

Hooghly Cochin Shipyard Ltd

Ship Building, Ship Repair & Other Yard Services Division

Outsourcing Cell

Application for Pre-qualification / Registration as subcontractor in ShipBuilding,
Ship Repair and Other Yard Services Division

Pre- requisites, Terms & Conditions

Pre -requisites

1. Firms which are desirous to get registered as approved sub contractors in Ship Building, Ship Repair and Other Yard Services Division of Hooghly Cochin Shipyard Ltd (HCSL), is requested to submit the required information for registration, as per the format (HCSL/QMS/OC/F-01) given in HCSL website.
2. Firms are requested to reproduce this format exactly, type in the details with form no. as mentioned, and the printout shall be submitted with covering letter, signature and official seal. Handwritten Documents will not be accepted. Incomplete Applications/ omission of required details & fields/ Applications without supporting documents as prescribed in the application format will be summarily rejected.
3. The applications as specified, shall be submitted along with covering letter in firm's letterhead and enclosing all documentary proofs , super scribing "Application for Registration as sub contractor in Ship Building, Ship Repair and Other Yard Services" shall be sent to the address as shown below :

Deputy General Manager (Projects & Operations),

Hooghly Cochin Shipyard Ltd,

Administrative Building, HCSL Premises, Satyen Bose Road

P.O. Danesh Shaikh Lane

Howrah- 711 109

West Bengal

4. The registration shall be purely at the discretion of Hooghly Cochin Shipyard Ltd, based on the following pre-qualification criteria and subject to HCSL requirements/terms and conditions:
 - a. Contractors should have an experience of 5 years or more in a marine/ship building/ship repair/Heavy Engg industry in the relevant field of work.
 - b. Only those firms/contractors having an average turnover of minimum Rs. 15.00 Lakhs per annum for last 2 years or the firms with promoters/founders

with minimum supervisory/managerial level experience of 5 years in ship building/repair/marine will be considered for new registration.

- c. Contractors/Vendors shall clearly indicate the categories of work for which registration is sought for as per the enclosed format.

Terms and conditions

1. All the applications will be scrutinized periodically by a committee of officials appointed by competent authority, subject to HCSL requirement.
2. The promoters/chief executives of the firms, whose applications are shortlisted, will be called for a direct interview/meeting with the selection committee for verification of credentials and competency. The applications which are finally selected for registration will be intimated to the concerned firms.
3. The registered sub contractors are meant to execute the respective category of work (s) in which registration is allotted, inside HCSL premises. The outsourcing and awarding of work order will be at the discretion of HCSL subject to availability of projects and infrastructural facilities in the yard and scope of outsourcing from time to time. **Conferment of registration will never guarantee conferment of work order.**
4. The registration allocated is of temporary nature for a review period of 6 months from the date of registration. The permanent registration will be conferred upon review of the firm's performance as a subcontractor during the 6 months and if the performance is not found satisfactorily during the period the registration will be cancelled.
5. The permanent registration conferred upon the contractor post review period and shall be valid for period of 24 months and the revalidation shall be subject to performance review. HCSL reserves the right to extend/nullify the registration post 24 months, if found required.
6. The sub contractors shall be initially classified into four categories based on the annual revenue as follows :

<u>Category</u>	<u>Annual revenue (Rs.)</u>
A	1 crore and above
B	50 lakhs - 1 Crore
C	15 Lakhs - 50 Lakhs
D	others

7. The categorization of the contractors shall be reviewed every year based on the annual work turnover and quarterly performance evaluation of the sub contractors, and necessary re-categorization shall be imparted. Continual non performance may lead to delisting of the firm from the list of registered sub contractors.
8. Top tier contractors shall be given preference in allocation of skilled works / high value works orders .
9. All the mandatory rules and regulations including HSE, ESI & PF, labor rules shall be complied during the period of work.
10. If contractors do not respond to the participation intimation of three consequent tenders by HCSL, the registration of those contractors shall be treated as nullified in further tenders.
11. HCSL management have the right to qualify the contractors not meeting experience/turnover criteria stipulated in Pre-requisites Sl.No. 4a & 4b in special circumstance with approval from competent authority.

Deputy General Manager (Projects & Operations)

Hooghly Cochin Shipyard Ltd

Application for Pre-qualification / Registration as Sub- Contractors in Ship Building, Ship Repair and Other Yard Services Division

HCSL Form no.

HCSL/QMS/OC/F-01

Note:

1. Vendors are requested to reproduce this format exactly, type in the details with form no. as above, and the printout shall be submitted with covering letter, signature and official seal. Handwritten Documents will not be accepted.
2. Details of experience of firm and its promoters, major full time executives up to supervisory level to be specified.
3. True copies of documentary evidence for experience and financial capability (3 year Balance sheet, P&L Statement) of the firm to be submitted along with application as separate annexure.
4. True copies of Proof of experience of promoters, major full time executives up to supervisory level shall be submitted along with application as separate annexure.
5. Incomplete Applications/ omission of required details & fields/ Applications without supporting documents as detailed in 2-4 above will be summarily rejected.

I Organizational Details

1	Name of firm with address & contact details (Email/phone)	
2	Name (s) and address of Owners/Promoters/Directors/Chief Executives (with email, Phone)	
3	Type of ownership /Ownership Pattern	
4	Year of establishment	
5	Relationship (business/personal) with any other approved Vendors/sub contracting firms in HCSL	

II Major category of works for which enlistment is sought for in Hooghly Cochin Shipyard Ltd.

Sl no.	Category of Works	Enlistment Required (Yes/No)	Period of Experience in the requested category of Works (in months)	Value of Works Executed during the period <i>(true copy of WO/contract to be submitted as separate annexure)</i>
1	Steel Fabrication (Hull/ Hull Preparation & Assembly)			
2	Grand Assembly			
3	Hull Erection / Post Erection Works			
4	Dry Survey Works			
5	Pressure Testing Works (Pipelines /Tanks/Compartments)			
6	Fabrication of pipes / clamps /supports			
7	Sheet Metal Fabrication			
8	Onboard Structural/ Pipe Fabrication			
9	Machinery Outfitting Works (Erection/ Commissioning)			
10	Stainless Steel Fabrication Works			

11	Aluminium/Cu-Ni/ Copper Fabrication works			
12	Onboard Electrical works (Cabling/Structural/Termination /Commissioning)			
13	Onboard Electronic/ Instrumentation works			
14	Surface preparation & Painting			
15	Onboard Painting			
16	Marine Accommodation works			
17	Marine Insulation works			
18	HVAC works			
19	Joinery / shipwright wood/Marine Carpentry works			
20	Marine flooring and tiling works			
21	FRP/ Rubber / Neopene Works			
22	Scaffolding Works			
23	Underwater services			
24	Inspection Services			
25	General Cleaning			
III	<u>Major Promotor's Details</u>			
1	Name			
2	Experience in Heavy Engg / Marine/Industry			
3	Parent Organisation of the firm (if any)			
4	Contact details			
IV	<u>Major full time executives' Details:</u>			
1	Name			
2	Experience in Marine / Heavy Engg /Industry			
3	Designation			
4	Contact Details			
V	<u>Past Experience Details</u>			
1	Major Industry/Area of Operations of the firm			

2	Last 5 years revenue turn over & profit after tax of the firm/promoting Org in Lakhs (to be furnished in the format below)			
	Financial Year	revenue turn over	profit after tax	
3	Brief Details of work executed in last 3 years. (to be furnished in the format below with true copy of WO/contract to be submitted as separate annexure to application)			
<i>Sl no.</i>	<i>Name of Work</i>	<i>Workorder no. & Date</i>	<i>Work order Value</i>	<i>Customer/Client</i>
4	List of clients with address (<i>can be furnished as annexure</i>)			
5	Registration details in other organization (If any)			
6	Whether the applicant firm/any other firm, in which the promoters/Directors/Partners/Cheif Executives of applicant firm are/were serving at the level of Directors/Partners/Cheif Executives, were blacklisted/penalised by any Govt. Bodies/PSUs . (if yes, details to be specified)			Yes/No.
VI	Human Resource Details			
1	Category Employees	Trade	Nos	Year of Experience
	Graduate Engineers			
	Diploma Engineers			
	Class (DNV/ABS/LRS/IRS) approved Welders			
	Otherskilled ITI technicians ()			
	Others			
2	Confirm the source/methodology of the firm for recruitment of skilled manpower			
VII	Details of Registration with statutory bodies (<i>True copies of proof to be submitted</i>)			
1	SSI			
2	NSIC			
3	MSME			
4	PF/ESI			
5	GST			
6	PAN			
7	ISO/IMS Certification			
Bank Details				
8	Bank and Branch			
9	Account No.			
10	Account Type			
11	IFSC Code No.			

VIII Confirmation of Submission of Details/Documents			
Sl no.	Details	Submitted or not (Yes/No)	Annexure no. to Application
1	Details of major works executed in last 3 years		
2	Proof of Experience of firm of last 5 (five) years -Copy of Workorders		
3	Proof of Experience Promoters/ Executives		
4	Financial Details of last 3 (three) years -Copy of Financial Statements		
5	Copy of certificates issued by statutory bodies		
6	Completion of application in all respect.		
IX <u>Declaration</u>			
<p><u>Agreement</u></p> <ol style="list-style-type: none"> 1. I/We certify that I/we will not get myself/ourselves registered as contractor(s) in the Undertaking under more than one name 2. I / We hereby confirm that the above information is true to the best of my / our knowledge & belief. 3. I / We understand that the contract value will be finalized based on tender enquiries / guidance rates wherever applicable. 4. I / We hereby agree that works awarded to me /us shall be executed as per Yard quality standards and completed within the schedule laid out by the Executing Officer. 5. I / We am / are ready to explain to the Engineer-in-charge, the basis of working out the rates, if the rates quoted are higher than the Company's estimated rates. 6. I / We shall abstain from forming cartels. I / We assure that I / We will not abandon work. 7. I / We will adhere to the Safety Regulations. Terms & Conditions of Hooghly Cochin Shipyard and directions of the Engineer-in-charge for each and every work entrusted to me / us for HCSL. I shall abide by all provisions of relevant Contract Labour Rules and Regulations. 8. I / We will enroll all my / our men engaged for the work in the ESI scheme. I / We shall obtain clearance certificate from the ESI section if ESI/EPF amount is directly paid by me/us or HCSL personnel department may deduct required amount on monthly basis along with the bills. 9. I / We understand that poor performance and non-adherence to procedures / schedule will lead to cancellation / blacklisting of my / our firm / establishment from the approved list. 10. I / We confirm that I / We have never been blacklisted by any firm / organization including HCSL. 11. I / We also undertake that, if at any stage, the above information are found to be incorrect, Hooghly Cochin Shipyard shall reserve the right to cancel my /our registration, at any time, without notice, at its discretion. 			

Place
Date

Name
Signature
Designation

Office Seal of the firm