



# **DELHI TRANSCO LIMITED**

( A Government of N.C.T. Delhi Undertaking )

## **EXPRESSION OF INTEREST (EOI)**

**INVITATION FOR EMPANELMENT OF VENDORS  
FOR WORK CONTRACTS, SUPPLY CONTRACTS  
AND SERVICE CONTRACTS / AMC**

**BY**

**DELHI TRANSCO LIMITED**

**DELHI TRANSCO LIMITED**

REGISTERED OFFICE: SHAKTI SADAN, KOTLA ROAD, NEW DELHI-110002



# **PROCEDURE AND GUIDELINES**

## **VENDOR EMPANELMENT FOR WORK CONTRACTS, SUPPLY CONTRACTS AND SERVICE CONTRACTS/AMC IN DELHI TRANSCO LIMITED**

<b>LAST DATE FOR SUBMISSION</b>	<b>Please obtain updated information from website ( <a href="http://www.dtl.gov.in">www.dtl.gov.in</a> -&gt; Tender -&gt; Vendor Empanelment)</b>
<b>THIS REQUEST FORM IS DOWNLOADED BY</b>	M/s.

**For & On behalf of Delhi Transco Limited  
General Manager (C&MM)  
Place: Rajghat, Delhi**

**This EOI document is not transferable.**



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# CHAPTER-1

## VENDOR EMPANELMENT

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### 1. INTRODUCTION

Delhi Transco Ltd (DTL) came into existence on 1st July 2002. It was carved out of Delhi Vidyut Board (DVB) as a separate entity after restructuring of Power Sector of Delhi and was accorded the status of State Transmission Utility (STU) of Delhi state for all purposes. DTL is to discharge the functions of STU in accordance with the Clause 39(2) of Indian Electricity Act 2003 for transmitting power by establishing and operating efficient and reliable transmission network in the Capital of India.

DTL is an ISO 9001:2008 company which is a State Transmission Utility (STU) of Capital city of Delhi, is transmitting Power from Central Sector Generating Stations as well as from Intra-State Generating Stations and making it available for Delhi DISCOMs which in turn makes it available for the consumers of Delhi. DTL has adopted latest technologies in the field of Transmission such as EHV Gas Insulated Switchgear Sub-stations (GIS) and underground cables.

DTL has 4 Nos. 400 kV substations and 35 Nos. 220 kV sub-stations out of these substations 1 No. 400 kV and 9 Nos. 220 kV sub-stations have been built using the GIS technology and are linked with 220kV XLPE underground cable.

DTL has implemented Islanding Scheme for the state of Delhi which isolates the Delhi system from National Grid in case of exigencies to save the Delhi transmission system and to ensure uninterrupted power supply to the essential load of Delhi even in case of a failure of the National Grid.



## 2. INTENT

- i) Source standardization in respect of contracts to be awarded by DTL.
- ii) To minimize processing time and cost for placing Purchase Orders.
- iii) To attract quality vendors and to ensure proper selection of vendors for ensuring smooth execution of work as per DTL's requirement.
- iv) To ensure optimum utilization of capacities of quality vendors for Repair / Maintenance / Operation Jobs at all Sub stations / Offices / Residential Colonies of DTL.
- v) Contractor registration through Expression of Interest (EOI) by Press publication is being done for preparation of list of vendors in specific categories.
- vi) DTL may not go for open tender for every work. The suitable vendor may be nominated to execute emergency / priority work from the list of empanelled vendor. Limited tenders should be conducted through vendors empanelled by the Company. Nomination of vendor out of list of empanelled vendors should not be resorted to.
- vii) Qualifying Requirement (QR) for each empanelled Category is available on DTL Website [www.dtl.gov.in](http://www.dtl.gov.in) under the tab **Tender -> QR for Vendor Empanelment**

## 3. OBJECTIVE

Delhi Transco Ltd. invites details/information from qualified, experienced Vendors/ Firm/ Service Providers or Company (hereinafter referred to as 'Contractors OR Supplier') for getting empanelled in the panel of prequalified Vendors with Delhi Transco Ltd. for works / service / supply having estimated cost **upto Rs. One Crore only.**

Those who are interested and desirous to get empanelled and participate in the future bidding / tender process at Delhi Transco Ltd, related to various works, procurement, services / AMCs may submit their response, relevant details and documents, through



e-mail, courier, registered post or in person, within the due date to DTL. The area of specialization and the class of empanelment for which the application is being submitted shall be specified on the top of the envelope.

The empanelment is intended to capture data on aspect pertaining to categories as below:

<b>EMPANELMENT CATEGORY</b>	<b>CATEGORY CODE</b>
ELECTRICAL SUPPLY	[EE-SUP]
ELECTRICAL / CIVIL WORKS	[EE-WOR]
ELECTRICAL SERVICE / AMC	[EE-SER]
GENERAL SERVICES	[GN-SER]

The detailed scope for Work Contracts, Supply Contracts and Service Contracts / AMC along with the “Category” is given in **Table-II**.

#### **4. PERIOD OF EMPANELMENT**

The period of empanelment is envisaged up to **Three Years** from the initial date of empanelment.

#### **5. QUALIFYING REQUIREMENT**

The Qualifying Requirement for empanelment category viz-a-viz ELECTRICAL SUPPLY [EE-SUP], ELECTRICAL/CIVIL WORKS [EE-WOR], ELECTRICAL SERVICE/AMC [EE-SER], GENERAL SERVICES [GN-SER] is available on DTL Website [www.dtl.gov.in](http://www.dtl.gov.in) under the tab Tender -> QR for Vendor Empanelment.



**FORM FOR SUBMISSION OF EXPRESSION OF INTEREST (EOI)  
FOR VENDOR EMPANELMENT**

*(To be printed on contractor/ supplier / company letter head)*

To,  
**General Manager (C&MM)**  
1st Floor, Room No. 106,  
Pre-Fabricated Building, Rajghat  
Delhi-110002

**Subject: Submission of Expression of Interest (EOI) for Vendor Empanelment**  
**Ref: No.: DTL/C&MM/ EOI /NEWSPAPER/PR/17-18/28 Dt. 02.12.17**

Sir,

With reference to above, please find the details as per information sheet and work experience details for contractor Empanelment at Delhi Transco Ltd, Shakti Sadan Kotla Road New Delhi.

**TABLE-I**

*[Information to be provided by Vendor]*

S. No	Description	Remarks															
1	Name of the organization seeking Empanelment																
2	Postal Address & contact details of Registered office																
3	Category for which Vendor has work experience and is interested in: <table border="1" data-bbox="354 1560 1344 1803"><thead><tr><th>Category</th><th>Category Code</th><th>(Tick Mark)</th></tr></thead><tbody><tr><td>ELECTRICAL SUPPLY</td><td>[EE-SUP]</td><td></td></tr><tr><td>ELECTRICAL/CIVIL WORKS</td><td>[EE-WOR]</td><td></td></tr><tr><td>ELECTRICAL SERVICE/AMC</td><td>[EE-SER]</td><td></td></tr><tr><td>GENERAL SERVICES</td><td>[GN-SER]</td><td></td></tr></tbody></table> <p align="center">(Tick(✓) if Applicable &amp; Cross (X) if not Applicable).</p>	Category	Category Code	(Tick Mark)	ELECTRICAL SUPPLY	[EE-SUP]		ELECTRICAL/CIVIL WORKS	[EE-WOR]		ELECTRICAL SERVICE/AMC	[EE-SER]		GENERAL SERVICES	[GN-SER]		
Category	Category Code	(Tick Mark)															
ELECTRICAL SUPPLY	[EE-SUP]																
ELECTRICAL/CIVIL WORKS	[EE-WOR]																
ELECTRICAL SERVICE/AMC	[EE-SER]																
GENERAL SERVICES	[GN-SER]																

Contd...



S. No	Description	Remarks
4.	<b>Qualifying Requirement as available on DTL Website <a href="http://www.dtl.gov.in">www.dtl.gov.in</a> under the tab Tender -&gt; QR for Vendor Empanelment</b>	
	<b>a) Technical Experience:</b> As per Table-II	<i>Please state the category for Technical experience qualification and details of Purchase Orders , Completion &amp; Performance certificates.</i>
	<b>b) Financial Position:</b>	<i>Please mention Financial details along with Supporting documents.</i>

**TABLE-II**

**[DETAILED SCOPE FOR WORK CONTRACTS, SUPPLY CONTRACTS AND SERVICE CONTRACTS/AMC]**

Item No.	Category / [Code]	Tick Mark ✓ Or X
<b>1.0</b>	<b>ELECTRICAL SUPPLY : MANUFACTURER [EE-SUP]</b>	
1.1.	Circuit Breaker (400/220/66/33/11KV)	
1.2.	Current Transformer (CT) (400/220/66/33/11KV)	
1.3.	Lightning Arrester(LA) / Surge Arrester ( 390/ 216/198/60/30)	
1.4.	Capacitive Voltage Transformer(CVT) 400/220KV	
1.5.	Potential Transformer(PT) ( 220/66/33/11KV)	
1.6.	Isolator with or without E/S (400/220/66/33 KV)	
1.7.	Polymer Insulator String for 400/220/66kV, 210/160/90 KN	
1.8.	Conductor ACSR	
1.9.	Power Cable	
1.10.	Control Cable	
1.11.	LT Transformer 11/.433kV	
1.12.	Battery Bank (220 V/ 50 V/ 48 V)	
1.13.	Battery Charger (220 V/ 50 V/ 48 V)	
1.14.	OPGW (48/24 Fibre DWSM)	
1.15.	Earth-wire (7/3 .66 mm)	
1.16.	Transformer Oil	
1.17.	DG sets (250/125 kVA 440 V)	
1.18.	Clamps & Connectors	
1.19.	Hardware Fittings	

**NOTE:** - If some work is neither ticked (✓) nor Crossed (X), it will be presumed that contractor is not interested in that work.

Vendors to indicate voltage level applied for empanelment. Vendor may apply for empanelment for one or more voltage level in a Category/Class of empanelment.

Contd....





Item No.	Category / [Code]	Class		
		"C"	"B"	"A"
		Up to Rs.25 Lakh	Rs. 25 Lakh to Rs.50 Lakh	Rs. 50 Lakh to Rs.1 Crore
<b>2.0</b>	<b>ELECTRICAL/ CIVIL WORKS (EE-WOR)</b>			
2.1	<b>Sub-station/Line Civil work</b>			
2.1.1	Construction of control room / other building along with plumbing, water supply, drainage, finishing works alongwith other allied works.			
2.1.2	Construction/modification of transformer / equipment foundation / RCC firewall.			
2.1.3	Construction / modification of pump house, fencing, oil soak pits sump pit, connecting pipe yard development, Civil Construction works and any other miscellaneous works in grid substation.			
2.1.4	Construction / repair of bitumen / CC / RCC roads, shoulders, trenches, trench covers, culverts, drains.			
2.1.5	Supply, erection and modification of GI Structures / GI pipe / GIS supporting / cable supporting structures in yard or building.			
2.1.6	Construction or repair of brick / RCC Boundary wall, main entrance gate alongwith security room / earth filling work.			
2.1.7	Special repairs to buildings, water proofing work, Whitewashing of buildings and other structures / Miscellaneous Civil works etc.			
2.1.8	Civil Works : AMC- : All kinds of Repair and Maintenance works in grid substations / colonies / offices.			
<b>2.2</b>	<b>Maintenance / Repair of Sub Station Equipment</b>			
<b>2.3</b>	<b>Maintenance / Repair of Line / Towers</b>			
<b>3.0</b>	<b>ELECTRICAL SERVICE / AMC [EE-SER]</b>			
3.1	Erection, Testing & Commissioning of Bay Equipments excluding Power Transformers			



Item No.	Category / [Code]	Class		
		"C"	"B"	"A"
		Up to Rs.25 Lakh	Rs. 25 Lakh to Rs.50 Lakh	Rs. 50 Lakh to Rs.1 Crore
3.2	Attending Breakdown of 400/220KV S/stn.			
3.3	Attending Breakdown of 400/220KV Overhead lines			
3.4	Attending Breakdown of 400/220 kV Towers.			
3.5	Hiring of Truck/Tempo/Crane for transportation of Electrical Equipment and Gang for attending breakdown in substations and Lines (Quick Response Team)			
3.6	Overhauling of Power Transformers up to 160MVA including Vacuuming and Oil Filtration.			
<b>4.0</b>	<b>GENERAL SERVICES [GN-SER]</b>			
4.1	<b>House- keeping/ sweeping, cleaning:</b> i) Office Buildings ii) EHV Sub-stations iii)Residential Colony			
4.2	<b>Horticulture Work incl. Grass cutting</b> i) Office Buildings ii) EHV Sub-stations iii)Residential Colony			
4.3	<b>Hiring of Skilled Manpower</b>			
4.4	<b>Hiring of Security Services for DTL Installations:</b> i) Office Buildings ii) EHV Sub-stations iii)Residential Colony			
4.5	<b>Printing of DTL Diary/ Tenders/ Document</b>			
4.6	<b>Hiring of caterers</b>			
4.7	<b>Hiring of Vehicles</b>			
4.8	<b>AMC of Fire Fighting equipment:</b> i) Office Buildings ii) EHV Sub-stations iii) Residential Colony			
4.9	<b>AMC for Internal Wiring of DTL installations excluding sub station</b>			
4.10	<b>AMC for Air Conditioners</b>			



**NOTE:** - If some work is neither ticked (✓) nor Crossed (X), it will be presumed that contractor is not interested in that work.

Vendors to indicate voltage level applied for empanelment. Vendor may apply for empanelment for one or more voltage level in a Category/Class of empanelment.



## CHAPTER-2

# GENERAL GUIDELINES & CONDITIONS

### 1. GENERAL GUIDELINES

1.1 There are four Categories under which the empanelment will be done namely:

Category	Category Code
ELECTRICAL SUPPLY	[EE-SUP]
ELECTRICAL/CIVIL WORKS	[EE-WOR]
ELECTRICAL SERVICE/AMC	[EE-SER]
GENERAL SERVICES	[GN-SER]

This Vendor Empanelment is intended for capturing data on various aspects pertaining to above four categories. Vendors are requested to go through the guidelines carefully & fill up all the information asked for with relevant supporting documents/evidence.

1.2 Vendor shall submit its request in prescribed form attached as Annexure-A “**REQUEST FOR VENDOR EMPANELMENT**”. If an applicant requires Empanelment for more than one ‘Category’, separate application shall be submitted for each category alongwith necessary fee and document.

1.3 Vendor may note that incomplete applications are liable to be rejected. Further communication soliciting additional information shall be made in case of minor omissions of data/documents. However, in such cases, the Empanelment process may get delayed. The vendor shall be enlisted as empanelled vendor with DTL only if they fulfil the specified requirements of the listed category of Table-II.

#### 1.4 Vendor Empanelment Fee

Interested vendor is required to download the documents from DTL.’s website: [www.dtl.gov.in](http://www.dtl.gov.in). The “Request For Vendor Empanelment” shall be submitted in the prescribed format and will be considered for Empanelment of vendor only if it is accompanied with the required non refundable application fee in form of Demand Draft for Rs. 10,000/- (**Rupees Ten Thousand Only**) plus GST as applicable in favour of Delhi Transco Ltd., payable at New Delhi.



The application fee is on Category and Item No. basis, therefore, in case a Vendor intends to get itself registered for more than one Category and/or Item then each Form must be accompanied with required application fee of **Rs.5,000/- ( Rupees Five Thousand Only) plus GST as applicable** for each subsequent Category/Item applied for. Cost of application is exempted for applicants who are registered with SSI and NSIC for the items for which Empanelment is sought on production of documentary evidence.

Vendor Empanelment Fee once paid shall not be refunded in case of non-acceptance of application for any reason at any stage of processing. The Document is meant for exclusive purpose of Vendor Empanelment and shall not be transferred to any other party or reproduced or used otherwise for any purpose other than for which they are specifically provided.

**1.5** The “Form for Vendor Empanelment” attached as Annexure-A has following four Sections:

- Section-I: Category for Vendor Empanelment.**
- Section-II: Organization Profile**
- Section-III: Resources Owned By Company**
- Section-IV: Technical Experience**

**1.5.1** **Section-I** contains list of ‘Category’ for which vendors are to be empanelled through this Vendor Empanelment process. Vendor must tick (√) against the relevant ‘Category’ for which it seeks empanelment (**Refer Table-II for complete details**). The vendor will be registered under relevant **Category and Item No.**, on the basis of Technical Experience and Financial Position.

For each “Category” the ‘Qualifying Requirement’ as mentioned in Chapter-1 must be fulfilled in order to be considered for Empanelment. Vendor are required to note that Qualifying Requirement have been specified for the purpose of Empanelment of vendors only and DTL reserves the right and absolute discretion to sub-categorize the applicants on the basis of their Technical Experience, Financial position and other relevant aspects viz., rating of the equipment/system and complexity of the job, etc. Such categorization may be made for different categories as mentioned in Table-II.



**1.5.2 Section-II** is intended to capture data on the profile of the organization and other general information pertaining to Organizational structure and Financial Position. Vendors meeting the minimum Qualifying Requirement need only apply for Empanelment.

Information regarding Ownership details, Balance sheet and profit & loss, net worth and solvency certificate(s) etc. should be submitted in the relevant format provided with this EOI. Vendors operating from notified industrial areas should have required clearances from statutory authorities.

**1.5.3** In **Section-III**, the vendors are required to indicate their Design & Testing capabilities/facilities, Tools & Plants, Machinery, brief bio-data of Technical Personnel employed and Quality Control measures.

**1.5.4** In **Section-IV** Technical Experience for respective Category of Empanelment for fulfilment of the applicable Qualifying Requirement shall be indicated by the vendor.

Technical experience format has to be filled up for each of the category, alongwith necessary supporting documents such as Safety Performance Certificates for the jobs (Qualifying Jobs) executed containing details of No. of persons employed, No. of accidents, nature of accidents, Period of job execution, compliance of safety action plans, electrical license etc.

## **2. VENDOR EMPANELMENT PROCESS**

Based on the information provided by the Vendor in various Sections of “Request For Vendor Empanelment”, DTL will commence vendor Empanelment process. The empanelment process will consist of capturing the vendors’ credential comprising:

- i. Organizational structure (legal constitution etc.)
- ii. Capacity and Capability (organization set up, testing facility, QA/QC policy, certification by reputed bodies, ISO certification, qualified and experienced manpower etc).
- iii. Technical Experience
- iv. Financial position

If required, DTL will also carry out verification of the credentials and assessment of capacity and capability of the Vendors. Based on the Vendor Empanelment Process,



DTL reserves the right to assign class of the category applied for.

It may be noted that getting registered under the Vendor Empanelment process shall not be construed to mean that the vendor is deemed meeting Qualification Requirements for the various tenders of DTL. Bids from only such Empanelled Vendors, who meet the Qualification Requirements for the tenders for which bids would be invited by DTL in future, shall be considered responsive by DTL.

### **3. CLARIFICATION**

Any clarification with respect to Vendor Empanelment may be obtained from:  
General Manager (C&MM), Delhi Transco Limited, Room No. 106, 1st floor,  
Pre-fabricated building, Rajghat, New Delhi-110002  
Phone No.: +91 (011) 23274556 , Fax No. 23244802  
Email : gm.cmm@dtl.gov.in

### **4. VALIDITY OF EMPANELMENT**

Validity of empanelment shall be for **Three Years** provided the Empanelment is not cancelled by DTL during that period. After the expiry of normal validity period, all the vendors are required to re-register submitting all the necessary documents. Vendors should apply for Re-Empanelment at least six months prior to expiry of validity of empanelment.

### **5. MASTER VENDOR DATA BASE (MVDB) AND PERIODIC UPDATING**

The Empanelment shall be for the purpose of inclusion of vendor's name in the Master Vendor Data Base (MVDB) of DTL alongwith their class and category. During the period of empanelment, it is the vendor's responsibility to update data which was provided at the time of original application. It will be the responsibility of the vendor to update Balance Sheet and also to keep DTL informed of any matter that may affect the vendor's continued qualification and attributes. If the vendor's future circumstances change so that they no longer comply with the qualification criteria for that particular category, then the vendor should promptly inform and DTL reserves the right to remove the vendor from the Master Vendor Data Base. DTL shall not bear any responsibility or risk for any suspension / cancellation or other termination of the vendor's qualification to be empanelled.

The Empanelment process may consist of Vendor's presentation, Factory / Site visit for inspection, verification of documents / information, assessment by survey for



design, manufacturing and testing facilities for indigenous vendor. After completion of document review and shop floor assessment, as applicable, the case shall be taken up for approval by competent authority and issue of Empanelment letters to all those vendors who fulfil the criteria required for Empanelment and their name would be kept in the MVDB.

Once the initial empanelment process has been completed and successful vendors are empanelled, the database shall be subject to review annually. For this purpose, the updated data must be received in DTL as per the specified schedule. Only the allowable re-application will be considered in the next review and successful vendors will be empanelled and the database updated.

Vendor can apply for Class enhancement in a category by submitting necessary documents along with requisite **enhancement fee of Rs. 5,000/- (Rupees Five Thousand Only)** in the form of DD in favour of Delhi Transco Limited. After scrutiny of documents and evaluation/site visits, vendors will be informed about enhancement and MVDB updated accordingly. Scrutiny of vendor empanelment requests shall normally commence annually as per following schedule:

- **August of every year: For applications received from 1<sup>st</sup> June to 30<sup>th</sup> June.**

In case of poor/fair rating as per performance evaluation, unsatisfactory infrastructure facilities, overloading, financial/liquidity crunch, labour unrest, strike, lockout etc. vendor shall be put on “Holiday” from MVDB and shall be reviewed on the basis of progress / improvement at works.

DTL reserves the right to cancel the Empanelment of any Vendor for reasons interalia including the following:

- a) if they/he found to have submitted false particulars/fake documents for securing enlistment.
- b) if continuous poor performance has been recorded for Two years with regard to Quality, Delivery/Completion period, Safety Regulations, Labour /Statutory regulations, Conduct/Discipline etc., while executing the job.

Such Vendors, whose Empanelment is cancelled due to any of the above reasons, will not be considered for subsequent Empanelment for a period of **Three Years** and shall be binding on both the parties. The reasons for cancellation shall be communicated to





the concerned vendor.

## **6. INSTRUCTIONS AND OTHER CONDITIONS**

- i) A Vendor is not permitted to seek Empanelment in more than one name, including proprietorship/ partnership firms, in a particular Category.
- ii) All columns are to be filled up. If a particular item is not pertinent to your Organization, please write “Not applicable” or “N.A”.
- iii) Kindly provide correct, complete and precise information in the designated column or space provided therein. Please attach separate sheet in case the space provided is insufficient.
- iv) Incomplete forms are liable to be rejected without any consideration.
- v) Submission of Empanelment forms do not automatically guarantee for Empanelment and DTL also does not take any responsibility for loss of any Request Form in transit.
- vi) DTL reserves the right to call for additional information and/or check, verify all the information furnished in the application. DTL also reserves the right to inspect all premises / facilities to confirm the authenticity of information furnished / capabilities mentioned in the application.
- vii) DTL reserves the right to reject applications on the basis of unsatisfactory performance of any ongoing job or any similar job in the last seven (7) years or for furnishing false information/declaration in the application.
- viii) DTL reserves the right to reject any or all the applications without assigning any reasons whatsoever.
- ix) DTL decision shall be final on all matters.
- x) Vendors to note that Request for Empanelment with conditions unacceptable to DTL shall be rejected.
- xi) DTL reserves the right and absolute discretion to call for bids for any specialized job or otherwise it deems fit, even during the validity of the Empanelment period.
- xii) DTL reserves the right to reject any or all of the applications without assigning any reasons whatsoever. DTL also reserves the right to reject any or all applicants and/or delete the name of any Vendor from the list of registered Vendors, solely based on the past unsatisfactory performance by the vendor in DTL. Decision of DTL regarding the same shall be final and binding.



- xiii) If the Vendor is unsuccessful and not registered, the vendor will be notified of the decision and informed of the reasons for non-acceptance.
- xiv) Should a vendor fail in successful Empanelment, then DTL reserves the right to refuse a re-application for Empanelment within 6 months of the date of notification of failure.
- xv) Successful Empanelment By Delhi Transco Ltd. is not to be considered to guarantee any future award of work or inclusion as qualified vendor for bidding.
- xvi) DTL reserves its right to short list vendors from the MVDB for regular issue of Purchase Enquiries.
- xvii) DTL reserves the right to annul the Vendor Empanelment process any time and may, at its option, choose not to restrict the bidding for future packages only to the empanelled Vendors, wherever deemed appropriate, without assigning any reason, and shall bear no liability whatsoever consequent upon such a decision.
- xviii) Copies of documentary evidences should be counter-signed by a notary public (or original for DTL verification). A copy of Expression of Interest duly stamped and signed on all pages, as token of acceptance of conditions mentioned herewith, shall also be submitted along with the request form.

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## CHAPTER-3

# PROCEDURE FOR SUBMISSION

All the interested vendors (Equipment Manufacturers/ suppliers/Dealer/ Contractors/ Erectors/ Service Providers) desirous of Empanelment with DTL are required to submit the duly filled “Request For Vendor Empanelment” along with requisite documents in duplicate in two separate folders one as ‘Original’ and the other marked as ‘Duplicate’ in a sealed cover as per procedure given below along with Vendor Empanelment fee for each of the Category for which Empanelment is sought.

Vendors shall ensure that all pages (A4 size) are signed/stamped and submitted with separator sheets clearly identifying various form, sections and flagging/annexing as per the nomenclature mentioned in the formats.

Vendor is also requested to provide its application in soft version [MS Word file(s)/Excel file(s) along with scanned pdf file(s) for supporting documentary evidence] to be contained in a CD.

Enclosures for Envelope/Sealed Cover shall be prominently superscribed as follows: “Request for Empanelment in Category with Code.....” and addressed to **General Manager (C&MM), DTL** and must be delivered at the address given in the Expression of Interest before the deadline for submission. DTL will not be responsible for any delay in receipt / non-receipt of documents sent by post/couriers.

The following documents shall be enclosed in this envelope:

- i. Form For Submission Of Expression Of Interest (EOI) For Vendor Empanelment
- ii. Form for Request for Vendor Empanelment
- iii. Valid Power of Attorney of Signatory(ies) of vendor
- iii. Signed Copy of EOI Document
- iv. Filled up Section-I (‘Category For Vendor Empanelment’)
- v. Filled up Section-II (‘Organisation Profile’) alongwith all relevant enclosures/documents



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- vi. Filled up Section-III ('Resources Owned By Company'), alongwith all relevant enclosures/documents
  - vii. Filled up Section-IV (' Technical Experience') for the 'Category' for which Empanelment is sought, along with all relevant enclosures/documents.



Annexure-A

**FORM: REQUEST FOR VENDOR EMPANELMENT**

Ref. No.:.....

Date:.....

To

**General Manager (C&MM), Delhi Transco Limited, Room No. 106, 1st floor,  
Pre-fabricated building, Rajghat, New Delhi-110002  
Phone No.: +91 (011) 23274556 , Fax No. 23244802  
Email : gm.cmm@dtl.gov.in**

**Subject: Application for Vendor Empanelment for the  
Category [.....Mention category]  
under Category Code [.....Mention Category code].**

**Sir,**

We hereby submit our application for Request for Vendor Empanelment with Delhi Transco Limited, for the following category:

1. Category [.....]\*
2. Category Code [.....].

Further, in support of our Request for Vendor Empanelment, the details as sought for in Section-I to Section-IV are duly filled up and relevant documents attached herewith.

We confirm that all the requisite information/ details/ data/ documents as per Chapter-3 'Procedure for Submission' contained in EoI Document and 'Checklist' annexed to this Request for Vendor Empanelment Form have been enclosed.

We understand that as per the stipulations of EoI Document, our application will be considered for Empanelment only if it is accompanied with the required application fee by way of demand draft in favour of Delhi Transco Ltd., payable at New Delhi for Rs. 10,000/- (Rupees Ten Thousand Only) plus GST as applicable. Therefore, alongwith this application, we have enclosed



a Demand Draft of Rs. 10,000/- (Rupees Ten Thousand Only) with following particulars as Attachment – DD to this Request for Vendor Empanelment [to be enclosed in a sealed envelope and labelled as Attachment – DD]:

Name and branch of Issuing Bank: .....

DD Number: ..... DD Date: .....

We further understand that Request For Vendor Empanelment is to be made on category-wise basis and the application fee is on category – wise basis, therefore, in case of seeking Empanelment in more than one category with DTL, then Request For Vendor Empanelment for each category must be accompanied with separate application fee of **Rs. 5,000/- (Rupees Five Thousand Only) plus GST as applicable.**

As mentioned in Chapter-3, ‘Procedure for Submission’, we have also provided our application in soft version [MS Word file(s)/Excel file(s) alongwith scanned pdf file(s) for supporting documentary evidences] which are contained in CD enclosed in sealed envelope labelled as Attachment – CD.

We have carefully perused the EoI Document and we hereby give our acceptance to the procedure adopted by DTL for Vendor Empanelment. As a token of the same, we have also attached a copy of EOI Document duly signed and stamped on each page as Attachment – EOI to this Request For Vendor Empanelment Form.

We also understand that DTL reserves the right to withhold our application for Empanelment, issue Bidding Documents to any Registered Vendor, and also annul the Empanelment process without assigning any reasons whatsoever.

We shall submit additional clarifications/information/details/data/documents whenever sought for by DTL We also understand that during this Vendor Empanelment process, DTL may verify our credentials by contacting/visiting our clients/ customers/ bankers as well as our offices/ works/ facilities.

We hereby certify that all the documents/information and data furnished by us with regard to Vendor Empanelment are true and complete to the best of our knowledge. In case of any changes/variation, the same shall be immediately brought to the notice of DTL. We understand



that DTL shall cancel the Empanelment of any vendor which submits false particulars/fake documents for securing enlistment and take appropriate action, as deemed fit by DTL, against such applicants/vendor.

We are also enclosing valid Power of Attorney of the authorised signatory(ies) as Attachment – POA to this Form of Request for Vendor Empanelment.

Dated this ..... Day of ..... 20.....

Thanking you, we remain,

Yours faithfully.

For and On behalf of: ..... (name of the Applicant) .....

Place : .....

Signature: .....

Date : .....

Name & Designation: .....

Company Seal: .....

Head office Address: .....

Phone Nos.: .....

Fax Nos.: .....

Email: .....

Web site: .....

Enclosures:

- i) Attachment – DD: Application fee of Rs. 10,000/- (Rupees Ten Thousand Only) plus GST as applicable. [to be enclosed in a sealed envelope and to be flagged as Attachment – DD]
- ii) Attachment – CD: Soft Version of the Application [MS Word file(s)/Excel file(s) alongwith scanned pdf file(s) for supporting documentary evidences] [to be enclosed in a sealed envelope and to be flagged as Attachment CD]
- iii) Attachment – EoI DOC: signed and stamped copy of EoI Document
- iv) Attachment – POA: Valid Power of Attorney of the authorised signatory(ies)
- v) Duly filled in Sections – I, II, III & IV along with all the relevant enclosures/attachments duly signed and stamped on each page.



**SECTION –I**  
**CATEGORY FOR VENDOR EMPANELMENT**  
**FOR**  
**WORK CONTRACTS, SUPPLY CONTRACTS AND SERVICE CONTRACTS/AMC**

**TABLE-II**  
**[DETAILED SCOPE FOR WORK CONTRACTS, SUPPLY CONTRACTS AND**  
**SERVICE CONTRACTS/AMC]**

Item No.	Category / [Code]	Tick Mark ✓ Or X
<b>1.0</b>	<b>ELECTRICAL SUPPLY : MANUFACTURER [EE-SUP]</b>	
1.1.	Circuit Breaker (400/220/66/33/11KV)	
1.2.	Current Transformer (CT) (400/220/66/33/11KV)	
1.3.	Lightning Arrester(LA) / Surge Arrester ( 390/ 216/198/60/30)	
1.4.	Capacitive Voltage Transformer (CVT) 400/220KV	
1.5.	Potential Transformer(PT) ( 220/66/33/11KV)	
1.6.	Isolator with or without E/S (400/220/66/33 KV)	
1.7.	Polymer Insulator String for 400/220/66kV 210/160/90 KN	
1.8.	Conductor ACSR	
1.9.	Power Cable	
1.10.	Control Cable	
1.11.	LT Transformer 11/.433kV	
1.12.	Battery Bank (220 V/ 50 V/ 48 V)	
1.13.	Battery Charger (220 V/ 50 V/ 48 V)	
1.14.	OPGW (48/24 Fibre DWSM)	
1.15.	Earth-wire (7/3 .66 mm)	
1.16.	Transformer Oil	
1.17.	DG sets (250/125 kVA 440 V)	
1.18.	Clamps & Connectors	
1.19.	Hardware Fittings	

**NOTE:** - If some work is neither ticked (✓) nor Crossed (X), it will be presumed that contractor is not interested in that work.

Vendors to indicate voltage level applied for empanelment. Vendor may apply for empanelment for one or more voltage level in a Category/Class of empanelment.

Contd....





Item No.	Category / [Code]	Class		
		"C"	"B"	"A"
		Up to Rs.25 Lakh	Rs. 25 Lakh to Rs.50 Lakh	Rs. 50 Lakh to Rs.1 Crore
<b>2.0</b>	<b>ELECTRICAL/ CIVIL WORKS (EE-WOR)</b>			
2.1	<b>Sub-station/Line Civil work</b>			
2.1.1	Construction of control room / other building along with plumbing, water supply, drainage, finishing works alongwith other allied works.			
2.1.2	Construction/modification of transformer / equipment foundation / RCC firewall.			
2.1.3	Construction / modification of pump house, fencing, oil soak pits sump pit, connecting pipe yard development, Civil Construction works and any other miscellaneous works in grid substation.			
2.1.4	Construction / repair of bitumen / CC / RCC roads, shoulders, trenches, trench covers, culverts, drains.			
2.1.5	Supply, erection and modification of GI Structures / GI pipe / GIS supporting / cable supporting structures in yard or building.			
2.1.6	Construction or repair of brick / RCC Boundary wall, main entrance gate alongwith security room / earth filling work.			
2.1.7	Special repairs to buildings, water proofing work, Whitewashing of buildings and other structures / Miscellaneous Civil works etc.			
2.1.8	Civil Works : AMC- : All kinds of Repair and Maintenance works in grid substations / colonies / offices.			
<b>2.2</b>	<b>Maintenance / Repair of Sub Station Equipment</b>			
<b>2.3</b>	<b>Maintenance / Repair of Line / Towers</b>			
<b>3.0</b>	<b>ELECTRICAL SERVICE / AMC [EE-SER]</b>			



Item No.	Category / [Code]	Class		
		“C”	“B”	“A”
		Up to Rs.25 Lakh	Rs. 25 Lakh to Rs.50 Lakh	Rs. 50 Lakh to Rs.1 Crore
3.1	Erection, Testing & Commissioning of Bay Equipments excluding Power Transformers			
3.2	Attending Breakdown of 400KV/220KV S/stn.			
3.3	Attending Breakdown of 400/220KV Overhead lines			
3.4	Attending Breakdown of 400/220 kV Towers.			
3.5	Hiring of Truck/Tempo/Crane for transportation of Electrical Equipment and Gang for attending breakdown in substations and Lines (Quick Response Team)			
3.6	Overhauling of Power Transformers up to 160MVA including Vacuuming and Oil Filtration.			
<b>4.0</b>	<b>GENERAL SERVICES [GN-SER]</b>			
4.1	<b>House- keeping/ sweeping, cleaning:</b> i) Office Buildings ii) EHV Sub-stations iii) Residential Colony			
4.2	<b>Horticulture Work incl. Grass cutting</b> i) Office Buildings ii) EHV Sub-stations iii) Residential Colony			
4.3	<b>Hiring of Skilled Manpower</b>			
4.4	<b>Hiring of Security Services for DTL Installations:</b> i) Office Buildings ii) EHV Sub-stations iii) Residential Colony			
4.5	<b>Printing of DTL Diary/Tenders/Document</b>			
4.6	<b>Hiring of caterers</b>			
4.7	<b>Hiring of Vehicles</b>			
4.8	<b>AMC of Fire Fighting equipment:</b> i) Office Buildings ii) EHV Sub-stations iii) Residential Colony			



Item No.	Category / [Code]	Class		
		“C”	“B”	“A”
		Up to Rs.25 Lakh	Rs. 25 Lakh to Rs.50 Lakh	Rs. 50 Lakh to Rs.1 Crore
4.9	AMC for Internal Wiring of DTL installations excluding sub station			
4.10	AMC for Air Conditioners			

**NOTE:** - If some work is neither ticked (✓) nor Crossed (X), it will be presumed that contractor is not interested in that work.

Vendors to indicate voltage level applied for empanelment. Vendor may apply for empanelment for one or more voltage level in a Category/Class of empanelment.



## SECTION-II

### ORGANIZATION PROFILE

**We hereby furnish the following information/ details/ data/ documentary evidences etc., inter-alia, regarding the organization.**

S.NO	PARTICULARS	REMARKS
1.0	<b>VENDOR'S LEGAL NAME</b>	
2.0	<b>COUNTRY OF REGISTRATION</b>	
3.0	<b>DATE OF INCORPORATION/ ESTABLISHMENT/ REGISTRATION</b>	<i>(Requisite documentary evidences of Registration Certificate, Business License, and Certificate of Incorporation etc. to be attached as Attachment-1)</i>
4.0	<b>OWNERSHIP INFORMATION/ TYPE OF COMPANY</b>	<i>(Requisite documentary evidences to be attached and shall be named as Attachment-2) (please tick "√" as applicable)</i>
i.	Public Limited Company <i>(Please attach copies of Memorandum and Articles of Association)</i>	
ii.	Private Limited Company <i>(Please attach copies of Memorandum and Articles of Association)</i>	
iii.	Partnership Firm <i>(Please attach copy of Partnership deed)</i>	
iii.	Any Other (specify) <i>(Please attach Supporting documents)</i>	
4.1	Whether a Govt. Enterprise in the Country of Registration	YES/NO
4.2	Whether a Micro/ Small/ Medium Enterprise under Micro/ Small & Medium Enterprises Development Act 2006, if	YES/NO IF 'YES' Specify Micro / Small / Medium :



S.NO	PARTICULARS	REMARKS
	applicable.	<i>(Requisite documentary evidences to be attached as Attachment-3)</i>
<b>5.0</b>	<b>SHARE HOLDING PATTERN AS ON DATE WITH PERCENTAGE OF SHARE HOLDING.</b>	<i>(Requisite documentary evidences to be attached as Attachment-4)</i>
<b>6.0</b>	<b>ADDRESS DETAILS</b>	
6.1	Legal Address in Country of Registration (Registered Office Address) Telephone/Fax numbers (general): Web site: Contact Person : Designation : Telephone/Fax numbers : Email Address :	
6.2	Corporate Office Address Telephone/Fax numbers (general): Web site: Contact Person : Designation : Telephone/Fax numbers : Email Address :	
6.3	Officer to be contacted for clarification on Application, if required Name : Designation : Telephone/Fax numbers : Mobile number: Email Address :	
<b>7.0</b>	<b>ORGANIZATION STRUCTURE &amp; KEY PERSONNEL</b>	
7.1	Constitution of the Board/ Management	



S.NO	PARTICULARS	REMARKS
7.2	Organizational Structure with particulars of Key Personnel	<i>(An organizational chart alongwith name of Key Persons is to be attached Attachment-5)</i>
<b>8.0</b>	<b>REGISTRATION PARTICULARS</b>	<i>(Requisite documentary evidences to be attached as Attachment-6)</i>
8.1	Income Tax Permanent Account Number (PAN)	
8.2	GST Registration Number with GSTIN	
8.3	PF Registration No. of the Company	
<b>9.0</b>	<b>FUTURE PLANNING</b> Details of changes, if any, under process/ is envisaged in Ownership/Control of the Company pursuant to Merger, Amalgamation, Reconstruction of the Company or pursuant to any such scheme under process/ envisaged in near future	
<b>10.0</b>	<b>LITIGATION HISTORY</b>	<i>(Attach detailed information on any litigation or arbitration arising out of contracts completed or under execution by it over the last five years, as Attachment-7).</i>
<b>11.0</b>	<b>OTHER INFORMATION</b>	<i>(Requisite documentary evidences to be attached as Attachment-8)</i>



S.NO	PARTICULARS	REMARKS																		
12.0	<p><b>NET WORTH</b> as per Qualifying Requirement (QR) available on DTL Website <a href="http://www.dtl.gov.in">www.dtl.gov.in</a> under the tab Tender&gt; QR for Vendor Empanelment</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <table border="1" data-bbox="899 569 1411 911"> <thead> <tr> <th>Year</th> <th>Period</th> <th>Net Worth in (Rs/Currency)</th> </tr> </thead> <tbody> <tr> <td>Year-1</td> <td>2016-17</td> <td></td> </tr> <tr> <td>Year-2</td> <td>2015-16</td> <td></td> </tr> <tr> <td>Year-3</td> <td>2014-15</td> <td></td> </tr> <tr> <td>Year-4</td> <td>2013-14</td> <td></td> </tr> <tr> <td>Year-5</td> <td>2012-13</td> <td></td> </tr> </tbody> </table>	Year	Period	Net Worth in (Rs/Currency)	Year-1	2016-17		Year-2	2015-16		Year-3	2014-15		Year-4	2013-14		Year-5	2012-13	
Year	Period	Net Worth in (Rs/Currency)																		
Year-1	2016-17																			
Year-2	2015-16																			
Year-3	2014-15																			
Year-4	2013-14																			
Year-5	2012-13																			
13.0	<p><b>AUDITED BALANCE SHEET AND INCOME STATEMENTS FOR THE LAST FIVE YEARS</b></p> <p>Audited Balance sheet, Income Statement, and Profit &amp; Loss A/C of the last three years in proof of turnover and liquid asset statement of the organization duly signed/ certified by Auditor and countersigned by Vendor.</p>	<table border="1" data-bbox="906 993 1404 1717"> <thead> <tr> <th>Years preceding to the bid submission</th> <th>Audited Balance Sheet and Income Statements</th> </tr> </thead> <tbody> <tr> <td></td> <td>enclose</td> </tr> <tr> <td>1st Year (2016-17)</td> <td><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td>2nd Year (2015-16)</td> <td><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td>3rd Year (2014-15)</td> <td><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td>4th Year (2013-14)</td> <td><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td>5th Year (2012-13)</td> <td><input type="radio"/> Yes <input type="radio"/> No</td> </tr> </tbody> </table> <p><i>(Requisite documentary evidences to be attached as Attachment-9)</i></p>	Years preceding to the bid submission	Audited Balance Sheet and Income Statements		enclose	1st Year (2016-17)	<input type="radio"/> Yes <input type="radio"/> No	2nd Year (2015-16)	<input type="radio"/> Yes <input type="radio"/> No	3rd Year (2014-15)	<input type="radio"/> Yes <input type="radio"/> No	4th Year (2013-14)	<input type="radio"/> Yes <input type="radio"/> No	5th Year (2012-13)	<input type="radio"/> Yes <input type="radio"/> No				
Years preceding to the bid submission	Audited Balance Sheet and Income Statements																			
	enclose																			
1st Year (2016-17)	<input type="radio"/> Yes <input type="radio"/> No																			
2nd Year (2015-16)	<input type="radio"/> Yes <input type="radio"/> No																			
3rd Year (2014-15)	<input type="radio"/> Yes <input type="radio"/> No																			
4th Year (2013-14)	<input type="radio"/> Yes <input type="radio"/> No																			
5th Year (2012-13)	<input type="radio"/> Yes <input type="radio"/> No																			
14.0	<p><b>BANK CREDIT LIMITS/ LATEST SOLVENCY CERTIFICATE(S)</b></p>																			



S.NO	PARTICULARS	REMARKS
14.1	Fund Based Limits (a) Sanctioned Limits (b) Utilization (c) Balance	<i>(Requisite documentary evidences to be attached as <b>Attachment-10</b>)</i>
14.2	Non Fund Based Limits (a) Sanctioned Limits (b) Utilization (c) Balance	<i>(Requisite documentary evidences to be attached as <b>Attachment-11</b>)</i>





**SECTION-III:**

**RESOURCES OWNED BY COMPANY**

We hereby furnish the following information/ details/ data/ documentary evidences etc., inter-alia, regarding resources owned by the company /details of plant, machinery and manufacturing facilities.

S. N.	PARTICULARS	REMARKS
<b>1.0</b>	<b>PLANT DETAILS</b>	
1.1	Factory/Work Address Telephone/Fax numbers (general): Contact Person : Designation : Telephone/Fax numbers : Email Address :	
1.2	Factory License, Sales Tax, Excise, CST/VAT, Service Tax Registration, Land Ownership/ Lease Regn, GST Regn. Certificate with GSTIN	<i>(Requisite documentary evidences to be attached as <b>Attachment-12</b>)</i>
1.3	Pollution Control/ Environmental Clearance	<i>(Requisite documentary evidences to be attached as <b>Attachment-13</b>)</i>
1.4	Plant Layout	<i>(Requisite documentary evidences to be attached as <b>Attachment-14</b>)</i>
1.5	List of Major Tools, Plant & Machineries.	<i>(Requisite documentary evidences to be attached as <b>Attachment-15</b>)</i>
1.6	Power Availability (Details of Sanctioned Load and Standby Facilities (DG Sets), if any)	
1.7	Design & Testing Facilities/Capabilities	<i>(A brief write up of not more than 2 pages is to be enclosed as <b>Attachment-16</b> in support of Testing Facilities and Testing Equipments )</i>
1.8	Facility of in-process inspection available at works	
1.9	Facility of final inspection available at works	



S. N.	PARTICULARS	REMARKS
1.10	All Metering and measuring equipments are having valid calibration certificates & Traceability of calibration certificates to nationally recognized standards exists.	
1.11	NABL accredited testing laboratory	
<b>2.0</b>	<b>QUALITY SYSTEMS</b>	
2.1	Overall process of Manufacturing	<i>(Flow Chart to be attached as Attachment-17)</i>
2.2	Quality assurance system/Plan being adopted	<i>(QAP to be attached as Attachment-18)</i>
2.3	ISO Certification and Quality Manual	<i>(Requisite documentary evidences to be attached as Attachment-19)</i>
2.4	Production and testing records are traceable to raw materials	
2.5	Availability of record for routine testing by QC	
<b>3.0</b>	<b>MANUFACTURING CAPACITY</b>	<i>(Requisite documentary evidences to be attached as Attachment-20)</i>
<b>4.0</b>	<b>Whether Empanelled with Other Govt. Transmission Utilities (CTU/STU): Pl. specify</b>	<i>(Requisite documentary evidences to be attached as Attachment-21)</i>



**SECTION-IV**  
**TECHNICAL EXPERIENCE**

We hereby furnish the following information/ details/ data/ documentary evidences etc., inter-alia, regarding details of Past Experience and Current Commitments.

S. N.	PARTICULARS	REMARKS																
<b>1.0</b>	<b>PAST MANUFACTURING &amp; SUPPLY EXPERIENCE</b>																	
1.1	Name of Contract Undertaken during last seven years																	
1.2	Contract /Purchase Order Reference No. & Date of Award																	
1.3	Name and Address of the Employer/ Utility for whom the Contract was executed by the firm E-mail ID Telephone No. Fax No.																	
1.4	Scope of work involved under the contract/Purchase Order	<p>(Tick whichever is/are applicable)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Manufacture</td> <td style="width: 20%;"></td> </tr> <tr> <td>Testing (as per IEC/IS or eqvt. Standard)</td> <td></td> </tr> <tr> <td>Design</td> <td></td> </tr> <tr> <td>Supply</td> <td></td> </tr> <tr> <td>Supervision</td> <td></td> </tr> <tr> <td>Installation &amp; Commissioning</td> <td></td> </tr> <tr> <td>Service</td> <td></td> </tr> <tr> <td>Any Other(Please Specify)</td> <td></td> </tr> </table>	Manufacture		Testing (as per IEC/IS or eqvt. Standard)		Design		Supply		Supervision		Installation & Commissioning		Service		Any Other(Please Specify)	
Manufacture																		
Testing (as per IEC/IS or eqvt. Standard)																		
Design																		
Supply																		
Supervision																		
Installation & Commissioning																		
Service																		
Any Other(Please Specify)																		



S. N.	PARTICULARS	REMARKS
1.5.	i. Delivery / Completion / Commissioning period requirement of Purchase Order ii. Actual Delivery / Completion / Commissioning date	
1.6	Details of documents furnished in the Application, in support of the aforesaid data/details/information.	
2.0	<b>PURCHASE ORDERS UNDER EXECUTION</b>	<i>List of orders under execution (including order details, balance qty., schedule /anticipated completion etc. to be attached as <b>Attachment-22</b>)</i>



**EMPANELMENT OF VENDORS  
FOR WORK CONTRACTS, SUPPLY CONTRACTS  
AND SERVICE CONTRACTS/AMC in DTL**

**(CHECK LIST)**

Dear Sir,

1.0 We have submitted our Application for the following Category and we confirm that we have provided all the information/ details/ data/ documents etc. as per the check list mentioned below:

Category [.....]

Category Code [.....].

S. N.	PARTICULARS /DETAILS/ENCLOSURES TO BE SUBMITTED	TICK AS APPLICABLE	
		Yes	No
A.	Form of Request for Vendor Empanelment [Signed and stamped on each page by Authorised Signatory(ies)]	Yes	No
B.	Application fee of Rs. 10,000/- ( Rupees Ten Thousand Only) plus GST as applicable and Rs. 5,000 Only plus GST as applicable (if applicable) in the form of Demand Draft enclosed in a sealed envelope to this EoI Form as Attachment – DD	Yes	No
C.	Soft Version of the Application [MS Word file(s)/Excel file(s) alongwith scanned pdf file(s) for supporting documentary evidences] in CD enclosed in a sealed envelope to this Form as Attachment – CD	Yes	No
D.	Signed and stamped copy of EoI Attachment- EoI DOC	Yes	No
E.	Valid Power of Attorney of the authorised signatory(ies) as Attachment – POA	Yes	No
F.	Filled up <b>Section-I</b> ( Category For Vendor Empanelment) detailing the category for which Empanelment is sought enclosed with the Expression of Interest with respective	Yes	No



S. N.	PARTICULARS /DETAILS/ENCLOSURES TO BE SUBMITTED	TICK AS APPLICABLE	
		Yes	No
	Attachments.		
G.	Filled up Section-II (Organisation Profile) along with all relevant enclosures/documents with respective Attachments.	Yes	No
H.	Filled up Section-III (Resources Owned By Company) along with all relevant enclosures/documents with respective Attachments.	Yes	No
I.	Filled up Section-IV (Technical Experience) along with all relevant enclosures/documents with respective Attachments.	Yes	No

Note: This check list is only for ease of reference and to aid the vendor in compiling and dispatching the documents.

For and On behalf of: ..... (name of the Applicant) .....

Place : .....

Signature: .....

Date : .....

Name & Designation: .....

Company Seal: .....

Head office Address: .....

Phone Nos.: .....

Fax Nos.: .....

Email: .....

Web site: .....



**LIST OF ADDRESS:**

**Address for submission of Application and further Correspondence**

<b>1.</b>	<b>General Manager (C&amp;MM),</b> Room No.106, 1 <sup>st</sup> Floor, Pre-fabricated building Rajghat, New Delhi PIN-110002, India. Phone: +91-11-23274556, Fax:+91-11-23244802 Email: <a href="mailto:gm.cmm@dtl.gov.in">gm.cmm@dtl.gov.in</a>
<b>2.</b>	<b>Dy. General Manager (C&amp;MM) Contract</b> Room No. 107, 1 <sup>st</sup> Floor, Pre-fabricated building, Rajghat, New Delhi, PIN-110002, India. Phone: +91-11-23275290, Fax:+91-11-23275289 Email : <a href="mailto:dgmcontract.cmm@dtl.gov.in">dgmcontract.cmm@dtl.gov.in</a>