

**REGISTRATION OF
CONTRACTORS FOR
TRANSPORTATION OF COAL &/
SAND INCLUDING ALLIED JOBS ON
SCHEDULE OF RATES IN
BCCL**



**(FOR REGISTRATION)
Vol. - I**

Registration of Contractors

DESCRIPTION INDEX

1. Notice Inviting Application	4 pages (P/3 to P/6)
2. Application Form	2 pages (P/7 to P/8)
3. Affidavit/Undertaking to be given	1 page (P/9 to P/10)
4. Vol-II	

BCCL

BHARAT COKING COAL LIMITED
 (A Mini Ratna Company)
 (A Subsidiary of Coal India Ltd)
 Regd. Off.: Koyla Bhawan
 Koyla Nagar, Dhanbad-826005
 CIN U10101JH1972GOI000918
www.bccl.gov.in
 Contract Management Cell
 Fax/Tel. No.: 0326-2230206
 E-mail: gmccl.bccl@coalindia.in

NOTICE INVITING APPLICATION FOR REGISTRATION OF CONTRACTORS

Ref. No. BCCL/GM(CMC)/NIA/ SOR -REGISTRATION-2020/05 Date: 04.01.2020

Bharat Coking Coal Limited invites applications from bonafide and experienced contractor(s) for registration on satisfying the eligibility criteria mentioned hereunder and in the prescribed application forms for works of transportation of coal &/ sand including allied works under SOR of BCCL. The registration shall be valid for two years from the date of registration.

1. Types of Work and Category:

The Registration of Contractors for transportation of coal & / sand including allied Jobs on SOR.

2. Eligibility Criteria:

Applicants desirous of registration should fulfill the following –

Experience of executing any single work, of similar nature, in any year in the preceding seven years(*)	Registration fee to be submitted along with application. (non-refundable)	Minimum number of tipper/truck, Payloader/excavator to be owned
Rs.10.00 lakhs	Rs. 10,000/- + GST as applicable at the time of application for registration	1(one)tipper/truck** 1(one) Payloader/excavator with a minimum bucket Capacity of 2.5cum**

*The Applicant must have in its name or proportionate share as a member of Joint Venture/consortium, experience of having successfully executed (completed / ongoing) single work of similar nature valuing Rs. 10 Lakhs in any year (a 'year' in this context is a continuous period of 365 days starting at any date of the year) during last 7(seven) years ending last day of month previous to the one in which application is submitted.

Similar nature of work shall mean: Excavation/Transportation/Loading/Removal of Coal/Overburden/ Shale/ Extraneous material/ Sand/ Minerals etc. by mechanical means.

The work execution experience, submitted by the applicant, should be for the work he/they performed as a **prime contractor**. In case the experience submitted by the applicant is as a subcontractor, **then proof of provision of sub-contract in the prime contract is required to be submitted.**

In respect of the above eligibility criteria the Applicant is required to submit the following:

1. If experience is submitted as a prime contractor, then the copy of Work order for the same.
2. If experience is submitted as a subcontractor, then the document proving the provision of sub-contract in the prime contract (like copy of work order/agreement, NIT of the prime contractor etc.) shall also be submitted along-with copy of the work order for the said subcontract.

Work experience in respect of an applicant which he/they secured by virtue of their holding certain stake /share as a partner of another Partnership Firm shall also be considered valid/ agreeable for registration (% of his stake/share).

Note:

1. Sub-contractor's experience and resources will not be taken into account in determining the Applicant's compliance with eligibility criteria. To elaborate, if the applicant had sublet a part of his work to a sub-contractor, then the work experience for the whole work will not be considered for instant registration. Rather, the experience for the part of work sublet to the subcontractor is to be deducted from the total work experience for the said work.

****Photocopy of proof of ownership/invoice/vehicle particulars, valid tax token, fitness certificate, insurance etc. are to be submitted to prove the ownership of the equipment's. Besides that, the applicant is required to give an undertaking in the prescribed format given at **Annexure-B**, to deploy matching equipment/tippers/Pay loaders/Excavator etc., as per requirement of Discount Bid Notice, either owned or hired.**

An undertaking regarding genuineness of the information/ authenticity of the documents submitted by applicant, in respect of eligibility, is to be submitted as per the format provided in **Annexure-B**. If any information/documents submitted against eligibility criteria is found to be wrong/forged at any stage which changes the eligibility status of the bidder, penal action as mentioned in **Annexure-B** will be applicable.

3. Registration Fee:

Registration fee of Rs. 10,000/- (Rupees Ten Thousand) plus the GST applicable at the time of application for registration, which is non-refundable, is to be deposited with the application form, in the form of Demand Drafts/Banker's Cheque drawn in favor of 'Bharat Coking Coal Limited', drawn on any scheduled Bank payable at its branch at Dhanbad. Applications without registration fee shall stand rejected outright without any reference or correspondence.

4. Availability of Forms:

The application forms/document will be available on Official website of BCCL at <http://www.bcclweb.in> only. The downloading facility shall be available during the period of **05.01.2020 to 04.01.2022**. The company shall not be responsible for any delay/ difficulties / inaccessibility of the downloading facility for any reason whatsoever.

The applicants will be required to submit an undertaking that they will accept the application form as available in the website and their application shall be rejected if any tampering in the application form is found to be done at the time of opening of applications.

5. Instructions to the Applicants:

1. This Notice Inviting Application for registration of contractors is without prejudice to the company's right to publication of open general notice inviting tenders and award of work from time to time as deemed fit by the company.
2. Only one application can be submitted by the applicant.
3. Application should be properly filled up in English/ Hindi and submitted as per instruction, otherwise this is liable for rejection.
4. The duly filled in application for registration must be submitted in the **office of the General Manager (CMC), HQ, BCCL, Dhanbad.**
5. All the pages along with enclosures shall be serially numbered by the applicant.
6. Each page of the application as well as terms and conditions shall be signed by the applicant as a token of acceptance. The documents attached shall also be signed by the applicant for authentication.
7. Conditional offers will be rejected.
8. All the enclosures/ photocopies should be fully legible and duly signed by the applicant.
9. Erasing or overwriting, if any, may disqualify the application. Correction, as necessary, shall be made by crossing out and re-writing with full signature and date.
10. Original documents, as required by the company shall have to be produced by the applicant whenever asked for verification. In the event of non-submission of original document, as asked for, the application may be rejected or the decision taken by the management, as considered appropriate, shall be final and binding on the applicant.
11. Company may ask for any other related documents like TDS etc. towards further verification of authenticity of the documents submitted by the applicant, if required. BCCL Managements reserve the right to ask for any other relevant documents and also to verify any or all the documents from the concerned authority regarding authenticity of the submitted documents.
12. BCCL Management also reserves the right to cancel registration of any contractor or contractors without assigning any reason whatsoever and the Management's decision shall be final and binding on the contractor/ contractors.
13. Canvassing in any form is prohibited and applications submitted by the applicants who resort to canvassing is liable to be rejected.
14. **Demand Drafts/Banker's Cheque required to be submitted along with NIA shall have validity of minimum one month from the date of submission of Application.**
15. Documents in proof of the legal status of the applicant as to whether it is Company/ partnership/ proprietorship/JV etc. are to be submitted along with the affidavit showing the legal status of the applicant.
16. Discount bid on SOR is invited and finalized online/electronically. Hence, the applicant is required to have a valid Digital Signature Certificate (DSC) of minimum class-II type (with signing & encryption certificate) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA, while participating in SOR Discount Bid.

Applicant is therefore advised to have said DSC in its own name or in name of his authorized representative before participation in any Discount Bid offer.

17. The Applicant must have GST registration as per GST Act and rules. The following documents depending upon the status w.r.to GST, are required to be submitted:

- i) Status: GST registered Bidder (but not under Composition Scheme):
Document: GST Registration Certificate (i.e. GST identification Number) issued by appropriate authority of India.
- ii) Status: GST unregistered bidder:
Document: A Certificate from a practicing Chartered Accountant having membership number with Institute of Chartered Accountants of India certifying that the bidder is GST unregistered bidder in compliance with the relevant GST rules of India.

Note:

- a) **The Existing SOR registered transporters, whose registration is going to expire, are also required to apply for Registration. They are required to submit their application at least three months before their expiry date, so that their registration may not expire.**
- b) **Volume II is a tender document for Discount Bid contracts on SOR, which is in force at the time of preparation of this NIA and may change from time to time as needed. Each pages of Volume-II are also to be signed and submitted along with the application, to indicate the acceptance by the applicant.**

6. Submission of filled in application:

From **06.01.2020 to 11.01.2022** in the office of GM (CMC), BCCL, HQ, Koyla Bhawan, Dhanbad, Jharkhand.

D I S T R I B U T I O N :

CC PRO – with a request to publish the abridge of this NIA, in local, Regional and National leading newspapers as per norms of the Company and also send the paper cutting to this department.

CC: D(P)/ D(T)OP/ D(T)P&P /D(F)/ CVO

CC: GM(Cordn)/GM(S&M)/GM(Excv)/GM(P&P)/GM(M&M)/GM(Finance)I/c/
GM(E&M) I/c/GM(IE)/GM(System)

CC: Sr.ES to CMD for kind information of CMD.

CC: HOD (Admn) with a request to display this NIA in Koyla Bhawan Notice Boards.

CC: All CGMs/GMs in the Areas including Washery Division for wide circulation through display in the Notice Boards.

CC: Desk Incharge, BCCL, 6, Lyons Range, Kolkata.

CC: CGM/GM (Production), CIL, Kolkata.

CC: CGM/GM (Contract Management Cell), WCL/SECL/NCL/MCL/ECL/CCL.

CC: Sri R.K. Chaubey, Sr. DEO, CMC Deptt. BCCL/Sri B.N. Banerjee, DEO, CMC Deptt., BCCL to display this NIA on BCCL Website (Soft copy of this NIA is enclosed herewith)

Sd/-
General Manager
(Contract Management Cell)

**APPLICATION FORM FOR REGISTRATION OF CONTRACTORS
BHARAT COKING COAL LIMITED
OFFICE OF THE GENERAL MANAGER
(CONTRACT MANAGEMENT CELL)
LEVEL – V, KOYLA BHAWAN, DHANBAD.**

NOTICE NO. BCCL/GM(CMC)/NIA/SOR-REGISTRATION-2020/05

Date: 04.01.2020

PARTICULARS TO BE FURNISHED BY THE APPLICANT

1. Name and Address of the Applicant
2. Date of Commencement of Business
3. Legal Status (Furnish affidavit in **Annexure-A** along-with other proofs as mentioned below)
 - Whether Proprietorship (furnish photocopy of affidavit)
 - Whether Company (furnish photocopies of Memorandum and Articles of Association)
 - Whether Partnership (furnish photocopies of registered Deed)
 - Whether Government/ Semi Government / Joint Venture Organization (furnish documentary evidence)
4. Type of work for Registration –“Transportation of coal &/ sand including allied jobs on SOR”
5. Registration fee of Rs. 10,000/- (Rupees ten thousand) plus GST as applicable at the time of submission of application, which is non-refundable, by bank draft /Banker’s Cheque of any scheduled bank drawn in favor of the ‘Bharat Coking Coal Limited’, payable at its branch at Dhanbad. Applications without registration fee shall stand rejected outright without any reference or correspondences.

DD/BC no.	DD/BC date	Amount in Rs.	Drawn on

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

A. Details of Works Executed During Past 7 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 Orders

(ii) Satisfactory Completion Certificates

B. Details of Works Presently at Hand

Sl. no.	Year	Name of work with 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

Signature of the applicant with seal and date

The applicant(s) is/are required to provide documentary evidence as detailed below in support of financial/Technical resources to execute contracts

7. Financial Resources

Particulars

Page Reference

- a) Copy of audited Balance Sheet of last 5 years or since inception of the firm whichever is later
- b) Any nationalized/Scheduled bank's **approved by RBI** reference/ certificate for satisfactory conduct of accounts indicating volume of transactions, assets owned etc.
- c) Permanent Income Tax Account No. (PAN)
- d) **Proof for line of Credit** from any Nationalized/Scheduled bank approved by RBI

8. 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 (to be eligible the applicant must own at least one tipper/ truck in general and one pay loader/Excavator having bucket capacity of 2.5 cum for loading & transportation work)

9. Other Details

- a) Details of registration/ enlistment with government/ semi government organizations, if any
- b) Certificate of Registration as per statutory requirements under Contract Labour Laws, as may be applicable
- c) Name of bankers
- d) Bank A/c No. (this shall not be altered subsequently and the same may be used for issuing cheques against executed works)
- e) Type of account i.e. saving/ current
- f) Affidavit as annexure-A & Undertaking as Annexure-B
- g) Any other particulars as may be relevant.

NOTES :

1. Separate sheet may be attached furnishing details indicating the relevant item number in the application form, if necessary.
2. Each application should be submitted in a bound paged file indicating name and address of applicant at the left side bottom, superscribing "Application for Registration of Contractors" addressed to General Manager, Contract Management Cell, Level-V, Koyla Bhawan, Dhanbad – 826005.

Signature of the applicant with seal and date

**Format for Affidavit:
Non-Judicial Stamp Paper.**

AFFIDAVIT.

I,Proprietor/Partner/Legal Attorney/Accredited Representative of
M/S., solemnly declare that:

1. I/We am/are submitting Application for the “Registration for transportation of Coal&/ Sand including allied jobs under SOR (as would be valid on the date of calling discount bid offer)” against NIA. no. dated.....
2. *My/our legal status as an applicant is Proprietorship Firm/ Partnership Firm/ Company/ JV/ Consortium etc. The names of Proprietor/Partners/Directors etc. to be mentioned here with percentage share where applicable.
3. *Myself/Our Partners/Directors don’t has/have any relative as employee of Bharat Coking Coal Limited.
4. *The payloader (s)/excavator (s) bearing valid registration no....., and Tipper/Truck (s) bearing valid registration no..... are owned and in the name of the applicant/agency.
5. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Application is complete, correct and true.
6. All copy of documents & credentials submitted along with this Application are genuine, authentic, true and valid.
7. If any information and document submitted is found to be false/ incorrect at any time, department may terminate my/our Registration and action as deemed fit may be taken against me/us, including banning of our firm and all partners of the firm etc.

*please strike whichever is not applicable.

Signature of the Applicant,

Dated

Seal of Notary

Annexure - B

PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY APPLICANT (S)
(ON APPLICANT'S LETTER HEAD)
FOR COMMITMENT, GENUINENESS OF THE INFORMATION FURNISHED HEREIN AND
AUTHENTICITY OF THE DOCUMENTS SUBMITTED IN SUPPORT OF HIS ELIGIBILITY

FORMAT OF UNDERTAKING

I / We,, Proprietor/Partner/Legal Attorney/Director/
Accredited Representative of M/S., solemnly declare that:

1. I/We am/are submitting Application for “registration for Transport of Coal &/ Sand including allied works”against NIA No.....
Dated.....
2. I/ We hereby authorize department to seek references / clarifications from our Bankers.
3. I/we shall deploy (owned or hired) matching equipments, if the work under SOR discount bid is allotted to me/us.
4. I/we shall accept the terms and conditions of SOR/ Provisions as contained in Volume-II and any change therein from time to time as per need/as uploaded during the discount bid offer.
5. I/we shall register and obtain license from the competent authority under the contract labour (Regulation & Abolition Act) as relevant, if applicable.
6. I/we are enlisted/registered with(Govt/Semi Govt organization)
7. * I/We hereby confirm that I/we have registration with CMPF / EPF Authorities. We shall make necessary payments as required under law, when work under discount bid is allotted to me/us.

Or

* I/We hereby undertake that we shall take appropriate steps for registration as relevant under CMPF / EPF authorities, if applicable. We shall make necessary payments as required under law when work under discount bid is allotted to me/us.

8. * I/We have not been banned or delisted by any Govt., or
Quasi Govt. Agencies or PSUs (In case of JV/Consortium, all partners are covered).

Or

* I / Wehave been banned by the organization named “ _____ ” for a period of..... year/s, effective from to.....(in case of JV/Consortium, name(s) of the JV/Consortium Partner(s)).

9. I/We undertake that I/we will accept the application form as available in the website and My/our application shall be rejected if any tampering in the application form is found during scrutiny.
10. I/We have submitted only one application as per provision of clause no. 5(2) of Instruction to Applicants.
11. I/We hereby confirm that the work experience indicated by me/us is for similar nature of work as defined in clause no. 2 of NIA.
12. I/We hereby confirm that the work experience & resources indicated by me/us does not include the work experience & resources of the sub-contractor as mentioned in Note under clause no. 2 of NIA.
13. If any information and document submitted is found to be false/ incorrect at any time, department may terminate my/our Registration and action as deemed fit may be taken against me/us, including banning of our firm and all partners of the firm etc.

* Delete whichever is not applicable.

Signature of Applicant