

PROCEDURE for REGISTRATION OF CONTRACTORS

Ref.No.PO/03/03 Rev. No.1

Dated:27/07/04

Subject:	Registration of contractors
Purpose:	To have a common Contractor Registration Committee and register contractors for all categories and classes of works in VSP
Replaces earlier Procedure Order/ Amendment Nos.	PO/03/03 Dt. 21.08.93, AM-1 Dt.17.09.98, AM-2 Dt. 01.11.01 & AM-3 Dt. 06.10.2002
Effective from	27/07/04

<u>Agencies involved</u>	<u>Abbreviation</u>
Contractor Registration Committee	CRC
Convenor-Contractor Registration Committee	CCRC
Concerned Department	CD

Sl. No.	Step/Activity	Agency									
1.0	Contractor Registration Committee (CRC)										
1.1	<p>A common Contractor Registration Committee (CRC) for registering contractors for the entire organization shall be constituted by Director (Oprn.). The Chairman of the committee shall be an officer not below the rank of E-8 and preferably the Head of Maintenance of Works Division. The members shall be of rank E-5 and above from the following departments:</p> <table border="0"> <tr> <td>1. Works Contracts</td> <td align="center">-</td> <td>Member - Convenor</td> </tr> <tr> <td>2. Projects Contracts</td> <td align="center">-</td> <td>Member</td> </tr> <tr> <td>3. Concerned department/discipline</td> <td align="center">-</td> <td>Member</td> </tr> </table> <p>Additional members may be co-opted depending on the requirement and nature of the job.</p>	1. Works Contracts	-	Member - Convenor	2. Projects Contracts	-	Member	3. Concerned department/discipline	-	Member	
1. Works Contracts	-	Member - Convenor									
2. Projects Contracts	-	Member									
3. Concerned department/discipline	-	Member									
2.0	Contractors shall be classified and registered according to the nature of job/works and also their financial capacity for executing works of specified value.	CRC									
3.0	<p>Categorization</p> <p>Based on the nature of job/work, contractors shall be registered for the sub-categories of the following categories:</p> <ol style="list-style-type: none"> 1. Consultancy/Designing/Engineering/Drawing/Digitization of drawings 2. Civil 3. Fabrication & erection of steel & technological structures 4. Refractory 5. Mechanical 6. Electrical 7. Telecommunication , Instrumentation & Automation 8. Computerization 9. Loading, Unloading, handling & transportation 10. Miscellaneous <p>List of sub categories of jobs/works is given at Annexure-I.</p>	CRC									
4.0	<p>Classification</p> <p>Based on the financial capacity for executing jobs/works of specified value, contractors shall be registered in the following classes:</p>	CRC									

TABLE-I

CLASS	Capable of executing works of value of each individual contract (RS.)
F	above 8 lakhs & upto 16 lakhs
G	above 3 lakhs & upto 8 lakhs
H	above 1 lakh & upto 3 lakhs
I	Upto 1 lakh

5.0 Processing of application for registration

5.1 Application forms shall be sold for Rs.100/- each from the office of Convenor of CRC. Only original Application Forms shall be accepted for registration. All payments for application forms, processing fees, registration, etc. shall be in the form of DD payable to RINL, VSP. Format for application form is given at **Annexure-II**. CCRC

5.2 Govt. organizations/undertakings need not apply for registration and they shall be deemed to be permanently registered. CRC

5.3 Receipt of Application forms

5.3.1 Filled in application form shall be accepted along a processing fee of Rs.1000/-. CCRC

5.3.2 The forms should be submitted within 30 days from the date of issue. CCRC

5.4 Scrutiny and Recommendation

5.4.1 The application forms shall be examined and a checklist shall be prepared for each applicant as per **Annexure-III**. CCRC

5.4.2 Every month, the following shall be put up for consideration of CRC: CCRC
 i. list of all applications received during previous month,
 ii. checklists for those applications,
 iii. other necessary details.

5.4.3 CRC shall deliberate on the above and give its recommendation in the format at **Annexure-IV**. CRC

5.4.4 The list of contractors recommended for registration shall be put up for approval of Director (Oprn.) on monthly basis. CCRC

6.0 Registration

6.1 Criteria for registration in different Classes

6.1.1 The contractors should have executed jobs/works for a Govt. organization / Semi Govt. organization or a reputed private organization as indicated below: CCRC

TABLE-II

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
F	Rs. 8 lakhs	Rs. 5 lakhs
G	Rs. 4 lakhs	Rs. 2.5 lakhs
H	Rs. 1.5 lakhs	Rs. 1 lakh
I	Rs. 0.5 lakhs	Rs. 0.3 lakh

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

- A. i. Audited balance sheet certified by a practising 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 practising Chartered Accountant/ Cost Accountant in the prescribed Format (**Annexure-V**)
- 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.

6.2 Registration fees

6.2.1 The contractors approved for registration have to deposit non-refundable registration fees for the respective classes as indicated at Table-III. Fees stipulated for each class includes one category of work only.

CCRC

6.2.2 However, a contractor may register for more than one category under the same class on payment of additional registration fees as follows:

CCRC

TABLE-III

CLASS	Non refundable registration fee for	
	one category	each additional category
F	Rs. 8000	Rs. 2500
G	Rs. 6000	Rs. 2000
H	Rs. 2500	Rs. 1000
I	Rs. 750	Rs. 400

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

6.3 Registration Certificate

Registration Certificate shall be issued to the approved contractors on payment of applicable registration fee. The format for Registration Certificate is placed at **Annexure-VI**.

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6.4 Period of validity of Registration

The validity period of registration shall be as under:

- a) Govt. establishments/undertakings : Permanent
- b) Others : Three years.

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6.5 Subsequent inclusion in other/additional class/category/sub-category

6.5.1 During the validity of the current registration, a contractor may apply for inclusion in other/additional class/category/sub-category. Application for such

CCRC

	additional inclusion shall be made in the Application Form (Annexure-II) along with processing fee of Rs.1000/-. These applications shall be put up for consideration of CRC in the manner as regular applications.	
6.5.2	CRC shall scrutinize the same and recommend deserving cases for approval of Director (Oprn.).	CRC
6.5.3	On approval, a new Registration Certificate (Annexure-VI) shall be issued to the contractor for the new category/sub-category.	CCRC
6.5.4	Regular registration fee for the classes & categories in which new registration is given, shall be collected. Even if the application/approval is for inclusion in additional sub-category only, regular registration fee for the entire class & category shall be collected.	CCRC
6.5.5	The new Registration Certificate shall be valid for a period of 3 years from issue.	CCRC
6.6	<u>Renewal of Registration</u>	
6.6.1	Application for renewal of registration has to be made by the contractor 70 days ahead of expiry of current registration.	CCRC
6.6.2	Applications shall be in the registration Application Form (Annexure-II) accompanied with application processing fee of Rs.1000/-.	CCRC
6.6.3	The applications along with the contractors' performance review sheets (Annexure-VII), shall be put up to CRC along with regular applications. The contractor shall be communicated regarding approval of application at least 30 days before expiry of current registration.	CCRC
6.6.4	<u>Renewal in the existing class, category & sub-category</u>	
i)	Chairman CRC is empowered to approve renewals in the same class, category, & sub-category.	CRC
ii)	25% of regular registration fee shall be collected for renewal of registration in the same class, category & sub-category.	CCRC
6.7	<u>Certificate for renewal</u>	
	Certificate of renewal of registration shall be issued in the same format for regular registration (Annexure-VI).	CCRC
7.0	Performance of contractors	
7.1	List of contractors registered class-wise and category-wise, renewal & cancellation of registrations etc., shall be sent to the departments awarding contracts (viz. Works Contracts, Projects Contracts, etc.) from time to time.	CCRC
7.2	After completion of any work, department concerned shall provide the details regarding performance of the contractor in carrying out the work, to the Convenor of Contractor Registration Committee.	CD
7.3	Based on the above information, performance of the contractors shall be periodically reviewed and recorded in the format at Annexure-VII . The same shall be referred to while renewal of registrations.	CCRC CRC

7.4	Registration of a contractor may be cancelled with approval of Director (Oprns.) on sufficient grounds, and the same shall be communicated to the contractor & CCRC.	CD
7.5	Contractors may be blacklisted / banned as per the procedure in vogue. The cancellation/blacklisting/banning/etc. of the contractors shall be communicated to the departments concerned for information.	CCRC
8.0	Advertising for New Registration	
	Registration shall be a continuing process. However, press advertisements inviting applications from interested contractors to register for various jobs/works shall be published from time to time, depending on requirement and with approval of Director (Oprn). The publication shall be in leading newspapers (local/non-local as per approval) and in the page dedicated for tenders. In addition to this, this is to be put on the VSP web-site also.	CCRC

LIST OF CATEGORIES & SUB-CATEGORIES OF JOBS/WORKS

Sl. No.	CATEGORIES & SUB-CATEGORIES OF JOBS/WORKS
1.0	<u>Consultancy / Design / Engineering / Drawing work/ Digitization of drawings</u> 1.1 Designing, Engineering, Detailing, Tracing and Printing 1.2 Digitization of drawings from paper format to Autocad format
2.0	<u>Civil</u> 2.1 Repair and Maintenance of buildings 2.2 Environmental protection, Land development work, site/area clearance including bush/grass cutting and cleaning 2.3 Surveying and leveling including earth cutting, dressing and cleaning 2.4 Construction of buildings 2.5 Acid proofing tiles and lining work 2.6 Providing and fixing wooden frames, shutters, doors and windows 2.7 Finishing and Painting of buildings. Finishing and Painting includes white/colour washing, distempering, oil/Epoxy painting/coating, glazing and polishing 2.8 Repair and maintenance of external /internal drainage, sewage and water supply 2.9 Hydro-insulation, waterproofing, shoring, asphaltting, tar-felting and roof treatment 2.10 Bore well drilling, piping and installation of water pump including motor 2.11 Sanitary work 2.12 Interior furnishing and decoration Work 2.13 House keeping including sweeping, cleaning and mopping 2.14 Pest Control 2.15 Horticulture 2.16 Public Health Work 2.17 Laying , fixing and maintenance of Railway track 2.18 Gunniting works 2.19 Core cutting and grouting 2.20 All kinds of road works 2.21 Repair & rehabilitation of concrete structure
3.0	<u>Fabrication and erection of steel & technological structures</u> 3.1 Fabrication, erection, repair and maintenance of building structures including roof sheeting, cladding & roof cleaning 3.2 Fabrication, erection, repair and maintenance of technological structures including chimneys, stacks, hoppers, bins, chutes and liner plates 3.3 Red oxide/epoxy painting/treatment of steel & technological structures including equipment painting 3.4 Providing and fixing steel frames, shutters, doors and windows 3.5 Providing and fixing of aluminium frames, shutters, doors and windows 3.6 Piping/plumbing 3.7 Drilling, riveting and welding work
4.0	<u>Refractory</u> 4.1 Laying of refractory works 4.2 Repair and maintenance of refractory works

5.0

Mechanical

- 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 systems like conveyor system machineries, bucket elevators, yard equipment.
- 5.2 Erection, Overhauling, repair and maintenance of high speed/high pressure rotary equipment like turbo blowers, turbines, gas exhausters, turbo generators/ alternators, compressors, blowers, specialized pumps, hydraulic and pneumatic equipment
- 5.3 Shop pipe work and outdoor pipe work for general services
- 5.4 Under ground piping works
- 5.5 Repairs/maintenance of locos and related equipment
- 5.6 Reclamation/repairs of sub assemblies, equipment, accessories
- 5.7 Repair of body and painting of vehicles and equipment including denting & spray painting
- 5.8 Repair and maintenance of lifts
- 5.9 Repair, maintenance and servicing of light/heavy vehicles including garage equipment
- 5.10 Automobile works like repair and maintenance of radiators, engines, fuel pumps and batteries
- 5.11 Repair/retreading of light and heavy duty tyres
- 5.12 Repair and maintenance of conveyor belts, including cold/hot vulcanizing
- 5.13 Repair and maintenance of oil coolers
- 5.14 Erection, repair and maintenance of shop pipe work for hydraulic and lubrication systems
- 5.15 Repair and maintenance of Hydraulics/pneumatic and lubricating system
- 5.16 Welding & gas cutting work including reclamation, hard facing and rebuilding of parts & sub assemblies
- 5.17 Revamping/repair/maintenance of BF cooling system & pipelines
- 5.18 Babbiting
- 5.19 Technological assistance in upkeep of areas and equipment
- 5.20 All types of gas line work including lagging and insulation
- 5.21 Thermal insulation and cladding works of pipelines, ducting, equipment and tanks
- 5.22 Erection, repair and maintenance of equipment and pipe work and accessories coming under IBR (Only IBR registered parties to be considered)
- 5.23 Online arresting of leakage in pipelines
- 5.24 Repair and reconditioning of machine tools
- 5.25 Repair and reconditioning of NC/CNC machine tools
- 5.26 Reconditioning of spares/sub assemblies
- 5.27 Repair & Maintenance of material handling and transport equipment such as Fork lifts, de-bricking machines, earth moving equipments, etc.

6.0

Electrical

- 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
- 6.2 Erection of all types of electrical items including motors, transformers, control panels, generation/transmission/distribution equipment
- 6.3 Laying, repair and maintenance of underground, out door high tension & low tension cables
- 6.4 Installation, repair and maintenance of over head high tension transmission lines
- 6.5 Repair/maintenance of electrical equipment including winding of electric motors, generators, armatures
- 6.6 Repair /maintenance of power & distribution transformers
- 6.7 Repair and maintenance of Air conditioning systems package Air Conditioning, window Air conditioners and water coolers
- 6.8 Repair/ maintenance of printing/photocopying machine

7.0	<u>Telecommunication, Instrumentation & Automation</u> 7.1 Repair/maintenance of all types of instrumentation equipment 7.2 Repair/maintenance of automation systems of various equipment, process and control systems 7.3 Repair/ maintenance of electronic items 7.4 All types of telecommunication work including laying of underground telephone cables and repairs/maintenance work 7.5 Repair/maintenance of telephone exchange/wireless sets 7.6 Installation and repair/maintenance of Public Address system
8.0	<u>Computerization</u> 8.1 All types of computerization work and its repairs/maintenance 8.2 Repair/ maintenance of personal computers, computers, UPS, servers, printers, LC/PCB cards
9.0	<u>Loading, unloading, material handling & transportation</u>
10.0	<u>Miscellaneous</u> 10.1 Scrap/muck processing, scarfing, metal jam cutting and handling 10.2 Lancing works 10.3 Hiring of trucks, buses, jeeps and cars 10.4 Catering services 10.5 Security services 10.6 Courier services 10.7 Repair of furniture and house hold furnishings 10.8 Supply of labour 10.9 Hiring of earth moving & material handling equipments

RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT

APPLICATION FORM FOR REGISTRATION AS CONTRACTOR IN VSP

APPLICATION NO:

Date of issue: _____

NOTE:

1. Please read the enclosed "Instructions/Conditions for registration of contractors" carefully before filling up the application form.
2. Last date for submission:- 30 days from date of issue.
3. Only original forms are acceptable.

1.0 GENERAL

1.1 Full name of the contractor:

1.2 Address for communication:

Telephone Nos:

Telex :

FAX 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="checkbox"/> Proprietary concern | <input type="checkbox"/> Private Limited Company |
| <input type="checkbox"/> Hindu Undivided family | <input type="checkbox"/> Public Limited Company |
| <input type="checkbox"/> Registered partnership | <input type="checkbox"/> Any other (Please specify) |

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

- a) In case of proprietorship - Affidavit of sole proprietorship
- b) In case of partnership - attested copy of registered partnership deed
Specify whether registered or unregistered
- c) In case of Limited companies
 - Memorandum & Articles of Association
 - Certificate of Incorporation
 - 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

- Tiny Industry
- Small scale Industry

- Medium Scale Industry
- Large Scale Industry

1.8 A) Whether any of the following is / are dismissed employee(s) of RINL, VSP 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.

1.8 B) Whether any of the Proprietor/ Partner/ Director or their spouses was working as contractor in RINL, VSP/any Government Department/ Public Undertaking, 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 Whether the firm is already registered with RINL, VSP 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

1.9a) Whether the applicant is a Partner or Director of any firm/company registered in the RINL, VSP. If YES, give the name and address of the firm / company.

1.10 Whether the firm has any collaboration either financial or technical with foreign / indigenous firm ? If yes, give the details and address of collaborators.

1.11 Indicate the firm's CST Registration No. and enclose its attested copy.

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 details

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.	Own or Hired/ Leased	Capacity	Manufacturer	Year of Manufacture	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:

Rs. _____, Rs. _____, Rs. _____

4.2 Capital employed: Rs. _____

4.3 Bank Account details:

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

4.4 Income Tax PAN No:

4.5 Please enclose attested copies of the following documents:

- a) Audited balance sheet certified by a practising 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 practising Chartered Accountant/ Cost Accountant in the enclosed Format.
- 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:

Sl. No.	Intended CLASS	Intended CATEGORY (No & name)	Intended Sub-category (No & name)
	F G H I		

6.0 APPLICATION PROCESSING FEE

Details of Demand Draft drawn in favour of RINL, VSP:

Bank & Branch	Instrument No. & date	Amount
		Rs. 1000/-

7.0 Declaration:

- (a) Certified that no material/information has been concealed by me/us and the information given herein/above are correct to the best of my/our knowledge and belief.
- (b) I/We undertake to bring immediately to the notice of RINL 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 RINL, VSP.
- (d) I/We have gone through the conditions of registration of contractors and I/We agree to the same.

Date:

(Signature of the contractor)

Place:

Name & Designation

Seal of company

No. of enclosures _____ (in words - _____)

For RINL, VSP use only

Date of issue application:	Date of receipt of application:
DD No. & Date:	Amount: Bank:

INSTRUCTIONS / CONDITIONS FOR REGISTRATION OF CONTRACTORS

I. CLASSIFICATION

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

<u>Capable of executing works of value of each individual contract</u>		
Class F	--	above Rs. 8 lakhs & upto Rs.16 lakhs
Class G	--	above Rs. 3 lakhs & upto Rs.8 lakhs
Class H	--	above Rs. 1 lakh & upto Rs.3 lakhs
Class I	--	Upto Rs. 1 lakh

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/ Digitization of drawings</u>
	1.3 Designing, Engineering, Detailing, Tracing and Printing
	1.4 Digitization of drawings from paper format to Autocad format
2.0	<u>Civil</u>
	2.3 Repair and Maintenance of buildings
	2.4 Environmental protection, Land development work, site/area clearance including bush/grass cutting and cleaning
	2.22 Surveying and leveling including earth cutting, dressing and cleaning
	2.23 Construction of buildings
	2.24 Acid proofing tiles and lining work
	2.25 Providing and fixing wooden frames, shutters, doors and windows
	2.26 Finishing and Painting of buildings. Finishing and Painting includes white/colour washing, distempering, oil/Epoxy painting/coating, glazing and polishing
	2.27 Repair and maintenance of external /internal drainage, sewage and water supply
	2.28 Hydro-insulation, waterproofing, shoring, asphaltting, tar-felting and roof treatment
	2.29 Bore well drilling, piping and installation of water pump including motor
	2.30 Sanitary work
	2.31 Interior furnishing and decoration Work
	2.32 House keeping including sweeping, cleaning and mopping
	2.33 Pest Control
	2.34 Horticulture
	2.35 Public Health Work
	2.36 Laying , fixing and maintenance of Railway track

	<p>2.37 Guniting works</p> <p>2.38 Core cutting and grouting</p> <p>2.39 All kinds of road works</p> <p>2.40 Repair & rehabilitation of concrete structure</p>
3.0	<p><u>Fabrication and erection of steel & technological structures</u></p> <p>3.8 Fabrication, erection, repair and maintenance of building structures including roof sheeting, cladding & roof cleaning</p> <p>3.9 Fabrication, erection, repair and maintenance of technological structures including chimneys, stacks, hoppers, bins, chutes and liner plates</p> <p>3.10 Red oxide/epoxy painting/treatment of steel & technological structures including equipment painting</p> <p>3.11 Providing and fixing steel frames, shutters, doors and windows</p> <p>3.12 Providing and fixing of aluminium frames, shutters, doors and windows</p> <p>3.13 Piping/plumbing</p> <p>3.14 Drilling, riveting and welding work</p>
4.0	<p><u>Refractory</u></p> <p>4.3 Laying of refractory works</p> <p>4.4 Repair and maintenance of refractory works</p>
5.0	<p><u>Mechanical</u></p> <p>5.28 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 systems like conveyor system machineries, bucket elevators, yard equipment .</p> <p>5.29 Erection, Overhauling, repair and maintenance of high speed/high pressure rotary equipment like turbo blowers, turbines, gas exhausters, turbo generators/ alternators, compressors, blowers, specialized pumps, hydraulic and pneumatic equipment</p> <p>5.30 Shop pipe work and outdoor pipe work for general services</p> <p>5.31 Under ground piping works</p> <p>5.32 Repairs/maintenance of locos and related equipment</p> <p>5.33 Reclamation/repairs of sub assemblies, equipment, accessories</p> <p>5.34 Repair of body and painting of vehicles and equipment including denting & spray painting</p> <p>5.35 Repair and maintenance of lifts</p> <p>5.36 Repair, maintenance and servicing of light/heavy vehicles including garage equipment</p> <p>5.37 Automobile works like repair and maintenance of radiators, engines, fuel pumps and batteries</p> <p>5.38 Repair/retreading of light and heavy duty tyres</p> <p>5.39 Repair and maintenance of conveyor belts, including cold/hot vulcanizing</p> <p>5.40 Repair and maintenance of oil coolers</p> <p>5.41 Erection, repair and maintenance of shop pipe work for hydraulic and lubrication systems</p> <p>5.42 Repair and maintenance of Hydraulics/pneumatic and lubricating system</p> <p>5.43 Welding & gas cutting work including reclamation, hard facing and rebuilding of parts & sub assemblies</p> <p>5.44 Revamping/repair/maintenance of BF cooling system & pipelines</p> <p>5.45 Babbiting</p> <p>5.46 Technological assistance in upkeep of areas and equipment</p> <p>5.47 All types of gas line work including lagging and insulation</p> <p>5.48 Thermal insulation and cladding works of pipelines, ducting, equipment and tanks</p> <p>5.49 Erection, repair and maintenance of equipment and pipe work and accessories coming under IBR (Only IBR registered parties to be considered)</p> <p>5.50 Online arresting of leakage in pipelines</p>

	<p>5.51 Repair and reconditioning of machine tools</p> <p>5.52 Repair and reconditioning of NC/CNC machine tools</p> <p>5.53 Reconditioning of spares/sub assemblies</p> <p>5.54 Repair & Maintenance of material handling and transport equipment such as Fork lifts, de-bricking machines, earth moving equipments, etc.</p>
6.0	<p><u>Electrical</u></p> <p>6.9 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>6.10 Erection of all types of electrical items including motors, transformers, control panels, generation/transmission/distribution equipment</p> <p>6.11 Laying, repair and maintenance of underground, out door high tension & low tension cables</p> <p>6.12 Installation, repair and maintenance of over head high tension transmission lines</p> <p>6.13 Repair/maintenance of electrical equipment including winding of electric motors, generators, armatures</p> <p>6.14 Repair /maintenance of power & distribution transformers</p> <p>6.15 Repair and maintenance of Air conditioning systems package Air Conditioning, window Air conditioners and water coolers</p> <p>6.16 Repair/ maintenance of printing/photocopying machine</p>
7.0	<p><u>Telecommunication, Instrumentation & Automation</u></p> <p>7.7 Repair/maintenance of all types of instrumentation equipment</p> <p>7.8 Repair/maintenance of automation systems of various equipment, process and control systems</p> <p>7.9 Repair/ maintenance of electronic items</p> <p>7.10 All types of telecommunication work including laying of underground telephone cables and repairs/maintenance work</p> <p>7.11 Repair/maintenance of telephone exchange/wireless sets</p> <p>7.12 Installation and repair/maintenance of Public Address system</p>
8.0	<p><u>Computerization</u></p> <p>8.3 All types of computerization work and its repairs/maintenance</p> <p>8.4 Repair/ maintenance of personal computers, computers, UPS, servers, printers, LC/PCB cards</p>
9.0	<p><u>Loading, unloading, material handling & transportation</u></p>
10.0	<p><u>Miscellaneous</u></p> <p>10.10 Scrap/muck processing, scarfing, metal jam cutting and handling</p> <p>10.11 Lancing works</p> <p>10.12 Hiring of trucks, buses, jeeps and cars</p> <p>10.13 Catering services</p> <p>10.14 Security services</p> <p>10.15 Courier services</p> <p>10.16 Repair of furniture and house hold furnishings</p> <p>10.17 Supply of labour</p> <p>10.18 Hiring of earth moving and material handling equipments</p>

ANNEXURE - III

**CHECKLIST FOR SCRUTINISING THE APPLICATION FORM FOR REGISTRATION OF
THE CONTRACTOR**

1. Name of the contractor :
2. Application.No. & date of issue :
3. Application received on:
4. Status: Already Registered/ Provisionally Registered/ New
5. Class of registration : F / G / H / I
6. Category & sub category for which :
registration is sought
7. Processing fee paid : Yes/No
8. Banker's certificate submitted Yes/No/NA
9. Details of constitution:
 - (i) Affidavit of sole proprietorship Yes/No/NA
 - (ii) Attested copy of registered partnership deed Yes/No/NA
 - (iii) Memorandum & Article of Association Yes/No/NA
 - (iv) Certificate of Incorporation Yes/No/NA
 - (v) Entry in form A from the registrar of firms Yes/No/NA
10. Whether list of jobs/works executed/completed
& in execution, is enclosed Yes/No
11. Whether list of infrastructures and facilities is enclosed Yes/No
12. Whether the details of construction & erection equipment/
machinery, mining equipment, handling equipment,
transport vehicles, special tools & tackles, testing equipment/
facilities are indicated Yes/No
13. Registration
 - (i) APGST Registration - copy enclosed Yes/No
 - (ii) Central Sales Tax Registration - copy enclosed Yes/No
 - (iii) Registered with SSI/NSIC - copy enclosed Yes/No
 - (iv) Registered with PF/RPFC - copy enclosed Yes/No
 - (v) Boiler Licence issued by Govt. of AP Yes/No
 - (vi) Electrical Licence No. issued by Govt. of AP Yes/No
 - (vii) Other Registration, if any - details enclosed Yes/No
14. Have all the pages of form been signed by Proprietor/
Partner/Director/ Company Secretary and Power of Attorney Yes/No
15. Sales Tax clearance Certificate - Attested copy enclosed Yes/No
16. Certificate from practicing chartered/cost accountant
in the format as per Annexure-V for the last 3 years is enclosed Yes/No
17. Is the firm black listed / suspended / banned etc. Yes/No
18. Auditor's report, balance sheet and Profit & Loss Account
- Copy enclosed. Yes/No
19. Work Completion Certificates - copy enclosed Yes/No

(Signatures of the Convener of Contractor Registration Committee with date)

ANNEXURE - IV

RECOMMENDATIONS OF CONTRACTOR REGISTRATION COMMITTEE

1. Name of the contractor/firm/company :
2. Application No. & date:
3. Status:
4. Class & category/sub-category applied:
5. Nature of Constitution of firm/company (Please Tick):

Proprietorship concern		Partnership concern	
Public Limited company		Private Limited company	
Registered Co-operative			

6. Commercial Documents: Ref. Pg. No.
 - (i) Certificate from practicing chartered/cost accountant/ TDS certificate comprising issued by Deductor submitted Yes/No
 - (ii) Sales Tax Clearance certificate submitted Yes/No
 - (iii) Processing Fee submitted Yes/No
 - (iv) Valid Trade/Statutory License submitted Yes/No
 - (v) PF/RPFC's certificate Yes/No
 - (vi) Any other _____ Yes/No
7. Class & Categories of work executed:
8. Names of major companies registered with
 - (a)
 - (b)
9. Technical capabilities:
 - (i) Experience of execution Acceptable/Not Acceptable
 - (ii) Construction/erection equipment/ machinery Satisfactory/ Unsatisfactory
Mining equipment, handling equipment,
Transport vehicle, special tools & tackles,
Testing equipment/facilities possessed
 - (iii) Infrastructure facilities Acceptable/Not Acceptable
 - (iv) Qualified technical personnel engaged Acceptable/Not Acceptable
10. Financial capabilities Acceptable/Not Acceptable
11. Previous experience / past performance Acceptable/Not Acceptable
12. Observations & recommendations of the Registration committee:

Class & sub-categories for which the registration is recommended :

- 1)
- 2)

(Convenor - CRC)

(Member from Projects
contracts department)

(Member from concerned
dept./ discipline)

(Chairman - CRC)

Date of recommendation: _____

CERTIFICATE of TURNOVER

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

To
Rashtriya Ispat Nigam Limited
Visakhapatnam Steel Plant
Visakhapatnam 530 031

Dear Sir,

Sub: Turnover Certificate for participation in Tender issued by RINL

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

SL. NO.	YEAR	TURNOVER (Rs.)

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

RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT

REGISTRATION CERTIFICATE

Registration No.

Dated:
Valid up to:

Ref.: Application no. _____ Dated : _____

This is to certify that :

M/S _____

is registered as a contractor of RINL, VSP and classified for the following class and categories / sub-categories of jobs/works:

Class	Categories of jobs/works	Sub-categories of jobs/works	Remarks (first time/ renewal)

For Rashtriya Ispat Nigam Limited

Date:

(Convenor – Contractor Registration Committee)
Name:
Designation:
Department:

PLEASE NOTE:

1. This registration does not guarantee tender enquiry and award of contract.
2. RINL reserves the right to demand such sureties as may be necessary and applicable in terms of bidding document/contract.
3. For inclusion in another/additional class/category/sub-category, fresh application along with processing fee has to be submitted, and new Registration Certificate shall be issued subject to approval and payment of requisite fees.
4. The current registration can be renewed for another term. Application for renewal along with requisite documents and processing fees should be submitted 70 days before expiry of validity of this registration.

5. The registration can be terminated at the discretion of RINL without any prior notice to the contractor.
6. The registration of the contractor who participated in the tenders but did not secure a contract for three consecutive years in VSP, the registration of that contractor may be cancelled.
7. If a registered contractor purchases tender documents and does not submit the tender to VSP three times in succession, the registration of such contractor shall be cancelled.

REVIEW OF CONTRACTOR'S PERFORMANCE

1. Name of work/package :
2. Name of the contractor :
3. Registration No. & Class,category, sub-category:
4. Contract award letter no. & date :
5. Amendments, if any, issued with ref.no & date :

SL. NO.	ITEM	
1	Date of commencement of work - <ul style="list-style-type: none"> • As per contract award letter • Actual 	
2	Date of completion of work – <ul style="list-style-type: none"> • As per award letter • Actual Reasons for delay Extension granted (with penalty/without penalty)	
3	Value of work - <ul style="list-style-type: none"> • Estimated value • Awarded value • Actual Expenditure 	Rs. _____ Rs. _____ Rs. _____
4	Performance regarding <ul style="list-style-type: none"> • Quality of job done (achievement of Performance Guarantee parameters as per contract) • Resource mobilization • Dealing with other departments • Discipline/behaviour 	Satisfactory/ Unsatisfactory Satisfactory/ Unsatisfactory Satisfactory/ Unsatisfactory Satisfactory/ Unsatisfactory
5	General performance feedback during execution <ul style="list-style-type: none"> • Timely payment to workers / sub contractors • Undue claims raised • Dispute/litigation • Safety aspect (any accident/damage to plant property) • Case of theft / misplacement • Industrial relations 	Yes/ No Yes/ No Yes/ No Yes/ No Yes/ No Satisfactory/ Unsatisfactory
6	Interest in bidding for contracts <ul style="list-style-type: none"> • No. of times enquiry floated • No. of times responded • No. of times responded but not quoted • No. of times not responded 	

RECOMMENDATION: *To be renewed/ Not to be renewed*

Date: _____
 (Signature of Convenor – Contractor Registration Committee)

Procedure for Registration of contractors
(PO/03/03,Rev.no-1, dt. 27/07/04)

Amendment No.1

Dt:7/11/05

Sl. No.	Cl. No.	EXISTING	AMENDED																																	
1	4.0	<p><u>Classification</u> Based on the financial capacity for executing jobs/works of specified value, contractors shall be registered in the following classes :</p> <p><u>TABLE-I</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">CLASS</th> <th>Capable of executing works of value of each individual contract (RS.)</th> </tr> </thead> <tbody> <tr> <td>F</td> <td>above 8 lakhs & upto 16 lakhs</td> </tr> <tr> <td>G</td> <td>above 3 lakhs & upto 8 lakhs</td> </tr> <tr> <td>H</td> <td>above 1 lakh & upto 3 lakhs</td> </tr> <tr> <td>I</td> <td>Upto 1 lakh</td> </tr> </tbody> </table>	CLASS	Capable of executing works of value of each individual contract (RS.)	F	above 8 lakhs & upto 16 lakhs	G	above 3 lakhs & upto 8 lakhs	H	above 1 lakh & upto 3 lakhs	I	Upto 1 lakh	<p><u>Classification</u> Based on the financial capacity for executing jobs/works of specified value, contractors shall be registered in the following classes:</p> <p style="text-align: center;"><u>TABLE-I</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">CLASS</th> <th>Capable of executing works of value of each individual contract (RS.)</th> </tr> </thead> <tbody> <tr> <td>E</td> <td>above 16 lakhs & upto 25 lakhs</td> </tr> <tr> <td>F</td> <td>above 8 lakhs & upto 16 lakhs</td> </tr> <tr> <td>G</td> <td>above 3 lakhs & upto 8 lakhs</td> </tr> <tr> <td>H</td> <td>above 1 lakh & upto 3 lakhs</td> </tr> <tr> <td>I</td> <td>Upto 1 lakh</td> </tr> </tbody> </table>	CLASS	Capable of executing works of value of each individual contract (RS.)	E	above 16 lakhs & upto 25 lakhs	F	above 8 lakhs & upto 16 lakhs	G	above 3 lakhs & upto 8 lakhs	H	above 1 lakh & upto 3 lakhs	I	Upto 1 lakh											
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3 6.2.2 However, a contractor may register for more than one category under the same class on payment of additional registration fees as follows:
TABLE-III

CLASS	Non refundable registration fee for	
	one category	each additional category
F	Rs. 8000	Rs. 2500
G	Rs. 6000	Rs. 2000
H	Rs. 2500	Rs. 1000
I	Rs. 750	Rs. 400

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

However, a contractor may register for more than one category under the same class on payment of additional registration fees as follows:
TABLE-III

CLASS	Non refundable registration fee for	
	one category	each additional category
E	Rs. 10000	Rs. 3500
F	Rs. 8000	Rs. 2500
G	Rs. 6000	Rs. 2000
H	Rs. 2500	Rs. 1000
I	Rs. 750	Rs. 400

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

4 5.0 of ANNE XURE -II APPLIED CLASS & CATEGORY
 Indicate the following for which registration is sought :

Sl. No.	Intended CLASS	Intended CATEGORY (No & name)	Intended Sub-category (No & name)
	F G H I		

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 Indicate the following for which registration is sought :

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5 I of ANNE XURE -II (ENCLOSURE) CLASSIFICATION
 Registration of contractors in VSP will be done as per the following classification:
Capable of executing works of value of each individual contract

Class F-- above Rs. 8 lakhs & upto Rs.16 lakhs
 Class G-- above Rs. 3 lakhs & upto Rs.8 lakhs

CLASSIFICATION
 Registration of contractors in VSP will be done as per the following classification:
Capable of executing works of value of each individual contract

ClassE -- above Rs. 16 lakhs & upto Rs.25 lakhs
 Class F-- above Rs. 8 lakhs & upto Rs.16 lakhs
 Class G-- above Rs. 3 lakhs & upto Rs.8 lakhs

		Class H-- above Rs. 1 lakh & upto Rs.3 lakhs Class I -- Upto Rs. 1 lakh	Class H-- above Rs. 1 lakh & upto Rs.3 lakhs Class I -- Upto Rs. 1 lakh																																					
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8	5 of ANNE XURE -III	Class of registration : F / G / H / I	Class of registration : _____																																					

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Procedure for Registration of contractors
(PO/03/03,Rev.no-1, dt. 27/07/04)

Amendment No.2

Dt:08/11/07

Sl. No.	Cl. No.	EXISTING	AMENDED																								
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PROCEDURE FOR REGISTRATION OF CONTRACTORS
(PO/03/03, Rev no-1. dt. 27/07/2004)

AMENDMENT NO. 3 Dt: 08/06/2009

Sl. No.	Clause No.	EXISTING	AMENDED
1	Sl.no 11 of cl.no. 3.	NIL	11) Statutory requirement of inspection/ auditing
2	Sl.no 11.0 of Annexure-I	NIL	11.0) <u>Statutory requirement of inspection/ auditing</u> 11.1) Inspection of Lifting Equipment, Pressure Vessels and Elevators
3	Sl.no 11.0 under II of Annexure-II (enclosure)	NIL	11.0) <u>Statutory requirement of inspection/ auditing</u> 11.1) Inspection of Lifting Equipment, Pressure Vessels and Elevators
