

**CEYLON PETROLEUM CORPORATION
REFINERY DIVISION
APPLICATION FOR REGISTRATION AND GRADING
AS A CONTRACTOR**

by
Department/Organization/Firm

Instructions :

In the event where an item does not apply to the applicant, the expression "Not Applicable" should be inserted against the item concerned. This application should be submitted with all necessary supporting documents. The supporting documents must be properly compiled, as a series of enclosures each of which, must be labeled according to relevant paragraph number of this application form. Incomplete application/s will not be accepted and will be returned to the applicant/s.

Tick (✓) the appropriate box applied for :-

<input type="checkbox"/> New Registration	<input type="checkbox"/> Additional Registration
<input type="checkbox"/> Upgrading Registration	<input type="checkbox"/> Renewal of Registration

1. PARTICULARS OF CONTRACTOR

A. Registered Name of Contractor							
B. Nature of Organization	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Sole Proprietor <input type="checkbox"/></td> <td style="width: 50%; border: none;">Partnership <input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Public Limited Liability Company <input type="checkbox"/></td> <td style="border: none;">Private Limited Liability Company <input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Statutory Body <input type="checkbox"/></td> <td style="border: none;"></td> </tr> </table>	Sole Proprietor <input type="checkbox"/>	Partnership <input type="checkbox"/>	Public Limited Liability Company <input type="checkbox"/>	Private Limited Liability Company <input type="checkbox"/>	Statutory Body <input type="checkbox"/>	
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Public Limited Liability Company <input type="checkbox"/>	Private Limited Liability Company <input type="checkbox"/>						
Statutory Body <input type="checkbox"/>							
C. Official Address	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%; text-align: right;">Telephone No. Land phone</td> </tr> <tr> <td></td> <td style="text-align: right;">Mobile</td> </tr> <tr> <td></td> <td style="text-align: right;">Fax No.</td> </tr> </table>		Telephone No. Land phone		Mobile		Fax No.
	Telephone No. Land phone						
	Mobile						
	Fax No.						
D. Name & Designation of person to Contact for clarifications	Telephone No.						

<p>E. Organization Details</p> <p><i>(If not applicable for statutory body information should be given separately)</i></p>	<p>Percentage own by Sri Lanka Nationals</p> <p>ACCSL Membership No.</p> <p>License No. under contract Law</p> <p>a. In case of a Limited Liability company or Statutory Body Registration No.</p> <p>Date of Registration</p> <p>Authorized Capital</p> <p>Issued Capital</p> <p>b. In case of a proprietor or partnership</p> <p>Registration No.</p> <p>Date of Registration</p>													
<p>F. Name & Qualifications of Partners / Directors</p>	<table border="1"> <thead> <tr> <th data-bbox="600 1003 1027 1106">Name</th> <th data-bbox="1027 1003 1474 1106">Qualifications</th> </tr> </thead> <tbody> <tr> <td data-bbox="600 1106 1027 1263">1.</td> <td data-bbox="1027 1106 1474 1263"></td> </tr> <tr> <td data-bbox="600 1263 1027 1420">2.</td> <td data-bbox="1027 1263 1474 1420"></td> </tr> <tr> <td data-bbox="600 1420 1027 1576">3.</td> <td data-bbox="1027 1420 1474 1576"></td> </tr> <tr> <td data-bbox="600 1576 1027 1733">4.</td> <td data-bbox="1027 1576 1474 1733"></td> </tr> <tr> <td data-bbox="600 1733 1027 2114">5.</td> <td data-bbox="1027 1733 1474 2114"></td> </tr> </tbody> </table>	Name	Qualifications	1.		2.		3.		4.		5.		
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1.														
2.														
3.														
4.														
5.														

2. FINANCIAL RESOURCES

(Attach audited annual Financial Statements of Last Three Years)

G. Bank References	<p style="text-align: center;">Name of Banker</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p style="text-align: center;">Address</p>		
H. Financial Facilities from Banks of other Institutes <i>(Evidence to be attached)</i>	<p style="text-align: center;">Name of Institute</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p style="text-align: center;">Facility</p>		
I. Extracts from the Financial Statement of last 3 yrs. For New Co./Sole Proprietor/ Partnership. (Give the Wealth & Income of Directors, Partners in a separate sheet)		2015	2016	2017
	Turnover
	VAT Paid
	Current Assets
	Current Liabilities
	Fixed Assets

3. PERSONNEL RESOURCES
J. PROFESSIONAL AND MANAGEMENT

(Curriculum vitae of each member should be attached to the format given in - APPENDIX I)

Name	Field of Specialty	Experience (No. of Years)	Nature of Employment
a) Chartered Engineer with more than 15 yrs. Experience			
1.
2.
3.
b) Chartered Engineer with 5 to 15 yrs. Experience			
1.....
2.....
3.....
c) Chartered Engineer with 0 to 5 yrs. experience			
1.....
2.....
3.....
d) Graduate Engineer with more than 3 yrs. experience			
1.....
2.....
3.....
e) Graduate Engineer with 0 to 3 yrs. experience			
1.....
2.....
3.....
f) Engineering Assistants NDT with 5 yrs. or more experience			
1.
2.
3.

Name	Field of Specialty	Experience (No. of Years)	Nature of Employment
g) Qualified Quantity Surveyors 1. 2. 3.
h) Specified Personnel 1. 2. 3.

K. OTHER TECHNICAL PERSONNEL - (in-house staff only)

Name	Qualifications	Designation	No. of yrs. experience
a) Technical Assistant NDT or equivalent 1. 2. 3.
b) Foreman more than 5 yrs. Experience 1. 2. 3.
c) Foreman 0 to 5 yrs. Experience 1. 2. 3.

L. SUPPLY OF MANPOWER: *Please fill-in details of categories of manpower you can supply. CPC require men who have experience in handling repairs to Refinery equipment as given in Appendix I.*

Item	Description	Max. Number of persons available	Ability & Experience
1	Skilled Pipe Fitters		
2	Semi Skilled Pipe Fitters		
3	Skilled Bench Fitters		
4	Semi Skilled Bench Fitters		
5	Mechanics (Automobile)		
6	Mechanics (General)		
7	Skilled Electricians		
8	Semi skilled Electricians		
9	Instrument Technicians		
10	Welders		
11	Welders (ASME qualified)		
12	Riggers		
13	Machinists		
14	Floggers		
15	Tinkers (General)		
16	Tinkers (Automobile)		
17	Crane operators		
18	Tractor drivers		
19	Forklift operators		
20	Supervisors (civil)		
21	Masons		
22	Carpenters		
23	Sand blasters		
24	Plumbers		
25	High pressure jet operators/ Bundle cleaners		
26	Insulators		
27	Gunning machine operators		
28	Bitumen coating workers		

Item	Description	Max. Number of persons available	Ability & Experience
29	Industrial Painters		
30	Semi skilled labourers		
31	Skilled labourers		
32	Scaffolders		
33	Sign painters		
34	Sanitary labourers		
35	Dumper operators		
36	Non destructive testing (NDT) technicians		
37	Heavy vehicle drivers		
38	Aluminum Fabricators		
39	Motor Re-winders		
40	A/C Technicians		

* **Normal working day at the Refinery is from 7:30 a.m. to 4:30 p.m. with 45 minutes lunch break from Monday to Friday (both days inclusive).**

4. RESOURCE PLANT EQUIPMENT

M. SUPPLY OF EQUIPMENT ON HIRE - *Please fill-in categories of equipment, which you can supply on hire.*

Item	Description of Equipment needed	Size/ capacity of each equip. Contractor can use	Max No. for hire
1	Diesel driven DC Arc welding plants (300 Amps.)		
2	AC Rotary welding plant (300 Amps.)		
3	AC Welding Transformers (300 Amps)		
4	Diesel Engine Driven Air Compressor (100 psi/ 315 cfm)		
5	Diesel Engine Driven Air Compressors (100 psi/ 200 cfm)		
6	Motor Driven Air Compressors (100 psi/ 200 cfm)		
7	Mobile Cranes (10-20 Tons)		
8	Mobile Cranes (20-100 Tons)		
9	Mobile Cranes (100-200 Tons)		
10	Crawler Cranes (5-15 Tons)		
11	Tower Cranes (5-15 Tons)		
12	Portable Diesel Engine Driven Centrifugal Pumps (200-400 GPM) Total head 40 ft		
13	Submersible pumps		
14	Air/ Steam operated Reciprocating pumps (Operating air pressure 80-100 psi)		
15	Diesel Engine Driven Electrical Generators (3 phase, 400V, 50 c/s) (a) Less than 10 KVA (b) Less than 100KVA (c) Less than 600KVA		
16	Steel Scaffolding eqpt.		

Item	Description of Equipment needed	Size/ capacity of each equip. Contractor can use	Max No. for hire
17	Rigging equipment		
18	Hydraulic Jacks		
19	Forklift Trucks		
20	Tractors with Trailer		
21	Bulldozers & other Earth Moving Equipments		
22	Excavators		
23	Road Rollers (8-10 Tons)		
24	Concrete Mixers		
25	Gunning Equipment		
26	Pneumatic Hammers		
27	Sand Blasting Equipment		
28	Air/ Steam Operated Sump Pumps (Operating Air pressure 80-100 psi)		
29	Hire of Chairs (per day)		
30	Hire of Tables (2 1/2'x 8", 4'x 4' etc per day)		
31	Construction of Temporary building (per day/ per sq.ft)		
32	Backhoe Loader		
33	Poker Vibrators		
34	Boom Trucks (2 Tons- 5 Tons)		
35	Radiographic Equipment		
36	Vacuum Testing Equipment		
37	Ambulance Service		

5. FIELD OF REGISTRATION APPLIED FOR

N. RECONDITIONING WORK & MANUFACTURE OF SPARES: *Please indicate category of work you wish to register for making YES or NO in the space provided for that purpose. Where relevant, please mention processes/ materials used and their limitations in the “Comments” column.*

Item	Description	Yes/ No	Comments
1	White – metalling of bearings (please indicate baring metal used)		
2	Building up & hard facing of worn out spare parts by material spraying, hard chrome plating, weld filling etc. Majority of items in the Refinery are 11-13% Cr. Steel and stainless steel (possible hardness and maximum built up must be mentioned)		
3	Manufacture of Cast iron, alloy steel and non ferrous casting		
4	Heat treating of Carbon steel and alloy steel items.		
5	Lathe Machining, Boring and Grinding work. *		
6	Gear wheel cutting		
7	Balancing of pump impellers/ rotor assemblies		
8	Sheet metal work and thermal insulation work of pipe, vessel tanks, etc. **		
9	Rolling of steel plates		
10	Rolling of angle iron		
11	Re-conditioning of process valves		
12	Manufacture of rubber items (natural rubber, neoprene viton and nitrile) such coupling pads, bushes, o-rings, reinforced rubber hoses.		
13	Manufacture of fiber glass and plastic items such as fan blades.		
14	Re-conditioning of rubberized items by building up vulcanizing etc.		
15	Repair work on reinforced hoses		
16	Repair work on fiber glass and plastic items		
17	Upholstery work on automobiles		
18	Repairing of Chairs		

* Indicate availability of surface grinding machine with magnetic base.

** Indicate availability of punching disc and capacity of machine.

Item	Description	Yes/ No	Comments
19	Repair work in adding machines, Electronic calculators		
20	Erection of scaffolding		
21	Cushioning of Steel Chairs		
22	Tinkering work of Refinery Vehicles		
23	Silencer fabrication		
24	Radiator repair work		
25	Bonding of brake shoes with suitable liners		
26	Repair & Servicing of Audio Visual equipment (film projector, slide projector, etc.)		
27	Re-sleeving & boring of cylinder blocks		
28	Regrinding of Crank shafts		
29	Casting of door handles and hinger handles of vehicles		
30	Repairs to air conditioners/ Refrigerators		
31	Non-Destructive Testing work		
32	Aluminium fabricating		
33	Automobile A/C repairs		
34	Computers and printer and accessory repairs		
35	Injector pump repair work		
36	Turbo charger repair work		
37	Calibration of storage tanks		
38	Supply and installation of vertical blinds		
39	Landscaping and gardening services		
40	Engine overhauling work		
41	Tyres & Tubes repair Work		
42	Change of Solid Tyres		
43	Metal spraying work		

Item	Description of Work	Up to Rs. 100,000.00	Rs. 100,000.00 to Rs. 500,000.00	Rs. 500,000.00 to Rs. 1 Million	Over 1 Million
15	Load Testing of Rigging Equipment				
16	Bolting & Un-bolting of Equipment				
17	Repairs of Panel Angles				
18	To Clean de-blocking Sprinklers				
19	NDT Work				
20	Rewinding & Repairs of Motors a) 3 phase, 400 Volts Induction motors up to 150 kW b) 3 phase, 3300 Volts Induction motors up to 330 kW c) Other AC and DC motors rewinding and repair				
21	Cleaning of Oil Storage Tanks				
22	Electrical Wiring				
23	Valve Re-conditioning				
24	Fabrication & Installation of Aluminum Structure				
25	Cleaning Furnaces. Columns & Vessels				
26	Sludge removing work				
27	Erection of Temporary Buildings with (a) Timber & GI Roofing Cover (b) GI Pipes & GI Sheeting for side & roof				

EXPERIENCE

Number of years Experience as a General Contractor				
Number of years Experience as a Sub Contractor				
DETAILS OF REGISTRATION ALREADY HELD AS A CONTRACTOR				
A. ICTAD REGISTRATION				
Dept. or Organization	Registration No.	Date of Registration	Field of Registration	Level of Registration
B. OTHER				
Dept. or Organization	Registration No.	Date of Registration	Field of Registration	Amount of Registration

DESCRIPTION OF WORK DONE DURING THE LAST FIVE YEARS			
Client	Project Description	Amount	Date of Completion
1.			
2.			
3.			
4.			
5.			
6.			

7.			
8.			
9.			
10.			

TOTAL TURNOVER IN LAST FIVE YEARS	
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THE LARGEST PROJECT COMPLETED IN LAST 10 YEARS IN RELEVANT FIELDS	(1)	(2)
	Field
	Project Description
	Amount
	Completed Date
	(3)	(4)
	Field
	Project Description
Amount	
Completed Date	

LIST OF DEFAULTED CONTRACTS	Description	Contract Area
	1.	
	2.	
	3.	

7. OTHER INFORMATION

	Description	Location	Floor Area
WORKSHOP AND SPECIAL FACILITIES	1.		
	2.		
	3.		
	4.		

I/We hereby certify that the information provided in pages 1 to 16 of this application is true and accurate as at this date. I/We/am/are aware that in the event of any information given is found incorrect or that relevant information is withheld, my/our application will be automatically disqualified.

Signature:

Name of Authorized Person:

VAT Registration No. (If applicable):

Designation/Title:

Date of Application:

I. Skilled and semi-skilled craftsman hired on contract shall be capable of :

- Fitters :**
- i) Removal and assembly of heat exchanger covers, tube bundles, man-hole covers on columns, vessels, tanks, etc.
 - ii) Spading, de-spading and re-gasketing of flange joints, re-packing of valve glands, cleaning of stationary equipment manually and using special tools such as high pressure water jets, sand blasting equipment, pneumatically operated cutters and brushes.
 - iii) Cleaning of coked up pipe lines using pneumatically operated knockers.
 - iv) Repair and overhaul of 540 psig. 60,000 lb/hr. boiler, fired heaters, re-tubing of heat exchangers and air fin coolers.
- Mechanics**
- i) Overhauling of single and multistage centrifugal, reciprocating and screw pumps and compressors.
 - ii) Overhauling of large steam turbines, blowers, fans, mixers, etc.
 - iii) Overhauling of diesel engines.
- Welders**
- i) Welding of carbon steel and alloy steel piping, pressure vessels, etc. to ASME standards.
 - ii) Miscellaneous welding work including welding of structural steel work.
- Electricians**
- i) Industrial wiring using PVC flexible wires/cables enclosed in PVC and steel conduits.
 - ii) Laying of underground armoured cables, cable joining, etc. up to 400 square mm cross sectional area.
 - iii) Switch board and panel wiring.
 - iv) Re-winding of single phase and three phase induction motors.
 - v) Dismantling, servicing and re-assembling of induction motors up to 100 KW rating.
 - vi) Repair and installation of indoor and outdoor industrial lighting equipment.
- Mason**
- i) Making and installing of shuttering for refractory, bar bending and scaffolding, etc.
 - ii) Laying and repairing refractory work in furnaces and boilers.
 - iii) Handling and servicing items to working drawings when so required.
 - iv) Interpreting and furnishing items to workshop drawings when required.
- Tinkers**
- i) Tinkering work on motor vehicles including oxy-acetylene cutting of corroded sections of vehicle bodies, forming of sheets to match and re-welding using oxy acetylene.
 - ii) Fabricating and patch repairs to protective metal using of switch boards, electric panels and similar sheet metal work.
 - iii) Performing sheet metal works involving soldering, bracing and arc welding.
 - iv) Should have considerable experience in types of work mentioned above.

- Riggers**
- i) Operating, servicing and testing of all types of rigging equipment including chain block, pull lifts, winches, hydraulic jacks, forklifts, cranes, etc.
 - ii) Proper sling arrangements and rigging techniques for lifting of heavy equipment (up to approx. 20 Tons) such as heat exchangers bundles (up to 9' wide 30' long), large valves, pump valves, pump motors and turbines, etc.
 - iii) Assessing and using the safest and most efficient technique for given rigging operation.
 - iv) Testing of slings, chains, manila ropes, eye bolts, etc. used for rigging.
 - v) Splicing the end of manila ropes and wire slings.
- Machinist**
- i) Operating and servicing of center lathes, milling machine, shaping machines and drilling machines.
 - ii) Producing an item to a given working drawing or a sample within a tolerance range of 0.001".
 - iii) Reading all types of precision instrument (metric & inches) such as vernier calipers, micrometer screw gauge, steel rules, depth gauge, etc.
 - iv) Grinding tools and setting speeds to suit a given type of job.
 - v) Determining the ideal references to be used in aligning a given job for machining using dial gauges.
 - vi) Interpreting working drawings and having a good knowledge of type of fits and their usage.
 - vii) Interpreting common abbreviations used for indicating the finish tolerances allowed and the fits that have to be furnished.
- Sand Blaster**
- i) Sand blasting or grit blasting work in tanks, vessels, all kinds of Refinery equipment.
- Plumbers**
- i) Plumbing work in PVC, GI, cast iron pipes in building and plant area.
- Insulators**
- i) To fabricate aluminium covers.
 - ii) Insulation of rock wool blanket.
 - iii) Fixing of covers, on all the Refinery hot equipment such as pipes, wrenches, tanks, columns, boilers, etc.
- Sign Painter** Should be able to paint figures and letters in English and Sinhala in steel boards and cloth.
- Scaffolders** To erect scaffolding to a height up to 75 m.
- Supervisors** Supervisors shall be experienced persons, competent in technical know how and labour management to supervise groups of skilled and semi-skilled craftsmen mentioned in article 1.
- Non-Destructive Testing Technicians** Technicians should possess Level II valid certificate in the relevant field (Indicate the field).

N.B. Please send this back to us on or before

GENERAL CONDITIONS FOR REGISTRATION OF CONTRACTORS FOR 2019 / 2020

1. The contractors supplying manpower on contract and equipment on hire shall remain valid from 1st January 2019 to 31st Dec. 2020. Contractors shall be capable of supplying skilled/semi-skilled craftsman on contract and equipment on hire at short notice.
2. In case of Civil, Mechanical, Electrical, Construction/Fabrication/Reconditioning Work, quotations will be called as and when there is work, from about 6 (on a rota basis) of those who are registered as qualified to carry out the work and the award will be made on a competitive basis.
3. Any work in the Refinery awarded on contract will be governed by the “General Information and Conditions for Tenders” and “Safety Regulations” and “Regulations for the Prevention of Fire”, copies of which, have been sent to all the registered contractors.
4. If and when, it is detected that a contractor has attempted to with-hold any information requested in the application form or he has given false information, his registration will be cancelled forthwith and will not be eligible to handle any contract work for the CPC in the future.
5. A normal working day at the Refinery is from 7.30 a.m. to 4.30 p.m. with 45 minutes lunch break, from Monday to Friday (both days inclusive), but exclusive of any Corporation holidays. For supply of manpower on contract and equipment on hire, no overtime will be paid within a normal working day. However, overtime will be paid for them after 4.30 p.m. on normal working days and after 7.30 a.m. for work on Saturdays, Sundays and Corporation Holidays.
6. If workers supplied by the contractor on contract do not possess qualification, knowledge or experience to satisfy the Deputy Refinery Manager (Maintenance & Projects) / Deputy Refinery Manager (Electrical & Instrument) or if the equipment supplied on hire is not up to the standard required by the Deputy Refinery Manager (Maintenance & Project)/ Deputy Refinery Manager (Electrical & Instruments), the Corporation reserves the right to reject the worker or equipment supplied and to ask for replacement and if the contractor does not comply, to cancel the registration of the contractor forthwith and in the latter event the contractor will not be eligible for any contract work for the CPC in the future.
7. When requested, the contractor shall supply equipment on hire and manpower on contract. Such numbers as he has mentioned in his application and he may be held liable for any damages suffered by such default.
8. The Corporation reserves the right to cancel the registration of contractor without giving reasons and to formulate from time to time as and when required by the Corporation, new rules or revise existing ones, for the registration of contractors or for supply of supervisors, skilled and semi-skilled manpower and the contractors shall agree to be bound by such rules, regulations or conditions, if he wishes to continue his registration or any contract he has entered into with the Corporation.
9. It is the normal practice to call for quotations for all contract work, at the Refinery from the registered contractors, but the Ceylon Petroleum Corporation, Refinery Division reserves the right to decide otherwise.
10. Persons who are entering the Refinery premises should possess their identity cards or a photograph, which is certified by a Grama Sevaka for identification and should obtain gate passes from the Refinery Security Section to enter the relevant areas.
11. For Security purposes all vehicles which are transporting goods to the Refinery will be checked at the main gate before entering the Refinery premises and on the nature of goods, goods will be unloaded and inspected.
12. It is compulsory to remove the spare wheel from the vehicle before entering Refinery premises.

13. It is compulsory to the driver to possess a valid driving license.
14. Any kind of explosives, cellular phones and cameras should NOT be taken into the Refinery premises.
15. Visits should be limited to relevant areas for which, gate passes have been issued.

**DEPUTY REFINERY MANAGER
(MAINTENANCE & PROJECTS)**