

ISSUED TO		ISSUED ON	
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**CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD**

No.1 Pumping Station Road, Chintadripet, Chennai – 600002

**APPLICATION FORM FOR REGISTRATION/UPGRADATION OF WORKS CONTRACTORS**

APPLICATION NO.:					<u>NEW</u>	<u>UPG</u>
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From	To The Superintending Engineer Contracts & Monitoring CMWSS Board CHENNAI – 600 002
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Sir,

I / We herewith submit my / our application for registering / up grading my / our name in your register of Contractors in Class-\_\_\_\_\_ for executing works in CMWSS Board.

SIGNATURE OF THE APPLICANT

Encl: 1. Challan / D.D./ P.O. for Rs. \_\_\_\_\_

2. Details of Firm's Certificates
3. Details of Machinery, etc.
4. List of works undertaken in the past

Please note :-

1. The cost of application form is not refundable under any circumstances
2. The applicant should pay application cost at the time of registration
3. Details of Registration Fees (as detailed below)

S.No	Class of Registration	Monetary Limit	Registration Fees	Application Cost+ VAT @ 4%
1.	Class-I	Above Rs. 75.00 Lakhs	Rs.15,000.00	Rs .520.00
2.	Class-II	Upto Rs.75.00 Lakhs	Rs.12,000.00	Rs. 520.00
3.	Class-III	Upto Rs.30.00 Lakhs	Rs.10,000.00	Rs. 520.00
4.	Class-IV	Upto Rs.15.00 Lakhs	Rs.7,000.00	Rs. 520.00
5.	Class-V	Upto Rs.6.00 Lakhs	Rs.5,000.00	Rs. 520.00

(a) Registration Fees can be paid in Cash at Cash Counter of CMWSS Board or by D.D., etc., drawn in favour of CMWSS Board, payable at Chennai.

(b) Registration Fees will be refunded if the applicant is not registered in the Board, considering the eligibility. The excess registration fee paid is refundable in case the applicant is registered in lower class.

A. GENERAL

1.	Name of the applicant and address (State whether the registration sought for is for)	
a.	An Individual	
b.	Joint Stock Company	
c.	Un-divided Hindu family	
d.	Partnership firm	
e.	Proprietor ship firm	
	(Please tick the appropriate column. If a firm, the name of the partners together with the details of financial & other business interest of the partners should be separately furnished. Attested copies of Memorandum of Articles of association in the case of companies or Registered partnership deeds in the case of firm to be enclosed. If a Joint Stock company, names of the directors should be furnished)	
2.	Name of the Registered Office of the individual or company and place of business	
3.	Permanent address to which all communications should be sent	
4.	Does the individual or company do any business other than contract works?	
5.	Challan No./Demand Draft/Pay Order and date in which the prescribed fees have been remitted	
6.a	Has the applicant applied previously for registration and if so, with what result?	

b.	<u>In the case of up-gradation application,</u> Details of previous registration viz. in which year and in which class he / they has/have been registered already. (Attested copies of previous registration letter should be enclosed)		
7.	Has the applicant or in the case of firm, any of the partners or in the case of company any of the Directors being removed from the list of contractors or blacklisted anywhere it any time? If so, for what reasons? (Here give full details)		
8.	Has the applicant registered himself as a contractor with the any other public department, local authorities or other Government undertakings? If so, full details such as proof of registration and it's current validity should be furnished.		
9.	Whether the applicant is a director or a partner of any firm already registered in the Board?		
	<b>B. TECHNICAL</b>	<b>A</b>	<b>B</b>
10.	The nature of work, the applicant proposes to undertake (whether civil works / pipe laying works for Water Supply / Sewerage and erection of pumping machinery, etc. Please tick the box preferred.)	Civil and Pipe laying (Water & Sewerage works)	Machinery/ Erection / Electrical works
11.	Experience of the applicant in the line (list of works executed with total value of work would be separately enclosed along with attested copies of testimonials such as work orders, performance certificates, etc., for each work) List may be furnished for the respective group listed in Para 10 above (Please see Annexure-A)	1.	
		2.	
		3.	
		4.	
		5.	
		6.	
		7.	
		8.	

12.	List of technically qualified permanent employees together with their qualifications and experience (copy of the qualification certificate along with consent letter should be furnished separately in the case of temporary employment.)	S.No.	Name	Qualification	Experience
		1.			
		2.			
		3.			
		4.			
		5.			
13.	Does the applicant maintain an office for preparing designs, drawings, estimates, tender documents, bills, etc.?				
14.	Does the applicant own a workshop or structural fabrication work and if so furnish details thereof?				
15.	Particulars of construction machinery, tools & plant and transport vehicles owned by the applicant	S.No.	Details	Nos.	
		a.	Mixer Plant		
		b.	Dewatering equipment		
		c.	Sheet piles		
		d.	Mobile Crane		
		e.	Derrocl		
		f.	Vehicles		
		g.	Other items (furnish separately)		
16.	Does the applicant own a plumbing or electrical or any other license connected with his business? If so, give details				

C. FINANCIAL

17.	Name or names of the banker(s) with whom the applicant maintains accounts	
18.	Name of the persons holding the power of attorney in the case of partnership firm	
19.	Paid up capital of the applicant	
20.	Bank deposits during the last one year (Certificates of the bank to be produced)	
21.	Value of property owned as on date (A certificate to be produced from the Revenue Department)	
22.	Name & Designation of the Officer of the Revenue Department (person) issuing the property certificate.	
23.	Whether the applicant has enclosed attested copy of the current income tax clearance certificate? (Please see Annexure-A)	
24.	Whether the applicant has enclosed attested copy of sales tax registration/verification certificate?	
25.	Annual turnover of the applicant (please see Annexure-A)	
26.	Monetary limits of contracts upto, which the applicant will be able to undertake works.	
27.	Are any relatives of the applicant, or in the case of a partnership or limited company, any relatives of the partners or Directors, employed in CMWSS Board? If so, give details.	

I / We declare that the particulars furnished are true to the best of my / our knowledge.

SIGNATURE OF THE APPLICANT

Place:

Date:

(Seal of the company in the case of firm)

## INSTRUCTIONS TO APPLICANTS

### **A. NEW REGISTRATION OF WORKS CONTRACTOR:**

- (01) Complete particulars should be furnished against each item
- (02) Application received without registration fees and other document will not be considered
- (03) Incomplete application will not be considered
- (04) The applicants should enclose only attested copies of all the certificates and documentary evidences attested by Gazetted Officers. If un-attested copies are received, originals should be produced for verification.
- (05) Solvency should be 30% of the maximum value of the Registration sought for. For registration in Class-I the minimum solvency is Rs.30.00 Lakhs for registration in class-V, solvency is not necessary. (Please see Annexure-A). The solvency should be in the name of the applicant or any of the partner and should be obtained from the Revenue Department official not below the rank of Tahsildar and issued not earlier than one year from the date of application.
- (06) The new entrants shall remain in the lowest class (Class-V) for two years for getting promotion to the next higher class and the contractors should remain for one year in each of the higher classes (Class-IV, III & II) for getting promotion to the next higher class.
- (07) Attested copy of latest Saral submitted to Income Tax Department with a copy of PAN card furnished by Income Tax Department.
- (08) Attested copy of residential proof by providing either Ration card or Voter Identification card or passport.
- (09) Attested copy of front page of Bank passbook.
- (10) Details of contact phone numbers.
- (11) Auditor Balance Sheet for the last financial year

### **B. FOR UPGRADING THE CONTRACTOR FROM LOWER CLASS**

- (1) The new entrants shall remain in the lowest class (Class-V) for two years for getting promotion to the next higher class and the contractors should remain for one year in each of the higher classes (Class-IV, III & II) for getting promotion to the next higher class.
- (2) Applications for Up gradation will be issued free of cost. However the cost of application is to be remitted along with the fees for up gradation.

- (3) Up gradation of a contractor's class will be considered only when the contractor has executed at least one single work for a value upto 80% of the maximum value in the present class or 3 times of the maximum value in multiple works.
- (4) Solvency should be 30% of the maximum value of the Up gradation class sought for. For Up gradation class-I, the minimum solvency is Rs.30.00 lakhs.

ANNEXURE-A

The applicant for registration as a contractor should furnish the following documents for consideration.

- (i) If a firm, the names of partners, together with details of financial and other business interests of the partners.
- (ii) If a registered firm, a copy of registration documents.
- (iii) If a Joint Stock Company, a copy of Memorandum and Articles of Association and the names of the directors.

NOTE:- A partner of a firm, or a director of a company which registered as a contractor in this Board will not be permitted to register himself as a contractor under his name or in any other capacity.

S.No.	Details	RUPEES IN LAKHS				
		Class-I	Class-II	Class-III	Class-IV	Class-V
A.	Attested copy of the Current Income Tax Clearance Certificate - Minimum Turn Over	100.00	50.00	25.00	10.00	--
B.	Solvency	30.00	22.50	9.00	4.50	--
C.	Performance of Works (in Water Supply and Sewerage Sectors alone will be considered) within the last five years. 10% weightage will be given to each year.					
a.	Single work (or)	100.00	50.00	25.00	10.00	--
b.	Multiple work in a single year	225.00	90.00	45.00	20.00	--
D	Attested copy of CURRENT Sales Tax Registration / Verification Certificate					

SIGNATURE OF THE APPLICANT