

PARADIP PORT TRUST  
E&M DEPARTMENT

NO.: EM/PD-24/15/4044

Dt.: 12/12/2016

**ENLISTMENT OF CONTRACTORS UNDER E&M DEPARTMENT**

Applications are invited for enlistment of contractors under E&M Dept.,Paradip Port Trust for the execution of Electrical and / or Mechanical works.

The application form in detail is available in the PPT website [www.paradipport.gov.in](http://www.paradipport.gov.in), from **13.12.2016**. The same can be downloaded and the duly filled in application shall be submitted to the Chief Mechanical Engineer, Paradip Port Trust, At/Po: Paradip Port, Dist:- Jagatsinghpur, Pin- 754142 on any working days within the stipulated time frame mentioned above. A Demand Draft of **Rs. 750/-** should be enclosed towards the **fees of application** (non-refundable) along with the filled in application form. **Further a sum of Rs. 1000/- (Rupees One thousand) only in shape of Demand Draft** should also be submitted along with the application form as **registration fee (Refundable in case of non enlistment)**. Application forms without application fee and registration fee will be summarily rejected. Paradip Port Trust shall not be responsible for any delay in submission of application, difficulties / inaccessibility of the downloading facility for any reason what so ever.

The payment of the application fees of Rs. 750/- and Registration fees of Rs.1,000/- are to be made by Crossed Demand Draft of any Nationalized Bank / Scheduled Bank drawn in favour of FA&CAO, PPT and payable at Paradip.

Paradip Port Trust shall forward a copy of TCN in case of tendering for Electrical / Mechanical works to the enlisted firms based on their credentials for the respective work. Besides, the TCN may be floated in the website for open participation of other eligible bidders. The enlisted eligible bidders supplied with the copy of TCN for any electrical / mechanical work shall participate in the bidding process at par with other bidders as per as per terms & conditions of the tender with the required documents in support of their credentials.

Paradip Port Trust reserves the right to reject any or all application without assigning any reason thereof.

Asst.Executive Engineer(M),  
P&D Cell, E&M Dept.,  
Paradip Port Trust

**Copy to:**

1. PS to Chairman, PPT for kind information of Chairman, PPT
2. All Heads of Department / Heads of Offices.
3. Dy. CME / Sr. Dy. MM, PPT
4. Sr. Dy. Director, EDP Cell with a CD for uploading the above in the Port website & Central Public Procurement Portal.
5. PRO, PPT with request to publish the above notification in the Port Gazette, 4 Odia News Papers (2 from Cat-1, 2 from Cat-2) 4 English News Papers (2 from Cat-1, 2 from Cat-2).

# PARADIP PORT TRUST ELECTRICAL & MECHANICAL DEPARTMENT

## APPLICATION FOR ENLISTMENT AS CONTRACTOR

### A. GENERAL :

1. Name of the Applicant / Firm / Company :

(In Capital Letters)

2. Address : \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email Id: \_\_\_\_\_

Address of Communication: \_\_\_\_\_

\_\_\_\_\_

2.1 Registered Office: \_\_\_\_\_

2.2 Branch Office: \_\_\_\_\_

3. Name and Designation of Contact Person : \_\_\_\_\_

4. Whether the firm is Mechanical / Electrical / Mech. & Elect. Contractor: \_\_\_\_\_

5. The firm is a Proprietary concern / Partnership firm / Limited company

[Please strikethrough which are not applicable]

Please enclose the documents related to the type of firm:

a) In case of Proprietorship:

- Affidavit of sole Proprietorship

b) In case of Partnership :

- Notarised copy of Partnership deed
- Specify whether registered or unregistered
- Specify name of all partners and extent of share in the firm.

c) In case of Limited Companies:

- Memorandum & Article of Association
- Certificate of Incorporation

6. Status of Firm :

- Small scale Industry :  ]
- Medium Scale Industry :  ] (tick the appropriate box and enclose
- Large Scale Industry :  ] the attested copy of certificate / doc.)

7. Nature of works under taken: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

8. Whether you have any collaboration either financial or technical with foreign/indigenous firm, if yes, give the details and address of collaborators.
9. Whether you are already registered with any Dept. of Paradip Port Trust or any other Govt. Department / Public Undertaking? If YES, furnish the following information and submit the documentary evidences:

Sl.No.	Name of Organisation	Category of Work	Qualified to tender up to Rs.	Date of Registration	Validity of Registration

10. Indicate Permanent Account Number(PAN) :
11. Indicate VAT/Sales Tax Registration certificate No. :
12. Indicate Service Tax Registration Certificate No.:
13. Indicate ESI Registration Certificate No.: In case of no ESI registration, they may submit Mediclaim Policy / Employment injury & Compensation details. However if the firm is having any type of Mediclaim Policy or Employment injury & Compensation Scheme other than ESI, then the firm has to submit an undertaking that if the work is awarded in their favour then the firm would get registered under the ESI Scheme.
14. Indicate EPF Registration Certificate No.:

## B. TECHNICAL

15. Contractor's Experience:
  - 15.1 Indicate the following details of jobs/works executed/completed by you (**Please refer Appendix-A for each sub-category of work and fill the table below accordingly**) and enclose (1) documentary evidences in its support (2) completion / performance report and (3) contact persons of respective employers in order to meet the eligibility criteria :

Sl. No.	Description of Jobs/Works	Employer's Name	Order Ref.	Order Date	Order Value	Completion Schedule	Actual Completion
1	Example: if one sub-category ..... <b>Code M6</b>	M/s..... .....	Details with enclosure	Details with enclosure	Details with enclosure	Details with enclosure	Details with enclosure
2	Example: if more than one sub-category..... ..... <b>Code E2</b>	--Do--	Details with enclosure	Details with enclosure	Details with enclosure	Details with enclosure	Details with enclosure

**Eligibility Criteria:**

At least two works undertaken/ executed during a period of 3 years from the date of application along with performance/ execution certificates etc in any Govt. /Private Organisations.

15.2 Indicate the full details of infra-structure and facilities possessed by you and address of the factory or workshop owned by you with documentary proof of ownership.

Sl. No.	Details of infra-structure & facilities / Workshop	Address and other details

**16. ORGANISATIONAL STRENGTH**

16.1 Please enclose the organisational chart of your firm/company indicating the number of people employed and their competence in the execution of categories of job/work for which registration is intended.

16.2 Give the strength of the workers:

Qualification                      Experience

Engineering Degree holders		
Engineering Diploma holder		
Other technical personnel		
Skilled & Unskilled workers		

**C. FINANCIAL POSITION**

17. Financial

17.1 Annual turnover for the last three years :.....

17.2 Capital Employed :.....

17.3 Name & address of your Bankers with details of accounts in the name of :

i).....

ii).....

iii).....

iv)

Please enclose copies of your:

i) Income Tax clearance certificate for last three years:

Sl. No	Year of Assessment	Total Income Assessed	Contractual Income Assessed	Tax Paid

- ii) Current Sales Tax Clearance Certificate.
- iii) Balance Sheet for three years.
- iv) Profit & Loss Statement for three years.

18. REFERENCES OF PREVIOUS CLIENTS:

- a) .....
- b) .....
- c) .....
- d) .....

ANY OTHER INFORMATION CONSIDERED RELEVANT AND USEFUL.

.....  
 .....  
 .....

19. CATEGORY

19.1 Indicate the following for which registration is sought:

Category & Sub-category of Job / Works:

(Categories / Sub-categories of job/works are indicated in the Appendix-A)

20. APPLICATION PROCESSING FEE:

Details of Demand Draft

Bank \_\_\_\_\_

No. Date \_\_\_\_\_

Value \_\_\_\_\_

21. REGISTRATION FEE:

Details of Demand Draft

Bank \_\_\_\_\_

No. Date \_\_\_\_\_

Value \_\_\_\_\_

22. If the applicant has any relationship with any officer serving in PPT, the fact shall be clearly stated along with the names designations of such officer & Departments in which serving at the time of submission of application.

23. Has the applicant been blacklisted in the past? If yes, give details.

I/ We certify that the particulars furnished are true.

I/ We certify that I / we will not get myself / ourselves registered as contractor in the Department, under more than one name.

I/ We undertake to abide by the rules & regulations of the Paradip Port Trust framed from time to time.

**Note:**

- (i) Attested copies of certificates in proof of the statement must be enclosed and the applicant is expected to produce original documents at any time for verification.
- (ii) Attach separate sheet in case the space provided is not sufficient.
- (iii) All pages of application should be signed by the applicant in token of acceptance. The credentials furnished should also be signed by the applicant.

SIGNATURE OF APPLICANT  
WITH SEAL

Place :

Date:

## **GUIDELINES TO THE APPLICANTS**

1. GENERAL INSTRUCTION:
  - (a) Applicants are advised to read the instruction provided to them carefully before filing up the Application format.
  - (b) This application cannot be considered as a right for selection in enlistment of contractor under Paradip Port Trust.
  - (c) Authority reserved the right to reject any or all the applicants without assigning any reason thereof.
  
2. Prescribed Registration fee in shape of Demand Draft should be enclosed with the application drawn in favour of FA&CAO, PPT, Payable at Paradip towards prescribed Regn. Fees and Application Fee.
  
3. Near Relative :  
Near relative means, wife, husband, parents, brothers, son, daughter and in laws:
  
4. Canvassing with regard to Enlistment is strictly prohibited. In case of any canvassing, the application will be summarily rejected.
  
5. Incomplete applications and non-submission of requisite documents shall lead to rejection of application.
  
6. If any important works left out in the Appendix-A (list of sub-category of works in E&M Department), on formal request by Contractor the same may be considered for inclusion if found necessary by competent authority following due procedures.

## CONDITIONS OF THE ENLISTMENT

The contractors are required to go through the following conditions and sign in this format on each page in token of acceptance to the conditions contained herein.

(A) **The enlistment of contractors** is valid for 3 (three) years and it will be renewable for a period of 2years thereafter. After lapses of validity period, the validity of the enlistment will be treated as cancelled automatically.

(B) **Code of Ethics**

1. To ensure ethics, compliance by Contractors to a code of ethics is important. Following Code of Ethics should be followed by the Contractor during registration process and also post registration during tendering & execution of contracts with a warning that in case of any violation of this code of ethics, their names are not only liable to be removed from the List of Registered Contractors, but also to other punitive actions like cancellation of contracts, banning and blacklisting etc.
2. PPT Code of Ethics: Bidders / Contractors participating in tenders and contracts shall observe the highest standard of ethics during the tendering and / or execution of such contracts. Following practices would be considered as violation of Code of Ethics:
  - i) “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, at any stage, of anything of value to influence the action of a public official in contract execution;
  - ii) “Fraudulent practice” means a misrepresentation or omission of facts, directly or indirectly, at any stage, in order to influence the execution of a contract;
  - iii) “Collusive practice” means a scheme or arrangement, directly or indirectly, at any state, between two or more Bidders, with or without the knowledge of the Purchaser, designated to establish bid prices at artificial, non-competitive level; and
  - iv) “Coercive practice” means harming or threatening to harm, directly or indirectly, at any stage, persons or their property to influence their participation in the tendering or affect the execution of a contract.
3. Punitive Provisions: A particular violation of ethics may span more than one of above mentioned unethical practices. Following policies will be adopted in order to maintain the standards of ethics:
  - i) A proposal for award will be rejected, if it is established that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.
  - ii) A contract will be cancelled if it is determined at any stage that PPT representatives / officials have directly or indirectly, engaged in corrupt,



fraudulent, collusive or coercive practices during the procurement or the execution of that contract.

- iii) Name of Bidders / Contractors shall be removed from the list of registered vendors and banned/blacklisted after following due process, including declaring them ineligible, either indefinitely or for a stated period of time, to participate in or be awarded a PPT contract, if it at any stage it is established that they have, directly or indirectly, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a PPT contract. Any other legal action under law would also be taken.

**(C) Delisting of Contractors for any period of time as decided by the Port Authority for the following reasons:**

Performance issues which may justify de-listing from the Enlistment of Contractor list are:

- (i) Non- performance or performance below specified standards
- (ii) Contractors who violated safety norms, that resulted in industrial accidents leading to loss or injury to life or property.
- (iii) Violation of code of ethics

Removal from Enlistment of Contractor list may also be warranted in following cases:

- (iv) Is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned
- (v) Default in settlement of tax dues like income tax, contract tax, sales tax, octroi, duties etc. or
- (vi) Ceases to fulfil eligibility criteria based on which enlistment / revalidation was done
- (vii) The firm ceases to exist or is acquired by or merged with another firm, or ceases to operate in the category for which it is registered.
- (viii) If any of the of the bidder(s) / Contractors is found presenting misleading/forged/ false information / documents during tendering process and execution of contract.
- (ix) In case the contractor is banned / blacklisted by PPT or any other Government Agency.

**(D) Contractor's obligations:**

The contractor should fulfil all his obligations under these rules in time and manner as specified, failing which he shall be liable for the action as mentioned therein. Some of the obligations are summarized below:-

- (i) Prior approval shall be obtained from the enlisting authority before changing the name or constitution of the firm / company. Intimation of change of address should be given in advance or within one month along with acknowledgement from Banker, Income Tax and Sales Tax authority.
- (ii) He should not indulge in unethical practices and maintain good conduct.
- (iii) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specification.

(E) **Disciplinary Actions:**

The contractor shall have to abide by all the rules of enlistment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works as per contract in time and with good quality. The enlisting authority shall have the right to suspend business with him for any period, debar / banning / blacklisting him or remove his name from the approved list of contractors indefinitely or for a period as decided by enlisting authority after issue of show cause notice. Decision of the enlisting authority shall be final and binding on the contractor.

(F) **C e r t i f i c a t e s**

I / We (including all partners) certify that I / we have read the Rules of Enlistment of Contractors.

I / we certify that the information given above is true to the best of our knowledge. I / we also understand that if any or the information is found wrong, I am / We are liable to the debarred.

I/ We certify that I / We will not get myself / ourselves registered as contractor(s) in the Department under more than one name.

Signature of the applicant with seal

**Based on the nature of job/work, contractor shall be registered for the following categories**

1. Structural (S)
2. Mechanical (M)
3. Electrical (E)

The **sub-categories** of job/work under each category are furnished as below:

**Structural:**

1. Fabrication, Erection of Steel structures including roofing sheets. **Code -(S 1)**
2. Providing and fixing of steel/aluminium frames, shutters, doors, windows etc. **(S 2)**
3. Piping works **(S 3)**.
4. Drilling, riveting and welding work **(S 4)**.
5. Repair/modification work **(S 5)**.
6. Painting (Synthetic/ Epoxy) **(S 6)**.

**MECHANICAL**

1. Mechanical dismantling and erection works. **Code- (M1)**
2. Overhauling of equipments including **hydraulic systems, lubrication systems** and other internal systems of bulk material handling equipments like Stacker , Reclaimer, Wagon Tippler , Stacker cum Reclaimer, Shiploader etc. **(M2)**
3. Mechanical Repair and Maintenance works. **(M3)**
4. Repair/Maintenance/Serviceing of light/heavy vehicles. **(M4)**
5. Repair/ Maintenance of Payloaders/cranes and other heavy earth moving machinery. **(M5)**
6. Repair/Maintenance of Locos and related equipments. **(M6)**
7. Refurbishing/Repair/ Overhauling of EOT cranes. **(M7)**
8. Replacement/Repair of E-house and operator cabins of Bulk material handling plant equipment. **(M8)**

9. Works related to conveyor belt laying, jointing (Cold and Hot) , repairing of through cut and spot damages. **(M9)**
10. Lagging of Conveyor Pulleys(Hot & Cold) . **(M10)**
- 11.Re-railment, trolley shift rectification & Knuckle Repair of wagons/locos in & around PPT shunting yard & railway yard. **(M11)**
12. Installation, Commissioning ,Operation & Maintenance of Dust Control System **(M12)**
13. Operation & Maintenance of bulk material handling plant. **(M13)**

### **ELECTRICAL**

1. Repairing of Motorola VHF Radio. **Code –( E1 )**
2. Rewinding & overhauling of AC & DC Motors. **–( E2 )**
3. Supply, Installation & Commissioning of high range CCTV camera (PTZ type) **–( E3 )**.
4. Supply, Installation & Commissioning of High Mast Lighting Towers **–( E4 )**.
5. Supply, installation, testing & commissioning of HT/LT equipments **–( E5 )**
6. Supply, installation, testing & commissioning of fire fighting system at Paradip Port. **–( E6 )**
7. Supply, installation, testing & commissioning of LED / induction lights at Paradip Port. **–( E7 )**
8. AMC of illumination system of township area/ harbour area of Paradip Port. **–( E8 )**
9. AMC for O&M of CCTV surveillance system inside & outside area of Paradip Port **–( E9 )**
10. AMC for O&M of lifts at Paradip Port **–( E10 )**
11. AMC for neon sign boards at Paradip Port **–( E11 )**
12. AMC for O&M of 33/11 kV Control Room & 11 kV Control Room of Paradip Port **–( E12 )**
13. AMC of Night Navigation system Paradip Port **–( E13 )**
14. AMC for O&M of Air conditioner, cooler & refrigeration system Paradip Port **–( E14 )**
15. AMC for O&M of shore gangway & fire fighting system of Paradip Port. **–( E15 )**
16. AMC for recording of meter reading & billing of consumers & collection of revenue charges of Paradip Port. **–( E16 )**
17. Rate contract for pin pointing HT cable faults at Paradip Port **–( E17 )**
18. Repair & rewinding of Transformers **–( E18 )**
19. Repair & renovation of electrical installation **–( E19 )**

20. Hiring of DG Set for PPT–( **E20** )
21. Excavation of soil from Cable trench for retrieval of cable for repairing–( **E21** )
22. Construction of Cable trench (Puckka /Kuchha)for laying of cables–( **E22** )
23. Construction of earth pit / maintenance of earth pits–( **E23** )
24. Procurement of energy meters/distribution box/spares–( **E24** )
25. Painting of electrical poles/ structural–( **E25** )
26. Assistance to take up emergency electrical works –( **E26** )
27. Supply, fitting & testing of decorative light fittings. –( **E27** )
28. Power supply arrangement for different occasion–( **E28** )
29. House wiring with supply of material–( **E29** )
30. Replacement of JB's & DB's–( **E30** )
31. Rewinding / repair of fans/ motors–( **E31** )
32. Installation with O&M of Audio Conference and Display System–( **E32** )
33. Providing 10 Mbps internet leased line through OFC for Video Conferencing –( **E33** )
34. Supply, installation & testing & commissioning of Mobile Lighting Towers–( **E34** )
35. Energy Conservation–( **E35** )
36. AMC of EPBX system–( **E36** )
37. AMC for gate barrier–( **E37** )
38. Cable laying, installation & Commissioning of LT feeder, Cable Joint, Control wiring, Industrial wiring, fixing of cable tray & cable dressing , laminar maintenance–( **E38** )
39. HT cable laying & dressing , HT cable jointing , HT Feeder Installation & commissioning, HT Switchgear overhauling–( **E39** )
40. Rewinding of transformers, motors, generators–( **E40** )

#### **OTHERS**

1. Providing Assistance in Office-cum-Site works under E & M Deptt. **Code. –( O 01 )**
2. Testing of Lifting equipment, tools and tackles. –( **O 02** )