



# **BEML LIMITED**

**(Formally BHARAT EARTH MOVERS LIMITED)**

**(A Govt. of India Mini Ratna Company under Ministry of Defence)**

**BEML Soudha, 23/1, 4<sup>th</sup> Main, SR Nagar, Bangalore – 560 027.**

**Toll Free No: 1800-425-2365**

## **REGISTRATION – FIELD SERVICE**

The below registration form is to be filled and sent to the following address mentioning the “Contractor Registration – Field Service” on top of the envelope:

**Regional Manager**

**Address:**

**Concern Regional Office**

### **Data Privacy Statement:**

Although data submitted by Contractors / firms for registration shall be termed as confidential and normally not disclosed; however BEML LIMITED reserves the right that any information and data relating to the users of this website collected and received by BEML LIMITED from time to time, may be used and disclosed for such purposes and to such persons as may be found necessary by BEML LIMITED at its sole discretion in which case the vendor will indemnify BEML LIMITED from consequences of disclosure of such data, claims / counterclaims arising on account of above.

If you are interested to register with BEML LIMITED, Registration Fee of Rs.1000/- (Rupees one thousand only) should be paid as Demand Draft in favor of “BEML LIMITED” payable at concern **Regional Office**.

Regional Manager

Yes, I have read the data privacy statement and accept the terms.

Signature of Firm /Contractor

**REGISTRATION FORM – FIELD SERVICE**

**1. Location of Contractor/ Firm :**

**2. Details of locations where Services can be provided :**  
(Mention the Locations / sites)

**3. APPLIED FOR:**

**I. Contract Manpower :**

- a) Service Job at Projects  
(Skilled / Semi Skilled / Welders etc.,)
- b) Security  
(Supervisors / Guards / Others)

**II. Service Contract Job :**

- a) Annual Maintenance Contract (AMC)
- b) Maintenance & Repair Contract (MARC)
- c) Equipment Rehabilitation
- d) Field Repair
- e) Others (Specify)

**III. Transport Contract :**

**4. FIRM DETAILS :**

Name of the Firm/Company : \_\_\_\_\_

Address : \_\_\_\_\_

E Mail ID : \_\_\_\_\_

Phone No : \_\_\_\_\_

Fax No : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Digital Signature : Available / Not Available

Name of the Proprietor / CEO : \_\_\_\_\_

Details of Certificates (IF ANY) : \_\_\_\_\_  
(Enclose Photo Copy)

**3 (a). FINANCIAL YEAR (Last 4 Financial Years): ANNUAL TURN OVER** (Rs. In lakhs)  
(Copy of Audited Balance Sheet to be enclosed)

20\_\_20\_\_ Rs. \_\_\_\_\_  
 20\_\_20\_\_ Rs. \_\_\_\_\_  
 20\_\_20\_\_ Rs. \_\_\_\_\_  
 20\_\_20\_\_ Rs. \_\_\_\_\_

**3 (b) FINANCIAL YEAR (Last 3 Financial Years): INCOME TAX RETURNS**

(Copy of Original filed IT RETURNS to be enclosed. IT RETURNS- Revised if any also to be enclosed)

20\_\_20\_\_ IT RETURN ACKNOWLEDGEMNT REF  
 20\_\_20\_\_ IT RETURN ACKNOWLEDGEMNT REF  
 20\_\_20\_\_ IT RETURN ACKNOWLEDGEMNT REF

**4. DETAILS OF WORK COMPLETED DURING PAST 4 (FOUR YEARS):**

Details of work	YEARS			
	1	2	3	4
Name of the Work				
Name of the Client				
Value of Work & W.O No with date				
Date of Start				
Date of completion / in progress				

**Work Order / PO and related documents to be provided as proof for having executed the job.**

**5. REGISTRATION DETAILS:**

PF CODE NUMBER : \_\_\_\_\_  
 ESI CODE NUMBER : \_\_\_\_\_  
 PAN NUMBER : \_\_\_\_\_  
 TIN NUMBER : \_\_\_\_\_  
 GST REGISTRATION NUMBER : \_\_\_\_\_

**6. INFRASTRUCTURE:**

**a. Manpower Available:**

Qty : In Nos

Category	Discipline						
	Fitter	Welder	Elect	Mech	Auto	Others	Total
Skilled Manpower							
<ul style="list-style-type: none"> <li>• ITI</li> <li>• Diploma</li> <li>• Others</li> </ul>							

**b. Details of Workshop Facility:**

Workshop (Covered Area)	Workshop (Apen Area)	Details of facilities (viz. O/H Crane, Compressor, Welding set etc,)	Remarks

**c. Details of Machineries / Tools**

Sl No.	Type of Machines / Tools	Qty	Capacity	Remarks

**7. DEMAND DRAFT DETAILS:**

a. DD No : \_\_\_\_\_

b. DD Date : \_\_\_\_\_

c. Issuing Bank : \_\_\_\_\_

Place :

Date :

Signature of the Firm's Rep.

**Note:** - Hard Copies of the Documents / certificates / registration copies along with Non-Refundable Registration fee of Rs. 1000/- in the form of Demand Draft in favour of BEML Limited, Payable at Concern **Regional Office** to be submitted to the Office of **The Regional Manager, Address: Concern Regional Office.**

## **SERVICE PROVIDER REGISTRATION**

### **TERMS & CONDITIONS**

(Please return this letter duly signed, which shall construe your acceptance to the Terms and conditions mentioned below)

- (i) Continuance of your registration with BEML as a Service Provider is subject to satisfactory performance on quality of supplies and other commercial requirements.
- (ii) BEML reserves the right to cancel your registration as a Service Provider at any point of time without assigning any reasons whatsoever.
- (iii) BEML reserves the right to register / Not register Sister Concern of same firms under same management. If registered, firms need to ensure to submit quote only from one firm, failing which, BEML can cancel registration of all group firms with BEML.
- (iv) Change of location / address / management / facilities / process / inspection / testing
- (v) facilities / VAT Certification and related matter shall be intimated at the earliest to BEML Regions / Service Head Quarters for updating the records and review for further action, if any.

---

SIGNATURE OF THE SERVICE PROVIDER  
WITH SEAL & DATE

**NEW PROCUREMENT POLICY FOR MICRO & SMALL ENTERPRISES (Please furnish the details whichever applicable, or else, indicate 'NA' (Not applicable))**

FIRM'S NAME : M/s.

VC NUMBER :

ADDRESS & CONTACT DETAILS :

CONTACT PERSON NAME & PHONE / MOBILE No :

QMS CERTIFICATIONS :  
( ISO9001 / ISO/TS / ISO 14001 / OHSAS / AS 9100 etc)  
**(Hard copy of the certificates to be enclosed)**

**MSME (Micro, Small & Medium Enterprise) DETAILS**

1. Belong to MSME Category
- You are requested to provide details as per the format given below along with hard copy of the certificate ( both MSME and Caste Certificate ) for our records

MSME Status			Ownership Status		
Category (Micro / Small / Medium)	Entrepreneur Memorandum Number / Udyog Aadhar No.	Date of Issue	Caste		
			SC	ST	Does Not belong to SC / ST Category

2. Does not belong to MSME Category

**Note : System up-dation will be made only on receipt of hard copy of the certificates.**

**FACTORY REGISTRATION DETAILS**

You are requested to provide the details as per the format given below along with the hard copy of the Certificate for our records

Name of the Company (M/s)	Factory Registration No. issued by the State Factories Inspection director	Location of the factory Village / District/ State	Permanent SI No (PSL) issued / Allocated during the annual survey of Industries, if any	Month and year of commencement of production	Supplies made to BEML (Tick the Business vertical)
					Rail & Metro <input type="checkbox"/> Mining & Construction <input type="checkbox"/> Defence <input type="checkbox"/> Aerospace <input type="checkbox"/>

**Note : System up-dation will be made only on receipt of hard copy of the certificates.**

\_\_\_\_\_  
SIGNATURE OF THE FIRM'S REP.  
WITH SEAL & DATE

**MULTIPLE VENDOR CODES - SISTER CONCERN DETAILS**

FIRM'S NAME : M/s.  
 VC NUMBER :  
 ADDRESS & CONTACT :  
 DETAILS :  
 CONTACT PERSON NAME :  
 & PHONE / MOBILE No

**SISTER CONCERN DETAILS**

A.  Details of the Sister concern furnished below  
 (Sister concern – Different unregistered with BEML under same management / same ownership / same family background)

If required, rows can be added

SI No	Name of the firm (M/s)	Address	Components supplied to BEML	VC number allocated by BEML

Note : Sister concern firms should abide to the undertaking as below –

**UNDERTAKING**

For any Tender enquiry of BEML, quote will be submitted by only one firm of the above stated sister companies, failing which, BEML may enforce strict action of cancellation of vendor registration of all our group firms with BEML

B.  No Sister concern exists

\_\_\_\_\_  
 SIGNATURE OF THE FIRM'S REP.  
 WITH SEAL & DATE

## REGISTRATION – FIELD SERVICE (Terms & Conditions)

Applications are invited from reputed Heavy Earth Moving Equipment (Dozer, Dumper, Excavator, Loader, Motor Grader etc.) maintenance contract for enlistment in the proposed panel of approved contractors for Maintenance and Repair Contract (MARC), Rehabilitation of equipments, field repair work, Contract Manpower Provider (CMP) etc. Interested reputed agencies may apply online by furnishing the details of works carried out during the last seven years, financial status, registration details, ESI/PF details, VAT & Service tax registration details and other relevant information. Hard copies of the documents / certificates to be submitted to the Office of **The Regional Manager, Address: Concern Regional Office.**

Interested agencies may submit their duly completed application along with DD in favour of BEML Ltd, payable at Nagpur under the following categories.

### TABLE -1 (Proposed)

- A) up to Rs.10 Lakhs
- B) up to Rs.30 Lakhs
- C) up to Rs.50 Lakhs
- D) up to Rs.100 Lakhs
- E) up to Rs.300 Lakhs
- F) up to Rs.500 Lakhs
- G) upto 1000 Lakhs
- H) Above 1000 Lakhs

The agency has to fulfil the following Eligibility Criteria and submit as per format.

- A. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited.
  - a. Three similar completed works costing not less than the amount equal to 40% of the proposed category applied for, as in Table 1.

OR
  - b. Two similar completed works costing not less than the amount equal to 50% of the proposed category applied for, as in Table 1.

OR
  - c. One similar completed works costing not less than the amount equal to 80% of the proposed category applied for, as in Table 1.

Note: - Hard copies of the work order and completion certificate issued by respective clients shall be submitted to the Office of **The Regional Manager, Address: Concern Regional Office.** If the completion certificate is from Private organization, the same shall be submitted along with TDS certificate

- B. Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 30% of the proposed category applied for as in Table 1

Note: - Hard copies of the audited balance sheet / Profit & Loss statement to be submitted to the Office of **The Regional Manager, Address: Concern Regional Office.**



....2...

In case the contractor does not possess PF/ESI code, they will be eligible for Enlistment. However, on award of contract, the bidder shall apply for PF/ESI codes to the respective authorities. In case they do not qualify and in the event their request/application for PF/ESI Code is rejected by the Authorities, they would be permitted to remit PF contribution under BEML Sub-code. Likewise, the ESI contribution would also be deducted & deposited under BEML Sub-code to be opened in the name of contractor.

### **Rules for Enlistment of Service Contractors in BEML Limited**

#### **1. Applicability:**

1.1 BEML Limited enlists contractors who intend to work with BEML Regional Offices situated throughout India, particularly in the Coal Belt, where majority of the BEML equipments are deployed. Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for enlistment as a contractor in BEML Limited under these Rules provided the eligibility criteria and other conditions are satisfied. The enlisted contractors have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.

1.2 No individual or a firm having such individual as one of the partners, who is a dismissed government servant: or removed from the approved list of contractors: or having business banned/suspended by any Government department in the past: or convicted by a court of law shall be entitled for enlistment.

1.3 A contractor is not permitted to have enlistment in more than one name.

1.4 A partner of a firm or a Director of a company enlisted as a contractor cannot be a partner/director in any other enlisted firm/company in BEML Limited.

#### **2. Scope:**

2.1 The enlistment of a contractor in BEML Limited shall only entitle him to be considered for issue of tender papers/documents subject to the conditions laid down in each individual Notice Inviting Tenders (NIT). It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.

#### **3. Enlistment Procedure:**

**3.1** The contractor shall have to submit the application online in the prescribed format and submit the hard copies of the documents / certificates to the Office of **The Regional Manager, Address: Concern Regional Office.**

3.2 Incomplete applications are liable to be rejected.

3.3 The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get works done by the contractor inspected and / or to get such other reports as may be considered necessary.

3.4 If the enlistment authority finds the contractor suitable for enlistment, the contractor has to submit all the necessary supporting documents and certificates. The decision of the enlistment authority shall be final and binding on the contractor.

3.5 The enlisting authority reserves right to limit number of contractors to be enlisted in any proposed category.

3.6 Enlistment of contractors in the department may be closed at any point of time. While losing the enlistment, the department may have a reserved list of eligible contractors from the pending applications submitted online. Out of this, contractors may be enlisted depending on requirement.

....3....

#### **4. Categories:**

4.1 The enlistment will be done in the proposed categories as mentioned in Table – 1. Under the proposed Service Contracts, MARC, Rehabilitation, Field repair, Contract Manpower (CMP).

#### **5. Tendering Limits:**

5.1 The contractors enlisted in various proposed categories shall be permitted to tender and the tendering limit upto which they shall be eligible to tender shall be as given in Table-1.

5.2 The contractor shall be governed by the provisions existing at a particular point of time irrespective of when he was enlisted.

#### **6. Eligibility Criteria:**

6.1 The work done experience, in case of enlistment, shall be the completion of requisite number of works, as the case may be, of prescribed nature and magnitude executed on independent contract basis under any Govt. / Govt. PSU, during the last Seven years. The works should have been executed in the same name and style in which the enlistment is sought.

6.2 The financial soundness shall be judged on the basis of the annual turnover during the last three years.

#### **7. Change in Constitution of Firm:**

7.1 The contractor/firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of the enlistment authority. Such proposal, if any, shall be submitted in advance giving full details of the intended partnership/sole proprietorship along with the draft partnership deed/affidavit and other documents. Any change in status of the contractor as an 'Individual' or in constitution of the firm without prior approval of the enlistment authority will render the contractor/firm liable to be removed from the approved list of contractors.

7.2 If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his (their) individual/joint capacity shall have to apply for the enlistment afresh on the basis of work experience gained as a separate entity.

7.3 If new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 1.

7.4 If the number of original partners of a firm reduces to less than half due to any reason including death of partner(s), the enlistment of the firm shall be withdrawn. Original partners means constituents at the time of Enlistment and those who have remained as constituent for more than 5 years.

#### **8. Change in Address:**

8.1 While applying for enlistment, the contractor should mention address of his Registered office as well as Head Office, if different. All documents / certificates / Bankers' Certificate / Electrical license etc. should bear one of the above addresses; otherwise the same shall not be accepted.

....4....

8.2 The contractor shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, Sales Tax authorities etc. Failure to do so may result in removal of his name from the approved list of contractors.

8.3 Near Relatives Working in BEML Limited - Contractors whose near relatives are working in BEML Limited will not be allowed to tender for works if the division responsible for award and execution of contract is the one where the near relative is working. For this purpose a near relative shall mean wife, husband, parents, grand parents, children, grand children, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.

## **9. Review of Approved List of Contractors:**

9.1 The contractor shall be required to secure works of appropriate magnitude in BEML Limited during the enlistment period. Contractors shall be liable to be weeded out for non observance of enlistment rules. For this purpose the enlistment authority shall have the power to periodically review the approved list of contractors.

## **10. Disciplinary Actions:**

10.1 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 on time and with good quality. The enlisting authority shall have the right to demote a contractor to a lower class, suspend business with him for any period, debar 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. The following actions of the contractor shall, in general, make him liable to disciplinary actions.

10.2 Demotion to lower class: The contractor shall be liable to demotion to a lower class, by the enlisting authority, if he:

- a) Fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects; or
- b) No longer has adequate equipment, technical personnel or financial resources; or
- c) Is litigious by nature; or
- d) Violates any important condition of contract; or
- e) His staff misconducts or misbehaves with BEML Limited officials or
- g) Is responsible for a conduct which may justify his demotion to a lower class, or
- h) Any other reason which in view of enlisting authority is adequate for his demotion to a lower class.

## **11. Suspension of business:**

11.1 The enlistment authority may suspend business with a contractor for indefinite period or for a period as decided by enlisting authority, pending full enquiry into the allegations, if the enlistment authority is prima facie of the view that the contractor is guilty of an offence in relation to business dealings which, when established would result in his removal/banning business and it is not considered desirable to entrust new works or continue business with the contractor.

....5....

## 12. Removal from the approved list:

12.1 The name of the contractor may be removed from the approved list of contractors, by the enlisting authority, if he:

- A) Has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or
- B) Is proved to be responsible for constructional defects in two or more works; or
- C) Persistently violates any important conditions of the contract; or
- D) Fails to abide by the conditions of enlistment; or
- E) Is found to have given false particulars at the time of enlistment; or
- F) Has indulged in any type of forgery or falsification of records; or
- G) Changes constitution of the firm or Individual without prior approval of the Enlistment authority;  
or
- H) Changes permanent address / business address without intimation to the Enlistment authority;  
or
- I) Is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- J) Persistently violates the labour regulations and rules, or
- K) Is involved in complaints of serious nature received from other departments which prima facie appear to be true.
- L) Default in settlement of tax dues like income tax, Contract tax, sales tax, octroi, Duties etc.
- M) Has already been demoted for other reason(s). or
- N) Ceases to fulfil eligibility criteria based on which enlistment was done. or
- O) Is considered not required to be in list of BEML Limited for any other reason considered fit by enlistment authority.

Interested parties may download the REGISTRATION FORM from BEML web site and submit duly filled hard copies of the same with all relevant documents.

**Regional Manager,  
Address:  
Concern Regional Office**