

CHAPTER 5

REGISTRATION OF CONTRACTORS

Updated upto 27-02-2006

CHAPTER 5

Registration of Contractors

SECTIONS

- 5.01 - Invitation of Application
- 5.02 - Scrutiny of Applications
- 5.03 - Registration

Annexures CMF 5.01 to CMF 5.06

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Responsible	Action	Timing
CMS/CTD	<p>1. Put up proposal for approval of GM(CMS/CTD) for publication of Notice inviting application for empanelment as Registered Contractors who shall be intimated by post of the floating of Tender (for contract work valuing Rs.50 lakhs and above) from time to time.</p> <p>(Action to be initiated by CMS/CTD at least 90 days before the anticipated date of publication of the Notice or the expiry of the validity period of the existing panel, if any, as may be applicable).</p> <p>2. On receipt of approval, inform all Project GMs, Area GMs and other technical departments and project management divisions, of the proposed invitation for empanelment as Registered Contractors, advising to send the following particulars within a specified period through the respective PMS, at the company head quarter:</p> <p>(a).Type of work in hand to be contracted during the next 3 years for value of Rs.50 lakhs and above for the area/project</p> <p>(b) Board details indicating nature of work to be specified in the Notice inviting applications</p> <p>(c) Estimated cost as per project/works estimate sanction (original or revised as the case may be) for each work to be contracted classified under :</p> <p>Category 'A' - above Rs.20 crores Category 'B' - above Rs.10 crores upto Rs.20 crores Category 'C' - above Rs. 5 crores upto Rs.10 crores Category 'D' - above Rs. 2 crores upto Rs. 5 crores Category 'E' - above Rs.50 lakhs upto Rs. 2 crores</p> <p>(d).Description of respective places of work for identification of the site as far as practicable</p> <p>(e).Special characteristic of work, if, any, e.g. requirement of special type of equipment, any precision job, technical know how etc.</p>	<p>1 day</p> <p>Within 2 weeks from approval</p>

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	<p>NOTES: For identification of various works grouped under a particular type of work, requirements of similar or near similar technical competence and knowhow should be the guidelines. For example :</p> <p>(i) Civil Works: Construction of residential buildings, industrial buildings, office complex, hospital complex, other utilities, etc.</p> <p>(ii) Civil works: Construction of approach roads, bridges, railway sidings, other civil works etc.</p> <p>(iii) Turnkey Contract: Design, engineering, manufacture, supply, erection, testing, trial run and commissioning of Coal Handling Plant.</p> <p>(iv) Turnkey Contracts: Design, engineering, manufacture, supply, erection, testing, trial run and commissioning of Washeries.</p> <p>(v) Turnkey Contracts : Design, engineering, manufacture, supply, erection, testing, trial run and commissioning of water supply/treatment plant.</p> <p>(vi) Design, engineering including civil construction, manufacture, supply, erection of machineries and equipments, handing over after satisfactory performance test of work shops.</p> <p>(vii) Underground Works : Shaft sinking, incline drivage, and other civil engineering works in underground.</p>	
	3. Receive the particulars from the respective PMS.	Within 15 days
	4. Examine the particulars and determine the types of contract work in hand for each category - A,B,C,D & E (as indicated in step 2(c) - for each area/project.	Within 3 days
	5. Finalise in association with the respective PMS, the types of work and the categories (valuewise) for which registration of contractors should be done.	5 days
	6. Obtain approval of the competent authority for registration finalised at step 5 above.	3 days

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	<p>7. Based on the approval obtained, prepare a consolidated list for each division separately, e.g. civil engineering, projects division(for turnkey contracts), workshop construction, etc. indicating types of work for each category A,B,C,D & E mentioning :</p> <p>(a) Broad description of the nature of work and the area for identification of site as far as practicable</p> <p>(b).Suggested minimum eligibility criteria for each category to be specified for publication of the notice inviting application for registration</p> <p>(c) General instructions to the applicants for submission of application in the prescribed form.</p> <p>(d).Draft application form containing broadly, the particulars of ownership status, past experience, financial resources, technical resources, other general particulars to be furnished by the applicatns. (specimen draft application form vide CMF 5.01).</p>	3 days
Respective PMS	8. Send consolidated list to the respective CTD/PMs at company head quarters along with draft for finalisation and for obtaining approval of Director-in-charge, to the invitation of application for registration of contractors, by publication of notice in the newspaper.	2 days
Concerned Director CMS/CTD	9. Finalise the list and draft application form and recommend for approval of the proposal for invitation of application for registration of contractors through corporate finance.	3 days
	10. Accord approval and return to the respective CTD/PMs.	2 to 7 days
	11. Receive the approvals for invitation of application for registration from the respective PMS along with the finalised list of types of work to be contracted and the draft application form.	Within 15 days from step 8

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CMS/CTD	<p>12. Decide :</p> <p>(a) Anticipated date of publication of the notice inviting application</p> <p>(b) Price of application forms for each category (Guidelines vide Annexure CMF 5.02)</p> <p>(c) Places of availability of application forms</p> <p>(d) Last date for receiving applications</p> <p>(e) Date of completion of registration and intimation to the applicants. Minimum two calendar months from the last date of receiving applications.</p>	1 day
	<p>13. Prepare draft of notice inviting applications for registration. (specimen form vide Annexure CMF 5.04)</p>	2 days
	<p>14. Finalise and approve the draft notice.</p>	1 day
	<p>15. Send finalised draft notice to PRO with :</p> <p>(a) required date of publication of the notice</p> <p>(b) guidelines for publication in the newspaper (vide Annexure CMF 5.03) and copies to :</p> <p>(i) Director-in-charge</p> <p>(ii) Respective project management divisions</p> <p>(iii) Corporate finance</p> <p>(iv) Contractors' Association of repute in the area.</p>	1 day
	<p>16. Prepare final draft of application form for printing as received from the respective PMS vide step 11 (specimen form vide Annexure CMF 5.01).</p>	2 days

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	<p>17. Arrange for printing of application forms and binding (number as may be required).</p> <p>18. Send application forms to the different places of sale along with a covering note in duplicate with instructions to return a copy of the covering note duly filled up along with proceeds of sale of application forms and the unsold application forms, if any, by the last date of receipt of applications. The covering note shall contain the following particulars :</p> <p>(a) Sent to (Address of office)</p> <p>(b) Number of application forms sent (category wise)</p> <p>(c) Number of application form sold (category wise) (Attach list of purchasers)</p> <p>(d) Amount of sale proceeds</p> <p>(i) Bank drafts secured (nos) Rs.....</p> <p>(ii) Cash received (Rs.....(remitted to HQ by bank draft No.....dated.....)</p> <p>(e) Unsold Application form returned (Nos.)</p> <p>NOTE : Covering note to be made out in triplicate. Two copies may be sent to respective places of sale, and the triplicate to be retained by CMS/CTD Particular against items (a) and (b) to be filled up by CMS/CTD. Particulars against items (c), (d) and (e) to be filled up by officers of the respective places from which application form would be sold.</p>	<p>7 days</p> <p>2 days</p>
REGISTERS, DOCUMENTS AND ABSTRACTS		
SL. NO.	TITLE	FORM NO.
1	Application for Registration of Contractors	CMF 5.01
2	Price of Application forms	CMF 5.02
3	Guidelines for Publication in the Newspapers	CMF 5.03
4	Notice Inviting Applications for Registration	CMF 5.04

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SECTION	SCRUTINY OF APPLICATION	SECTION 02
Responsible	Action	Timing
CMS/CTD	1. Proof read the publication on the date of publication	On date of publication
	2. Issue corrigendum, if necessary, in association with PRO extending the last date of receipt of applications, if requirrd.	Within 3 days
	3. Put up proposal for constitution of scrutiny committee consisting of : (i) Representative of finance not below the rank of Dy. CFM. (ii) Representative of respective PMS not below the rank of Dy. GM (iii) Representative of CMS/CTD not below the rank of Dy.GM. (In the case of screening of application for registration of contractors for turnkey jobs of 'A' category, representative of CMS/CTD and PMS should be not below the rank of GM and representative of finance not below the rank of CFM).	1 day
	4. Obtain approval of the suggested formation of the screening committee on principle form the concerned Director. (Participation of PMS will vary according to the types of work applied for registration),	Within 2 days
	5. Record the number of application forms received daily and sort out category wise for each type of work as can be ascertained from the closed covers. (Applications received if any within 7 days from the last date to be marked as late application and sorted out similarly).	As and when
GM (CMS/CTD)	6. Nominate a responsible official in CMS/CTD in whose presence the application will be opened (sorted as per step 5).	1 day
CMS/CTD	7. Receive the statement of sale of application forms	As and when

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	from the different places of sale and ascertain the total number of application forms sold category wise including the sale from the HQ(CMS/ CTD).	till next date of last date of receiving application
	8. Fix the date of opening and inform the official nominated for the purpose, vide step 6.	9th day from the last date of receiving application
	9. Open the covers of applications received upto the last date of receiving applications and prepare separate list of applications for each type of work, category wise, and record the number of late applications received (closed covers).	On date of opening
	10. Ensure that total number of applications received are in order as worked out vide step 7).	Same day
	11. Enter the applications received in the register of application for registration of contractors. (specimen form suggested vide CMF 5.05).	Within 2 days
	12. Decide based on the list prepared vide step 9: (a) Date of meetings of the scrutiny committee for screening of applications for the respective types of work. (b) Respective PMS to be represented at the respective meetings of the scrutiny committee for screening of applications.	1 day
	13. Fix the respective dates of the meeting of the scrutiny committee for screening of applications for the respective types of work and inform corporate finance and the respective CTD/PMS for deputing their representative for the meetings.	1 day
Scrutiny committee	14. Screening of applications for registration should be done on the guidelines suggested as under : (a) To decide whether 'Late applications' received for any particular type of work and/or category should be opened and considered for reasons. (i)The number of applications received is	2 to 3 days for respective committees (Overall target 15 days)

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	<p>inadequate, say less than 5</p> <p>(ii) The delay in receipt is due to either postal delay or any other bonafide and genuine reasons.</p> <p>(b) To ensure that all the particulars required are furnished by the applicants, particularly :</p> <p>(i) copies of work orders/satisfactory completion certificates of the work done as per particulars required under past experience and work in hand are furnished indicating respective value of each work.</p> <p>(ii) documentary evidence in support of registration under contract labour laws as applicable and for registration with other government, semi-government organisations are furnished.</p> <p>(iii) details of equipment and machinery available with the applicant as owner or in any other capacity ensuring full control over such equipment/machinery.</p> <p>(c) To ensure from the details furnished about past experience, the applicant satisfies the minimum eligibility criteria for registration as specified in the notice inviting applications.</p> <p>(d) Applications which do not satisfy the minimum eligibility criteria for category 'E' should be rejected. Applications for other categories which do not satisfy the minimum eligibility criteria for the category applied for, may be considered for registration under any other lower category provided such registration is required for the type of work applied for.</p> <p>(e) To ensure that the applicant's past experience and technical resources relate to the type of work and category for which registration is applied for and adequate or whether the application may be considered for registration in the lower category.</p> <p>(f) To verify whether the volume of transactions as can be determined from the details of past experience i.e. value of work executed during the past 2/3 years is comparable with the turnover as per copy of audited accounts furnished as also with the volume of transactions recorded through the applicant's bank accounts as certified by the Banker</p>	

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	<p>of the Applicant. Cases of major variations should be listed (minor variations upto ten percent may be ignored) which should be subjected to further scrutiny, if necessary, by making reference to the employer or the applicant to clarify the variations considering the inadequacy of the number of applications found valid for registration.</p> <p>(g) To identify the applicants who are presently working with the company or who had worked during any of the preceding three years, from the list of applicants, and recommend for registration:</p> <p>(i) If the minimum eligibility criteria is satisfied which related to a similar type of work of the company, or of any of the other subsidiaries or Coal India Ltd or any other government or semi-government organisation for which registration is applied for.</p> <p>(ii) If the minimum eligibility criteria is satisfied which does not relate to a similar type of work of the company, or any other subsidiaries or Coal India Ltd or any other government or semi-government organisation for which registration is applied for, after ensuring the adequacy of experience and technical resources as per item (e) above. Provided that there is no adverse report against the applicant debarring him from undertaking any work of Coal India Ltd or any of its subsidiaries.</p> <p>(h) In the case of applicants having no working experience as stated in (g) (i) and (ii), actions suggested vide items(b) to (f) should be taken for screening of applications.</p>	
Scrutiny Committee	15. Prepare list of applications recommended for registration categorywise, to be initialled by the members of the respective scrutiny committee.	3 days
CMS/CTD	16. Send for approval of concerned Director through respective CTD/PMS.	Within 2 days
Respective PMS	17. Obtain approval of Director-in-charge.	2 to 7 days
CMS/CTD	18. Receive the approval from the respective PMS.	1 day

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SL. NO.	TITLE	FORM NO.
1	Register of Application for Registration of Contractors	CMF 5.05

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SECTION	REGISTRATION	SECTION 03
Responsible	Action	Timing
CMS/CTD	1. Award registration number to the applicants as per the approved list, using separate serial numbers category wise for each type of work: e.g Item No.1 - Civil-Bldg/87-88/Reg-Cat/A-01 or Cat.B-01 ItemNo.3 -TPT-Coal/Sand/87-88/Reg-Cat.A-01 or Cat.B-01 Item No.4 - TK-CHP/87-88/Reg-Cat.B-01 or Cat.C-01 Item No.5 - TK-Washery/87-88/Reg-Cat.D-01.	3 days
	2. Open register of empanelled contractors and enter the names of each applicant as per the approved list (specimen form vide CMF5.06).	7 days
	3. Send letters to the respective applicants intimating the registration number and enter the date in CMF5.06.	2 days from step 1
	4. Send copy of finalised notice inviting tender of individual work sent to PRO for publication of open general notice (as per relevant steps in chapters 1,2 and 3) to the registered contractors of the relevant category who satisfy the minimum eligibility criteria as specified in the notice inviting tenders, based on the details of past experience furnished by the respective applicants. (please refer column 6 of CMF 5.06);	As and when
	5. The list of registered contractors shall be reviewed periodically based on the performance reports of the contractors and name may be removed from the list if he - i) has failed to execute a contract or has executed it unsatisfactorily on more than one occasion: or	

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	<p>ii) fails to abide by the conditions of registration, or is found to have given false particulars at the time of registration; or</p> <p>iii) is declared or in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned.</p> <p>6. The contractor registered for a particular group may be demoted to a lower category, if he -</p> <p>i) has failed to execute a contract or has executed it unsatisfactorily on more than one occasion; or ii) has no longer adequate equipments, technical personnel or financial resources; or iii) litigious by nature; or iv) violates any important conditions of contract.</p>	
REGISTERS, DOCUMENTS AND ABSTRACTS		
SL. NO.	TITLE	FORM NO.
1	Register of Empanelled Contractors	CMF 5.06

CMF 5.01 SPECIEMEN APPLICATION FORM FOR REGISTRATION OF CONTRACTORS

.....COALFIELDS LIMITED
 OFFICE OF THE GENERAL MANAGER (CONTRACT MANAGEMENT SERVICE)
 ADDRESS.....

SPECIMEN APPLICATION FORM FOR REGISTRATION OF CONTRACTORS
 (NOTICE NO.....DATE.....)

Category	Estimated Value Of Works	Price of Application Form
A	Above Rs. 20 Crores	Rs.2500/-
B	Above Rs. 10 Crores upto Rs. 20 Crores	Rs.2000/-
C	Above Rs. 5 Crores upto Rs.10 Crores	Rs.1500/-
D	Above Rs. 2 Crores upto Rs.5 Crores	Rs.1000/-
E	Rs. 50 lakhs to Rs.2 crores	Rs. 500/-

(Separate forms to be printed for each category)

PARTICULARS TO BE FURNISHED BY THE APPLICANT PARTICULARS

1. Name and Address of the Applicant
2. Date of Commencement of Business
3. Ownership Status
 - Whether Proprietorship
 - Whether Company (furnish copies of Memorandum and Articles of Association)
 - Whether Partnership (furnish copies of Deed)
 - Whether Government/ Semi Government Organisation

4	Type of work for Registration	Registration (indicate number and description of work)	
		Category Required For Registration	Applied for
(a)	Civil Works: Construction of buildings e.g. residential buildings (staff quarters, etc.) Industrial buildings e.g.		

	workshop buildings, office complex, hospital and other utilities.		
(b)	Civil Works: Construction of roads, bridges, railway sidings and other civil works.		
(c)	Turnkey Contracts: Design, engineering, manufacture, supply, erection, testing, trial run and commissioning of Coal handling Plant.		
(d)	Turnkey Contracts : Design, engineering, manufacture, supply, erection, trial run and commissioning of Water Supply/ Treatment		
(f)	Turnkey Contracts: Design, engineering including civil construction, manufacture, supply, erection of machineries and equipments, performance test of workshop.		

CMF 5.01 SPECIMEN APPLICATION FORM FOR REGISTRATION OF CONTRACTORS

5. Details of Experience
(with special reference to work done in CIL and its Subsidiaries)

A. Details of Works Executed During Past 5 Years

Sl. No.	Year	Name of Work with Work Order Reference and Brief Description	Value of work	Name of Employer	Date of Commencement of work	Date of Completion of Work	Reasons for Delays if Any

Attach copies of : (i) Work Order
(ii) Satisfactory Completion Certificate

B. Details of Works Presently at Hand

Sl. No.	Year	Name of Work with Work Order Reference and Brief Description	Value of work	Name of Employer	Date of Commencement of work	Expected Date of Completion of work	Reasons for Delays if Any

Attach copies of Work Order

Notes: 1) The work experience should relate to the type and category (value wise) of work for which registration is applied for

2) Minimum Eligibility Criteria :

To be eligible for registration in the category (value wise) of the works applied for the applicants shall have to fulfill the following minimum criteria:

Category (Valuewise)	Minimum Value of Single Contract Executed During Any of the Preceding 3 Years	Minimum Value of Total Work Executed During the Past 3 Years
Category A	Rs. 10 Crores	Rs. 20 Crores
Category B	Rs. 5 Crores	Rs. 10 Crores
Category C	Rs. 2 Crores	Rs. 4 Crores
Category D	Rs. 1 Crore	Rs. 2 Crores
Category E	Rs. 30 Lakhs	Rs. 60 lakhs

CMF 5.01 SPECIMEN APPLICATION FORM FOR REGISTRATION OF CONTRACTORS

6. Financial Resources

PARTICULARS

The applicants should provide documentary evidence to prove availability of adequate financial resources to execute contracts of the relevant category (value-wise) for which registration is applied for:

- a) Copy of audited Balance Sheet of last 5 years
- b) Any nationalised bank's reference/certificate for satisfactory conduct of accounts indicating volume of transactions, assets owned etc.
- c) Permanent Income Tax Account No. (PAN).

7. Technical Resource

- a) List of technical personnel available with the applicant with their qualifications.
- b) List of plant and machinery/ equipment, etc. available with the applicant as are required for the type of work for which registration applied for.
- c) Details of collaboration agreements for foreign technology / know-how, if any
- d) Details of machineries/ equipments supplied to different parties with documentary evidence in support of satisfactory performance of the equipments e.g. machineries/ equipments required for construction of washery, coal handling plant, water supply/treatment schedule, workshop, etc.

8. Other Details

- a) Details of registration/ enlistment with government/ semi government organisations, if any
- b) Certificate of Registration as per statutory requirements under Contract Labour Laws, as may be applicable
- c) Name of bankers
- d) Any other particulars as may be relevant.

NOTES :

- 1) Separate sheet may be attached furnishing details indicating the relevant item number in the Applicant form, if necessary.
- 2) The notice inviting application for registration in response to which this application is submitted, is without prejudice to the company's right to the publication of open general notice from time to time for individual work and to the general terms and conditions of contract as applicable thereon.

CMF 5.01 SPECIMEN APPLICATION FORM FOR REGISTRATION OF CONTRACTORS

- 3) Each application should be submitted in a separate closed cover indicating name and address of applicant at the left side bottom, superscribing :

"Application for Registration of Contractors"

Type of work :

Item No :

Category :

(A,B,C,D or E)

addressed to General Manager, Contract Management Service.....Coalfields
at.....(address to be given)

- 4) Erasures/ overwritings, if any, may disqualify the applicant. Corrections, where necessary, shall be made crossing out and rewritten attested with full signature and date.
- 5) Application should be properly filled up in English and submitted as per instruction. Otherwise this is liable for rejection.
- 6) Applicant should not apply for more than one category for a particular type of work. Separate application forms should be used for different types of work of the same category.
- 7) Application for registration should be submitted for the category (ies) required as specified in the Notice inviting application and as per instruction contained therein.

8) Canvassing in any form is prohibited and applications submitted by the applicants who resort to canvassing

CMF : 5.02		CONTRACT MANAGEMENT SERVICE
COAL INDIA LIMITED		
SCHEDULE OF PRICE OF APPLICATION FORM		
SERIAL NO.	CATEGORY (VALUEWSIE) Rs.	PRICE OF APPLICATION FORMS Rs.
1.	A - Above Rs. 20 crores	Rs. 2,500/-
2.	B - Above Rs. 10 crore and upto Rs. 20 crores	Rs. 2,000/-
3.	C- Above Rs. 5 crores and upto Rs. 10 crores	Rs. 1,500/-
4.	D- Rs. 2 crores to Rs. 5 crores	Rs. 1,000/-
5.	E- Rs. 50 lakhs to 2 crores	Rs. 500/-

NOTE :

- (1) The estimated value of the contract is the estimated value as given in the Tender Notice
- (2) Sales tax, if applicable.

CMF 5.03

GUIDELINES FOR PUBLICATION NOTICE
INVITING APPLICATIONS FOR REGISTRATION
OF CONTRACTS

1. At least one leading national newspaper from nearest one metropolitan city such as

- (a) Delhi e.g. The Hindustan Times
- (b) Mumbai e.g. The Times of India
- (c) Calcutta e.g. The Statesman
- (d) Chennai e.g. The Hindu

2. At least one Regional newspaper (preferably in Hindi/ local vocabulary) published from the capital/major city of the state in which the corporate head quarters of the concerned subsidiary company of Coal India Limited is situated.

3. At least one local newspaper published from a town/city close to the area where the work is to be executed e.g. Awaaz fro Dhanbad,

.....COALFIELDS LIMITED
 OFFICE OF THE GENERAL MANAGER (CONTRACT MANAGEMENT SERVICE)
 ADDRESS.....

NOTICE INVITING APPLICATIONS FOR REGISTRATION OF CONTRACTORS

.....Coalfields Limited invites applications from bona fide and experienced contractor (s) for registration on satisfying the eligibility criteria mentioned hereunder and in the prescribed application forms for different categories of works valuing Rs.50 lakhs and above. The contractor (s) who shall be registered by the company shall be intimated by post of the issue of Tender Notice from time to time for similar types and category of work for which the company considers him/them eligible for submission of bids. The registration shall be valid for two years from the date of registration.

Types of Work and Category

The Registration of Contractors shall be made for different types of works (depending on nature of work e.g. civil, etc.) and category (depending on value of single contracts) as mentioned hereunder :

SPECIMEN APPLICATION FORM FOR REGISTRATION OF CONTRACTORS

Category (Valuewise)	Estimated Value Of Works	Minimum value of single contract executed during any of the preceding 3 years	Minimum value of total work executed during past three years	Price of Application Form
A	Above Rs. 20 Crores	Rs. 10 crores	Rs. 20 crores	Rs.2500/-
B	Above Rs. 10 Crores upto Rs. 20 Crores	Rs. 5 crores	Rs.10 crores	Rs.2000/-
C	Above Rs. 5 Crores upto Rs.10 Crores	Rs. 2 crores	Rs. 4 crores	Rs.1500/-
D	Above Rs. 2 Crores upto Rs.5 Crores	Rs. 1 crore	Rs. 2 crores	Rs.1000/-
E	Rs. 50 lakhs to Rs.2 crores	Rs. 30 lakhs	Rs.60 lakhs	Rs. 500/-

	Type of work for Registration	Category for which Registration Required
(a)	Civil Works: Construction of buildings e.g. residential buildings (staff quarters, etc.) Industrial buildings e.g. workshop buildings, office complex, hospital and other utilities.	'E', 'D' & 'C'
(b)	Civil Works: Construction of roads, bridges, railway sidings and other civil works.	'E', 'D' & 'C'
(c)	Turnkey Contracts : Design, engineering, manufacture, supply, erection, testing, trial run and commissioning of Coal handling Plant.	'B' & 'C'
(d)	Turnkey Contracts : Design, engineering, manufacture, supply, erection, testing, trial run and commissioning of Washeries	'A'
(e)	Turnkey Contracts : Design, engineering, manufacture, supply, erection, trial run and commissioning of Water Supply/ Treatment	'E', 'D' & 'C'
(f)	Turnkey Contracts: Design, engineering including civil construction, manufacture, supply, erection of machineries and equipments and handing over after satisfactory performance test of work shop.	'E', 'D' & 'C'

(separate forms to be used for each type of work as above)

NOTE :

The number of items is only indicative. The items may vary which will depend on the number of works to be contracted in hand as per Project Sanction/ Work estimate sanction.

Availability of Forms :

The forms may be obtained on payment as prescribed above by cash or bank draft drawn in favour of the General Manager concerned technical department/ Contract management service(name of the company) on Bank, payable at its branch at from the following places within 15 days from the date of publication of tender notice :

- (i) office of the General Manager (Contracts Management Services)
at Company HQ
- (ii) office of the General Manager of the concerned area
where contract is to be executed.
- (iii) Office of the Regional Sales Manager, Coal India Ltd
 - (a) Address.....Mumbai
 - (b) Address.....Delhi
 - (c) Address.....Chennai
 - (d) Address.....Lucknow
 - (e) Address.....Patna
- (iv) Address of the company's Kolkata Office.

Instructions to the Applicants :

1. This registration is without prejudice to the company's right to publication of open general notice in newspapers inviting tenders from time to time for individual works and to the company's general terms and conditions of contract. The registered contractors may purchase tender documents for submission of tender on receipt of intimation of issue of Tender Notice or in response to the company's open general notice inviting tenders which shall be considered along with the other tenders received by the company.

2. An applicant should not apply for registration for more than one category (valuewise) for a particular type of work as detailed above. However he may apply for more than one type of work of the same category for which separate application forms will have to be obtained on payment. The company reserves the right to register an applicant at its sole discretion in category lower than the category for which he has applied for registration.

3. The applicant shall furnish further documentary evidence, clarifications if required by the company, in support of his eligibility.

4. The applicants who shall be registered by the company after scrutiny of the applications will be informed of their registration within _____ days from the last date of receipt of completed application forms.

CMF 5.04 NOTICE INVITING APPLICATION FOR REGISTRATION OF CONTRACTS

Last Date for receipt of Applications (to be specified)

Minimum 30 days form the date of publication of notice

The company reserves the right to reject any application without assigning any reasons whatsoever and the company's decision in the matters of registration shall be final.

Signature _____
General Manager
Name of the Company

Note : Category for which registration is required is to be specified based on the value of work normally given on contract. The category requires as stated is only indicative.

CMF 5.05

.....Coalfields Ltd.
 REGISTER OF APPLICATION FOR
 REGISTRATION OF CONTRACTORS

OFFICE: General Manager
 Contract Management Service/
 Concerned Technical Department

NOTICE NO. & DATE :
 LAST DATE OF RECEIPT
 OF APPLICATIONS

(1)	(2)	(3)		(4)	(5)
Sl. No.	Name and full address of Applicant	Applied for		Date of Entry	Remarks
		Type of work No. and Description	Category		

Note :

- (i) Sl. No. to be filled up chronologically as per entries made in the Register.
- (ii) Columns 2 & 3 to be filled up from the lists prepared after opening of Applications.
- (iii) Column 4 should be the date on which entries made in the Register.
- (iv) Column 5 -Late applications (closed covers) should be entered serially at the end and marked 'late application' in the Remarks column.

.....Coalfields Ltd.
REGISTER OF EMPANELLED CONTRACTORS
 (For value of Rs. 50 lakhs and above)

OFFICE- General Manager
 CMS/ CTD

TYPE OF WORK.....
 (Description and nature of work)

CATEGORY
 (A or B or C or D or E Valuwisewise)

(1)	(2)	(3)	(4)	(5)	(6)			(7)
Sl. No.	Name and full address of empanelled Applicant	Registration No.	Valid upto	Date of intimation	DETAILS OF EXPERIENCE			Remarks
					Highest value of single contract executed during any of the three preceding years with the name of employer (Value in lakhs)	Total value of contracts executed during any of the three any of the three preceding years name of employer (Value in lakhs)	Brief particulars and nature of work	

Note : 1. Sources and Originators for the details in the Register

(i) Columns 2 & 3 to be filled up from the approved list of empanelled Applications after Registration Nos. are awarded.

(iii) Column 4 to be filled up as per notice inviting application.

(iv) Column 5 to be filled up from Despatch Register to maintained in CMS/CTD.

(iv) Column 6 to be filled up from list of applications received put up before the Scrutiny Committee as per the details of experience furnished in the respective applications.

(v) Col 7. - in the event of it is observed that any of the empanelled contractor does not submit any tender in response to the Company's open general tender notice inviting tenders even after sending copy of 'Notice inviting tenders' direct to such empanelled contractor for three consecutive occasions remarks to the effect of 'no response' should be recorded in the Remarks column and sending of copies of Notice inviting tenders should be discontinued after giving an intimation in writing to this effect.

2. Separate folio will have to be maintained for each separate category of work for the different types of contract.

cmmcil