



**APPLICATION FOR  
REGISTRATION OF  
CONTRACTORS (WORKS)**

***Maintenance Department***

***Chennai Petroleum Corporation Limited***  
***(A group company of IndianOil)***  
***Cauvery Basin Refinery***  
***Panangudi, Nagapattinam – 611 002***  
***TAMIL NADU – INDIA***

***Tel. : +91 4365 256410***

***Fax : +91 4365 256415***



Cost of application Rs. 500/-

**CHENNAI PETROLEUM CORPORATION LIMITED  
CAUVERY BASIN REFINERY  
MAINTENANCE DEPARTMENT**

**Application for Registration of Contractors (Works) in CPCL – CBR**

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MAINTENANCE DEPARTMENT**

**Application for Registration of Contractors (Works) in CPCL – CBR**

**Chapter - 1**

**General Information**

**CHENNAI PETROLEUM CORPORATION LIMITED, a group company of IndianOil has a refinery unit called Cauvery Basin Refinery (CBR) is located at Panangudi village, Nagapattinam District, TamilNadu, with a capacity of 1.0 MMTPA. It is an ISO certified Refinery with commitment to Quality, Environment, occupational Health and Safety.**

CPCL-CBR intends to register competent Contractors / Firms/ Agencies with sound technical expertise and financial capabilities, fulfilling our requirements stated in the application, for various crafts, to carryout Operation & Maintenance of the Refinery. The various categories of works that are used in the Refinery are listed in Chapter 5, of this application form.

The procedure for registration of firms for Works / Services (Contracts) is detailed below. The contractors are requested to carefully read the ***“Instructions to Contractors”*** listed in Chapter 2, **before filling this form.**

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**Chapter - 2**

**Instructions to Contractors**

- a. This form is divided into eight (8) Chapters as detailed below :

- Chapter 1    General information about CPCL-CBR
- Chapter 2    This chapter contains, general information like Do's & Don'ts, Submission of application, Period of validity of Registration, etc.
- Chapter 3    This chapter deals with the information required about the Applicant's firm.
- Chapter 4    Deals about the requirements such as Mandatory, Qualifying and General requirements expected from the contractors.
- Chapter 5    Deals about Categories of works for which Registration is sought for.
- Chapter 6    Format to furnish the craft of work for which registration is sought for.
- Chapter 7    This chapter describes about the "List of Documents & Enclosures" to be enclosed along with the application.
- Chapter 8    "Data sheet" for scrutinizing the application in a faster manner.
- Chapter 9    Declaration by the contractor.

- b. Interested Contractors / Agencies fulfilling the requirements stipulated in Chapter 4, shall fill-up this application form. Contractors shall select the craft from various disciplines (Category of works, listed in Chapter 5) for which they intend to register along-with Description and Code No. and the same has to be indicated in the appropriate place provided in chapter 6. Contractors shall also fill the Data Sheet provided in Chapter 8, in order to scrutinize the application in a faster manner.

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- c. In case of receipt of incomplete documentation, for other than minimum mandatory requirements, Contractors shall be given an opportunity to furnish the missing data. In case, the Contractor is not able to furnish the missing data within a period of **7 days** from the date of intimation, their application shall not be processed further.
- d. Follow-up by any means or influencing through internal / external sources shall make the application of such Contractors, be summarily rejected.
- e. The Contractor or their Authorised Representative shall affix signature with office seal, at the bottom of each page.
- f. Based on the details / documents furnished, further assessment would be done by obtaining feedback from their clients for whom they have already executed the works and the infrastructure available, depending upon the need. Incorrect information, if any, will make the application / registration, liable for cancellation.
- g. Contractors who fulfill the criteria required for registration shall be issued with a registration letter and their name would be kept in the CPCL-CBR's "Master Contractor list" (MCL).
- h. Registration shall be valid for a period of three years.
- j. This Registration shall be for the purpose of inclusion of Contractor's name in CPCL-CBR's "Master Contractor List" (MCL) and shall in no way guarantee regular issue of contracts.
- k. Retention of Contractor's firm in Master Contractor List (MCL) shall be subject to satisfactory performance on execution of works.
- l. Registration will be cancelled at any time, if the firm repeatedly not responding to our enquiries.
- m. CPCL-CBR reserves the right to cancel the registration process without assigning any reasons and prior notice.

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- n. This form can be either collected during any working day (Monday - Friday) between 09.00 hrs and 15.00 hrs from the Office of Senior Manager (Maintenance), Room No. 4, Maintenance Workshop, CPCL-CBR, Panangudi, Nagapattinam - 611002, Tamil Nadu, INDIA, on written request and on payment of document fee of **Rs.500/-** by way of a crossed **Demand Draft**, drawn from any Nationalized / Scheduled Bank, in favour of **Chennai Petroleum Corporation Limited, payable at Nagapattinam.**

**OR**

The application can also be downloaded from CPCL's website (i.e. [www.cpcl.co.in](http://www.cpcl.co.in)). In case of downloading the application from website, the applicant has to ensure that the application is strictly as per the order indicated in the "Master Index" The application submitted so, will be considered for evaluation only if it is accompanied with required application fee of **Rs.500/-** by way of Demand Draft, stated above. The applicants, who submit their applications by downloading from web site, are bound only by hardcopies, which are available with CPCL-CBR, in case of any discrepancy with any part of the application.

- p. Cost of application is exempted for applicants who have been registered with SSI, NSIC and CPSEs on production of documentary evidence.

**Request for sending application by post / courier or any other mode, shall not be entertained. Money Orders, Cheques, Postal Orders or Letter of Credit, will not be accepted towards the cost of application.**

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Form should be clearly typewritten / handwritten and returned along-with relevant supporting documents, superscripting “**Application for Registration of Contractors (Works) in CPCL-CBR**” in sealed envelope, addressed to

***SENIOR MANAGER (MAINTENANCE)***  
***Chennai Petroleum Corporation Limited,***  
***Cauvery Basin Refinery***  
***Panangudi, Nagapattinam – 611 002***  
***TAMILNADU, INDIA.***

**ON or BEFORE 14.03.2006, 14.00 Hrs.**

Any application received after stipulated closing Date & Time mentioned above, is liable for rejection and will be returned unopened to the applicant.

Applicant shall ensure that, the application is submitted only at the above address, before the stipulated closing Date and Time. Applications submitted in other departments of CPCL-CBR, and not reached the above address, before the stipulated closing Date & Time shall be considered as **Late application** and liable for rejection.

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**Application for Registration of Contractors (Works) in CPCL – CBR**

**Chapter - 3**

**General information about the Firm**

1. Name of the firm :

2. Address of the firm :

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**Pin Code :** \_\_\_\_\_

3. Nature of the firm : (Put a " X " against the right one)

- |                               |                          |
|-------------------------------|--------------------------|
| <i>a. Proprietorship</i>      | <input type="checkbox"/> |
| <i>b. Partnership firm</i>    | <input type="checkbox"/> |
| <i>c. Private Limited</i>     | <input type="checkbox"/> |
| <i>d. Public Limited</i>      | <input type="checkbox"/> |
| <i>e. PSU</i>                 | <input type="checkbox"/> |
| <i>f. Others (to specify)</i> | <input type="checkbox"/> |

4. Telephone No. :

5. Fax No. :

6. E-mail id :

7. Home page (if any) :

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**Application for Registration of Contractors (Works) in CPCL – CBR**

**Chapter - 4**

**Requirements for a Contractor**

Contractors interested in registering with CPCL-CBR, for Works / Services shall fulfill the following requirements:

- 1. Mandatory requirements**
- 2. Qualifying requirements**
- 3. General requirements**

**1. Mandatory requirements:**

The following information shall be treated as mandatory requirements, which also forms part of the qualifying criteria. The Contractors, who do not meet the mandatory requirements, will not be considered for further scrutiny and their application would be summarily rejected without any notice. Hence, it is the responsibility of the Contractors to furnish the relevant documents as proof in compliance with the mandatory requirements in the first instance itself.

**a) ESI Registration details**

- i) Registration Number :
- ii) Date of Registration :
- iii) Issuing Authority :

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**b) EPF Registration details**

- i) Registration Number :
- ii) Date of Registration :
- iii) Issuing Authority :

**c) Service Tax Registration details**

- i) Registration Number :
- ii) Date of Registration :
- iii) Issuing Authority :

**d) Particulars of the latest Income Tax Return:-**

- i) Registration Number :
- ii) Date of Registration :
- iii) Issuing Authority :

**2. Qualifying requirements:**

Applicant shall produce copies of contracts of maximum order values for the applied craft, which have been successfully executed and completed during the preceding 5 years ending 31.12.2005.

The maximum financial limit for the agency, in the intended craft, would be arrived based on the copies of work orders produced, which complies with both Technical and financial capabilities as detailed below.

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Value category No.	Value limit in Rs.	Qualifying requirements						
		Technical			&	Financial		
		Value of completed works during the preceding 5 years ending 31.12.2005			&	The average annual financial turnover of the last 3 financial years ending 30.04.2005.		
1	Up to 1 Lakh	One work of value not less than Rs. 0.75 Lakh	OR	Two works of value not less than Rs. 0.5 Lakh each	OR	Three works of value not less than Rs. 0.10 Lakh each	&	Should be not less than Rs. 1 Lakh
2	Above 1 Lakh Up to 3 Lakh	One work of value not less than Rs. 2.0 Lakh	OR	Two works of value not less than Rs. 1.5 Lakh each	OR	Three works of value not less than Rs. 1.0 Lakh each	&	Should be not less than Rs. 3 Lakh
3	Above 3 Lakh Up to 5 Lakh	One work of value not less than Rs. 4.0 Lakh	OR	Two works of value not less than Rs. 2.5 Lakh each	OR	Three works of value not less than Rs. 2.0 Lakh each	&	Should be not less than Rs. 5 Lakh
4	Above 5 Lakh Up to 10 Lakh	One work of value not less than Rs. 8.0 Lakh	OR	Two works of value not less than Rs. 5.0 Lakh each	OR	Three works of value not less than Rs. 3.0 Lakh each	&	Should be not less than Rs. 10 Lakh

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Value category No.	Value limit in Rs.	Qualifying requirements						
		Technical			&	Financial		
		Value of completed work during the preceding 5 years ending 31.12.2005			&	The average annual financial turnover of the last 3 financial years ending 30.04.2005.		
4	Above 10 Lakh Up to 15 Lakh	One work of value Rs. 12 Lakh	OR	Two works of value not less than Rs. 7.5 Lakh each	OR	Three works of value not less than Rs. 6 Lakh each	&	Should be not less than Rs. 15 Lakh.
5	Above 15 Lakh Upto 50 Lakh	One work of value above Rs. 15 Lakh	OR	Two works of value above Rs. 10 Lakh each	OR	Three works of value above Rs. 7.5 Lakh each	&	Should be not less than Rs. 50 Lakh.

**3. General Requirements**

The proof documents for the following are also need to be enclosed.

1. PAN No. :
2. Audited balance sheet :
3. Minimum acceptable Tender value :
4. ECS details :
5. HSE policy :
6. Quality Policy :

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**Chapter - 5**

**Categories of Works**

**Craft - CIVIL**

<b>Sl. No.</b>	<b>Code No.</b>	<b>Description</b>
1	C-1	Construction of Residential / Industrial Buildings.
2	C-2	Construction of Roads & Culverts.
3	C-3	Civil & Structural Works.
4	C-4	Painting of buildings.
5	C-5	Refractory – Acid / Alkali proof Tiles lining works / Epoxy lining/ coating on RCC structures.
6	C-6	Repair / Maintenance of buildings / Plant equipment foundations / Roads / Oily Water Storage / Sewage Water Storage & Plumbing works.
7	C-7	Plant / Building Housekeeping and Sanitation works.
8	C-8	Pre & post constructional – Anti-termite treatment, Pest control and Rodent control.
9	C-9	Interior Decorative works (Aluminium / Wooden partitioning / False Ceiling / Wall Paneling, etc.)
10	C-10	Machinery Hirers (Excavators / Bulldozers / Pocalin)

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**Craft – CIVIL** (contd..)

<b>Sl. No.</b>	<b>Code No.</b>	<b>Description</b>
11	C-11	Site grading work
12	C-12	Pile foundation work
13	C-13	Grass / Tree cutting
14	C-14	Soil investigation & testing
15	C-15	Water proofing for building

**Craft - MECHANICAL**

<b>Sl. No.</b>	<b>Code No.</b>	<b>Description</b>
1	M-1	Fabrication & Erection of Piping – CS / SS / AS (Non-IBR) & Equipment Erection.
2	M-2	Fabrication & Erection of Piping – CS / SS / AS (IBR) & Equipment Erection. [IBR Approved Agencies only]
3	M-3	Overhauling / Repair & Maintenance of Rotary machinery / Filters / Pumps / Compressor / Turbine / fans / related Equipment etc.,
4	M-4	Rubber lining of Pipes & Vessels.
5	M-5	FRP / Epoxy Lining of Pipes and Vessels.
6	M-6	Supply & Erection of HDPE/PVC/UPVC/PP/GRP Piping.

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Sl. No.	Code No.	Description
7	M-7	Online leak arresting of Steam/ Hydrocarbon/ Water/ Air/ Solvent, etc.
8	M-8	Chemical Cleaning / Hydro-blasting / Testing of Heat Exchangers / Coolers / Condensers / Re-Boiler.
9	M-9	Re-Tubing of Exchangers / Condensers / Coolers.
10	M-10	Overhauling / repair and testing of Safety Valves / Motorized Valves, and all other types Valves.
11	M-11	Fire Retardant coating for Pipelines / Structural.
12	M-12	Machining / Reconditioning of Machinery / special coating of equipment spares / Balancing.
13	M-13	Overhauling of Diesel Engines
14	M-14	Repair & maintenance of Hydrocarbon storage vessels like Spheres / Bullets to meet statutory requirement (CCE Approved agencies)
15	M-15	Re-babbiting of bearings / Casting of spare parts / Aluminum, Cast Iron, Bronzes / Aluminum welding etc.,
16	M-16	Repairs and Maintenance of Product storage tanks up to 20 Mtrs. Dia (both Cone / Floating Roof).
17	M-17	Repairs and Maintenance of Product storage tank above 20 Mtrs and up to 52 Mtrs. Dia (both Cone / Floating Roof)
18	M-18	Plant Shutdown - Mechanical Jobs
19	M-19	Miscellaneous jobs like cleaning of DM Plant vessels, Scaffolding Erection, Cleaning of Surge Pond, Guard Pond, Oil Sewer Basin , Dewatering , Removal of Oil, Sludge, mud, etc and transporting to designated area, and other sundry jobs.

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Signature of Contractor with Office Seal

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**Craft - ELECTRICAL**

Sl. No.	Code No.	Description
1	E-1	Operation & Maintenance of central Air Conditioning plants, Package and split A/C units.
2	E-2	Maintenance of window Air conditioners, Coolers, Refrigerators, Deep – freezers.
3	E-3	Repair & maintenance of transformers, welding generator (AC/DC)
4	E-4	Rewinding, Overhauling & Testing of LT Motors, Exhaust fans, ceiling fans.
5	E-5	Rewinding, Overhauling & testing of HT Motors.
6	E-6	Electrical Works Like-Cable laying, testing of earth pits, testing of Fire alarm systems, Installation of electrical equipment in hazardous location like Refinery, Petrochemical, LPG Plant, etc.,
7	E-7	Cathodic Protection survey

**Craft - INSTRUMENTATION**

Sl. No.	Code No.	Description
1	I -1	Installation, Calibration and Testing of all types of Instruments and Control Valves, Test Instruments, etc.
2	I -2	Preventive, Breakdown maintenance jobs for Instruments including Cleaning, Calibration and testing of Instruments / Control Valves, Installation of Instrument Panels, Erection of Impulse Piping, Laying of Trays, Cabling, etc.



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**Chapter - 7**

**Check List for Enclosures**

The applicant shall ensure to enclose documentary proof (s) for the following:

**1. Mandatory requirements:**

**Enclosed**

(Put a "✓" against each one)

- |   |                          |
|---|--------------------------|
| a. ESI Registration                                       | <input type="checkbox"/> |
| b. EPF Registration                                       | <input type="checkbox"/> |
| c. Service Tax Registration                               | <input type="checkbox"/> |
| d. Latest ITCC / IT return acknowledgement / Refund order | <input type="checkbox"/> |

**2. Qualifying requirements:**

- |  |                          |
|--|--------------------------|
| a. Copy of work orders   | <input type="checkbox"/> |
| b. Copy of completion certificate for the referred work orders | <input type="checkbox"/> |
| c. Annual turnover for the three preceding years               | <input type="checkbox"/> |

**3. General requirements:**

- |  |                          |
|--|--------------------------|
| a. PAN NO.   | <input type="checkbox"/> |
| b. Audited Balance sheet for the three preceding years       | <input type="checkbox"/> |
| c. NSIC (Applicable for Small Scale Industries)              | <input type="checkbox"/> |
| d. Enrollment as "Registered Contractors" in other firms     | <input type="checkbox"/> |
| e. Solvency certificate with various credit limits by banker | <input type="checkbox"/> |
| f. ECS   | <input type="checkbox"/> |
| g. Minimum acceptable tender value                           | <input type="checkbox"/> |
| h. Details of "Quality Policy"                               | <input type="checkbox"/> |
| j. HSE Policy  | <input type="checkbox"/> |

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**Chapter – 8 DATA SHEET**

(Please "✓" mark wherever applicable)

<b>Name of the firm</b>								<b>Phone No.</b>			
<b>Address</b>								<b>Mobile No.</b>			
								<b>Fax No.</b>			
								<b>E-mail ID</b>			
<b>Type of Firm</b>	<b>Propr</b>	<b>Yes/No</b>	<b>Partner</b>	<b>Yes/No</b>	<b>Pvt.,</b>	<b>Yes/No</b>	<b>Ltd.,</b>	<b>Yes/No</b>	<b>Others</b>		
	<b>SSI</b>	<b>Yes/No</b>	<b>NSIC</b>	<b>Yes/No</b>	<b>CPSE</b>	<b>Yes/No</b>	<b>ISO</b>	<b>Yes/No</b>	<b>Others</b>		
<b>Craft for which, applied for registration</b>											
<b>Code No.</b>		<b>Description</b>				<b>Code No.</b>		<b>Description</b>			
<b>Mandatory requirements</b>		<b>ESI Registration No.</b>		<b>EPF Registration No.</b>		<b>Service Tax Registration No.</b>		<b>Latest ITCC / IT return ack. / Refund order</b>			
								<b>Yes / No</b>			
<b>Qualifying requirements</b>		<b>Name of the qualifying work (s)</b>				<b>Value in Rs.</b>		<b>Completed within the Schedule</b>		<b>Completion certificate enclosed</b>	
		<b>1.</b>						<b>Yes / No</b>		<b>Yes / No</b>	
		<b>2.</b>						<b>Yes / No</b>		<b>Yes / No</b>	
		<b>3.</b>						<b>Yes / No</b>		<b>Yes / No</b>	
		<b>Preceding 3 years annual turn over</b>									
2001 - 2002				2002 - 2003				2003 – 2004			
<b>General Requirements</b>		<b>PAN NO.</b>				<b>Minimum acceptable tender value in Rs.</b>				<b>ECS details</b>	
										<b>Yes/No</b>	
		<b>Quality Policy</b>				<b>HSE Policy</b>				<b>Solvency certificate</b>	
		<b>Yes/No</b>				<b>Yes/No</b>				<b>Yes/No</b>	

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**Chapter - 9**

**Declaration**

**I / We, the undersigned hereby declare to the best of my / our knowledge and belief that the particulars furnished under this application are true and accurate. I / We agree that any incorrect information furnished in this form may render my / our application invalid.**

\_\_\_\_\_  
**SIGNATURE OF AUTHORIZED SIGNATORY**

**NAME :**

**DESIGNATION :**

**OFFICE SEAL :**

**DATE :**