

ARC Sundry Maintenance Works

1. **The Scope of work shall be basically of annual rate contract for Sundry maintenance Jobs in running/shutdown Plants for various Repair & Maintenance Jobs to be executed at site by keeping approx. 80 Nos. of manpower per day viz unskilled & semi-skilled workers and a dedicated supervisors for various Job execution on round the year basis. However, the requirement may vary depending upon plant requirements.**
2. The contract shall be for carrying out Sundry maintenance work in the Hazira Complex of KRIBHCO. The work is of irregular nature and depends on the plant requirements.
3. Contractor deployed manpower generally have to carry out following activities/nature of works but not limited to:
 - 3.1. **Up keeping of the Plant maintenance workshops located in Ammonia, Urea, Power, Offsites, PHP, Work Shop, Auto shop, AC Workshop NDT & MPC.**
 - Removal of spilled oil, debris, scrap, empty containers etc., transportation & disposal of waste material at designated area, stacking of spares, tools, consumables etc., in the respective plants.
 - Lube oil flushing, Collection of lube oil samples from oil consoles and cleaning of oil and grease marks and spillage.
 - Cleaning of equipment, machine & nearby area to remove oil, grease, other debris generated by maintenance activities/oil top up/oil change etc at their respective department.
 - The manpower shall assist the technician in carrying out maintenance activities including opening/closing of various exchangers, vessels, rotary assemblies etc.
 - 3.2. **Shifting activities:**
 - Shifting of material including structures, piping, spares, tools etc. From stores to the different plant maintenance workshops and vice versa.
 - Shifting of chain pulley blocks, winches etc including installation at site for carrying out the work and shifting the same back to original place after work.
 - 3.3. **Cleaning activities:**
 - Water jet washing & cleaning of exterior mobile equipment, A.C. units of all capacities, conveyor rollers at workshop and in conveyor gallery.
 - 3.4. **Handling activities:**
 - Shifting of material /spares /consumables /scrap etc. between different areas within the complex.
 - Handling for Charging of lube oil in consoles/ Collection of oil samples for testing, Extension/reduction of crane booms, Jobs related with loading of ammonia in railway & road tankers, like connecting/disconnecting of ammonia hoses/loading arms etc, Shifting of NDT equipment to the plant & back to the lab for carrying out inspection.
 - Any other misc. upkeep jobs as per plant area requirement.
4. The contractor shall be in a position to carry out the work at any time of the day and night at a short notice.
5. The contractor must arrange for safety gears like; helmets, gloves, grinding goggles etc. Contractor shall abide by all the safety rules and regulation of KRIBHCO. No manpower shall be allowed to enter the factory premises without wearing safety shoes. KRIBHCO shall in no way be responsible for any injury/accident to the contractor's workers during the execution of the work. **The contractor personnel shall compulsorily wear safety shoes, helmet while working at site. Normally, jobs are executed at ground level. However, work at height contractor has to arrange safety harness for working at height.**
6. The contractor shall arrange for Identity proof of personnel deployed, duly verified by nearest local police station for complying with gate pass issuance formalities. The Contractor shall arrange for compliance of **labour licence, factory act and police verification** in advance as per the required manpower, so that there will not be any delay for the execution of the manpower.
7. The Contractor shall follow working hours which shall be 08.30 Hrs. to 17.30 Hrs from Monday to Saturday - 9 hours normal duty which includes 1 hour of lunch break from 12:30 Hrs. to 13:30 Hrs. for

which manday shall be admissible. However, the timings can be changed by management at any point of time. Further, the contractor/manpower may have to work during week-offs and extended hours to complete the job within the specified time as per the plant requirements and overtime shall be admissible in such cases.


8. During the tenure of the contract, it will be responsibility of the contractor to comply with all the provisions of relevant labour laws, minimum wages acts, orders of Government as applicable from time to time and KRIBHCO will not be responsible for any consequences/liabilities arising thereafter.
9. Since contract is primarily of manpower supply, any revision in minimum wages including statutory requirements (unskilled/semi-skilled) as fixed by Government of Gujarat under Minimum Wages Act, 1948 shall be admissible time to time as escalation
10. During the performance of the contract, if any of the contractor's worker is involved in an accident case while on duty and legal proceedings are initiated against him. The penalty and all other liabilities will be borne by the contractor only.
11. **Vendor's scope shall include deputation of qualified site Supervisor having minimum qualification of DME/ITI and minimum working experience of five years of similar work.** He shall supervise the activity & arrange manpower required for the activities on day-to-day basis.
12. **Vendor shall be capable to depute atleast 80 nos. of manpower per day including unskilled & semi-skilled workers for daily routine/shutdown maintenance works.**

Vendor shall submit details of the supervisor meeting the experience criteria as per above point alongwith their application.

13. **Vendor shall submit atleast three order copies (annual rate contract only) of Sundry maintenance works performed in last 5 years (01.04.2021 to 31.03.2026) in reputed Fertiliser/Petrochemical Industries. Atleast one order copy (ARC) shall be of minimum basic value of Rs.120.00 Lakhs executed in 1 year. Further, vendor shall also submit order completion/performance certificates of submitted order copies.**
14. Copy of Income Tax Return for the last three AY i.e., 2023-24, 2024-25, 2025-26 and balance sheet for the last three FY i.e., 2022-23, 2023-24, 2024-25.
15. Non-refundable fee of Rs 2360/- (Rs 2000/- plus GST @ 18%) per application by way of Demand Draft/NEFT from any nationalized or scheduled bank only; drawn in favor of KRIBHCO, payable at Surat; issued on or after of this advertisement.
16. Bank solvency Certificate by the Nationalized/Scheduled Bank issued on or after the date of press advertisement for a minimum value of Rs 60.00 Lakhs.

Special Note: -

- a) The requirements/ criteria mentioned in Annexure-1 shall supersede the criteria mentioned elsewhere.
- b) Applications received without prescribed fee and after the stipulated date will not be considered.
- c) The enlistment of Contractors shall be at the entire discretion of KRIBHCO based on objective evaluation of the details regarding past experience, technical and financial competence, and resourcefulness of the Contractors/Firms/Companies.
- d) KRIBHCO reserves the right to verify information / documents as submitted by the applicant.
- e) KRIBHCO reserves the right to visit the office/establishment of applicant.
- f) KRIBHCO reserves the right to reject any or all the Applications without assigning any reasons thereof.
- g) KRIBHCO has the right not to issue tender form to any particular Contractor/Firm/Company and can also suspend, remove/de-list, demote or black-list the Contactor's name under certain circumstances.
- h) All parties are requested to apply for prequalification with all the required documents in one go. Incomplete application forms are liable to be rejected.
- i) The applicant shall submit Vendor application form (F:PUR:33) along with requisite documents considering criteria mentioned in the annexure.
- j) In case of any query, may reach out to following contacts: -
Sh. Paresh A. Sagathiya: Pareshsagathia@kribhco.net
Sh. Devashish Thakur: devashishthakur@kribhco.net
Sh. CM Borse: chetanborse@kribhco.net

 <p>KRIBHCO Cooperative and beyond... HAZIRA PLANT PURCHASE</p>	Integrated Management System Procedure (ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018)	DOCUMENT NO:IMS-F-PURC-33
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		REVISION DATE: 02.04.2026
TITLE: APPLICATION FORM FOR ENLISTMENT AS APPROVED VENDOR FOR CONTRACT		

To,
KRISHAK BHARATI COOPERATIVE LTD.,
P.O. KRIBHCO NAGAR, SURAT – 394515
GUJARAT, INDIA

Ph. 0261-280-3097 (Direct)
Web site: www.kribhco.net
E-MAIL: ganeshtoppo@kribhco.net

Kind Attn.: CHIEF GENERAL MANAGER (COMMERCIAL) Date:
SUB: APPLICATION FOR VENDOR REGISTRATION FOR “ARC FOR SUNDRY MAINTENANCE WORK”

Registration for Service / Job –
Vendor's introduction letter no. _____ Dtd. _____


REF: HP/6000/PQ-CONTRACT/2026/S006003

Please submit your application in the format mentioned below: -

- a) Full relevant details indicating concerned page number (starting from back) in your application / file
- b) Enclose all required copies of documents / certificates as mentioned in your file / application, duly page numbered starting from back side.

Please submit following details of your Firm’s letter along with copies of documents as requested / applicable in this form: -

1.0	CORPORATE DETAILS: Please submit the following details / documents:	Page No. (from back)
1.1	a) Name of the Company	
	b) Registration Sought for(work)	1.
	(If required more space please attached separate paper.)	2.
1.2	Details of Registered Office	
	a) Address	
	b) Phone Nos.	
	c) Fax No.	
	d) e-mail Address	
	e) Web Site No:	
	f) Name of Contact Person & Mob. No.	
1.3	Details of Factory	
	a) Address	
	b) Phone Nos.	
	c) Fax No.	
	d) e-mail Address	
	e) Name of Contact Person & Mob No.	
1.4	Address for Correspondence	
	a) Address	
	b) Phone Nos.	
	c) Fax No.	
	d) e-mail Address	
	e) Name of Contact Person & Mob No.	
1.5	Type of Company: Proprietary, Partnership, Private Ltd., Public Ltd. etc.)	
1.6	Please submit Notarized copy of documentary proof of Registration of your Firm i.e. Affidavit for Proprietary, Partnership Deed, Certificate of Incorporation, Memorandum of Articles of Association, etc.	
1.7	Please give brief History of the Company with details of Directors / Chief Executive / Partners / Proprietor.	
1.8	Please give Organization Structure of your Company with Name of Proprietor / Partners Directors / Chief Executive	

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2.0	FINANCIAL DETAILS: Please submit the following details / documents:	
2.1	Original / Notarized copy of Latest Bank Solvency Certificate issued by any Nationalized / Scheduled Bank (other than Gramin or Cooperative Banks) issued on or after date of press advertisement for a minimum value of Rs.60.00 Lakh.	
2.2	Annual Audited Financial Reports & Balance Sheets for last three financial years as per Annexure-1	
	Annual Audited Income Tax Returns for last 03 Assessment Years as per Annexure-1	
2.3	Notarized Copy of PF Registration Certificate.	
2.4	Self-attested Copy of GST Registration Certificate	
2.5	Self-attested Copy of Permanent Account Number (PAN)	
2.6	Please submit EFT details with cancel cheque of your Bank Accounts as per attached format.	
2.7	Notarized Copy of ESIC.	
2.8	Non-refundable fee of Rs.2,360/- per application by way of DD/NEFT from any nationalized or scheduled bank only; drawn in favor of KRIBHCO, payable at Surat; issued on or after of this advertisement	
3.0	TECHNICAL DETAILS: Please submit the following details / documents:	
3.1	Name of the job / Service for which Registration is requested.	
3.2	Details of infrastructure for service /contract facilities i.e. Hydra, crane, forklifts with capacity, list of equipment / machinery, etc.	
3.3	Details of Quality Testing Facilities	
3.4	Details of Arrangement for Third Party Inspection , etc.	
3.5	Details of manpower position	
3.6	Details of Jobs in hand	
4.0	EXPERIENCE/ PAST PERFORMANCE: Please submit the following documents:	
4.1	Please submit order copies (annual rate contract only) as per Annexure-1	
4.2	Copies of Performance certificates from end-users for jobs completed/ executed as per Annexure-1	
5.0	DECLARATIONS: Please submit following Declarations in the format enclosed:	
5.1	That your Firm has not been banned / black listed / De-registered or put on holiday list by any Government Department / Central Govt. Unit / Public sector Units / Financial Institutions / Court as per format enclosed.	
5.2	That none of your close / distant relatives are working in KRIBHCO as per format enclosed.	
5.3	Details of your sister / Group / Associate Company. As per format enclosed.	
6.0	Please confirm whether your company has been registered in the category of "Micro, Small and Medium Enterprises under the provision of the Micro, Small & Medium Enterprises Development Act-2006 . If yes, please send self-attested copy of valid MSME certificate.	
7.0	Any other details / documents in support of application for registration.	
8.0	While submitting application, please ensure that it is complete in all respects enclosing on the supporting documents. If any documents is found fake or any information intentionally hidden or incomplete, your application shall be out rightly rejected without entering into any correspondence. KRIBHCO reserve the right to verify information / documents submitted by you, to accept / reject your application.	


Please ensure to submit Notarized copy wherever asked of these documents & fill all the above columns carefully and *If any column is not applicable to you, mark it as "N.A".

NOTE: KRIBHCO intends to go for e-procurement in near future for the supply and services. In view of this, the suppliers are requested to furnish the following details if available: -

- a) Whether you have Digital Certificate from any Digital certifying Key agency.
- b) Do you have Registration with any Service Providers for e-procurement- services / e-tendering – Name & Address of the service providers may be furnished.

(Name of authorized applicant)
Designation
Name of company
(Official Seal)

Date:
Place.

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**FORMAT OF DECLARATIONS
(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER DULY NOTARIZED)**

To:
KRISHAK BHARATI COOPERATIVE LIMITED
P.O. - KRIBHCONAGAR
SURAT – 394 515

Date: _____

Sub: Declarations

Ref.: Vendor Registration for

Dear Sir,

1. We confirm that our firm has not been banned; black listed or put on holiday list by any Government Department / Central Government Unit / Public sector unit / Financial Institutions / Court.

(...In case your has been black-listed or put into holiday list by any Government Department /Central Government Unit / Public Sector Unit / Financial Institutions / Court, please furnish the details of the same....).

2. We hereby confirm that none of our close / distant relatives are working in KRIBHCO.

(...If your closed / distant relatives are working in KRIBHCO, you are required to indicate names, designation/ department of that relative working in KRIBHCO...).

3. We confirm & certify that none of our group / associate / sister concern / partnership firm as defined below, is registered for the similar or same work for which we have submitted our application for registration to participate in future bidding process.


“Any sister / group / associate company, having any common partner / Director / Managing partner etc. or having any business / family relations or any other common criteria, which indicate about their link / relation etc. shall be considered as sister / group associate company”.

(...In case of concealment of above fact, if detected later on, that the bidder is have relation along with any group associate / sister / partnership concern / company participated in any tender, may be debarred for all future tenders in addition to other action like forfeiture of Earnest Money Deposit / Security Deposit / payment due, if any etc...)

Thanking you,

Yours faithfully

Authorized Signatory
(Name, Sign & Seal)

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**FORMAT OF BANK SOLVENCY
(To be submitted on Letter of Issuing Bank)**

Date: _____

TO WHOM SO IT MAY CONCERN

This is to certify that to the best of our knowledge and information M/S _____,
 _____ customer of our Bank is respectable and can be treated as
 good / solvent up to a sum of Rupees _____ Lakhs _____)
 only.


It is clarified that this information is furnished without any risk and responsibility on our part in
 any respect whatsoever more particularly either as guarantor or otherwise.

This certificate is issued at the specific request of the customer.

Place: _____

(Signature of Authorized Officer)

Date: _____

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Details to be submitted on the letter head of your company

To,
 Head of Department (F&A),
 Krishak Bharati Cooperative Limited.,
 PO: Kribhco Nagar
SURAT - 394515

Sub: **Our Bank Account details for effecting e-payment (EFT) Electronic Fund Transfer payments.**

Sir,
 I/we hereby agree to receive the payment from M/S Krishak Bharati Cooperative Limited- Surat against bills raised by us directly to our Bank Account as per details given below through Electronic Fund Transfer Mechanism (EFT). The required details are given below.

Sr No.	Particulars	Details.
1	Name, Branch and Address of the Payee's Bank	
2	Title of the account	.
3	Nature of Account	Saving/ current/other*-(*please specify)
4	Account No.	
5	Branch MICR code number (Please attach a leaf of cancelled cheque also)	(attaching a leaf of cancelled cheque of your bank a/c. is compulsory)
6	RTGS (Real Time Gross Settlement) IFSC (Indian Financial System code)	
7	Permanent Account Number of the payee (PAN Number)	
8	E-mail address, if any. (For sending payment details)	
9	Mobile No. (For sending payment intimation through SMS)	

Date:

Authorized Signature of vendor

Place

Name

(Official-seal)

Designation