

**Tender Notification For**

**“NEW CONTRACTOR REGISTRATION**

**AND**

**REVALIDATION OF EXISTING CONTRACTORS**

**FOR SERVICES”**

**CMC/BR/22-23/RB/CR/AS/1055 Dt 06.08.2022**

**CONTRACTOR NAME:** \_\_\_\_\_

**CATEGORY :** \_\_\_\_\_

**SAP VENDOR CODE :** \_\_\_\_\_  
(For Existing Contractor)

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**REGISTRATION OF NEW CONTRACTORS/REVALIDATION EXISTING OF CONTRACTORS**

- 1.1 BSES Rajdhani Power Limited (hereinafter referred to as “BRPL”) is engaged in the business of Distribution of Electricity in South and West Delhi.
- 1.2 BRPL intends for following activities:-
  - a) Registration of new reputed and credible Contractors/companies engaged in ELECTRICAL / CIVIL WORKS/ IT/ ADMINISTRATION SERVICES for power distribution utilities.
  - b) Revalidation of existing Contractors
- 1.3 BRPL reserves the right to assess the capability and capacity of the company/firm independently in addition to the details/information furnished by the applicant. BRPL also reserves the right to accept/modify/relax any of the conditions while evaluation/assessment without assigning any reason thereof and/or to seek additional information, if required.
- 1.4 The Enlistment of new Contractors and Revalidation of existing Contractors shall remain valid for a period of 2(two) years from the date of expiry of previous registration/revalidation. BRPL shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in each individual Notice Inviting Tenders as per the tendering process. The enlistment / registration shall not confer any right on the contractor either to be necessarily issued the tender papers or for award of work.
- 1.5 The bidders should submit all the relevant experience documents against subcategory applied and clearly specify the page nos. in the following table where such documents are available in the submitted bids, otherwise they are liable to be summarily rejected for that subcategory.
- 1.6 BRPL intends to register new contractors and revalidate existing contractors for following categories services :-
  - **ELECTRICAL**
  - **CIVIL**
  - **ADMIN**
  - **IT**

**REGISTRATION OF NEW CONTRACTORS/REVALIDATION EXISTING OF CONTRACTORS****CATEGORY: ELECTRICAL:**

S.No	Description- SUB CATEGORY	Applying For Yes/No	If Yes, Please mention the page numbers where the relevant experience documents are attached
1	<b>33 / 66 KV EHV Schemes/O&amp;M - Cable laying</b> - Laying of 33/66 KV U/G cables.		
2	<b>33 / 66 KV EHV Schemes/O&amp;M – Tower line</b> - Laying of 33/66 KV O/H conductor. - Erection of 33 /66 KV Tower Line.		
3	<b>33 / 66 KV EHV Schemes/O&amp;M - Grid</b> - Erection testing commissioning of grid sub stations which includes ETC of Bas Bar, I/D & O/D panels, Isolators, breakers, Power transformers ,battery bank ,33 KV capacitor bank etc.		
4	<b>11 KV HT / 0.4KV LV Schemes</b> - Laying of HT / LT U/G cables. - Laying of HT / LT O/H conductors - Laying of HT / LT O/H AB cable - Installation of street light/High Mast -Erection testing and commissioning of 11 KV Substation work which includes ETC of 11 KV RMU , Distribution Transformers of all type, LT switch board , HT/ LT APFC panels ,feeders pillars & service pillars etc. - Trenchless work- Laying of cables through trenchless technology - Double Decker - Package Substation - Motorized RMU		
5	<b>Grid AMC/ Transmission Line AMC</b> - Maintenance For all Grid Sub Stations: regular, routine, preventive and predictive maintenance of 66/33 KV Grid Station/Sub Station, O/Head and U/Ground lines, attending to emergency Breakdowns, maintenance of Switch Yard and House Keeping of all the Grid Station.		

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6	<b>Division AMC</b> - Maintenance For 11kv Sub Station and O/H HV and LV lines. - Attending of break downs pertaining To S/Stn. - Attending of break down pertaining to L.T. And H. T Network. - Attending of No- Current Complaints. - Feeder Pillar & Services Pillar maintenance.		
7	<b>MMG</b> - New Installation/ replacement/ shifting of meters, any other meter and related work		
8	DT Cleaning/ Loss Reduction work		
9	O&M Telephone operator services		
10	Street Light Maintenance		
11	DT/HVDS meter installation & maintenance		
12	Transformer repair workshop		
13	ACB/RMU Workshop		
14	Outhouse Dist.transformer servicing/repairing work		
15	Outhouse Power transformer servicing/repairing work		
16	Electrical Equipment AMC		
17	Third party inspection services		
18	LT APFC/ HT APFC panels Maintenance AMC		
19	Battery/Battery Charger/ inverter maintenance		
20	Patrolling / Surveillance services		
21	Oil Testing		
22	Scada ITC / Maintenance services		
23	Meter testing / calibration		
24	FLC AMC		
25	GIS ITC / Maintenance services		
26	Meter reading & Bill Distribution		
27	Recovery activities		
28	Enforcement related Activities		

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29	<b>Providing Manpower for Misc works:</b> - Business Dept - Surveillance - Other dept		
30	<b>Other Miscellaneous Electrical Services</b>		

**REGISTRATION OF NEW CONTRACTORS/REVALIDATION EXISTING OF CONTRACTORS****CATEGORY: CIVIL:**

S.No	Description- SUB CATEGORY	Applying For Yes/No	If Yes, Please mention the page numbers where the relevant experience documents are attached
1.0	<b>Construction:</b>		
1.1	<b>Construction of 66 KV and 33 KV Grid Stations and 11 KV Sub Stations.</b> <ul style="list-style-type: none"> <li>➤ -Control room building.</li> <li>➤ Compound/ boundary wall and fencing (Barbed wire / Concertina coil / IRC jaali).</li> <li>➤ Equipment's and Gantry foundations.</li> <li>➤ Power cable Trenches.</li> <li>➤ Internal cement concrete roads.</li> <li>➤ Yard development.</li> <li>➤ Switchgear Room.</li> <li>➤ Transformer Room.</li> <li>➤ Steel Kiosk.</li> </ul>		
1.2	<b>Construction of residential structures.</b> <ul style="list-style-type: none"> <li>➤ Construction of residential flats.</li> </ul>		
2.0	<b>Maintenance</b> <ul style="list-style-type: none"> <li>➤ Maintenance of Office buildings (Zonal office and District office), warehouse &amp; stores.</li> <li>➤ Maintenance of Residential colony / Sub Station Flats.</li> <li>➤ Maintenance of sub station buildings.( Pole / plinth mounted substation , Steel KIOSKS and Yards)</li> <li>➤ EHV grids civil maintenance works.</li> </ul>		
3.0	<b>Road Restoration.</b> <ul style="list-style-type: none"> <li>➤ Restoration of roads after laying of power cables.</li> </ul>		

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**REGISTRATION OF NEW CONTRACTORS/REVALIDATION EXISTING OF CONTRACTORS**

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4.0	<b>Interior renovation.</b>  ➤ Interior work related to office renovation.		
5.0	<b>Consultancy :</b>  Third party quality inspection, as-built drawings, construction, design, architecture , plumbing & fire fighting system etc.		

**REGISTRATION OF NEW CONTRACTORS/REVALIDATION EXISTING OF CONTRACTORS****CATEGORY: ADMIN:**

S.No	Description- SUB CATEGORY	Applying For	If Yes, Please mention the page numbers where the relevant experience documents are attached
		Yes/No	
<b>1</b>	<b>Manpower for various works</b>		
<b>a</b>	Housekeeping and allied services in various divisions, offices and Housing colonies in BRPL.		
<b>b</b>	Office boy services in various divisions and offices in BRPL.		
<b>c</b>	Fleet Management (Drivers) for various divisions in BRPL.		
<b>d</b>	Providing security manpower for various offices in BRPL.		
<b>2</b>	<b>Printing and Photocopy services</b>		
<b>a</b>	Providing Energy bill printing services for consumers in BRPL.		
<b>b</b>	Photocopy services in BRPL		
<b>c</b>	Stamp & Banner printing services in BRPL.		
<b>3</b>	<b>Supply of water</b>		
<b>a</b>	Supply of Raw Water in various divisions.		
<b>b</b>	Supply of Drinking water in various divisions.		
<b>4</b>	<b>Catering Services</b>		
<b>a</b>	Canteen Services.		



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<b>b</b>	Supply of Food for training centers in BRPL		
<b>c</b>	Tea/ Coffee Vending machines Services		
<b>5</b>	Providing Call Center services in BRPL.		
<b>6</b>	Hiring of Vehicles in BRPL.		
<b>7</b>	Fitness Charges of Vehicles.		
<b>8</b>	Photography/Videographer for Enforcement Team in BRPL.		
<b>9</b>	Pest Control Services		
<b>10</b>	AMC of Lifts installed at various offices in BRPL.		
<b>11</b>	AMC of Air-conditioner in various divisions.		
<b>12</b>	Annual Health Checkup of Employees		
<b>13</b>	CSR Activity in BRPL		
<b>14</b>	Record Keeping Services in BRPL.		
<b>15</b>	Providing Training services in BRPL.		
<b>16</b>	Consultancy Services in BRPL.		
<b>17</b>	AMC of Fire Extinguishers in BRPL.		

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CATEGORY: IT :

S.No	Description- SUB CATEGORY	Applying For Yes/No	If Yes, Please mention the page numbers where the relevant experience documents are attached
1	<b>Providing of MPLS connectivity to</b> various offices, Grids, Divisions, complaint centers etc. - Providing MPLS connectivity, primary & secondary, for 2MB,4MB,6MB,10MB to offices as per the requirement.		
2	<b>Development of software-</b> - Software for mobile application. Data analysis software, vendor management software etc.		
3.	<b>Development of mobile Application</b>		
4.	<b>Survey , data collection etc</b>		
5.	<b>Customer Relation Management</b>		
6.	<b>Advance Analytics system</b>		
7.	SMS push and pull services		
8.	<b>Intermediary for bill collection</b> - Bill collection through credit card, debit card, mobile wallets, cash, net banking, IMPS,ECS,EBPP,BBPS,kiosks,retail erd etc.		
9.	<b>Hiring of POS machine.</b>		
10.	<b>Hiring of drop box.</b>		
11.	<b>Providing manpower for IT services</b> - Software services & infrastructure services.		
12.	<b>Outsourcing of IT services</b>		

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13.	Website Maintenance		
14.	Hiring of Printers for various divisions and offices		
15.	Online reputation management/ social media campaigning		
16.	Consultancy for audit for ISO certification		
17.	Providing of wifi solution		
18.	AMC of Telephones/ EPABX		
19.	AMC of software – - Call billing software, software for server(sunsolaris) etc.		
20.	AMC of Avaya Telecom System		
21.	AMC of UPS, Printers, Note Counting Machine, Desktop, plotters and Servers (SAP, Oracle, DELL and HP).		
22.	AMC of CISCO/ HP Switches and routers.		
23.	AMC of VSAT network		
24.	AMC of Queue Management System		
25.	AMC of Fire Suppression & Access Control.		
26.	AMC of CCTV cameras		
27.	AMC of SAP Licenses		

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**REGISTRATION OF NEW CONTRACTORS/REVALIDATION EXISTING OF CONTRACTORS**

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**GENERAL GUIDELINES**

- 2.1 The Registration/Revalidation Form shall be uploaded in BRPL vendor registration link on the BRPL Website. The application receipt and DD shall be submitted at the following address:
- Head of Department  
Contracts & Material Deptt.  
BSES Rajdhani Power Ltd  
1<sup>st</sup> Floor, C Block  
BSES Bhawan, Nehru Place  
New Delhi 110019
- 2.2 The forms should be complete in all respect along with supporting documents and should comprise of:
- a. Tender documents can be downloaded from BRPL official website [www.bsesdelhi.com](http://www.bsesdelhi.com).
  - b. Downloaded forms to be duly filled and stamped along with supporting documents, and numbering on each page. The forms to be upload in vendor registration link:- [https://bsesbrpl.com:7878/vendor\\_registration/](https://bsesbrpl.com:7878/vendor_registration/) available in BRPL official website [www.bsesdelhi.com](http://www.bsesdelhi.com)
  - c. Separate forms along with supporting documents shall be uploaded for items (as per sl. No 1.5 above) applied for.
  - d. Non refundable Demand Draft of Rs 1180/- drawn in favour of "BSES Rajdhani Power Limited" payable at Delhi
  - e. All pages of the bid documents (ANNEXURE A, REGISTRATION/REVALIDATION FORM and DECLARATION) shall be numbered and to be uploaded in Vendor Information Form 5 - other documents, in the vendor registration documents upload page.
  - f. **Due date of submission: 29.08.2022,15:30 HRS**
- 2.3 Short listing and grading of Contractors would be carried out depending on various criteria including Technical competence, financial capability, workmanship including quality of work carried out in the past, resource capability, adherence to safety and statutory requirements etc.
- 2.4 A CONTRACTOR may apply for enlistment/revalidation for one or more than one Category services (Electrical, Civil, Admin & IT). However, necessary supporting documents shall be submitted along with each application.
- 2.5 Incomplete applications and applications not accompanied with supporting documents are liable to be rejected.
- 2.6 BRPL shall upload the result in official website [www.bsesdelhi.com](http://www.bsesdelhi.com).
- 2.7 BRPL reserves the right to following:-
- a. Limited number of Contractors for particular services. The decision of BRPL shall be final and binding on the CONTRACTOR.
  - b. Reject registration/revalidation at any stage without assigning any reason thereof.
  - c. Interpret, infer and analyze the data/supporting documents given as per the company norms.

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- 2.8 BRPL reserves the right to ask for additional information/supporting documents/ facility assessment.
- 2.9 The credentials/information etc shall be furnished strictly as per format enclosed. If required additional sheet may be enclosed as per format.
- 2.10 **Eligibility Criteria:**
- a. The criterion for experience, in case of enlistment, shall be the completed works of prescribed nature .The works should have been executed in the same area or type of the work in which the enlistment is sought.
  - b. Enlistment of an individual in corresponding category may also be done based on his Technical Qualification in lieu of experience of completion of works in last 3 years, but other eligibility criteria remaining the same.
  - c. The financial soundness shall be judged on the basis of the Balance Sheets and Banker's certificate or the working capital certificate, as the case may be, issued by the Bankers of the contractor. Such certificate shall be issued by a scheduled/nationalized bank and shall be submitted, in original.
- 2.11 **Removal from the approved list:**
- 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 or changes the name of the firm 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; or
  - l. Default in settlement of tax dues like income tax, contract tax, sales tax, octroi, duties etc.; or
  - m. Ceases to fulfill eligibility criteria based on which enlistment/revalidation was done; or
  - n. Is considered not required to be in list of BSES Rajdhani Power Limited for any other reason considered fit by enlistment authority; or
  - o. Does not start the work after the same is awarded to him on three occasions.
  - p. Violations of statutory or safety requirements

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**REGISTRATION OF NEW CONTRACTORS/REVALIDATION EXISTING OF CONTRACTORS**

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**2.12 BID SUBMISSION**

The bidders are required to submit the bids through online vendor registration portal of BRPL.

- Non refundable Demand Draft of Rs 1180/- is to be submit at BRPL office before bid due date.
- CONTRACTOR Registration Form(s) duly filled in along-with all supporting documents & credentials. Separate registration forms along with supporting documents shall be uploaded in the portal for items applied for (as per sl. No 1.5 above)

**2.13 ADDITIONAL INFORMATION**

The bidder should also upload additional information along with the supporting documents as per ANNEXURE A.

2.14 SOP for registration in the vendor registration portal and uploading documents are attached herewith, please follow the procedure given below:

2.15 The size limit of uploading documents is 5 MB per form.

2.16 The file format is PDF only, any other uploaded format are not accepted.

2.17 Registration form, Annexure A, to be filled manually and to be uploaded in other documents.

2.18 If any additional document to be submit by contractor it can be submitted as part of annexure clearly mentioned with clause no. and to be uploaded in other documents.

Ex:- Annexure-REGISTRATION/REVALIDATION FORM-Clause H – Works Address

2.19 Please mark numbering in all uploaded forms in a chronological order, duly stamped and signed  
Ex:- page 1 of 200 in case of total no of pages are 200.

**REGISTRATION OF NEW CONTRACTORS/REVALIDATION EXISTING OF CONTRACTORS****REGISTRATION/REVALIDATION FORM**

REGISTRATION APPLIED FOR: Service \_\_\_\_\_ (New Contractors)

VALIDATION APPLIED FOR: services \_\_\_\_\_ (Existing Contractors)

<b>1. GENERAL INFORMATION</b>				
NAME OF COMPANY				
POSTAL ADDRESS				
COUNTRY				
CONTACT PERSON & DESIGNATION		NAME	DESIGNATION	
TELEPHONE		FAX	E-MAIL	
Constitution of Firm::	<input type="checkbox"/> Proprietary	<input type="checkbox"/> Partnership	<input type="checkbox"/> Pvt. Ltd.	<input type="checkbox"/> Public Ltd.
Private Owners	<input type="checkbox"/> Union		<input type="checkbox"/> Non-Union	
B. Nature of Business :	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> CIVIL	<input type="checkbox"/> IT	<input type="checkbox"/> ADMIN
<b>What portion (%) of your work is for?</b>				
Government Agencies		Private Owners		
C. Number of Employees (All Facilities): Engineer : _____ Diploma/Supervisory: _____ Skilled : _____ Unskilled : _____ Others : _____				
<b>D. Name of Proprietors/Directors/Partners :</b>				
1. 2. 3.				
E. Organization Structure : Enclosed <input type="checkbox"/> YES <input type="checkbox"/> NO				
F. Application type <input type="checkbox"/> First Time <input type="checkbox"/> Renewal				
G. Is your organization involved in litigation currently : <input type="checkbox"/> YES <input type="checkbox"/> NO				
H. Works Address	1. Works 1	2. Works 2	3. Works 3	

**REGISTRATION OF NEW CONTRACTORS/REVALIDATION EXISTING OF CONTRACTORS**

I In case of existing CONTRACTOR, indicate CONTRACTOR Code :				
<b>2. FINANCIAL INFORMATION ( This Section Must Be Completed For Consideration )</b>				
A. Company Registration No : _____ (Memorandum and Article of Association enclosed) In Business Since (Year of establishment): _____				
B. Annual Turnover (Last 3 Years)				
Financial Year	Annual Sales(In Rs Lakhs)	CA Certified copy attached(YES/NO)	Balance Sheet enclosed(YES/NO)	
2021-2022				
2020-2021				
2019-2020				
C. Banker(s) : i) _____ Branch/Address : _____ ii) _____ Branch/Address : _____				
D. Can You Furnish a Performance Bond? [ ]YES [ ]No If Yes, Indicate Limits [ ] upto Rs.250,000 [ ] upto Rs.500,000 [ ] upto Rs.1,000,000 [ ] upto Rs.25,000,000 [ ] Above Rs. 25,00,000				
E. Solvency Certificate from Bankers : Enclosed [ ]YES [ ]No				
PAN NO	GST NO.		P.F. Registration no	
E.S.I. Registration no				
Electrical License No. (if applicable) : (Issued by Delhi State				
<b>3. LIST OF KEY PERSONNEL (as applicable )</b>				
A. General Manager		B. Design Manager		
C. Sales Manager		D. QA/QC Manager		
E. Production Manager		F. Any other(Pl specify)		
<b>4. PAST EXPERIENCE DURING LAST 3 YEARS (Relevant Services applied for)</b>				
Customer	WO No & date	Nature of Work	Order Value	PO Copy & Performance Certificate enclosed (YES/NO)



**REGISTRATION OF NEW CONTRACTORS/REVALIDATION EXISTING OF CONTRACTORS**

<b>Attached Annexure clearly mentioning clause no. in Case of insufficient space</b>			
<b>5. JOBS IN HAND/IN PROCESS</b> (Relevant to item applied for)			
Customer	PO No & date		PO Copy enclosed (YES/NO)
<b>Attached Annexure clearly mentioning clause no. in Case of insufficient space</b>			
<b>6. Details of Equipment</b>			
Equipment Description /	Equipment Type	Year of Purchase	Total Cost of Line Item(s) in Rs
<b>Attached Annexure clearly mentioning clause no. in Case of insufficient space</b>			

**Enclosures: Please mention uploaded form location and page no in forms filled manually.**

**[Please put a tick (✓) mark, if the relevant document(s) are enclosed]**

- An Electrical License issued by Delhi State. (Applicable in case of Electrical Contracts only).
- PF Code No. (All employees to have PF A/c No. under PF every Act, 1952).
- ESI Registration No. (All employees to have a temporary or permanent ESI Card as per ESI Act.)
- GST Registration No.
- PAN No.
- LABOUR LICENSE No. issued under Contract Labour Act ( R & A ) 1970 (applicable for working contractors)
- Audited Balance Sheet and Profit & Loss A/C for the last 3 years.
- Copy of blank Cheque leaf duly cancelled.
- Bank Credit Limit issued from the Bank in current Financial Year.

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- j) Turnover certificate issued by Chartered Accountant for the last three Financial Years.
- k) PF annual return copy for last financial year
- l) ESI half yearly return copy for last financial year
- m) Power of Attorney attested by Notary Public
- n) Work completion/ Performance certificate issued by contractor's client
- o) Order copies in support of work experience
- p) Brief bio-data of all Engineers / Technicians
- q) Manpower list on payroll for FY 20-21 & FY 21-22

**Note: If contractor wants to share more Information, enclosed separately as annexures.**

**Also, the Contractor must follow:**

- a. Workman compensation & Third party Insurance Policy before start of work at his own cost
- b. To follow all Statutory Compliances like, Minimum Wages Act , PF ACT, ESI Act, Bonus ACT, Leave slary etc prevailing in the state
- c. Salary/ Wages to be distributed in presence of Company's representative not later than 7<sup>th</sup> of each month.
- d. To maintain Wages- cum – Attendance Register.
- e. To maintain First Aid Box at Site
- f. Wages disbursement through ECS Only
- g. All manpower to be covered under Accidental insurance Policy before commencing any work in BRPL

**Note:** BSES Rajdhani Power Limited reserves the right to reject this Enlistment at any stage without assigning any reason.

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**REGISTRATION OF NEW CONTRACTORS/REVALIDATION EXISTING OF CONTRACTORS**

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**DECLARATION BY CONTRACTOR**

I hereby confirm that:

- i) **No** Employee or direct relation of any employee of BSES Rajdhani Power Limited. is in any way connected as Employee / Consultant / Advisor / Director / Partner etc. with the Contractor.
- ii) **If any** Employee or direct relation of any employee of BSES Rajdhani Power Limited is in any way connected as Employee / Consultant / Advisor / Director / Partner etc. with the Contractors we will submit the BSES Rajdhani Power Limited Employee Name, Employee Code to Contracts Division for further approval.

**Name of Employee (in BSES RAJDHANI POWER LTD.):**

**Employee Code:**

- iii) I declare that the information furnished above is correct to the best of my Knowledge.
- iv) I undertake to inform you at the earliest any change in details mentioned above.

(Signature of Proprietor/Partner/Chief Executive)

Name (in Capital Letter)

Place:

Date

\_\_\_\_\_Stamp of Company\_\_\_\_\_

**REGISTRATION OF NEW CONTRACTORS/REVALIDATION EXISTING OF CONTRACTORS****ANNEXURE-A**

Request for Information - Contractors		
S.NO	Description	Details
1	<b>Name of the Company</b>	
2	<b>Registered office Address</b>	
3	<b>Site office Address (if any)</b>	
4	<b>Name of the Proprietor</b>	
	Mobile No.	
	email id for correspondence	
5	<b>Name of the Key Person</b>	
	Mobile No.	
6	<b>Statutory Registrations</b>	
	Electrical License No.	
	Labour License No.	
	PF Regn. No.	
	GST No.	
	ESI Regn. No.	
	PAN No.	
7	<b>Bank Details</b>	
	Name of the Banker	
	A/c No.	
	IFSC code	
8	<b>Details of Accidental Group Insurance Policy for the employees</b>	
	Name of the Insurer	
	No. of employees covered	
	Sum Assured per employee	
9	<b>Details of manpower available under your own company roll</b>	
	Engineer	
	Lineman	

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	Asst Lineman	
	Cable jointer	
	Fitters	
	Supervisors	
	Safety engineer	
	Labour	
	Others (Pls mention)	
10	Details of equipments / machinery* / vehicles/ Tools & Plants available. Pls mention , make, year, capacity, quantity, working condition etc (may attach separate sheets) testing equipments / tower cranes / ladder (*Trenchless machine / Cable maulers /fitted vans / welding machines etc.). Attach separate sheet if required.	
11	<b>Safety records</b>	
	No. of accidents (if any) during the last 3 years	
	No. of fatal accidents (if any) during the last 3 years	
	List of safety gears/ PPE available:	
12	<b>Last 3 FY Turnover in Rs Lakhs</b>	
	2019-20	
	2020-21	
	2021-22	
13	<b>Solvency capability in Rs Lakhs</b>	
14	<b>Value of contracts (Rs lakhs) executed in BRPL only</b>	

**REGISTRATION OF NEW CONTRACTORS/REVALIDATION EXISTING OF CONTRACTORS**

	2019-20	
	2020-21	
	2021-22	
15	Details of penalty levied against fraud / bribery / vigilance cases in the past if any in BRPL / BYPL	
16	Details of major works (Single order of value more than Rs. 25 lakhs) executed in BRPL with value (AMC, EHV Scheme, 11 KV Scheme, Recovery / Enforcement / DT cleaning / MMG / Street Lighting etc.)	
17	Details of major works (Single order of value more than Rs. 25 lakhs) executed in other companies (BYPL / NDPL / UPPCL / Other Utilities during last 3 years (Work type, Value)	
18	Preferred Work Area in BRPL (Circle /Division)	

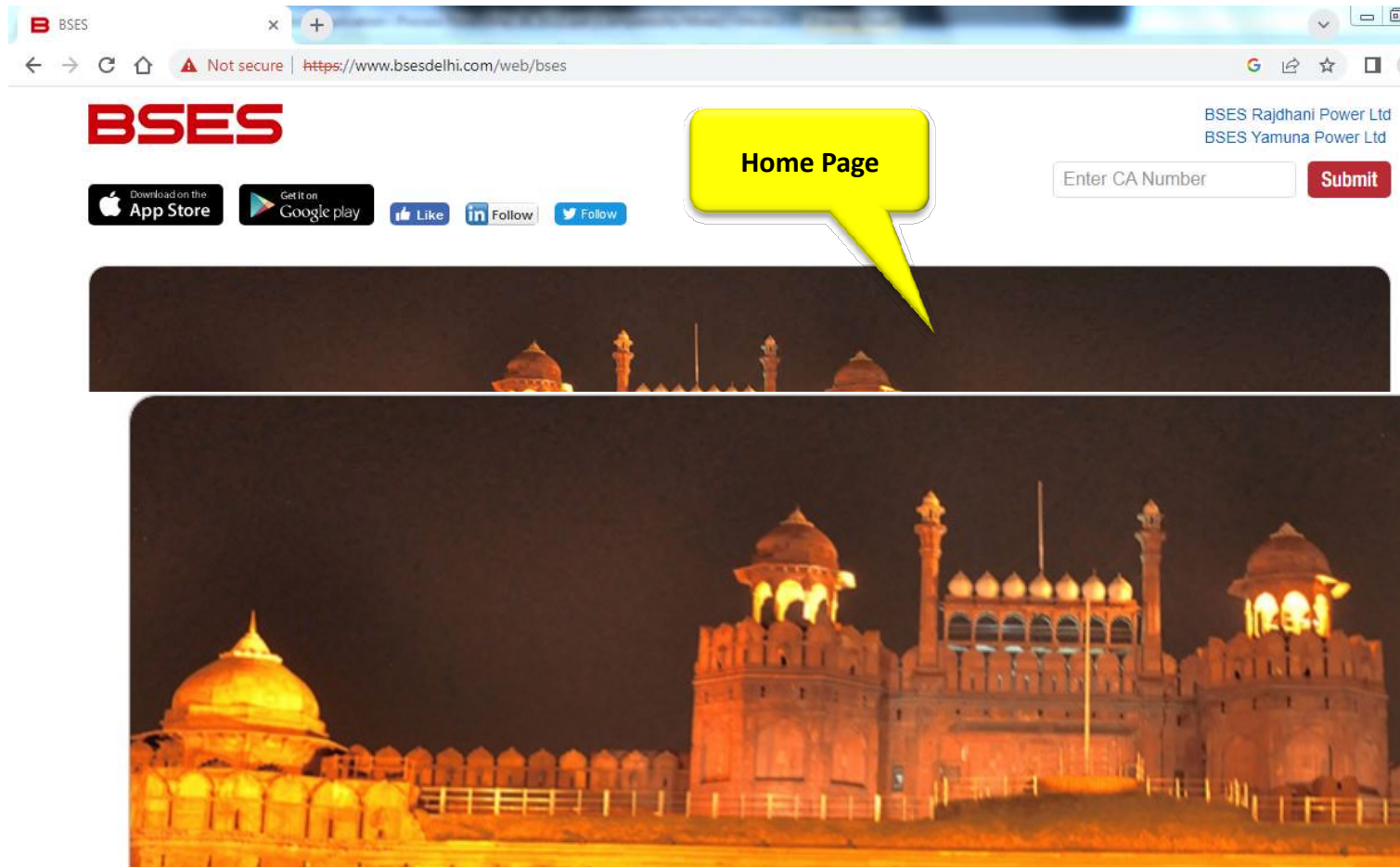
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# Vendor Registration Application

## Process Flow

# VENDOR REGISTRATION APPLICATION

- Open Google Chrome application & enter [www.bsesdelhi.com/web/bses](https://www.bsesdelhi.com/web/bses) & select BSES Rajdhani Power Ltd.





# VENDOR REGISTRATION APPLICATION

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- Homepage will be open.
- Select Tender
- Click on 'Vendor Registration' from the left side of menu tab

# VENDOR REGISTRATION APPLICATION

- Click on “New Registration” for new vendor registration

10.125.64.87/vendor\_reg/

## Application for Vendor Re



Password

Login

[New Registration](#)  
[Change Password](#)  
[Forgot Password](#)  
[Download SOP](#)

*Vendor Registration is sole discretion of BSES Yamuna Power Limited (BRPL). BYPL reserves the right to accept or reject the application for vendor registration at any time and for any reason or without assigning any reason.*

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**New  
Registration**

# VENDOR REGISTRATION APPLICATION

- Enter all the information & Generate OTP
- OTP will be sent to your Mobile no & Email ID

→ ↻ ⚠ Not secure | 10.125.64.87/vendor\_reg/AddUser.aspx

## Application for Vendor R

Company Name	BSES	Email ID	vamika.mohan@r
Mobile No	9899970570	<a href="#">Generate OTP</a>	<small>(Please enter your 10 Digit mobile number which shall be permanently used for future reference with BSES)</small>
OTP			<small>(Please enter 4 Digit One Time Password sent on your mobile number)</small>

**Generate OTP**

*Vendors are advised to register with their Official/Company Email ID*

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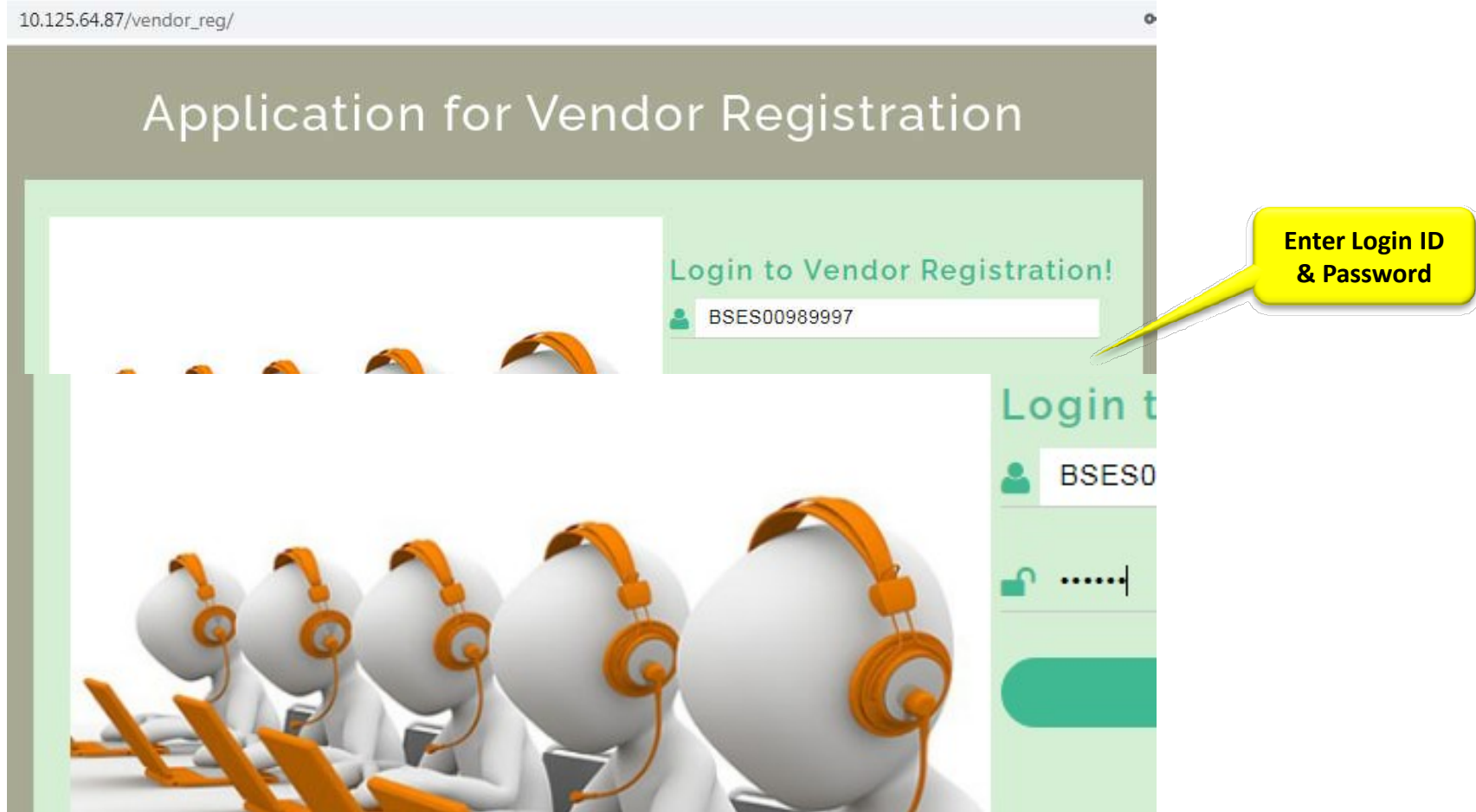
# VENDOR REGISTRATION APPLICATION

- Enter OTP & Click on “Save” button
- Auto Login ID & Password will be created & Email will be sent for the same

The screenshot shows a web browser window with the address bar displaying "10.125.64.87/vendor\_reg/AddUser.aspx". The page content includes a success message from the IP address: "10.125.64.87 says Thanks for your interest in Applicat website. Please login with USER ID PASSWORD 164583 for submitting". Below this is a registration form with the following fields: "Company Name" (BSES), "Mobile No" (9899970570), "OTP" (7642), and "Email ID" (vamika.mohan@r). A "Generate OTP" link is present with instructions: "(Please enter your 10 Digit mobile number which shall be permanently used for fu)" and "(Please enter 4 Digit One Time Password sent on your mobile number)". There are "SAVE" and "CANCEL" buttons. A yellow callout box with a pointer to the OTP field contains the text "Enter OTP". At the bottom, a red message states: "Vendors are advised to register with their Official/Company Email ID". The footer contains the text: "© Customer Service Signup form 2018. All Rights Reserved | Design by BSES".

# VENDOR REGISTRATION APPLICATION

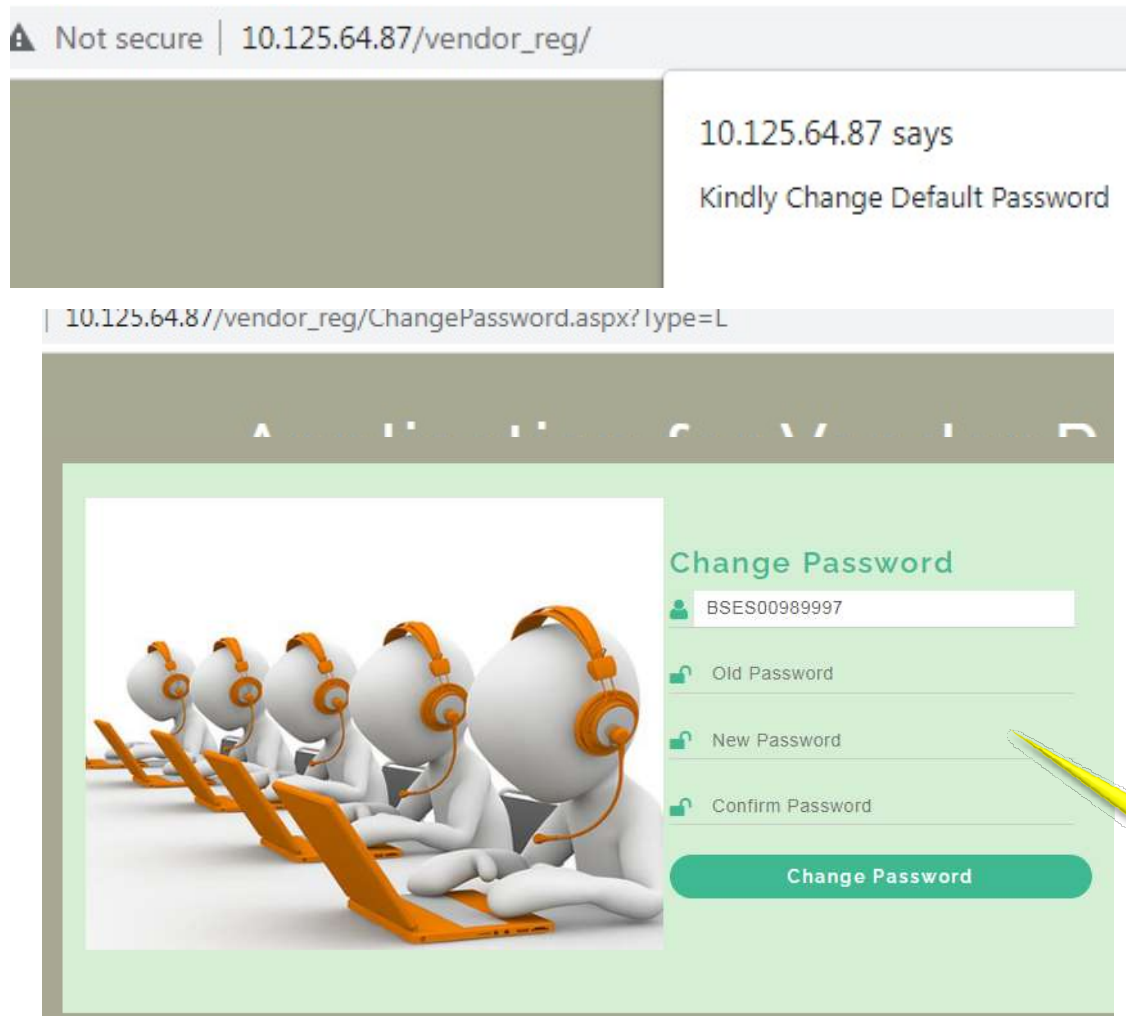
- Enter the auto-generated Login ID & Password and click on “Login” button



The screenshot shows a web browser window with the address bar displaying "10.125.64.87/vendor\_reg/". The main heading of the page is "Application for Vendor Registration". Below this, there is a green-bordered box containing the text "Login to Vendor Registration!". Underneath, there is a user ID input field containing "BSES00989997". To the right of the user ID field, a yellow callout box with a pointer indicates "Enter Login ID & Password". Below the user ID field, there is a password input field with a lock icon and a masked password ".....". A large green button is visible at the bottom of the login form. The background of the page features a row of white 3D figures wearing orange headsets, representing customer service agents.

# VENDOR REGISTRATION APPLICATION

- Popup will come as 'Kindly change your default password'. Click on "ok" button & Change your password



# VENDOR REGISTRATION APPLICATION

- After changing your password, Homepage will be displayed. Click on Forms and select one to proceed further

Application for Vendor Registration

Home **Forms**

- General Details
- Business Details
- Financial Details
- Tax Details
- Document

**Forms**

**Welcome BSES**

**Mandatory Document Required**

1. Pan Card
2. Cheque Leaf
3. GST Certificate or ARN(Application Reference Number) if applied for GST number
4. PAN, Cancelled Cheque & GST/CGST/VAT/TIN are not required for foreign vendors
5. Electrical Licence for electrical contractors and MSME certificate (If applicable) for vendors
6. PF, ESI, Certificate of Establishment under Delhi Shops & Establishment Act for Service providers
7. PSARA(Private Security Agencies Regulation Act) Licence for security agencies

**User information**

Company Name	BSES
User ID	BSES00989997
Email ID	vamika.mohan@relianceada.com
Mobile No	9899970570

**Dashboard**

For Query, Please contact Vendor Development Team on :  
Phone Number: 011-41249390  
e-mail: brpl.vd@relianceada.com

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# VENDOR REGISTRATION APPLICATION

- Click on “General Details” and fill the form accordingly & click on “Save as draft” to proceed further

Application for Vendor Registration

Home Forms

**Vendor information Form-1 General Details**

Category*	BUSINESS SE	Sub Category*	BUSINESS SE
ADMINISTRATION ITEMS SUPPLY @ STATIONARY/PRINTING SUPPLIERS BUSINESS SERVICES @ BUSINESS SERVICES			
Source Reference*	E-MAIL FROM	Contact Person 1*	Yuvika Vij
Title*	Mrs.	Designation*	Manager
Name Of Company*	Shark Plants	Telephone*	011-22005544
Street & House No*	26-D	Mobile No*	7838769785
Address 1*	Dwarka, New Del	Email ID*	
Address 2		Contact Person 2	
Address 3		Designation	
Country*	India	Telephone	
State/Region*	DELHI	Mobile	
City*	DWARKA	Email ID	
Pin/Zip Code*	110075	Contact Person 3	
Fax Number		Designation	
Website		Telephone	
Overseas office details (if any)		Mobile	
Business Division		Email ID	
PAN Number*	BVHPM7457E		
DIN Number			

SAVE AS DRAFT CANCEL

Fill all the mandatory fields



# VENDOR REGISTRATION APPLICATION

- Click on “Business Details” and fill the form accordingly & click on “Save as draft” to proceed further

Application for Vendor Registration

Home Forms

**Vendor information Form-2, Business Details**

Company Founded Year*	1900	Promoter/Director Name*	Rishi Kapoor
Type of Company*	FRANCHISE	Type of Business*	AGENT/DEALI
Address of Plant/Workshop*	Nehru Place		
Company Registration No*	0004444555777		
Name of Business/Corporate Group*	Shark industries	Name of Other Group Companies*	s
ISO Certification*	<input checked="" type="radio"/> Yes <input type="radio"/> No	PF, ESI and shop establishment Certificate	<input checked="" type="radio"/> Yes <input type="radio"/> No
SSI Unit*	<input checked="" type="radio"/> Yes <input type="radio"/> No	PSARA Licence	<input checked="" type="radio"/> Yes <input type="radio"/> No
MSME Unit*	<input checked="" type="radio"/> Yes <input type="radio"/> No	Litigation Details	<input checked="" type="radio"/> Yes <input type="radio"/> No
Whether you have any relative in BRPL	<input checked="" type="radio"/> Yes <input type="radio"/> No (if yes, provide detail in form-5)	Whether you are blacklisted, banned or on holiday listing by any government organisation	<input checked="" type="radio"/> Yes <input type="radio"/> No (if yes, provide detail in form-5)
Name of Major Customer*	Anshika Tiwari		
Details of Machineries*	NA		
Name of Major Sub Vendors			
Business with Reliance ADA Group in last 3 Year*	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Details of Major order Undertaken in last 5 Years*	NA	(Attach the list in Form-5, Documents.)	
Third Party Approval		(Attach the list in Form-5, Documents.)	

SAVE AS DRAFT CANCEL

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Fill all the mandatory fields

# VENDOR REGISTRATION APPLICATION

- Click on “Finance Details” and fill the form accordingly & click on “Save as draft” to proceed further

→ ↻ ⚠ Not secure | 10.125.64.87/vendor\_reg/Form-3.aspx 🔍 📄 ☆

## Application for Vendor Registration

Home Forms ↻

### Vendor information Form-3, Financial Details

Currency*	EURO(EUR) ▾		
Annual Turnover of Last 3 years (in Lakhs)*	First Year 100000	Second Year 200000	Third Year 300000
Present Order Booking Value (in Lakhs)*	250000	Future Order Booking Value (in Lakhs)	
Balance Sheet*	Attach in Form-5	Market Capital	
Networth*	10000000		
Profit Before Tax of Last 3 years (in Lakhs)*	First Year Profit 1000000	Second Year Profit 2000000000	Third Year Profit 5000000000000
Profit After Tax of Last 3 years (in Lakhs)*	First Year Profit 560000000	Second Year Profit 780000000	Third Year Profit 4678000000000
Listed with any Stock Exchange*	<input type="radio"/> Yes <input checked="" type="radio"/> No		
If IFSC & MISC Code Available*	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Bank Name*	State bank of Ind	State*	Delhi
District*	Delhi	Bank Branch*	Nehru Place
Bank Address*	New Delhi		
MICR Code*	7888	IFSC Code*	67788908654432
Account No*	322282085544	Account Holder Name*	Vamika Mohan
Bank Guarantee Limit(in Lakhs)*	12314567892565	OverDraft/Cash Credit Limit(in Lakhs)*	1222222222

SAVE AS DRAFT CANCEL

Fill all the mandatory fields

# VENDOR REGISTRATION APPLICATION

- Click on “Tax Details” and fill the form accordingly & click on “Save as draft” to proceed further

Application for Vendor

*Home Forms* ▶

**Vendor information Form-4, Tax Details**

VAT Reg No  VAT Registration Date

Registered with Excise  Yes  No

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Fill all the  
mandatory fields

# VENDOR REGISTRATION APPLICATION

- Click on “Document” and upload the mandatory docs & click on “Save & submit”

**Vendor information Form-5, Documents**  
 (Document Size should be 5mb and type should be jpg, excel or pdf)

1. Balance Sheet & PI Account for Last 3 Year*	Choose File	No file chosen	Upload Document
2. Certificate of Incorporation*	Choose File	No file chosen	Upload Document
3. List Of Major Customers*	Choose File	No file chosen	Upload Document
4. Cheque Leaf*	Choose File	No file chosen	Upload Document
5. Company Catalogue/Brochure*	Choose File	No file chosen	Upload Document
6. Copy of Major Order Executed in Last 3 Years*	Choose File	No file chosen	Upload Document
7. DIN Number	Choose File	No file chosen	Upload Document
8. Electrical Licence of Delhi NCT	Choose File	No file chosen	Upload Document
9. Excise registration Certificate	Choose File	No file chosen	Upload Document
10. GST Document*	Choose File	No file chosen	Upload Document
11. ISO Certificate	Choose File	No file chosen	Upload Document
12. Major Sub-Vendor List	Choose File	No file chosen	Upload Document
13. MSME Certificate	Choose File	No file chosen	Upload Document
14. SSI Certificate	Choose File	No file chosen	Upload Document
15. Sale Tax/VAT registration Certificate	Choose File	No file chosen	Upload Document
16. Service tax Registration Certificate	Choose File	No file chosen	Upload Document
17. Pan Card*	Choose File	No file chosen	Upload Document
18. PF, ESI and shop establishment Certificate	Choose File	No file chosen	Upload Document
19. PSARA Licence	Choose File	No file chosen	Upload Document
20. Litigation Details	Choose File	No file chosen	Upload Document
21. Relative Details	Choose File	No file chosen	Upload Document
22. Blacklisted/Banned/Holiday listing Details	Choose File	No file chosen	Upload Document
23. Other documents, if any	Choose File	No file chosen	Upload Document

S. No.	Document Type	Download/Show	Delete
1	Balance Sheet & PI Account for Last 3 Year	Test File _20220526154759916.xlsx	
2	Certificate of Incorporation	HRMS- SLA_20220526154809608.xlsx	
3	Cheque Leaf	Test_1_20220526154848024.pdf	
4	Company Catalog	HRMS- SLA_20220526154856103.xlsx	
5	Copy of Major Order Executed in Last 3 Years	HRMS- SLA_20220526154906034.xlsx	
6	GST Document	Sample letter - Before correction-converted (1)_20220526154920597.pdf	
7	List Of Major Customers	Test_1_2022052615483299.pdf	
8	Pan Card	Sample letter - Before correction-converted (1)_20220526154947435.pdf	

I accept, The terms & conditions [attached herewith.](#)

SAVE & SUBMIT      CANCEL

upload all the mandatory docs

# VENDOR REGISTRATION APPLICATION

- Acknowledgement no will be generated & Email will be sent for the future reference

The screenshot shows a web browser window with the address bar displaying "10.125.64.87/vendor\_reg/Document.aspx". The page content includes a header with "App on" and "HomeForms". Below the header, there is a section titled "Vendor information Form-5. Documents" with a note: "Document Size should be 5mb and type should be jpg, excel or pdf".

A modal dialog box is displayed in the center of the screen, titled "10.125.64.87 says". The message inside the dialog reads: "Thanks for submitting of Application for vendor Registration on BRPL website. Please use acknowledgement number ACK2205260007 for all future communication." There is an "OK" button at the bottom right of the dialog.

The background form contains a list of 16 items, each with a "Choose File" button and an "Upload" button. The items are:

1. Balance Sheet & PI Account for Last 3 Year\*
2. Certificate of Incorporation\*
3. List Of Major Customers\*
4. Cheque Leaf\*
5. Company Catalogue/Brochure\*
6. Copy of Major Order Executed in Last 3 Years\*
7. DIN Number
8. Electrical Licence of Delhi NCT
9. Excise registration Certificate
10. GST Document\*
11. ISO Certificate
12. Major Sub-Vendor List
13. MSME Certificate
14. SSI Certificate
15. Sale Tax/VAT registration Certificate
16. Service tax Registration Certificate

Acknowledgement  
no

# VENDOR REGISTRATION APPLICATION

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**Thank you!**