



MUMBAI PORT TRUST

APPLICATION FORM

FOR

**REGISTRATION OF CONTRACTORS FOR EXECUTING
REPAIR & REPLACEMENT WORKS OF
MECHANICAL / ELECTRICAL / MARINE IN NATURE.**

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FORMAT OF LETTER OF APPLICATION

Date :

To,
The Chief Mechanical Engineer,
Mumbai Port Trust,
Nirman Bhavan, 5th Floor,
N. V. Nakhwa Marg, Mazgaon,
Mumbai - 400 010.

Sir(s),

Sub : Application for MbPT's Registration of contractors for
executing Repair & Replacement works of Mechanical
/ Electrical / Marine in nature.

1. Being duly authorized to represent and act on behalf of * _____
_____ hereinafter called "the Applicant" and having reviewed and fully understood all the enclosed information provided, the undersigned hereby applies as an eligible Applicant for MbPT's Registration Of Contractors For Executing Repair & Replacement Works of Mechanical / Electrical / Marine in Nature of categories, ** _____, _____, _____, _____, _____.
2. Attested copies of the following original documents are attached to this letter defining:
 - 2.1 Declared address : - Office, Workshop, Factory
 - 2.2 Constitution of the firm viz.
 - i) Public Limited Co. / Private Ltd. Co.
 - ii) Hindu Undivided Family
 - iii) Registered Partnership Firm
 - iv) Proprietary Firm / Individual
(Memorandum of Understanding / Articles of Association / Partnership Deed / Agreement (if any) between family members / Certificate of Registration with Registrar of firm / Undertaking of the Proprietor is enclosed)
 - 2.3 As proof of Address earlier paid bill of the office and work premises, alongwith Telephone No, Fax No., Mobile No., e-mail address and web site address (if any).
 - 2.4 Local Authority Certificate (viz. Shops & Establishment / Workshop or Factory Licence etc.) (**If applicable**)
 - 2.5 Last Three Months electricity bills, telephone bills. (**PAID**)
 - 2.6 PAN card copy.
 - 2.7 Last Three years Income Tax Returns.(**Filed**).

* Here name of the Applicant (Firm / Company) shall be written.

** Here the applicant should fill the categories listed in Annexure 'A' to 'D' for which he intends to apply.

- 2.8 Solvency Certificate from Nationalised / Scheduled Bank.
 - 2.9 Proof of registration under MVAT Act., Sales Tax etc.
 - 2.10 Proof of registration under Service Tax Act.
 - 2.11 Latest audited annual reports or Balance Sheet, P & L account duly certified by registered Chartered Accountant for the last three years.
 - 2.12 Statement showing the similar works carried out for the last seven years as per format given in Annexure 'E' and necessary completion certificate from the client for the same.
 - 2.13 Statement showing the list of major tools, plant and machinery in working condition owned by the Applicant as per format given in Annexure 'F'.
 - 2.14 All the valid Electrical Contractor's Licences required for Electrical works.
 - 2.15 Supervisor Licence from Govt. of Maharashtra for Electrical works.
 - 2.16 Any other Licences required for execution of work.
 - 2.17 Welfare Measures offered by the firm to their employees (viz. PF / LIC / Insurance / Workmen Compensation Policy/Group Medclaim/ESIS etc)
 - 2.18 List of all permanent employees (Engineers, Staff, Supervisors) with their qualifications; age & no. of years of service with the firm as appearing in the wages / salary Registers maintained by the firm.
 - 2.19 Receipt of payment for Application form.Valid Electrical Contractor's Licence for Electrical works.
3. MbPT and its authorized representatives are hereby authorized to scrutinize the Application form and all its enclosures as well as to conduct any inquiries to verify the statements, documents and information submitted in connection with this Application and to seek clarification from Bankers, and clients regarding any technical, financial aspects etc.
 4. This application is made in the full understanding that applications received from desirous and interested applicants will be subjected to verification and all information submitted for the purpose of getting registered with MbPT to carry out Repairs and Replacement works.
 5. MbPT reserves the right :
 - (a) to accept or reject any application of registration.
 - (b) to advertise any tender by press advertisement or by shortlisting among registered contractors, in case of specialized work or urgent work.

(c) MbPT will not be liable for any such actions as mentioned above and will not be under any obligation to inform the Applicant the reasons for the rejection.

6. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed	Signed
Name	Name
For And On Behalf of (Name of Applicant's Partner / Witness)	For And On Behalf of (Name of Applicant)

MUMBAI PORT TRUST

INSTRUCTIONS TO APPLICANTS

1. The Board of Trustees of the Port of Mumbai hereinafter referred to as "The Trustees" or the "Board" or "MbPT" intends to call for applications from desirous and interested applicants who wish to register their name in the list of contractors for executing Repair & Replacement works of Mechanical / Electrical / Marine in nature. The works generally being carried out are indicated in Annexure 'A' to 'D'. The interested contractors can apply to one or more than one categories depending on their experience.
2. MbPT accordingly intends to qualify and register all those desirous and interested applicants who at present are carrying out similar works indicated in Annexure 'A' to 'D'. It is being done to have ready list of suitable and competent contractors for MbPT works so as to minimize requirement of verification of credentials of contractors at the time of individual Tenders / Circular Enquiries as well as minimize the time requirement for processing.
3. Application form is open to all firms / contractors who are in the respective field(s) /business. Application form will be issued on receipt of a written request.
4. Application form is available on payment of application fee of Rs.2,000/-. Application form can be obtained from the office of Chief Mechanical Engineer, Mumbai Port Trust, 5th floor, Nirman Bhavan, Clarke, Bunder, Mazgaon, Mumbai - 400 010. between 10:30 a.m. to 01:00 p.m. and 02:30 p.m. to 04:00 p.m. on all week days except for 2nd and 4th Saturdays, Sundays and Holidays. Alternatively, application form can be downloaded from the MbPT's web-address www.mumbaiport.gov.in and the applicable fees for the same may be paid alongwith the submission of application forms. The application fees once paid is non-refundable. The application fees may be paid in the form of DD / Pay order in the name of "Board of Trustees of Port of Mumbai".
5. Letter of Application in the format provided in the Application form and the Application form in original duly filled in, enclosing all the relevant documents in a hardbound file duly marked "Original" and clearly superscripted "Application form for Registration of contractors for executing Repair & Replacement works of Mechanical / Electrical / Marine in nature" shall be submitted on or before 20.10.2009. Applications received after this date may be considered only after the completion of scrutiny of the applications received before the due date.
6. The file containing the Application shall be addressed to 'The Chief Mechanical Engineer, Mumbai Port Trust' and shall be submitted at the following address :

Nirman Bhavan, 5th Floor,
N. V. Nakhwa Marg,
Clarke Bunder,
Mazgaon, Mumbai - 400 010.

7. MbPT reserves the right to accept or reject any or all the applications without assigning any reasons.
8. Each document of the Application submitted must be signed, stamped and duly initialed by the Applicant or a person or persons duly authorized to sign on behalf of the Applicant. Such authorization shall be by a written Power of Attorney containing the name (s) or the authorized person (s) and his/their specimen signature (s) accompanying the Letter of Application.
9. All documents submitted by the Applicant will be treated as confidential and will not be returned.
10. All information / documents required to be furnished under these forms shall reflect the current status. Additional sheets may be added if necessary.
11. The Applicant shall submit additional information, if any, of his firm in the Application form.
12. The officers of MbPT shall scrutinize the application, inspect the office and two similar works of categories for which applied (in case of new contractors) completed by the firm indicated by the Applicant and shall be forwarded for the audit concurrence. The sanction of competent authority shall be obtained after receipt of audit concurrence.
13. The Registration of contractors for executing Repair & Replacement works of Mechanical / Electrical / Marine in nature will be applicable generally to carry out repair / replacement works estimated to cost upto Rs.10 lakhs to be executed by the Chief Mechanical Engineer's Department and will come into force from 01.01.2010 or any subsequent date to be notified by him and will be valid upto 31.12.2012.
MbPT reserves the right to extend the validity of list for a period not exceeding one year, and is binding on the registered contractor.
14. The Chief Mechanical Engineer will issue a public notification in the scheduled newspapers notifying the Trustee's intention to invite applications for such registration simultaneously giving about two months for the contractors to apply. The scheme will be brought into effect from 01.01.2010 or any subsequent date, after the Chief Mechanical Engineer has approved the registration. Such notification will be repeated after every three years even though the process of registration will be continuous. The interested contractors shall allow a period of minimum two months, who are applying for registration after the completion of general closing date in the notification. The contractors registered in the preceding cycle will have to apply afresh for registration in current cycle and their response & performance during the preceding cycle will be taken into account while examining their application for current cycle.
15. Tenders / Circular Enquiries costing upto Rs.10 lakhs will not be advertised but only will be circulated to the registered contractors. The tender document shall be made available on the MbPT's website for downloading by the prospective tenderers. Since the works costing upto Rs.10 Lakhs, are open only for registered contractors, the cut off date of registration shall be the first

date of sale

- . The Tender Document / Circular Enquiries shall be issued to those registered contractors, who are found eligible depending on the nature of work. The decision of the Chief Mechanical Engineer in this regard shall be final. However, MbPT reserves the right to invite the Tenders / Circular Enquiries costing even less than Rs.10 lakhs by shortlisting the registered firms depending upon the nature and urgency of the job. The registration once done on merits in response to the notification will be valid maximum until the completion of the cycle unless the firm is de-registered from the list of contractors prematurely.

16. No Tender Form / Circular Enquiry shall be issued or contract given to any person, syndicate or firm whose name is not borne on the Registration of contractors for executing Repair & Replacement works of Mechanical / Electrical / Marine in nature without the written orders of the Chief Mechanical Engineer.

Provided that if on invitation of tenders, no registered contractor submits an offer and the work cannot be undertaken departmentally, Mb. P. T. reserves the right to carryout the work through unregistered contractor after re-inviting tender openly and without any restrictions.

17. When re-invitation of tenders is necessitated due to the receipt of unreasonably higher offer, the Chief Mechanical Engineer reserves the right to re-invite tender openly from registered as well as unregistered contractors, provided the higher offer received at the first call are rejected by the Chief Mechanical Engineer.
18. If re-invitation of tender is not found to be feasible due to the extreme urgency of the works, the contract should be negotiated but such negotiations should be carried out as per CVC guidelines from time to time.
19. In the event of failure of negotiations with the unreasonably higher offers, but within the framework of CVC guidelines on negotiations, the tender shall be re-invited, without adhering to the registration of contractors. The re-invited tender shall be by open press advertisement.

20. **Permanent Earnest Money Deposit (OPTIONAL) :**

- 20.1 The contractor shall deposit an amount of Rs.10,000/- (in the form of Demand Draft, payable at Mumbai) with the Mumbai Port Trust, to secure exemption from the payment of Earnest Money Deposit for every tender / circular enquiry work. This PEMD has to be deposited after receipt of confirmation of the registration from MbPT. This will exempt the contractor from payment of Earnest Money Deposit with each individual tender, whenever tenders are invited through panel of registered contractors. This amount will serve as PEMD and will be returned to the contractor without any interest on expiry of validity of panel including that of any extended periods if any. Under no circumstances, this amount shall neither be refunded in the intervening period nor adjusted against any other deposits required under award of works such as Retention Money, Security Deposit etc.
- 20.2 For any action on part of bidder, which makes him liable for forfeiture of EMD stated for particular work, he shall submit EMD, prescribed for that work separately in the form of DD or Bankers Cheque and till such time, he

is not eligible to quote for further works. Upon payment and obtaining the receipt thereof, the contractor shall be eligible to follow the bidding process without any approval. However, he shall submit copy of receipt along with first tender, after the above temporary De-registration period.

21. During the tenure of registration period for execution of any particular work, the contractor shall have to deposit requisite EMD (if not deposited PEMD) along with the submission of his offer and Security Deposit after award of contract as per terms and conditions indicated in the respective tenders / circular enquiries.

22. The Extra Additional Security Deposit

i) Over and above the earnest money, tenderers quoting the rebate more than 15% on the cost of work put to tender shall have to pay additional security deposit in the form of Demand Draft / Banker's Cheque / Bank Guarantee depending upon the amount calculated as per formula given below. All Demand Draft / Banker's Cheque / Bank Guarantees shall be valid upto scheduled completion and subsequently be extended upto actual completion and shall be in favour of the Board of Trustees of the Port of Mumbai. The Additional Security Deposit will be released on satisfactory completion of work.

Formula :

$$\text{Extra Additional Security Deposit} = \frac{A}{100} \times \text{cost to tender}$$

Where 'A' = Percentage rebate quoted of the cost of work put to tender by the tenderer minus 15%

For Example, if the tenderer desires to quote percentage rebate 25 (Twenty five) percent then the additional security deposit shall be worked out as under :-

$$= \frac{25-15}{100} \times \text{cost of work put to tender}$$

The successful contractor shall have to deposit Extra Additional Security Deposit in the form of Demand Draft / Banker's Cheque / Bank Guarantee within 14 days from the date of award of work, failing which the Earnest Money / Security Deposit will be forfeited.

ii) In case the tenderer desire to quote premium of cost of work put to tender more than 15% he will have to give the rate analysis for any or all the items on demand.

23. Submission of Application :

23.1) For registration, the contractors shall submit an application to the Chief Mechanical Engineer in the prescribed form indicating the category in which he wishes to be registered. The application shall be accompanied with necessary statements and documents in regard to any matters referred.

23.2) If the contractor has applied for registration for more than one category and during scrutiny of application, if he is not found suitable for a particular category, his application will be considered for remaining categories, depending upon the number of similar works carried out by him.

- 23.3) If the application do not contain complete information documents, the applicants shall be given an opportunity to clarify / re-submit the documents by a fixed date, If he does not adhere to fixed date as intimated to him, his application shall be considered as non-responsive and liable for rejection.
- 23.4) Every change in the organization in respect of form, structure, technical personnel etc. shall have to be intimated by the contractor to the Chief Mechanical Engineer forthwith during the period of validity of registration.

24. Eligibility Criteria :

The contractor shall have the satisfy the following Minimum Eligibility Criteria, before they can be considered for registration.

- i. Solvency Certificate of Rs.2 lakhs from Nationalised / Scheduled Bank as per Annexure 'G'. A solvency certificate will not be accepted for the purpose of registration older than twelve months after the due on which it was granted.
(exempted for A08 category only)
- ii. The Minimum Average Annual Turnover for the last three years ending 31.03.2009 shall be of Rs.3 lakhs.
(exempted for A08 category only)
- iii. The contractor shall have successfully carried out at least five works in the last 7 years of the nature similar to the works mentioned in each of the category which the contractor would like himself to be registered.

The financial standing shall be supported by latest audited annual reports (from the last 3years) or balance sheet, P & L account duly certified by registered Chartered Accountant along with a copy of his registration certificate or a copy of ITCC to judge the financial soundness of the firm. (exempted for A08 category) The Chief Mechanical reserves the right to verify the documents submitted by the prospective contractors.

The prospective contractor shall submit all the relevant information in support of his claim for experience by way of completion certificates etc.

- 24.1 The contractors who have experience in carrying out works at Petroleum installations classified as Hazardous area under Petroleum Rules 2002 shall only be considered for carrying out the works related to electrical and oil pipelines at MOT - JD, OPL - Pir Pau, OPL - Wadala. The contractors shall specifically indicate about such experience and enclose the documents like completion certificates for various categories for which they intent to apply.

25. Chief Mechanical Engineer's Right :

On receipt of reports of specific failure or default by a contractor, or if the Chief Mechanical Engineer considers that the financial soundness or technical capacity of a contractor has so deteriorated that he ought to be removed from the list maintained for the purpose, he may proceed to do so after calling on the contractor to state within a stated time as to why the action as proposed should not be taken against him. Action so taken should be intimated to all concerned. Whenever a contractor is removed from the approved list, he will not be entitled to any refund of application fees.

26. Licences :

The Contractor shall submit, a copy of valid Electrical Supervisory Licence / Electrical contractor's Licence or any other licence depending on the nature of work along with the application at the time of registering the firm and as well while submission of each tender, as on the due date of tender.

27. In addition to any penal action under the conditions of individual contracts, a registered contractor may be liable to one or more of the following penalties:

- i. Warning
- ii. Fine
- iii. De-Registration

27.1 Warning / Fine :

A contractor will be liable to a warning and/or fine for (i) non-compliance of any provision of these conditions; (ii) failure to comply with any clause under these Conditions or any condition of tender(s)/contract(s); and (iii) inadequate progress or performance under a contract(s).

For the first default of any type mentioned above, a warning will be issued. For each subsequent default of the types in (i) & (ii) above, the minimum penalty will be a fine of Rs.2500/- while that for a default of the type (iii) the minimum penalty would be Rs.5000/-.

27.2 De-Registration of Contractor :

A contractor will be liable to be de-registration on any of the following grounds :-

- i) Specific failure or default in execution of individual works, in respect of physical progress or quality of such works;
- ii) Inadequate performance ;
- iii) Deterioration in financial or technical ability/capacity;
- iv) Repeated failure to fill in tender documents fully and correctly or delay in execution of formal contract documents
- v) Attempt to defraud the MbPT;
- vi) Attempt to bribe MbPT employee/officer;

- vii) Attempt to secure a contract through unfair means or bringing to bear outside influence;
- viii) Attempt to secure unauthorisedly copies of MbPT records and documents in relation to any tender/contract or any other official matter;
- ix) Attempt to tamper with MbPT record and documents;
- x) Furnishing false and/or misleading information relating to registration and/or any tender/contract.
- xi) Threatening, misbehaving with or physical attack on any MbPT employee/officer;
- xii) Attempt to instigate or collude with other contractors with a view to securing undue advantage;
- xiii) Conviction by a court of law for any criminal offence; and
- xiv) Any of the grounds not mentioned in Clause 25.2 if it is deemed serious enough.

27.3 If a registered contractor (a firm, partnership or company) is de-registered, then any other registered contractor (a firm, partnership or company), with any partner or shareholder who is also a partner or shareholder or a "spouse" of such partner or shareholder of the de-registered contractor, shall also stand automatically de-registered. If a registered contractor who is a proprietary firm is de-registered then any other registered contractor who is spouse of such proprietor shall also stand automatically de-registered.

27.4 De-registration shall apply to all the categories and will be valid for the remaining period of the registration or the period specified in the order of de-registration, whichever is longer.

27.5 A de-registered contractor shall not be entitled to be issued any tender document/s or quotation/s for any MbPT works. Such a contractor shall also not be ordinarily entitled to apply and be considered for renewal of registration or fresh registration upto the expiry of the period of de-registration.

28. Process :

28.1 Before initiating action for de-registration the Chief Mechanical Engineer, shall issue a notice to the contractor to show cause why the proposed penal action should not be taken against him. The period of notice shall not be less than 15 days, which shall be reckoned from the date of receipt of the notice by the contractor and can be extended upto a period of 30 days (including the initial period) for the valid reasons (to be recorded by the Chief Mechanical Engineer).

28.2 If the contractor fails to give satisfactory clarification within the period stipulated in the show cause notice (or, the extended period, if any), the Chief Mechanical Engineer shall take a final decision regarding the de-registration. Before issuing a final order regarding de-registering, the Chief Mechanical Engineer shall give the contractor an opportunity to be heard in person, or through his authorized representative, if such a hearing is requested by the contractor along with his letter of clarification.

28.3 Any order of penalty passed by the Chief Mechanical Engineer under these Rules shall state the facts of the case and give the reasons for the order. In case of de-registration, the order shall also specify the name(s) of the partner (s)/ share holder(s) of the contractor's firm / partnership / company as well as the period of de-registering and the contractor shall be intimated accordingly.

28.4 As far as practicable, the Chief Mechanical Engineer shall take final decision regarding de-registration within 7 days of completion of hearing of the contractor.

28.5 Within 7 days from the date of receipt of the order regarding de-registration, the contractor shall submit the original registration certificate (for necessary endorsement) to the Chief Mechanical Engineer's office. If any contractor does not comply with this requirement within the period of 7 days mentioned above, he shall be deemed to have been de-registered at the expiry of the above mentioned period.

28.6 If after expiry of the period of 7 days mentioned in clause 28.5, a penalised contractor is found to have obtained a tender / work order for any work, the contractor's tender will not be considered at all and the work order if any, will be deemed to have been cancelled.

29. Appellate Authority :

Any contractor who is rejected / removed by the Chief Mechanical Engineer, he may appeal to the Chairman of the Port of Mumbai against the orders of rejection or removal and the decision of the Chairman of the Port of Mumbai will be final and binding.

30. Purpose of Registration :

It should be understood that the registration will only entitle a firm to purchase tender documents for the works of the relative category. The Port Trust, however, does not bind itself to accept the lowest or any tender.

Date : _____

Name & Signature of Authorised
Representative(s) of Applicant

Seal of the Firm making
the Application

Title of above Authorised
Representative(s)

MUMBAI PORT TRUST

Annexure 'A'

A. Electrical Works

<u>Category</u>	<u>Description</u>
A01.	Repairs to various types of electric motors, generators including rewinding.
A02.	Repairs and Maintenance of lifts including Annual Maintenance Contract.
A03.	Repairs & Maintenance of Air Conditioning & Refrigeration including Annual Maintenance Contract.
A04.	Cable fault detection & jointing (HT/LT).
A05.	Repairs to transformers.
A06.	Testing & calibration of protective relays.
A07.	Repairs / maintenance of L.T./H.T. switchgears, control panels, etc.
A08.	Excavation & cable laying works for cable faults & other petty works.
A09.	Repairs to Refrigeration & Air-Conditioning systems of various crafts.
A10.	Electrical repairs on crafts.
A11.	Electronic repairs on crafts.
A12.	Electrical repairs to motor vehicle and flotilla works.
A13.	Electrical works of locos including its control and power system.
A14.	Electrical repairs & maintenance of various type of cranes & dock machinery.
A15.	Repairs to electronic drive / PLC etc.
A16.	Testing & Calibration of various types of electrical measuring indicating instruments / meters.

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Annexure 'B'

B. Mechanical Works

<u>Category</u>	<u>Description</u>
B01.	Repairs / replacement of body of all types of vehicles.
B02.	Brazing work on copper pipes.
B03.	Fabrication / repairs to cranes & dock machinery.
B04.	Re-rubbering / moulding on handcart wheels, ST trailer wheels & hot work etc. (Firms shall be empanelled for BEST / MDL / Rail ways)
B05.	Repairs / maintenance of various types of pumps, valves, cassion, etc.
B06.	Repairs / maintenance of Hydraulic equipments & Hydraulic Hose Pipes etc.
B07.	Repairs / overhauling of sluice.
B08.	Repairs to lock gate / cassions and capstans.
B09.	Repairs / Maintenance of Engines, Gear boxes, turbochargers, fuel injection pumps.
B10.	Repairs to deck machinery provided on various crafts.
B11.	Repairs / Replacement of Piping of crafts.
B12.	Repairs to Heat Exchangers / Coolers.
B13.	Repairs / Replacement of Insulation works on Exhaust Pipes.
B14.	Providing Carpentry / Fibre repairs / Pest Control work on crafts.
B15.	Repairs / Maintenance of all types of vehicles.
B16.	Repairs / Maintenance of steam boilers, steam engines. (Firms shall be registered with Director of Steam Boilers Govt. of Maharashtra & MPCB.)
B17.	Repairs / Maintenance of Navigational buoys & beacons.
B18.	Repairs / Maintenance of workshop Machinery / Equipment.
B19.	Testing & calibration of various types of measuring / indicating instruments.
B20.	Repairs / Maintenance of Locomotives.
B21.	Repairs / Maintenance / Calibration of Weighbridges, weighing scales etc.

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Annexure 'C'

C. Painting Works

<u>Category</u>	<u>Description</u>
C01.	Painting of feeder pillars, M. S. boxes, panels, streetlight poles, flood light towers, etc.
C02.	Painting of pipeline, pipe line equipments, pipeline supports, marine loading arms etc.
C03.	Painting of cranes & dock machinery.
C04.	Painting of marine equipments.

MUMBAI PORT TRUST

Annexure 'D'

D. Pipeline Works

<u>Category</u>	<u>Description</u>
D01.	Repairs/ replacement of petroleum oil pipeline.
D02.	Repairs/ replacement of valve actuators, system valves.
D03.	Application of sealant / lubrication on valves of Petroleum Pipelines.
D04.	Refurbishment of Pneumatic Rubber fenders.
D05.	Repairs/ Replacement of PLC - SCADA system for operating valves.
D06.	Repairs / Maintenance of Gravity Fender / Cell Fender.
D07.	Testing and Calibration of Relief Valves / Pressure Gauges / Pressure Sensors of Petroleum Pipelines.

MUMBAI PORT TRUST

ANNEXURE 'E'

Registration of contractors for executing Repair & Replacement works of Mechanical / Electrical / Marine in nature.

Statement of similar works awarded and completed during the last Seven years

for the category ' _____ '

Sr. No.	Tender No. & Description of work	Tender Amount Value of Final Bill Rs.	Work Order No. and date	Stipulated period of completion	Actual Date of completion	Penalty, if any	Name of Organisation and Name, designation & address of the officer under whom work was carried out

(Use continuation sheets, if necessary)

(Documentary evidence in support of experience in the form of Work Order / Completion Certificate to be submitted saperately)

* Note : The contractors will have to submit the separate statement for each category he wish to apply.

Date : _____

Name & Signature of Authorised Representative(s) of Applicant

Seal of the Firm making the Application

Title of above Authorised Representative(s)

MUMBAI PORT TRUST

ANNEXURE 'F'

Registration of contractors for executing Repair & Replacement works of Mechanical / Electrical / Marine in nature.

List of major tools, plant and machinery in working condition owned by the applicant

Sr. No.	Description, make and capacity	No. of units	Year when purchased	Present Age	Present Location

(Use continuation sheets, if necessary)

Date : _____

Name & Signature of Authorised Representative(s) of Applicant

Seal of the Firm making the Application

Title of above Authorised Representative(s)

MUMBAI PORT TRUST

ANNEXURE 'G'

**Registration of contractors for executing Repair & Replacement works of
Mechanical / Electrical / Marine in nature.**

SPECIMEN FORM OF SOLVENCY CERTIFICATE

Date : _____.

This is to certify that to the best of our knowledge and information
M/s. _____
having the marginally noted address, is a customer of our Bank and is respectable
and can be treated as good for any engagement upto a limit of Rs. _____
(Rupees _____).

This certificate is issued without any guarantee or responsibility on the
Bank or any of the officers.

Signature of authorised
Signatory for the Bank

Name of authorized signatory

Designation :

Bank and Branch : _____

Address of Bank : _____

Tel. No. : _____

Fax No. : _____

CHECK LIST FOR

APPLICATION FOR REGISTRATION OF CONTRACTORS FOR EXECUTING REPAIR & REPLACEMENT WORKS OF MECHANICAL / ELECTRICAL / MARINE IN NATURE FOR CATEGORY / / / (Strikeout which is not required)

I. To Be submitted by the Applicant :

- 1.1 Name of the Firm : _____
(Given in application) _____
- 1.2 Application for Category : _____
- 2 Address : _____
- 2.1 a) Office _____

Tel. No. _____
- b) Workshop / Factory _____

Tel. No. _____
- 2.2 Constitution of Firm : i) Public Limited Co. / Private Ltd. Co.
ii) Hindu Undivided Family
iii) Registered Partnership Firm
iv) Proprietary Firm / Individual
v) Any Other
- 2.3 Proof of Address Yes / No (Page No.) _____
(Copy to be enclosed) _____

- 2.4 Local authority Certificate Yes / No (Page No.) _____
(viz. Shops & Establishment / _____
Workshop or Factory License etc.) _____
(Copy to be enclosed) _____
- 2.5 Last Three Months paid Yes / No (Page Nos.) _____
electricity bills, telephone bills. _____
(Copies to be enclosed) _____
- 2.6 PAN Card copy : Yes / No (Page No.) _____
(Copy to be enclosed)

- 2.7 Last Three years Income Tax Returns Filed (Copies to be enclosed) Yes / No (Page Nos.) _____
- 2.8 Solvency Certificate (Copy to be enclosed) Yes / No (Page Nos.) _____
- 2.9 Proof of registration under MVAT Act, Sales Tax etc. (Copies to be enclosed) Yes / No (Page Nos.) _____
- 2.10 Proof of registration under Service Tax Act (Copy to be enclosed) Yes / No (Page No.) _____
- 2.11 Latest audited annual reports or balance sheet, P & L account duly certified by registered Chartered Accountant for the last three years. (Copies to be enclosed) Yes / No (Page Nos.) _____
- 2.12 Statement showing the similar works carried out for the last seven years as per format given in Annexure 'E' and necessary completion certificate from the client for the same. (Copies to be enclosed) Yes / No (Page Nos.) _____
- 2.13 Statement showing the list of major tools, plant and machinery in working condition owned by the Applicant as per format given in Annexure 'F'. (Copies to be enclosed) Yes / No (Page Nos.) _____
- 2.14 Valid Electrical Contractor's Licences. (Copy to be enclosed) (if applicable) Yes / No (Page No.) _____
- 2.15 Supervisor Licence from Govt. of Maharashtra. (Copy to be enclosed) (if applicable) Yes / No (Page No.) _____
- 2.16 Any other Licence require for execution of work, if applicable Yes / No (Page No.) _____

- 2.17 Welfare Measures offered by the firm to their employees (viz. PF/LIC/Insurance/Workmen Compensation Policy / Group Medclaim/ESIS etc) (Copies to be enclosed) Any other Licence require for execution of work, if applicable Yes / No (Page Nos.)_____
- 2.18 List of all permanent employees (Engineers, Staff, Supervisors) with their qualifications; age & no. of years of service with the firm as appearing in the wages / salary Registers maintained by the firm. (Copy to be enclosed) Yes / No (Page No.)_____
- 2.19 Receipt of payment for Application form. (Copy to be enclosed) Yes / No (Page No.)_____
- 2.20 Register of payment to the workmen (Copy to be enclosed) Yes / No (Page No.)_____
- 2.21 Contract Labour Licences as per Contract Labour Act, 1971, If any (Copy to be enclosed) Yes / No (Page No.)_____
- 2.22 Check list for Minimum Eligibility Criteria for category / / / . (Submitted) Yes / No (Page No.)_____

Date : _____

Name & Signature of Authorised Representative(s) of Applicant

Seal of the Firm making the Application

Title of above Authorised Representative(s)

Check List for Minimum Eligibility Criteria

Category ' ' '

1)	Financial Criteria Minimum Average Annual Turnover required Rs.3 Lakhs Minimum Solvency Required Rs.2 Lakhs	Actual Avg. Annual Turnover Rs. _____* Lakh Actual Solvency Rs._____ Lakhs	Documents Supported Documents Supported
2)	Technical Criteria During last seven years ending on <u>31.03.2009</u> (five similar works carried out)		
	i) Title of work	Actual cost work Rs. _____ for _____ _____	Supported Documents Enclosed Yes / No.
	ii) Title of work	Actual cost work Rs. _____ for _____ _____	Supported Documents Enclosed Yes / No.
	iii) Title of work	Actual cost work Rs. _____ for _____ _____	Supported Documents Enclosed Yes / No.
	iv) Title of work	Actual cost work Rs. _____ for _____ _____	Supported Documents Enclosed Yes / No.
	v) Title of work	Actual cost work Rs. _____ for _____ _____	Supported Documents Enclosed Yes / No.

Date : _____

 Name & Signature of Authorised Representative(s) of Applicant

 Seal of the Firm making the Application

 Title of above Authorised Representative(s)

* The contractor should submit separate check list for Minimum Eligibility Criteria for each category applied.

II. Verification of Documents (to be filled by MbPT) :

Sr. No.	Documents	Verified	Not Verified
1.	Address Proof		
2.	Constitution of the Firm		
3.	Paid bills of premises		
4.	Local Authority Certificate i) Shops & Establishment Certificate ii) Workshop / Factory Licence		
5.	PAN Card		
6.	Income Tax Returns Filed		
7.	Solvency Certificate		
8.	MVAT Registration		
9.	Sales Tax Registration		
10.	Service Tax Registration		
11.	Annual Reports / Balance Sheets / Profit & Loss Account Statement for last three years		
12.	Completion Certificates for similar works completed		
13.	Contractor's Licence (if applicable)		
14.	Supervisor Licence from Govt. of Maharashtra (if applicable)		
15.	Any other Licences if applicable		
16.	Welfare Measures to employees (PF / LIC / Insurance / Workmen Compensation Policy / Group Mediclaim / ESIS etc.)		
17.	Payment Register		
18.	Contract Labour Licence		

III. Visit Report (to be filled by MbPT):[Not applicable for A08 category]

a) Office Premises

i) Visit Date : _____

ii) Address of Office : _____

iii) Facilities in the Office : _____

b) Workshop Premises :

i) Visit Date : _____

ii) Address of Workshop /
Factory : _____

iii) Facilities in the
Workshop / Factory : _____

c) Similar Works :

i) Name & Address of
firm Visited : _____

ii) Date of Visit : _____

iii) Description & cost of
works date of placement
of order : _____

iv) Completion Period : _____

v) Date of completion : _____

vi) Delay in Execution : _____

vii) Remarks : _____

2)

- i) Name & Address of : _____
firm Visited _____

- ii) Date of Visit : _____
- iii) Description & cost of : _____
works date of placement _____
of order _____
- iv) Completion Period : _____
- v) Date of completion : _____
- vi) Delay in Execution : _____
- vii) Remarks : _____

3)

- i) Name & Address of : _____
firm Visited _____

- ii) Date of Visit : _____
- iii) Description & cost of : _____
works date of placement _____
of order _____
- iv) Completion Period : _____
- v) Date of completion : _____
- vi) Delay in Execution : _____
- vii) Remarks : _____

IV. Recommendations :

Executive Engineer (W)

Executive Engineer (M)

Comments of Mechanical Engineering Department

The firm _____ has applied for registration under category '____'. The firm is meeting / not meeting the Minimum Eligibility Criteria to register the firm under category '____'.(refer Checklist).

Executive Engineer (M)

Comments of Account Department / Finance Concurrence

The Finance Concurrence is extended / not extended for enlisting the firm _____ under category '____'.

Sr. Account Officer,
Tender Branch

Accepting Authority

Chief Mechanical Engineer