
INTERPLANT STANDARD – STEEL INDUSTRY

AMENDMENT NO. 1

JULY 2001

TO


IPSS:3-03-001-00

REGISTRATION OF CONTRACTORS FOR JOB/
WORKS CONTRACTS

ADDITION AFTER CLAUSE NO. 3.15

- 3.16 Deviations, if any, in this standard, will be done with the approval of Chief Executive/Director of the Division/Unit/Plant, under intimation to IPSS Secretariat.

(To be affixed on the first page of the Standard)

INTER PLANT STANDARD - STEEL INDUSTRY		
 IPSS	REGISTRATION OF CONTRACTORS FOR JOB/WORKS CONTRACTS (Indigenous)	IPSS: 3-03-001-00
	Corresponding Indian Standard does not exist.	

0. FOREWORD

0.1 This Inter-Plant Standard prepared by the Standards Committee on Integrated Project Management, IPSS 3:3 with the active participation of representatives of all the steel plants/units, was adopted in September 2000.

1. OBJECTIVE

1.1 Timely completion and quality of Job/Works Contracts largely depend on the competence of the executing agencies, i.e., the Contractors. As such, it is essential to identify and enlist the Contractors having expertise and competence in different fields. With the growing emphasis on adoption of quality systems as per ISO 9000 series of standards, the Standards Committee on Integrated Project Management, IPSS 3:3, felt the necessity for standardization of procedure for the registration of Contractors for Job/Works Contracts.

1.2 Registration of Contractors is done with the twin objectives of having a readily available list of Contractors who are capable of executing various jobs/works with efficiency and promptness and evaluating their performance periodically with a view to update their records and decide whether to continue or discontinue dealings with the party. This standard aims at providing objective and step-wise guidance in Contractor's registration activities in steel plants/units.

2. SCOPE

2.1 This Inter Plant Standard outlines the guidelines for registration of indigenous Contractors for Job/Works Contracts and shall be followed by plants/units including the mines.

2.2 Contractors shall be classified and registered according to the nature of job/works and also their financial capacity for executing work of specified value.

2.3 **Categorisation** - Based on the nature of job/work, Contractors shall be registered for the following categories :

- 1) Consultancy/Design/Engineering/Drawing work,
- 2) Civil work,
- 3) Road work,

- 4) Bridge work,
- 5) Mining and Allied work,
- 6) Fabrication & erection of steel & technological structures,
- 7) Refractory work,
- 8) Mechanical work,
- 9) Electrical work,
- 10) Instrumentation & Automation work,
- 11) Tele-communication work,
- 12) Computerization,
- 13) Loading, unloading, handling & transportation work,
- 14) Any other work

Each category may have a number of sub-categories depending on the requirement of plant/unit. The sub-categorization shall be approved by the Chairman of the Contractor Registration Committee (CRC). An indicative list of sub-categories of job/works is given at **Appendix-A**. However, these sub-categories are neither exhaustive nor mandatory.

- 2.4 **Classification** - "Based on their financial capacity for executing job/works of specified value" Contractors shall be registered for the following five classes :

Class	Capable of executing job/works of value of each individual Contract (Rs.)
A	Above - 50 lakhs
B	Above 25 lakhs and up to - 50 lakhs
C	Above 10 lakhs and up to - 25 lakhs
D	Above 5 lakh and up to - 10 lakhs
E	Above 1 lakh and up to - 5 lakhs
F	Above 50,000 and up to - 1 lakh
G	Up to - 50,000

3. PROCEDURAL STEPS

- 3.1 **Contractor Registration Section (CRS)** - There shall be a Contractor Registration Section in each plant/unit. Registration of Contractors shall be processed by this Section.

- 3.2 **Contractor Registration Committee (CRC)** - A Contractor Registration Committee shall be constituted by an order of the Chief Executive which shall be headed by an executive of plant/unit not below the rank of E-8 who will be ex-officio Chairman of CRC. CRC may consist officers from the following Departments :

- Projects Department
- Works Department
- Materials Management Department
- Town Administration/Township Department
- Finance Department
- Personnel & Administration Department

Other members may be co-opted to the CRC, depending upon the nature of job/works. Members of the CRC shall not be below the rank of E-5. Officer-in-charge of CRS shall be the Convener of the Contractor Registration Committee.

3.2.1 However, in case of the smaller plants/units, the rank of E-8 envisaged for the Chairman and E-5 for the members of CRC may be relaxed with the approval of the Chief Executive.

3.3 **Scrutiny of Contractor's Request** - CRS shall issue an application form to the intending contractors for the registration depending on the current requirement. Specimen for the check list to be prepared by the CRS for scrutiny of the Contractor's request, is placed at **Appendix B**.

3.4 **Issue of Application Form** - Application form for the registration of Contractor shall be issued to the prospective Contractors by CRS on payment of Rs. 100/- (Rupees one hundred) in the form of cash payment at the cash section of the plants/units or Postal Order or Pay Order or Banker's Cheque or Demand Draft. The sample form of Application is placed at **Appendix C**.

3.5 **Submission of Application to CRS** - Duly filled in application form for registration with required details/documents as contained in the application form along with non-refundable application processing fee of Rs.1000/- (Rupees one thousand) shall be submitted by the intending Contractor within 90 days from the date of issue of form. Delay, if any, in submission of the completed application form together with required details/documents, can be condoned by the Chairman of CRC depending on the merits of the case.

Completed application forms shall be scrutinized by the CRS and capacity of the Contractors shall be physically verified by a team consisting of members from concerned departments nominated by the respective heads of the Departments. Specimen for check list to be prepared by CRS for scrutiny of filled up application forms/documents and check list to be prepared by Physical Verification Team for capacity verification, are given at **Appendix D & Appendix E** respectively.

3.6 **Capacity Verification Report** - Capacity verification report shall be submitted by the Physical Verification Team to the Convener of the CRS within 60 days from the date of reference to the team, in the form given at **Appendix F**.

Summary of capacity verification reports and other details of Contractors shall be put up by the Convener of CRC on monthly basis for all applications received during the month, in the subsequent month in the format given at **Appendix G**. CRC shall deliberate on the same and record its recommendation.

The recommendation of CRC shall be submitted to the Chief Executive for approval.

- 3.7 **Registration Fee** - After approval of the Chief Executive, applicant contractor shall be advised to deposit the following amounts of registration fee for the respective class(es). Fees stipulated for each class of registration includes one category of work. However, applicants who desire to register for more than one category under a particular class, shall be required to pay non-refundable additional fee, mentioned in column (4), for each additional category.

Class	Value of each individual Job/Works Contract (Rs.)	Payable non-refundable Registration Fee (Rs.)	
		For Class	For Additional Category
(1)	(2)	(3)	(4)
A	Above - 50 lakhs	15,000	2,500
B	Above 25 lakhs and up to - 50 lakhs	10,000	2,500
C	Above 10 lakhs and up to - 25 lakhs	9,000	2,500
D	Above 5 lakhs and up to - 10 lakhs	6,000	2,000
E	Above 1 lakh and up to - 5 lakhs	5,000	2,000
F	Above 50,000 and up to - 1 lakh	2,000	1,000
G	Up to - 50,000	500	250

- 3.8 **Issue of Registration Certificate to the Contractors** - After approval of the Chief Executive and payment of requisite registration fees by the applicant, Registration Certificate in the prescribed proforma given at **Appendix H**, duly signed by the Officer in-charge of CRS or his authorised representative shall be issued to the concerned Contractors.
- 3.9 **Inclusion of Additional Classes and/or Categories** - During the validity of the registration of a Contractor, inclusion of additional classes and/or categories may be considered by CRC depending on merit of each case subject to capacity verification. If it is so recommended by the CRC to include additional classes and/or categories in the registration of a particular Contractor and approved by the Chief Executive, an addendum to Registration Certificate may be issued as per format given at **Appendix I**, duly signed by the officer incharge of CRS.

- 3.10 **Registration of Government Establishment** - All Government establishments/undertakings shall be deemed registered with permanent validity. No capacity verification and application fee shall be required in such cases.

However, details of such Government undertakings shall be obtained in the prescribed application forms and a formal registration certificate shall be issued to them with the approval of CRC.

- 3.11 **Period of Validity of Registration** - The period of validity of registration shall be as under :

- a) Govt. Undertaking : Deemed registered with permanent validity.
- b) Contractors : 3 Years.

- 3.12 **Provisional Registration** - For new job/works, non-conventional job/works and in exceptional cases, Provisional Registration pending regular formal registration, may be considered with the approval of CRC. Such Provisional Registration shall be valid for a period of six months within which the concerned Contractor shall be required to complete the requisite registration formalities and get himself registered. In such cases, Provisional Registration Certificate shall be issued as per format given at **Appendix J**.

Simultaneously, the prescribed Application forms for registration shall be issued to such provisionally registered Contractors in order to enable them to complete the regular registration formalities as per procedures contained therein.

- 3.13 **Re-Registration/Renewal of Registration**- On the expiry of validity of registration the registered Contractor is required to re-register himself. The application form (**Appendix-C**) shall be issued by the plants/unit on payment of Rs 100/- to such registered Contractor. The Contractor shall complete the formalities and submit the duly filled-in application form for re-registration/renewal of registration along with the relevant documents and non-refundable application processing fee amounting to Rs. 1000/-. 25% of the Registration fee (as mentioned in para 3.7) shall have to be paid by the Contractor seeking re-registration/renewal of registration. However, for any additional category, 100% of the amount of additional fee stipulated in para 3.7, shall be payable by the Contractor.

The re-registration/renewal of registration formalities shall start 90 days before expiry of validity and be completed within 90 days. Time relaxation, if any, may be granted before expiry of validity of registration, depending on merits of the case with the approval of Chairman of CRC. After approval of the Chief Executive, re-registration certificate shall be issued by Officer Incharge of CRS in the same format as given at **Appendix H**.

While processing for re-registration, updating of class and inclusion of additional categories, if requested by the Contractor, may be considered on case to case basis, subject to physical verification as may be required and payment of respective amount stipulated for class and category.

- 3.14 **De-registration of Contractors** - The performance of the contractors shall be evaluated as indicated in the format given at **Appendix K**.

De-registration of Contractors, shall be done with the approval of the Chief Executive on sufficient grounds. The Contractor shall be informed accordingly.

For banning/blacklisting of business dealings with the Contractor, procedure as laid down by respective plants/units shall be followed. The list of Contractors with whom business dealings are banned, shall be circulated by the plant/unit to other plants/units also for information and suitable action.

- 3.15 **Advertising for New Registration** - From time to time, depending upon the requirement of respective plants/units, advertisement may be made in the Press, inviting application from intending Contractors for registration in selected areas with the approval of Chief Executive.

LIST OF SUB-CATEGORIS OF JOB/WORKS

The sub-categories of job/works under each Category are furnished below :

- 1) **Consultancy/Design/Engineering/Drawing work:**
 - Designing;
 - Engineering;
 - Detailing;
 - Tracing;
 - Printing.

- 2) **Civil work:**
 - Land development work, site/area clearance including bush & grass cutting, cleaning, etc.;
 - Surveying & levelling including earth cutting, dressing & cleaning;
 - Dismantling of existing building, structures & machinery;
 - Construction of buildings;
 - Acid proofing tiles & lining work;
 - Providing & fixing of wooden frames, shutters, doors, windows, etc.;
 - Finishing & Painting including white/colour washing, distempering, oil/Epoxy painting/coating, glazing, polishing; etc.
 - External & internal drainage, sewage, water supply, etc.,
 - Hydro-insulation, waterproofing, shoring, asphaltting, tar-felting, roof treatment, etc.;
 - Bore well drilling, piping, installation of water pump including motor;
 - Sanitary work;
 - Interior Furnishing & Decoration work;
 - Repair & Maintenance of building;
 - House keeping including sweeping, cleaning, mopping, etc.;
 - Pest Control;
 - Horticulture;
 - Public Heath work;
 - Laying & fixing of Railway track and/or its maintenance.

- 3) **Road work:**
 - All kinds of road work
 - Repair & maintenance of Road.

- 4) **Bridge work:**
 - All kinds of bridge work;
 - Repairs & maintenance work of bridge.

- 5) **Mining & Allied work:**
 - Prospecting, drilling, testing, etc.;
 - Surveying;
 - Removal of Over-burden/waste/drilling/excavation;
 - Raising, crushing, screening, loading, unloading & transportation;
 - Hiring of Heavy Earth Moving Machines, etc.

- 6) **Fabrication & Erection of Steel & Technological Structures:**
 - Fabrication & erection of building & technological steel structures including roofing sheets, red oxide/epoxy painting/treatment;
 - Providing & fixing of steel frames, shutters, doors, windows, etc.;
 - Providing & fixing aluminium frames, shutters, doors, windows, etc.;
 - Piping/plumbing;
 - Drilling, riveting and welding work;
 - Repair/Modification;

- 7) **Refractory work:**
 - Laying of refractory;
 - Repairs & maintenance of refractory work.

- 8) **Mechanical work:**
 - Mechanical erection work;
 - Air conditioning, refrigeration & Ventilation and their repair & maintenance;
 - Mechanical repair & maintenance works;
 - Repair/maintenance/servicing of light/heavy vehicles including garage equipment;
 - Repairs/maintenance of locos and related equipment;
 - Revamping/repairs of sub-assemblies;
 - Repair of body and painting of vehicles and equipment including denting & spray painting;
 - Reclamation/repairs of equipment, accessories;
 - Repair/maintenance of lifts;
 - Repair/maintenance of excavators/loaders/dumpers/dozers/cranes and other heavy earth moving machinery (HEMM);

- Tyre retreading;
 - Vulcanising/Re-rubberising of conveyor belts;
 - Repair/maintenance of oil coolers;
 - Hydraulics/pneumatic and lubricating system work including its repairs/maintenance;
 - Welding & gas cutting work including hard facing and rebuilding of parts & sub-assemblies;
 - Revamping/repair/maintenance of Boiler, steam pipelines;
 - Revamping/repair/maintenance of BF cooling system & pipelines;
 - Babbiting;
 - Technological cleaning & upkeep of equipment including lancing;
 - All types of gas line work including lagging, insulation, etc.;
 - Repair/maintenance of special rotary equipment like turbine, turbo-generator, turbo alternator, compressors, exhausters, etc.;
 - Thermal insulation work;
- 9) **Electrical work:**
- Erection of all types of electrical items including motors, transformers, control panels, generation/transmission/distribution equipment;
 - All types of cable laying, jointing & termination including wiring;
 - Installation and repair/maintenance of Public address system;
 - Repair/maintenance including winding of electric motors, generators, armatures, transformers, etc.;
 - Reconditioning of spares/sub-assemblies;
 - Installation/repair & maintenance of street lighting/illumination;
 - Repair/maintenance of electronic items
 - Repair/maintenance of printing/photocopying machine.
- 10) **Instrumentation & Automation work:**
- All types of instrumentation work and its repairs/maintenance;
 - Repair/maintenance of automation systems of various equipment, process & control systems, etc.
- 11) **Tele-communication work:**
- All types of tele-communication work including laying of underground telephone cables and repairs/maintenance work;
 - Repair/maintenance of telephone exchange/wireless sets.

- 12) **Computerization:**
 - All types of computerization work and its repairs/maintenance;
 - Repair/maintenance of personal computers, UPS, servers, printers, LC/PCB cards, etc.
- 13) **Loading, unloading, handling & transportation work**
- 14) **Any other work:**
 - Labour supply;
 - Scrap/muck processing, cutting and handling;
 - Hiring of trucks, buses, jeeps, cars/vehicles;
 - Catering job;
 - Security;
 - Courier services;
 - Repair of furniture and house hold furnishings;

NOTE: The list is indicative and may vary from one plant/unit to other plant/unit depending on their individual requirements.

**CHECK LIST FOR SCRUTINY OF REQUEST FOR
REGISTRATION RECEIVED FROM INTENDING
CONTRACTORS BEFORE ISSUE OF APPLICATION FORMS
FOR REGISTRATION OF CONTRACTORS**

1.	Name of the intending Contractor	
2.	Classifications (A/B/C/D/E/F/G) for which registration is intended by the Contractor	
3.	Categories & Sub-categories of work for which registration is intended by the Contractor	
4.	No. of Contractors already registered for the Classes and Categories (including Sub-categories) for which registration has been intended by the Contractor	
5.	Whether further registration is required by Plant/Unit	
6.	Whether the intending Contractor is registered with others if so, for which Class and Categories (including Sub-categories)	

Remarks :

Officer-in-charge CRS

Form SI No. _____

(Name of Plant/Unit)

(Complete Postal Address)

**APPLICATION FORM
FOR
REGISTRATION OF CONTRACTOR
(NON-TRANSFERABLE)**

- NOTE :**
1. The form should be signed by Proprietor/Partner/Director/Company Secretary and attested copy of Power of attorney should be enclosed.
 2. Registration of any applicant/firm/company is done entirely at the discretion of (*Name of plant/unit*) and (*Name of plant/unit*) reserves the right to reject any application for registration of Contractor, without assigning any reason.
 3. This form, duly filled in all respects together with all the required enclosures, must be submitted within 90 (ninety) days from the date of issue of this form.
 4. An Application Processing Fee of Rs. 1000/- (Rupees One thousand only – Non refundable) shall be sent in the form of Account Payee Demand Draft or Pay Order drawn in favour of (***name of the plant/unit***), payable at (***Place - name of the city***), along with this form.

Form Sl. No. _____

APPLICATION FOR REGISTRATION AS CONTRACTOR**1. GENERAL**

1.1 Full name of the Applicant/Firm/Company _____

(in capital letters)

1.2 Address _____

Telephone No. _____ Fax _____

E-mail Address _____

Telegraphic Address _____

1.2.1 Registered Office _____

1.2.2 Branch Office _____

1.3 Name and Designation of Chief Executive _____

1.4 Your firm/company is registered as :

- Proprietary concern :]
- Hindu Undivided Family :]
- Registered Partnership :] (tick the appropriate box)
- Private Limited Company :]
- Public Limited Company :]
- Any other (Please specify) :]

Please enclose the documents related to the type of registration :

a) In case of Proprietorship :

- Affidavit of Sole Proprietorship and attested copy of Trade Licence.

b) In case of Partnership :

- Attested copy of Partnership deed
- Specify whether registered or unregistered.

c) In case of Limited companies

- Memorandum & Articles of Association
- Certificate of Incorporation
- Entry in form 'A' from the Registrar of firms

1.5 Status of your firm :

- Small scale Industry :] (tick the appropriate box and enclose
- Medium Scale Industry :] the attested copy of certificate/document)
- Large Scale Industry :]

1.6 Indicate the details and status of Proprietor/Partners/Directors/Shareholders and their near relatives such as son/daughter/brother/sister/father/ mother in their own firm/company and also in other firm/company as Proprietor/ Member/Partner/ Director/Shareholder, as under :

S. No	Details of Proprietor, Partner, Director, Shareholders				Details of near relatives of Proprietor, Partner, Director, Shareholders			
	Name	Status	Address	Details of Proprietorship/Partnership, etc. in other firm/company	Name	Status	Address	Details of Proprietorship/Partnership, etc. in other firm/company

1.6.1 Whether the applicant or any of its Proprietor, Partner, Director, Shareholders or their relatives is/are Member(s) of the Indian Parliament or any State Legislature. If YES, give the details as under :

Names of applicant/Proprietor, Partner, Director, Shareholders or their relatives	Constituency	State

1.6.2 Whether any of the following is/are dismissed Government Servant(s)/Employee(s) of the (**name of plant/unit**) and if YES, attach the details :

- a) The applicant
- b) Any of its Partners or Directors or Shareholders,
- c) Any of its employees.

1.6.3 Whether the applicant or any of the Proprietor, Partner, Director, Shareholders or their spouse working as Contractor in (***name of plant/unit***) or any Government Department/Public Undertaking, has been:

- a) Black listed,
- b) Removed from the approved list of Contractors,
- c) Demoted to lower class,
- d) Under orders for banning or suspending business with him/them.

If YES, give the details indicating the period.

1.7 Whether you are already registered with us or any other Govt. Department/Public Undertaking? If YES, furnish the following information and submit the documentary evidences :

Sl. No	Name of Organisation	Category of work	Qualified to tender up to Rs.	Date of Registration	Validity of Registration

1.7.1 Whether the applicant is a Partner or Director or Shareholder of any firm/company registered in the (***name of the plant/unit***). If YES, give the name and address of the firm/company.

1.8 Whether you have any collaboration either financial or technical with foreign/indigenous firm, if yes, give the details and address of collaborators

1.9 Indicate your C.S.T. Registration No. :

1.10 Indicate your State S.T. Registration No. :

1.11 Indicate your Trade Licence No and enclose its attested copy, if applicable :

1.12 Indicate your PF/RPFC Registration Code Number

1.13 Registration with ESI, in case applicable.

2. TECHNICAL

2.1 Contractor's Experience:

2.1.1 Indicate the following details of jobs/works executed/completed by you or which are in execution and enclose (1) documentary evidences in its support (2) performance report and (3) contact persons of respective employers :

Sl. No.	Description of Jobs/Works	Employer's Name	Order Ref.	Order Date	Order Value	Completion Schedule	Actual Completion

- 2.1.2 Indicate the full details of infra-structure and facilities possessed by you and address of the factory or workshop owned by you with true copy of documentary proof of ownership.

Sl. No.	Details of Infra-structure & Facilities / Workshop	Address and other details

- 2.1.3 Please furnish the details of working Construction & erection equipment/machinery, mining equipment, handling equipment, transport vehicles, special tools & tackles, testing equipment/facilities possessed by you, in the following format :

Sl. No.	Description of Equipment	No. of Equipment	Own or Hired	Capacity	Manufacturer	Year of Manufacture	Year of Purchase

3. ORGANISATIONAL STRENGTH

- 3.1 Please enclose the organisational chart of your firm/company indicating the number of people employed and their competence in the execution of class and categories of job/work for which registration is intended.

3.2 Give the strength of the workers :

	Qualification	Experience
Engineering Degree holders		
Engineering Diploma holder		
Other technical personnel		
Skilled & Unskilled workers		

4. FINANCIAL POSITION

4.1 Annual turnover for the last three years :

4.2 Capital Employed :

4.3 Name & address of your Bankers with details of accounts in the name of :

- i)
- ii)
- iii)
- iv)
- v)

4.4 Please enclose attested copies of your :

i) Income Tax clearance certificate for last three years :

Sl. No.	Year of Assessment	Total Income Assessed	Contractual Income Assessed	Tax paid

ii) Current Sales Tax Clearance Certificate.

iii) Balance Sheet for three years.

vi) Profit & Loss Statement for three years.

4.5 Along with this form the applicant shall submit the Banker's Certificate for the following amount depending upon the class for which registration is sought :

Class	Capable of executing job/works of value of each individual Contract (Rs.)	Value of Banker's Certificate (Rs.)	Registration Fee (Rs.)	
			For Class	For Additional Category
(1)	(2)	(3)	(4)	(5)
A	Above - 50 lakhs	12,50,000	15,000	2,500
B	Above 25 lakhs and up to - 50 lakhs	7,50,000	10,000	2,500
C	Above 10 lakhs and up to - 25 lakhs	5,00,000	9,000	2,500
D	Above 5 lakhs and upto - 10 lakhs	3,00,000	6,000	2,000
E	Above 1 lakh and up to - 5 lakhs	2,00,000	5,000	2,000
F	Above 50,000 and up to - 1 lakh	50,000	2,000	1,000
G	Up to - 50,000	Nil	500	250

The applicant shall be required to deposit the above mentioned non-refundable registration fee for class which includes one category. The amount mentioned in column (5) will be required to be paid for each additional category for which registration is sought.

5. REFERENCES OF PREVIOUS CLIENTS:

- a)
- b)
- c)
- d)
- e)
- f)

6. ANY OTHER INFORMATION CONSIDERED RELEVANT AND USEFUL

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7. CLASS & CATEGORY

7.1 Indicate the following for which registration is sought :

Class of Registration :(A/B/C/D/E/F/G)

Category & Sub-category of Job/Works :
(Categories/Sub-categories of job/works are indicated in the Appendix-A)

8. APPLICATION PROCESSING FEE

Details of Demand Draft :

Bank _____

No. Date _____

Value _____

Signature _____

Name & Designation _____

Seal of Company _____

Date : _____

Place : _____

Attested copies of the documents/certificates mentioned in this Application Form shall be attached.

For office Use only

Date of Issue _____

D. D. No. & Date _____

Due date of Receipt _____

Value _____

Bank _____

**CHECK LIST FOR SCRUTINISING THE APPLICATION FORM
 FOR REGISTRATION OF THE CONTRACTOR**

- 1) Name of the applicant/Contractor

- 2) Status

- 3) Class of Registration

- 4) Category _____ and Sub-category _____
_____ for which registration is sought
- 5) Has the Processing Fee in the form of Demand Draft for Rs. 1000/- been submitted? Yes/No
- 6) Has the Banker's Certificate been submitted? Yes / No / NA
Entry in the Register at Sl. No. _____
- 7) Details of constitution :
 - i) Affidavit of Sole Proprietorship and attested copy of Trade Licence. Yes / No / NA
 - ii) Attested copy of Partnership deed (Whether registered or unregistered). Yes / No / NA
Registered/Unregistered
 - iii) Memorandum & Article of Association Yes / No / NA
 - iv) Certificate of Incorporation Yes / No / NA
 - v) Entry in form 'A' from the Registrar of firms Yes / No / NA
- 8) List of Jobs/Works being executed/completed & in execution, is enclosed. Yes / No
List of infrastructures and facilities is enclosed. Yes / No
- 9) The details of Construction & erection equipment/machinery, mining equipment, handling equipment, transport vehicles, special tools & tackles, testing equipment/facilities are indicated. Yes / No

- 10) Registration :
- i) State Sales Tax Registration - copy enclosed. Yes / No
 - ii) Central Sales Tax Registration - copy enclosed. Yes / No
 - iii) Registered with SSI / NSIC - copy enclosed. Yes / No
 - iv) Registered with PF/RPFC - copy enclosed.
 - v) Other Registration, if any - details enclosed. Yes / No
- 11) Have all the pages of form been signed by Proprietor/Partner/Director/ Company Secretary and Power of Attorney is enclosed. Yes / No
- 12) Sales Tax Clearance Certificate - attested copy enclosed. Yes / No
- 13) Current valid Income Tax Clearance Certificate – attested copy enclosed. Yes / No
- 14) Is the firm black listed / suspended / banned etc. Yes / No
- 15) Auditor's report, balance sheet and Profit & Loss Account - copy enclosed. Yes / No

Date :

Signature _____
Name & Designation _____

CHECK LIST FOR CAPACITY VERIFICATION REPORT

(A) REGISTRATION WITH GOVT AUTHORITIES

- i) The firm should be a registered unit.
- ii) Details of Registration with SSI / NSIC / other Government bodies to be checked.

(B) FACILITIES/EQUIPMENT AVAILABLE -

Facilities/equipment available for taking up construction, erection, testing & commissioning, manufacture of items to be correctly mentioned in Capacity Verification Report (**Appendix-F**).

(C) DETAILS OF JOBS/WORKS EXECUTED/COMPLETED AND IN EXECUTION

- i) Details of jobs/works executed/completed and/or in execution should be in line with the details given in the form.
- ii) Details of manpower to be taken into consideration while recommending for registration.
- iii) Resources available with the firm should be adequate for the execution class and categories of job/works.
- iv) Additional information not covered in the format should be given in a covering note.

(D) DETAILS OF REGISTRATION WITH VARIOUS FIRMS TO BE VERIFIED -

(Name of the plant / Unit)

Ref. No : _____

CAPACITY VERIFICATION REPORT (For Contractor)

Note : Please enclose additional sheet wherever space is not sufficient.

1. Name of the firm _____
2. Postal address _____
 Telegram _____ E-mail Address _____
 a) Registered Office _____
 b) Local Office _____
3. Names of Senior Executives : Name Designation Telephone Nos.
 a) _____
 b) _____
4. **Capital investment :** _____
5. Construction Equipment/Facilities/Resources available (Details may be given).

6. Details of jobs/works executed/completed and/or in execution should be in line with the details given in the form :
 a) _____
 b) _____
7. Annual Turn over : _____
8. a) Total number of employees : _____
 b) No. of Engineering Graduate : _____
 c) No. of Engineering Diploma : _____
 d) No. of Supervisory staff : _____
 e) No. of skilled and unskilled workers _____
9. Infrastructure : Give details
10. Design Department : Yes/No
11. Project Planning and Monitoring Deptt : Yes/No
12. Building Structural Fabrication Facilities : Poor/Satisfactory/Good/Excellent
 Technological Structure Fabrication facilities : (to be indicated)
 The works of M/s _____
 was inspected by me on _____

Signature : _____

Name : _____

Designation : _____

Date : _____

SUMMARY OF CAPACITY VERIFICATION AND OTHER DETAILS/CHECK LIST/ RECOMMENDATION OF THE REGISTRATION COMMITTEE

1. Name of firm M/s _____
2. Status
3. Nature of Constitution of firm/company :

i)	Proprietorship Concern
ii)	Partnership concern
iii)	Public Ltd. Company
iv)	Private Ltd. Company
v)	Registered Co-operative
4. Commercial Documents

i) Income Tax Clearance certificate submitted	Yes / No
ii) Sales Tax Clearance certificate submitted	Yes / No
iii) Demand Draft of Rs. 1000/- submitted	Yes / No
iv) Valid Trade/Statutory Licence submitted	Yes / No
v) PF/RPFC's Certificate	Yes / No
5. Class & Categories of work executed Yes / No
6. Names of Major Companies Registered with
 - a) _____
 - b) _____
7. Technical capabilities :

i) Experience of execution	Acceptable/Not acceptable
ii) Construction/erection equipment/machinery, mining equipment, handling equipment, transport vehicle, special tools & tackles, testing equipment/facilities possessed	Acceptable/Not acceptable
iii) Infrastructure facilities	Acceptable/Not acceptable
iv) Qualified technical personnel engaged	Acceptable/Not acceptable
8. Financial capabilities Acceptable/Not acceptable
9. Previous experience / past performance Acceptable/Not acceptable
10. Observations & recommendation of the Registration committee

Signature
Officer In-charge
Contractor Registration Section

(Name of Plant/Unit with Complete Address)**REGISTRATION CERTIFICATE**Registration No _____
Date _____
Valid up to _____M/s _____

We have pleasure to register you as an approved Contractor of _____ (**Name of Plant/Unit**) and classified you for the following Class and Categories/Sub-categories of Job/Works Contracts :

Sl.No.	Class	Categories of Job/Work Contracts	Sub-Categories of Job/Works Contracts
1			
2			
3			
4			
5			

Validity of Registration - Three years from date of issue of this certificate.

- NOTE :**
- i) This registration does not guarantee tender enquiry and award of Contract.
 - ii) We reserve the right to demand from you such sureties as may be necessary and applicable in terms of Bidding document/Contract.
 - iii) We may eliminate your name from our register of approved Contractors without assigning any reason thereto.
 - iv) It shall be your responsibility to repeat the process of registration and apply for re-registration on the prescribed form for registration of Contractor along with payment of non-refundable application processing fee and production of requisite documents well in advance before expiry of validity period of Registration to keep your name in the register of approved Contractors.

Status of Firm:

Yours faithfully,
for (**Name of the Plant/Unit**)**Officer In-charge
Contractor Registration Section**

(Name of Plant/Unit with Complete Address)

Reference No. _____

Date : _____

M/s. _____

INCLUSION OF ADDITIONAL CLASSES AND/OR CATEGORIES

The following Class and/or Category/Sub-category are hereby included in the registration already granted to you vide **Registration Certificate No** _____ issued on _____ :

SI No.	Class	Category of Job/Works	Sub-Category of Job/Works	Remarks

All other terms and conditions of Registration shall remain unchanged.

Yours faithfully,
for (*Name of the Plant/Unit*)

Officer In-charge
Contractor Registration Section

(Name of Plant/Unit with Complete Address)

Provisional Registration No. _____

Date : _____

M/s. _____

_____**Sub : "PROVISIONAL REGISTRATION"**

Dear Sirs,

We have pleasure to register you provisionally as an approved Contractor of
below : _____ **(Name of plant/unit)** for the Class & Category/Sub-category listed

Sl No.	Class	Category of Job/Works	Sub-Category of Job/Works	Remarks

Validity of Registration - Six months from date of issue of this certificate.

Since the Registration Form is issued on payment of requisite fee, you are requested to obtain it from Contractor Registration Section (CRS) and complete the formalities for registration at the earliest.

Yours faithfully,
for **(Name of the Plant/Unit)**

**Officer In-charge
Contractor Registration Section**

**EVALUATION OF CONTRACTOR'S PERFORMANCE
DURING EXECUTION OF A CONTRACT**

Sl. No.	Parameters	Remarks
1.	Name of the Contractor	
2.	Name of work/Package	
3.	Award letter no. & date	
4.	Date of commencement of work - <ul style="list-style-type: none"> ▪ As per Award letter ▪ Actual 	
5.	Date of completion of work - <ul style="list-style-type: none"> ▪ As per Award letter ▪ Actual ▪ Reasons for delay in work ▪ Extension granted (with penalty/without penalty) 	
6.	Value of work - <ul style="list-style-type: none"> ▪ Estimated value ▪ Awarded value ▪ Value as per actual 	
7.	Performance regarding – <ul style="list-style-type: none"> ▪ Quality of job done (achievement of PG parameters as per contract) ▪ Resource mobilisation ▪ Dealing with other departments/discipline/behaviour 	
8.	General performance feedback during execution - <ul style="list-style-type: none"> ▪ Timely payment to workers/sub-contractors ▪ Undue claims raised ▪ Dispute/litigation ▪ Safety aspect (any accident/damage to plant property) ▪ Case of theft/misplacement ▪ Industrial relations 	
9.	Interest in bidding for contracts - <ul style="list-style-type: none"> ▪ No. of times enquiry floated ▪ No. of times responded ▪ No. of times responded but not quoted ▪ No. of times not responded 	

RECOMMENDATION:

Executing/Operating Authority