I , FOR PERIOD 2019-22**

<b>Sr. No. of categories applied for as per Annexure-I: -</b>									
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SN o.	Description	Annexure No.	Status of Enclosure	Document/Page No. /Remarks
1	A ) Name of Applicant/ Firm/Company I) Nationality II) Full Address	II	Yes /No	
	B) Company Profile		Yes /No	
	Party's constitution giving status such as sole proprietorship / partnership or limited/private firm etc. and also provide photo copy of documentary evidence duly attested by Notary.	II	Yes /No	
	C) Year of Establishment & place of Business	II	Yes /No	
	D) Latest Bank Solvency certificate Amounting to Rs. 30% of estimated value issued by Nationalized/Scheduled Bank of India(Bank solvency issued), 12 months prior to the date of issue of notice for Prequalification shall also be considered, valid unless otherwise expired.)	III,V	Yes /No	
	E) Details of Construction of Machinery/Tools etc. owned by the firm.	IV	Yes /No	
	F)Details of Staff working with firm.	IV	Yes /No	
2	A) Provident Fund Code No.(duly certified copy to be enclosed).	V	Yes /No	
	B) ESI Code No.(duly certified copy to be enclosed).	V	Yes /No	
	C) Details if Labour Licence .(duly certified copy to be enclosed).	V	Yes /No	
	D) Permanent Account Number (PAN) .(duly certified copy to be enclosed).	V	Yes /No	
	E) Goods & Services Tax Registration Number.(duly certified copy to be enclosed).	V	Yes /No	
	F) If the party is registered as Micro/Small/Medium Enterprises as per MSMED Act.2006, the same may be confirmed by the party and submit a photocopy (self certified) of registration certificate thereof. Otherwise it will be construed that the party is not registered as per MSMED Act,2006	V	Yes /No	
	G) A list of persons who are working with Applicant in any capacity and who are near relatives to any of the employees of Owner(NFL) or in the Ministry/Department should be submitted( Names are to be intimated if employment is given to such persons at later date)	V	Yes /No	

3	A) Annual Turnover during last three financial years(Certified copy of P&L Account & Balance Sheet etc. to be enclosed)	VI	Yes /No	
	B)Experience of having successfully completed similar works during last seven years ending the last day of month previous to one in which applications are invited.	VI	Yes /No	
4	Whether the Applicant is already in this Under taking? If so, which class and category (duly certified copy to be enclosed).	VII	Yes /No	
5	Whether enlisted with another Departments, public Sector Undertaking? If so, which class and category showing amount upto which qualified to Tender (duly certified copy to be enclosed).	VIII	Yes /No	
6	Status of Present Commitments	IX	Yes /No	
7	List of Similar Works during past seven years	X	Yes /No	
8	Has applicant or any of his partner or shareholders been black-Listed or De-Listed or put on Holiday List from approved List of contractors or demoted to Lower class or order passed or banning/suspending business with the applicant etc. by any Deptt. in the Past?	XI	Yes /No	

**NOTE:-**

1. The enlistment of Contractor shall be at the entire discretion ofNFL based on objective evaluation of the details regarding past experience, Technical & financial competence and resourcefulness of the Contractors/Firm/Companies.
2. NFL reserves the right to issue/ non-issue or reject Tender document to any party, however, where enquiries are made by the bidder, reason for rejecting the tender or non-issue of tender document will be disclosed to the prospective bidder.
3. All the parties are requested to apply for prequalification with all the required documents in one go. Incomplete application forms are liable to be rejected.

**Declaration by Contractors:**

All the information filled herein and attached hereto are true to the best of my knowledge and behalf. I/We declare that the event of finding them false, the enlistment if made,will stand cancelled without any notice or reference thereof,please. It is further certified that I/We will not get myself/ourselves registered under more than one name.

**Signature by authorized person of the Firm/ Company with seal**

## VARIOUS CONTRACT CATEGORIES AT NFL, NANGAL UNIT

JOB CATEGORY NO.	JOB DESCRIPTION	ESTIMATED VALUE(Rs. LACS/annum) exclusive of GST
<b>(A) MECHANICAL DEPARTMENT</b>		
1.	ARC for Mechanical Maintenance jobs and providing manpower assistance in the form of IBR Welders, Riggers, Refractory mason, Drivers, LP Welder, Crane operator, Unskilled manpower for execution in running/ partial shutdown/ breakdown / annual turnaround of plants. Maintenance jobs such as replacement overhauling / repair of plant machinery/equipment's, opening & boxing up of flanged joints, replacement of Heat Exchanger domes, tube bundles/ vessels/valves/traps etc. and site fabrication & erection jobs of CS/AS/SS material including piping of LP/HP.	200.00
2.	<b>Contract for Misc. Mechanical Jobs during Annual Turn Around</b> <ul style="list-style-type: none"> <li>• Replacement/straightening of coils of Platen Super Heater/Final Super Heater, Single Corrugated CS Bellow / SS Expansion bellows and damaged casing plates of boilers. In-situ replacement of Bank Tubes, Economizer / Super Heater Coils /Air heater tubes of BHEL/IJT make Steam boilers.</li> <li>• Opening and boxing up of manhole, Spargers&amp; Manway trays of Reactors, strippers and replacement of Louvers of prilling Towers.</li> <li>• Replacement, fabrication &amp; erection of LP/HP piping, opening/boxing up and replacement of tube bundles domes, flanges &amp; valves of heat exchanger / vessels &amp; equipments</li> </ul>	27.00
3.	RC for Testing and Certification of Lifting Tools Tackles, Overhead Cranes.	3.50
4.	RC for Supply & application of Hot &Cold Insulations, Spray Insulation and Wrapping coating.	43.00
5.	RC for Supply and application of Paint on Plant equipment's/Structures, piping &moving machineries etc.	38.00
6.	RC for Service and Maintenance of Air conditioning system / Refrigeration systems, air conditioners/ refrigerators, room / water coolers, desert coolers etc. including supply of spare parts	31.00
7.	RC for On line leak Sealing jobs of steam, air, water, methanol, hydrogen, carbon dioxide, carbon monoxide, ammonia, carbamate etc. and other chemicals and gases for a pressure up to 230 kg/cm <sup>2</sup> and temperature up to 800°C with suitable sealing compound. Joints for leak sealing for all sizes of pipes / pipe fittings, valve glands and equipment flanges etc.	4.50
8.	Overhauling/Repair of Heavy Earth moving machinery such as cranes/ bulldozers etc.	20.00
9.	Re-tubing of Heat Exchangers.	20.00
10.	RC for In-situ Rubber lining of Vessels etc. inside the factory premises.	4.50
11.	RC for online testing of safety valves by Trevi test method.	3.00
12.	RC for Hiring of Vehicles i.e. Tata Indigo/Swift Dzire /Etios cars( 4+1 Seater), Innova/Xylo/Scorpio (6+1 Seater) and tempo traveler, Buses, Ambulances etc.	7.00
13.	Hiring and installation of scaffolding material	6.50
14.	Reconditioning and Testing of Safety Valves, Gate/Globe/Ball valves.	3.50
15.	RC for Non-destructive testing such as Radiography, Ultrasonic (UT/TOFD), Stress Relieving jobs, DPT, MPT, Eddy Current Testing, Vibrations, Sample Testing for Materials, metallography etc.	5.00
<b>(B) ELECTRICAL DEPARTMENT</b>		
16.	ARC for Maint. of Electrical Equipments & Lighting in Factory area and T/ship including Maint. of Residential Quarters, Public Buildings, Shopping Centers and Non Plant Buildings for the year 2017-18	100.00
17.	Rewinding of LT motors upto 75 KW and Ceiling fans etc 2017-18	4.00

**(C) INSTRUMENTATION DEPARTMENT**

18.	ARC for Instrument Maintenance jobs such as Removing/Installing of Control Valves Size up to 4” at all elevations in plant. Removing/Installation of Smart Field Devices/Instruments, Electronic Devices, Level Gauges, Transmitters, Power Cylinders, Level Switches, Level trolls , Flow Meters, Orifice Plates from Process Lines etc. at all elevations in plant, Laying/Removing of SS Tube/ Aluminum Cable Trays/Electrical Cables with proper Installation of Trays etc., Fabrication/Laying of SS Instrument Air Header, Erection of Electrical/Pneumatic Junction Boxes, Fabrication and Erection Jobs of CS/AS/SS Material including Piping of LP/HP, Supply of Skilled/Unskilled Manpower etc. These jobs execution is to be done in running/partial shutdown/annual turnaround of plants.	32.00
19.	Annual Maintenance Contracts of Electronic and Mechanical Weighing Machines/Bridges, Standard Weights along with Stamping of Weighing Machines and Standard Weights from Statutory Authority.	4.00
20.	Calibration of S Type Test Instruments for Traceability to National Standard, for ISO Compliance (Only NABL Accredited Labs)	0.60
21.	ARC for Overhauling/Repair of Control Valves Size up to 8” at site during Annual Turn Around of the plant.	4.00
22.	ARC for Rodent Control at NFL site i.e. in different control rooms/Control Panels/Computer Rooms etc.	1.00

## INFORMATION REGARDING TENDERER

<b>Name of the Applicant/Firm/ Company:-</b> <b>a) Nationality:-</b> <b>b) Full Address: -</b>		
<b>A) In Case Of Individual/ Sole Proprietor.</b>		
i)	Name of Business	
ii)	Whether his Business is registered	
iii)	Date of Commencement of Business	
iv)	Affidavit in original of Sole Proprietorship duly attested by Notary.	
<b>B) In Case of Partnership</b>		
i)	Name of Partnership	
ii)	Whether the partnership is registered	
iii)	Date of establishment of firm	
iv)	Photo copy of Affidavit of Partnership deed duly attested by Notary.	
<b>C) In Case of Private Limited Company</b>		
i)	Name of Directors	
ii)	Date of Registration of Company	
iii)	Photo copy of Affidavit of Memorandum & Articles of Association duly attested by Notary.	

(SIGNATURE OF TENDERER)  
NAME\_\_\_\_\_

Dated; \_\_\_\_\_

**BANK REFERENCE LETTER/ SOLVENCY CERTIFICATE**

(On Bank's Letter Head)

Certified that M/s .....at (Address)

.....  
is having an account in our bank as per the following particulars:-

- |                                     |                               |
|-------------------------------------|-------------------------------|
| 1. Type of Account :                | Cash- Credit /Current/Savings |
| 2. Bank Account No                  | .....                         |
| 3. Cash-Credit /O.D/limit (if any): | NO/YES , for Rs.....          |
| 4. Since when holding Account       | .....                         |
| 5. Financial Standing & Soundness:  | SOUND/POOR                    |
| 6. Dealing & Conduct of the Party:  | Satisfactory /Un-satisfactory |
| 7. Any other comments               | .....                         |

This is issued on the request of M/s ..... for submission to  
M/s National Fertilizers, Naya Nangal, Distt. Ropar (PB)

Date:  
Place :

Seal :

(Sig. of Bank Manger)

**INFORMATION REGARDING EQUIPMENT/MANPOWER  
WHICH THE TENDERER PROPOSES TO USE FOR THIS WORK**

A)

S. No	Description	Qty.	Make	Cap.	Owner

B)

S.N	Man Power	Nos.	Remarks
1	Supervisor		
2	Un-Skilled		
3	Semi-Skilled		
4	Skilled.		

**Certified that above information is correct.**

(SIGNATURE OF TENDERER)

NAME \_\_\_\_\_

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Dated; \_\_\_\_\_

The following declaration to be signed by the contractor and to be submitted along with required documents which would be duly self-certified:

S.No	Description	YES /No If yes ,give the following details)		
		Name & Designation of Employee	Place of posting Relation with employee	Relation with the employee
1.	If Tenderer has relations whether by blood or otherwise with any employees of NFL (Owner), the tenderer must disclose the relation at the time of submission of tender, failing which, NFL shall reserve the right to reject the Tender or rescind the contract.			
2.	P.F. Registration No of the Contractor to be intimated along with the documentary proof (self-certified) thereof.	P.F. Registration No		
3.	PAN No. of the contractor to be intimated along with the documentary proof (self-certified) thereof.	PAN No.		
4.	Latest Bank Solvency certificate Amounting to Rs. 30% of estimated value issued by Nationalized/ Scheduled Bank of India (Bank solvency issued, 12 months prior to the date of issue of notice for prequalification shall also be considered, valid unless otherwise expired.)			
5.	<b>GST Registration No.</b> of the firm / company issued by Goods &Service Tax authorities <b>along with Documentary Proof</b> (self-certified) thereof.			
	<b>Accounting Code No.</b>			
	<b>GST No.</b> linked with PAN No. mentioned at Sl. No.3			
6.	ESI Registration No. along with the documentary proof (self-certified) thereof.	ESI Registration No.		
7.	If the party is registered as Micro/Small/Medium Enterprises as per MSMED Act.2006, the same may be confirmed by the party and submit a photocopy (self-certified) of registration certificate thereof. Otherwise it will be construed that the party is not registered as per MSMED Act,2006			
8.	The tenderer shall submit:			
	a) The Name and Address of the firm / company along with its constitution giving style / status of the same such as Individual / Proprietorship Firm / Partnership Firm / Public or Pvt. Ltd. Firm / Company etc. along with its copies duly attested by Notary Public as evidence.			
	b) Year of Establishment			
	c) Place of Business.			

Signature of Contractor/Tenderer with Seal

Place : \_\_\_\_\_

Dated : \_\_\_\_\_



**ELIGIBILITY CRITERIA OF PARTIES w.r.t. EXPERIENCE**

Ref. No.	NFN/MECH/CO/PQ/1/(2019-22)
Name of Contract	
Estimated Cost	

**A. Commercial Criteria**

S.N	Description	Financial Year	Details of Documents to be submitted by the Contractor.
1	Average annual financial Turn over during last three years ending 31 <sup>st</sup> March of the previous financial year. (30% of estimated value)	2015-16 2016-17 2017-18	Certified copies of P &L Account & Balance Sheet of these years
2	Experience of having successfully completed similar works during last seven years ending the last day of the month previous to one in which applications are invited should be either of the following, in PSU/Govt.Deptt./Urea Manufacturing Industries in India:		
	a) Three similar completed works each costing (annualized in case of Rate Contract) not less than 40% amount of the estimated cost. (with performance /completion certificate)	1	Job Category No. Workorder Ref. No. Name of Company Contract value Contract period
		2	Job Category No. Workorder Ref. No. Name of Company Contract value Contract period
		3	Job Category No. Workorder Ref. No. Name of Company Contract value Contract period
	<b>OR</b>		
	b) Two similar completed works each costing (annualized in case of Rate Contract) not less than 50% amount of the estimated cost.(with performance /completion certificate)	1	Job Category No. Workorder Ref. No. Name of Company Contract value Contract period
		2	Job Category No. Workorder Ref. No. Name of Company Contract value Contract period
	<b>OR</b>		
	c) One similar completed workcosting (annualized in case of Rate Contract) not less than 80% amount of the estimated cost.(with performance/ completion certificate)	1	Job Category No. Workorder Ref. No. Name of Company Contract value Contract period

**NOTE:-**

- Estimated cost /Value of various categories of job is given in Annex-1

**B. Technical Criteria**

Work order with detailed technical scope of work indicating experience related to field should be submitted along with performance & completion certificate.

**NOTE:-**

- Similar work means work employing same technology and skill described in respective category in Annex-I.
- Self-attested documentary evidences for Annual Turnover to be enclosed.
- Self-attested documentary evidences for Work orders mentioned above to be enclosed.
- Self-attested documentary evidences for Performance/Completion Certificate of given above to be enclosed.

Signature of the Party / Contractor with Seal

**DECLARATION**

The following declaration to be signed by the Contractor & be submitted along with documents.

The category in which applicant is already prequalified in this undertaking.

S. No.	Description of Work	Contract Value	Remarks

**Certified that above information is correct.**

Signature of Tenderer

Date:

**DECLARATION**

The category for which applicant is enlisted with another Deptt., public Sector undertaking.

S.No.	Description of Work	Contract Value	Remarks

**Certified that above information is correct.**

Date:

Signature of Tenderer

**PRESENT COMMITMENTS**

Tenderer shall furnish the details of their present commitments strictly as per this proforma.

S. No.	Name of Work	Name & Address of Client with the name of person under whom the work is being executed.	Contract Value	Brief Description of work	Scheduled date of completion with the date of start of work	% completed as on date	Expected date of completion of balance work with the value of such balance work

**Certified that above information is correct.**

(Signature of Tenderer)

Name\_\_\_\_\_

Date:\_\_\_\_\_

**DETAILS OF EXPERIENCE**

Tenderer shall give information of similar work done during the past seven years strictly as per Performa given below:

<b>S. No.</b>	<b>Full Particulars of similar work carried out by Tenderer</b>	<b>Contract Value</b>	<b>Scheduled completion time of contract</b>	<b>Actual completion time</b>	<b>Year of completion</b>	<b>Name &amp; Postal address of Client.</b>

**Certified that above information is correct.**

(Signature of Tenderer)  
Name \_\_\_\_\_

Date: \_\_\_\_\_

**Party to submit following certificate on Non-Judicial stamp paper of Rs. 30/- (Minimum), verified by Notary Public**

I/We .....S/o Sh..... Resident  
of.....in the capacity of (Proprietor/Partner/Authorized representative of Firm  
of M/s .....Solemnly affirm & declare as under:-

- a) That the party /their associate/sister concern etc. has not been black listed or put on holiday list by any Institutional Agency/Govt. Deptt./Public sector undertaking in last 2 years for participating in the tender.
- b) No other firm (sister concern/associates belonging to the same groups) is participating/submitting documents for prequalification.

Deponent  
( )  
(Seal of the party)

**Verification**

Verified that contents given in my/our above paragraphs are true and correct to the best of my knowledge and belief.

Deponent  
( )  
(Seal of the party)

Date:

(Attested by Notary public)