

Numaligarh Refinery Limited

(A Government of India Enterprise)

REGISTRATION OF VENDOR FOR SUPPLY CONTRACT AT NRL

IMPORTANT INSTRUCTIONS

- Numaligarh Refinery Limited, Numaligarh, Assam is planning to register competent vendors/ agencies having experience / capability to supply the items, for which the Registration is sought. For list of items procured by NRL, please refer Attachment – 1 (Section -1 to 12)
- Vendors shall apply as per the Vendor Registration Form given below.
- The Vendor Registration (V.R.) Form is to be completed in all respects. If any item is not relevant, please write “Not Applicable”.
- Submission of incomplete application/short receipt of documents shall be sufficient cause for outright rejection and no further correspondence shall be entertained.
- Non-submission of any of the documents as mentioned in the application form or incomplete form may lead to rejection.
- Physical verification of facilities as well as statements made / submitted will be carried out, as necessary. Misinformation, if any, will made the registration liable to be cancelled.
- Do not enclose any other document unless specially asked for.
- Each page of the V.R. Form to be duly signed at the bottom.
- Application form completed in all respect with necessary documents attached shall be submitted before **31.10.2006** at either of the following address

A) **Project Coordinator, Attn : Mr. RC Sharma**
M/s Projects & Development India Ltd.
CIFT Building, Sindri, Dhanbad – 828 122
Phone No. 0326 - 2350807 ; Fax No. : 0326-2251272 / 2251282
E-Mail : rc_sindri@sify.com / rcsindri@sify.com

B) **Chief Manager (Commercial), Attn : Mr. D Choudhury**
M/s Numaligarh Refinery Limited,
P.O : Numaligarh Refinery Complex, Numaligarh - 785 699
Dist. : Golaghat, Assam.
Phone No. 03776-265415 ; Fax No. : 03776-265514
E-Mail : debashish.choudhury@nrl.co.in

Further, for any clarification you may contact either of the above officials.

- NRL reserves the right to accept or reject any or all application without assigning any reasons.

APPLICATION FOR REGISTRATION OF INDIGENOUS VENDOR IN NRL (2006-07)

A. Category of Registration :

	Item no. & description
Please indicate the items for which registration is sought (- You shall select only areas of your core competency - May select one or more items depending on competency)	(Item list is as per Attachment – 1, Section 1 to 12.0)

B. General Information :

Registered Name of the Firm	
Head Office/Registered Office : Address/ City/ State Pin Code Details of Contact person Name & designation : Telephone / Mobile No / Fax / E-Mail	
Works Address : Address/ City/ State Pin Code Details of Contact person Name & designation : Telephone / Mobile No / Fax / E-Mail	
Branch Office in Eastern Region, if any Address: Address/ City/ State Pin Code Details of Contact person Name & designation : Telephone / Mobile No / Fax / E-Mail	
Associate Companies [Attach sheet if required] Address/ City/ State Pin Code Details of Contact person Name & designation : Telephone / Mobile No / Fax / E-Mail	

C. Status of the Firm : Please specify & enclose relevant document

	Particulars	Relevant document submitted
Registration No. under factories / Companies Act.		Yes/ No
C.S.T Registration No		Yes/ No
State VAT Registration No		Yes/ No
Trade License No.		Yes/ No
NSIC / SSI Registration No		Yes/ No
Excise Details : Excise Code No Excise Registration No. Excise Range & Division Nos. Excise Collectorate		Yes/ No
PAN No.		Yes/ No
Service Tax Regd. No.		Yes/ No
Service Tax Regd. No.		Yes/ No

D. Organization Details**1. Constitution :**

Type of Organization (Strike out those not applicable)	Documents to be enclosed (Enclosure – I)	
Sole Proprietorship	Registration Certificate	Yes / No
Partnership	Partnership deed	
Private Ltd.	Prospectus, Memorandum of Association, Articles of Association	
Public Sector/Public Ltd	Prospectus, Memorandum of Association, Articles of Association	

2. Maximum Value of order executed :

Financial Year	Order Value in Rs. in lakhs	Documents submitted	
2004 – 2005		Purchase Order copy	Yes / No
2003 – 2004			Yes / No
2002 – 2003			Yes / No

3. Additional Details

	Please confirm the details
Whether the supplier is a manufacturer, distributor or agent	
Whether you have any collaboration (financial/ technical) with foreign or domestic firm. If yes, please provide the address of the same	
<u>For Manufacturer</u> a) Details of items manufactured (along with the Catalogues, Price List, Brochures, Technical information, specifications etc) and average delivery time taken from the date of placement of order (Use separate sheet if required) b) In case the Factory comes under the purview of Industrial Regulation Act, a copy of licence may be furnished c) In case the Factory comes under "Small Scale Category", please state whether it is registered with N.S.S.I.C/S.S.I.C (please enclose Xerox copy)	
<u>For Distributor / Agent</u> a) Please indicate the items for which the agency is having the dealership (Use separate sheet if required). Enclose copy of authorization for distributorship/ dealership granted by the Principal (Dealership/ Distributorship Agreement) and state the territory assigned) b) Details of items marketed along with the Catalogues, Price List, Brochures, Technical information, specifications etc). State details about agency of local items / imported items c) Mention the name (s) & address (es) of manufacturers and your principal suppliers / point of quality control and submit their catalogues / brochures / technical information / specifications etc d) Is the applicant an Agent of any Foreign Firm (Pls. give details)	

E. Financial Details

1. Banker's Details :

Name	
Branch	
Address / City / State/ Pin code	

2. Financial Position :

Particulars	Rs. in lacs	Documents submitted	
BG Limit		Banker's Certificate	Yes / No.
Overdraft / Cash credit limits with Banker		Banker's Certificate	Yes / No.

3. Annual Turnover :

Particulars	Rs. in Lakhs		
	2002 - 2003	2003 - 2004	2004 - 2005
Net Profit			
Turnover			

(Audited Balance Sheet & Profit & Loss A/c shall be furnished)

4. Penalty

Particulars	Rs. in Lakhs		
	2002 - 2003	2003 - 2004	2004 - 2005
LD paid or forfeiture of BG if any			

E. Resources Available :

	Design Office	Shop floor	Quality Control	Others
Engineers				
Other executives				
Skilled workman				
Un-skilled workman				
Computers				
Softwares				

F. Equipment / Facilities Details :

1. Factory/ Workshop Details :

Factory / Workshop Owned?	Yes / No.
Covered Area of Factory / workshop	
Location	

2. Tools / Plants / Machinery :

Capacity :	Extensive / Moderate/ Less/ None (Pl. tick the appropriate one)	List of Equipments submitted	Yes / No.
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3. Facilities Available :

Facilities available for design / drafting :	Yes / No
QA/QC Lab & Testing facilities :	(Please provide details of QC system and procedure followed in your unit)

4. QA/ QC Details :

Quality Policy / System if any (ISO or similar) :	Yes / No
Have you received any quality system certification?	Yes / No (If yes, please attach the certificate copy)
Are you authorized to use ISI mark (Yes/ No)	Yes / No (If yes, please attach the certificate copy)
Approvals from the statutory authorities and other organizations such as IBR/ Chief Controller of Explosives (CCE)/ API/ ASME/ BASEEFA/ CENELEC, whichever is applicable.	(Please specify & enclose copy of approval)
Name of statutory / independent inspection agencies under whom your company have executed orders :	
Whether the applicants are open to inspection of materials/premises/records by representatives of NRL	Yes / No

G. Registration With Other Organizations :

1. Other Registrations

Particulars		Name of organization	Items for which Registered
With EIL, PDIL, TEIL, Bechtel and Flour Daniel	Yes / No		
Other oil companies	Yes / No		
Other PSU	Yes / No		
Govt. / Semi Govt. Authorities	Yes / No		

(Registration certificate to be enclosed)

H. Other details

1.	Whether the applicant has executed any order in the past for NRL?	Yes / No
	Order No.	
	Value (Rs. in lacs) : (Please indicate the job with highest value)	

2.	Whether the applicant has been blacklisted or removed or de-registered from the approved list by any organization in the past ?	Yes / No
	Name of organization :	
	Date of Blacklisting :	
	Reason of Blacklisting :	

3.	Whether the applicant has gone for Arbitration/Litigation for any of the past works with any organization ?	Yes / No
	Name of organization :	
	Nature or Arbitration :	

4.	Whether the applicant has any dismissed employee of the corporation in his employment ?	Yes / No
	Names of dismissed employees :	

H. Customer Reference

Please provide references of at least three customers served in the states that you are quoting for.

1.

Name & Address	
Contact Person : Name/ Telephone/ Fax/ E Mail	
Approximate Billing Range	
Year from which the customer is being serviced	

2.

Name & Address	
Contact Person : Name/ Telephone/ Fax/ E Mail	
Approximate Billing Range	
Year from which the customer is being serviced	

3.

Name & Address	
Contact Person : Name/ Telephone/ Fax/ E Mail	
Approximate Billing Range	
Year from which the customer is being serviced	

DECLARATION BY THE APPLICANT AGENCY

- I. I / We certify that I/We will not get myself / ourselves enlisted as supplier(s) in the Undertaking under more than one name.
- II. a) I certify that I did not retire as an employee of this Undertaking during the last two years. I also certify that I have neither such a person under my employment nor shall I employ any such person within two years of his retirement from this undertaking except with the prior permission of the undertaking (For individuals seeking registration in their own name).
- b) We certify that none of the partners/Directors retired as employees of this undertaking during the last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of Undertaking (For limited companies and partnership firms).
- III. I/ We hereby confirm that the above information is true to the best of my / our knowledge & belief.
- IV. I / We also undertake that, if at any stage, the above information are found to be incorrect, NRL shall reserve the right to cancel my /our registration, at any time, without notice, at its discretion.

We hereby accept the "Terms and Conditions of Registration" as stipulated in Attachment -A to this form.

Signature :

(Seal of company)

Name in block letters :

Designation :

Place :

Date :

Please note : NRL reserves the right to reject any application without giving any reasons

TERMS AND CONDITION OF REGISTRATION

1. Please note that you should abide the General Terms and Conditions of Purchase as contained in the Enquiry Documents of NRL and instructions given in application form as amended from time to time and persistent failure on your part to abide by the same may result in cancellation of registration.
2. The performance of the supplier shall be evaluated continuously by NRL and satisfactory performance against the respective contracts will be criteria for continuation of registration.
3. Your technical capacity will be verified from time to time as decided by NRL. If necessary you should thereof keep NRL informed of the changes in specification or if you discontinue production of any item.
5. All the documents having specific validity period like license certificate, ITCC, Balance Sheet should be furnished when ever they become due. Changes in constitution, merger/amalgamation/takeover/dissolution or liquidation and changes. If any in the name and address of your firm/partner/proprietors/directors of constituted attorney etc. including plant and machinery technical skill, brand products line etc. should be forwarded to NRL when they occur . All these information and documents may be furnished well in time so that necessary details may be updated in the SAP system of NRL. Any laxity of failure to comply with this requirement should be viewed seriously and may result in cancellation of registration.
- 5 As a registered supplier your are required to maintain absolute integrity follow a decent standard of business and do unbecoming of registered supplier.
- 6 Application of inclusions of additional items in your permanent registration certificate can be made directly to NRL in prescribed form and date to be informed later.
- 7 Registration on the approved list does not guarantee award of any order in your favour.
- 8 In all your future correspondence with regard to registration, please quote always Regn. Number given at the top
- 9 Whenever you are required to produce a coy of registration certificate, you should produce copies of the original certificate along with all documents (including addition/deletion etc)
- 10 NRL has a right to add or delete firm and alter or amend any of the above terms & conditions and such additional /deletion amendments and alteration shall also be applicable to the firm already registered from the date when they come into effect
11. **NRL reserves the right not to issue the enquiry to any Registered agency in any particular case, and also to suspend, remove, demote or black list the contractors name in certain circumstances.**
- 11 I/We have read the above terms & conditions for grant of registration, carefully and agreed to abide by them.

Name & Signature of the Applicant