



ONGC Petro additions Limited

4th Floor, 35, Nutan Bharat Co-operative Housing Society Limited,
R.C. Dutt Road, Alkapuri, Vadodara, Gujarat – 390007

**ONGC PETRO ADDITIONS LIMITED (OPaL)
SHIPPING DEPARTMENT
DAHEJ, GUJARAT**

Application for registration of ship-brokers for chartering of ships

ONGC Petro additions Limited (OPaL) charters tanker vessels on Indian coast for Naphtha (clean petroleum products) by sending enquiries to the brokers registered on its panel.

Ship-brokers desirous of registering with OPaL for chartering of vessels are requested to fill up the following registration form and submit the same duly signed on the letterhead of your company/ firm along with enclosures to the address provided at the end of this message.

OPaL may register the ship-broker who meets the prescribed pre-qualification criteria.

The mere submission of an application by a party does not guarantee registration on OPaL panel. OPaL reserves the right to reject any application without assigning any reasons thereof.

**Data Sheet to be filled by Prospective Brokers
(To be submitted on the Letter Head of Company / Firm seeking Registration)**

A. Company / Firm Details		
1.	Name & Address of the Company / Firm	
2.	Nationality / Country of Incorporation	
3.	Corporate / Firm Headquarters	
4.	Date of Incorporation	Please enclose Notarized copy of Certificate of Incorporation (in case of a Company)
5.	Type of Company / Firm	Sole Proprietorship / Partnership / Private Limited Company / Public Limited Company / Joint Venture (Provide share holding pattern with details)
6.	Core Business Activity	Please state your core business area alongwith number of years of experience in ship chartering
7.	Date of first tanker Charter party concluded by the applicant on Indian coast	
8.	Income tax permanent account number (PAN)	

9.	GST Number	
10.	ESTABLISHMENT	
8.1	Name of Chairman / President / Managing Director / Partners	
8.2	Contact Person (s) and their telephone numbers	Office Mobile Residence
8.3	Fax Numbers	
8.4	Email id (s)	
8.5	Mailing Address	
8.6	Employee Details	
	- Total Number of employees - Number of employees handling ship broking For the above purpose, employee shall also include director/ partner/ owner of the company/ firm.	
8.7	Name of preferred shipping companies	
8.8	Whether company/ firm is empanelled with other PSUs such as IOCL, MRPL, HPCL etc. If Yes, please provide the details....	
8.9	Please confirm on below. YES/ NO At the time of application, is the Company/ firm facing any known legal disputes that are likely to adversely affect the performance of contracts/ meeting its commitments? If yes, give details....	
8.10	Please confirm whether company / firm or its Group / Subsidiary / Affiliate / Parent Company were earlier or currently registered on OPaL's panel. If yes, (a) Date of Registration/ empanelment (b) Period of registration (c) Date / reason for de-registration	
8.11	Has the applicant ever been black listed or put on holiday list by any agency/ organization. If yes, please give details of period of removal/ suspension. <hr/>	

8.12	Any other relevant information _____
------	---

Pre-qualification criteria

A. Registration of ship-brokers

- 1.0** Company/ firm should have establishment & office for more than 3 years in India.
- Document required – Bidder to submit the notarized copy of certificate of incorporation and proof of office address.
- 2.0** Company/ firm should have handled at least three fixtures for Time charter/ voyage charter/ CoA for clean petroleum/ liquid/ hydrocarbon products in last 6 years on Indian coast. The period will be reckoned from the date ending last day of month previous to the one in which applications are submitted by bidder.
- Document required – Bidder to submit the following details with all supporting documents like fixture confirmation from charterer, CP agreements, etc.

Sr.	Date of fixture	Name of Vessel	Cargo & Quantity	Loadport	Disport	Owners	Charterers
-----	-----------------	----------------	------------------	----------	---------	--------	------------

- 3.0** Net-worth of the bidder should be positive. Net worth shall mean: "Share capital + Reserves created out of profits and securities premium account (excluding revaluation reserves) - deferred expenditure – Miscellaneous Expenditure to the extent not written off and carried forward Loss - Reserves created out of write back of depreciation and amalgamation".
- Document required - For ascertaining the net worth of the bidder, the audited account or annual report for the immediate previous financial year shall be considered.
- 4.0** Company/ firm should not be banned/ kept on holiday by any Public Sector Unit companies/ DGS/ INSA/ Government of India in last six years. The period will be reckoned from the date ending last day of month previous to the one in which applications are submitted by bidder.
- Document required - Bidder to submit the self-declaration form as per format at Annexure I.

B. Registration of Indian ship-owners

- All Indian ship-owners are pre-qualified.

C. De-registration of ship-brokers

- OPaL reserves the right to de-register the ship-brokers if no ships are offered by them against OPaL's chartering enquiries in any financial year i.e. April to March.
- Ship-brokers can also suo motu apply for their de-registration for their own reasons including their restructuring, merger, amalgamation, etc.

D. Putting ship-brokers on holiday for deficiency in services

- A ship-broker can be put on holiday for 6 months for deficiency in services under the following circumstances:
 - a) If an offer is withdrawn before expiry of its validity
 - b) If a counter-offer is back-tracked
 - c) If a wrong declaration is made in the offer w.r.t. material facts about the vessel or the owners
 - d) If execution of post fixture operations or financial transactions or settlements is not ensured in line with the charter party provisions
- The ship-broker would be issued a show-cause notice and if the explanation given is not found to be satisfactory, the ship-broker will be put on holiday.

E. Cooling-off period

- A ship-broker, who is de-registered by OPaL can apply again only after cooling off period of one year from the date of intimation of de-registration.

C. References		
	References (Minimum three) The party seeking empanelment shall have no objection to OPaL making enquiries from such companies in the course of registration. Please furnish postal address/Email/Contact numbers of ship owner(s) who have confirmed transacting business through you.	Letters from foreign ship-owners (on their official stationery) recommending and agreeing to transact business through the company/firm to be enclosed. The letter to include the details of Operating Ships owned and proposed to be offered to OPaL.

DATE

**(NAME AND SIGNATURE OF THE
AUTHORISED OFFICIAL WITH
SEAL) ***

* Authority letter of the signatory to be enclosed along with the application.

Kindly note that all data received from you would be treated in strict confidence and would be used only for the purpose of registration on OPaL's panel of brokers. It is also requested that the data/ documents sought above may kindly be provided.

We wish to inform that the request for registration on OPaL's panel of brokers shall be considered only on receipt of full information/data along with application as mentioned above. The decision of OPaL management shall be final and binding upon the parties with regard to registration of parties.

Contact information:

Mr. Rakesh Daga, Sr. Manager- FMS, Cell No. +91 90990 09906

Mr. Atul Mehta, Sr. Manager- MM, Cell No. +91 90990 08191

Undertaking for holiday list/ debarred/ blacklisting

(On company's letter head)

I/ we _____ (bidder name) hereby submits undertaking that our company/ firm is not banned/ kept on holiday by any Public Sector Unit companies/ DGS/ INSA/ Government of India in last six years. In case, undertaking submitted by the bidder is found to be false, action as deemed fit may be initiated by OPaL at its sole discretion.

Name of the signatory:

Designation:

Place:

Sign and stamp: