



**PROCEDURE AND RULES FOR REGISTRATION OF CONTRACTORS FOR
CIVIL ENGINEERING WORKS IN UTTAR GUJARAT VIJ COMPANY LIMITED**

1) GENERAL

1) No tender may be accepted or contract given to any person, syndicate or firm who is not approved registered contractor in Uttar Gujarat Vij Company Limited / Govt. or any semi Govt. Dept.

2) Provided that if on invitation of tenders, no registered contractors submit tenders, it would be permissible for the competent officers to accord sanction to the invitation of tenders from the unregistered contractors on second invitation / extension of date of invitation of tenders.

3) At the time of submission of every tender, the contractor will have to exhibit in clear terms a list of all works on hand showing the tendered amount as well as stage of completion of various works and will have to produce solvency certificate of relevant calendar year.

4) Contractors who are registered in 'AA' class may be asked to furnish prequalification financial stability, technical ability, possession of adequate machinery required for the works costing more than Rs. 10 Crores before the issue of tender copy, provided such conditions are put forth in the tender notice published in the news papers and the tender copies will only be furnished if they are fulfilling the required criteria laid down by the Board. While taking blank tender copy, the contractor will have to produce all the requirements along with the copy of registration certificate.

II) CLASSIFICATION OF CONTRACTORS:-

The contractors shall be classified according to their financial status and technical capability to take up works in Uttar Gujarat Vij Company Limited.

The classification, Solvency required, registration fees, officers competent to sanction registration etc. depending upon the value of works shall be as indicated below:

Class of Registration	Minimum Solvency Rs.	Monetary limit for tendering works up to Rs.	Registration fee for two years Rs.	Competent authority for sanctioning registration	Remark
AA	30 Lacs	Any amount	Rs. 5000/-	MD	Chairman shall have full Power
A	10 Lacs	Up to 300 Lacs	Rs. 2500/-	MD	
B	6 Lacs	Up to 100 Lacs	Rs. 2000/-	CE	
C	4 Lacs	Up to 50 Lacs	Rs. 1200/-	CE	
D	2 Lacs	Up to 30 Lacs	Rs. 1200/-	CE	
E1	50,000/-	Up to 10 Lacs	Rs. 500/-	A.C.E.(CIVIL)	
E2	20,000/-	Up to 4 Lacs	Rs. 500/-	A.C.E.(CIVIL)	

III) REGISTRATION:-

1) No contractor shall be registered without full inquiry as to his stability in regard to:-

(A) Financial ability supported by certificate of solvency obtained from the collector of the District or Renowned Banker's certificate or otherwise approved by the Company.

(B) Professional capacity and reliability supported by certificates or recommendation of officers who have had personal knowledge of the applicant and his works and list of works executed showing their nature, year of construction and actual cost of Construction. Technical qualifications and experience of all the partners leading

technical employees in the firm and partnership deed of the firm should also be on record.

NOTE:

A solvency certificate will not be accepted for the purpose of registration more than 12 months after the date on which it was issued. Solvency certificate once accepted should be renewed by the contractor every twelve months by beginning of month in support of his continued financial ability. Similarly, change in the partners and technical employees should be forthwith intimated to the registering authority.

(C) For registration, the contractor shall submit an application in the prescribed form (Form-1) to the authority competent to sanction it. The application shall be accompanied by necessary documents referred to in (A) & (B).

(D) The contractor applying for registration shall pay 50 percent of the registration fee, which will be non refundable, along with his application form for the class in which he intends to get himself registered. If his application is accepted he shall pay the remaining 50 percent registration fees and after this is paid registration will be issued.

E) If as a result of scrutiny of the application, a particular contractor is not found suitable for the class for which he has applied for registration, the concerned authority may recommend his application for registration for a lower class, in which case a separate application fee will not be required. The contractors registered with M.E.S., Railway, Central P.W.D. and state P.W.D etc. in any class at the time of application may be held eligible for registration in a similar class in the company.

F) Solvency certificate in the name of the firm need not be insisted upon if solvency certificate for the required amount in the name of one or more partners is forthcoming and if it is made clear in the partnership deed that all the partners are jointly and severally responsible to meet all the liabilities over and above the business of the firm.

G) No firm reproduces the same solvency certificate, same list of tools and plants, same list of works executed on any document required for registration, already considered to approve one firm i.e when one or more partners of another registered firm comes up for consideration it should be ensured that details are not same for both.

H) The solvency certificate of scheduled commercial Bank for granting registration, up gradation and renewal as an approved contractor should be accepted and the solvency certificate of co-operative Bank should be accepted as per classification made below and up to the amount of monetary/financial limit mentioned under column 6 in given table as per Government GR No. RGN/6089/813 dtd: 16-7-91.

Table

SR. No.	TYPE OF BANK	AUDIT CLASS	PERIOD OF EXISTANCE	WORKING CAPITAL	AMOUNT OF SOLVENCY
1	2	3	4	5	6
1	State Co-operative	Unlimited	Unlimited	Unlimited	Unlimited
2	District Co-operative	A,B, & C	---DO---	---DO---	Up to 10 Lacs
3	Gujarat Industrial Co-Operative	A & B	More than 5 years	More than 5 Crores	Up to 30 Lacs
4	Nagarik Sahakari	A & B	---DO---	---DO---	Up to 10 Lacs
5	---DO---	A & B	---DO---	3 Crores to 5 Crores	6 Lacs
6	---DO---	A & B	---DO---	1 Crores to 3 Crores	4 Lacs
7	---DO---	A & B	3 years to 5 years	---DO---	Up to 2 Lacs
8	---DO---	A & B	---DO---	50 Lacs to 1 Crore	Up to 50,000

2) For registration the contractor shall submit the income tax clearance certificate in the form in Form No. (4) relevant for the year preceding to the year in which the application is submitted.

3) The contractor who are registered on the roll of C.P.W.D.,M.E.S Railway and the Maharashtra State P.W.D etc.,Govt./SemiGovt. bodies should be considered automatically registered for the corresponding class on their producing complete documentary proof of such registration and experience.

4) The register of approved contractor shall be maintained at corporate office in the prescribed form. The register should be examined by the registering authority on first July each year and at other times if found necessary on report of specific failure or default by a contractor and if it is considered that the financial circumstances of technical capacity of the contractor have so deteriorated that he ought to be removed from the register or placed at a lower class, he may proceed to do so after calling on the contractors to state within a specified time as to why the action as proposed should not be taken against him. Action as taken should be intimated to all concerned. Whenever a contractor is thus either removed from the approved list or degraded to a lower class, he will not be entitled to any refund of registration fees.

5) In addition to the above rules, special requirements such as electrical licenses, plumbing license etc. which may be required for particular categories of works like electrical installation etc., will have to be fulfilled by the contractors wherever such special works are involved.

6) If a contractor whose name has been removed desires to take up contracts subsequently he should apply for re enrolment on payment of the prescribed fees. Such application should be considered on its merits.

7) Any contractor whose application is rejected or degraded to a lower category by an officer who is competent to do so, may appeal to the next higher authority against the orders of rejection, degradation, or removal and the decision of the appropriate authority will be final.

8 A) The contractor seeking registration must have the engineers technically qualified as under either as partners or on their regular establishment.

CLASS OF REGISTRATION (CIVIL CONTRACTORS)	TYPE & NO. OF TECHNICALLY QUALIFIED ENGINEERS
AA & A	Atleast 10 years experienced two Graduate Civil Engrs. & three Diploma Civil Engrs.
B & C	Atleast 5 years experienced one Graduate Civil Engr. & two Diploma Civil Engrs.
D	Atleast 3 years experienced two Diploma Civil Engrs
E1 & E2	Atleast 2 years experienced one Diploma Civil Engr.

B) if the partner/partners of the firm seeking registration is/are possessing the requisite technical qualification, it would not be necessary to appoint the additional Engineer as stipulated above, but it is absolutely necessary that the technically qualified person should be present at site of work regularly for expending the progress of work and for discussion with Engineer-in-charge of Uttar Gujarat Vij Company Limited as and when required.

C) An application for registration should be accompanied by the following documents if the requirement is not fulfilled by (B) above.

(1) Copy of appointment letter issued by the contractor firm.

(2) Letter from the Engineer for getting employment and details of monthly remuneration being received by him and his age and experience.

(3) True copy of Degree/Diploma Certificate.

9) Contractors who are already registered with the company shall be requested to submit the additional solvency and experience certificate if required after approval of competent authority.

IV RENEWAL:-

- 1) The registration made shall be valid for a period of two years which can be renewed thereafter on renewal application should be submitted by the contractor

in a prescribed form along with a fee as mentioned below for every additional two years.

CLASS OF REGISTRATION	RENEWAL FEE (Rs.)
AA	2500/-
A	1200/-
B	1200/-
C	800/-
D	800/-
E1	300/-
E2	300/-

2) If the renewal application and fee is not paid within a period of 30 days after the expiry of validity period, fresh registration fee has to be paid for renewal. The authorities competent to sanction the registration can also renew the validity beyond the initial period of two years and in the case of category AA & A, the Chief Engineer will be competent to renew the validity.

3) in case in which contractor had applied for upgradation to higher grade prior to the date of renewal and their application for up gradation was not considered and on that account they had failed to get registration renewed in time, the contractors application for renewal may be considered eventhough received after due date and their registration renewed on production of requisite document by extending their date of renewal to that extent by the approving authority.

4)The renewal of registration of black listed contractors in any Govt./Semi Govt./UGVCL/GSECL/GETCO/other DISCOM can not be done during the period of black listing, the renewal should be allowed only after the period of black listing is over.

5) Renewal of registration will not be permissible under the following circumstances and for the under mentioned reasons:

(A) Company's dues are recoverable from the applicant.

(B) if the contractor has issued inferior type of materials or has executed substandard work and his responsibility is so assessed and approving authority is satisfied.

(C) If the contractor has left incomplete any Company's work in the past in any Govt./Semi Govt. Depts. or the company.

(D) If the contractor has cheated the Company, has furnished misleading information, has caused substantial loss to the Company by abandoning the Company's work or has not paid Company's dues, after investigation of the facts and depending upon the findings the contractor may be down graded or removed from the register of contractor or his application may be rejected.

V UPGRADATION OF CONTRACTOR:-

1) A contractor will not be upgraded to a higher category unless exceptional circumstances exist only after one year of the original registration. A fresh application along with the solvency required and fresh application fee must then be made to the authorities competent to sanction the registration in the higher category.

2) The contractor who are registered in 'A' class can only apply for up gradation in 'AA' class to the competent authority with necessary application along with all required documents.

3) The contractors who are registered in 'A' class and who have executed the work costing more than Rs. One Crore per year on an average during last 3 years are only eligible for up gradation in AA class.

Officer On Special Duty

Regd. & Corporate Office : Visnagar Road : Mehsana : 384 001 (North Gujarat)

Phone No: 02762- 220080-81

Fax No: 02762-223574

Website : www.ugvcl.com

e-mail : corporate@ugvcl.com

UTTAR GUJARAT VIJ COMPANY LIMITED

APPLICATION FOR REGISTRATION / UPGRADATION / RENEWAL AS CONTRACTOR FOR CIVIL ENGINEERING WORKS IN UTTAR GUJARAT VIJ COMPANY LIMITED

FORM NO. 1

1	Name of applicant and full address	:	
2	Whether the firm is a joint stock Co; undivided Hindu Family, Individual or a registered partnership firm. (Attested copy of Deeds or Articles of Association to be enclosed).	:	
3	Name of person holding the Power Of Attorney. (Attested copy of Power Of Attorney to be enclosed).	:	
4	Names of partners with their liabilities (Attested copy of partnership deed to be enclosed).	:	
5	Name of bankers and full address	:	
6	Place of business	:	
7	Class in which enrolment/ upgradation/renewal is sought	:	
8	(A) No. of works completed and in progress in the last 5 years (No work should be left out while furnishing information against this item in statements - A attached)	:	
	N.B. Original or attested copies of certificates of officers under whom works are carried out to be enclosed.	:	

		2	
8	(B) Technical qualifications and experience of the proprietor or partners and leading technical employees in the firm	:	
	(a) Name	:	
	(b) Qualification	:	
	(c) Status	:	
	(d) Experience in years	:	
	(e) From which date appointed in the said firm, in case of employee	:	
	(f) Date of joining the firm	:	
9	Whether the applicant maintaining an office capable of preparing bills	:	
10	Value of workshop, machines, tools and plants held by the applicant as statement 'B' (Stating location and site of workshop and also full details regarding machines, tools, etc. to be given)	:	
11	Area in which the contractor wants to work	:	
12	Whether enlisted in any other Department. If so, which class, showing amount qualified to tender & detail of registration.	:	
13	If the application is for renewal / upgradation, No. and date of registration and class in which registered at present	:	

14	If the Engineer is unemployed, year in which he obtained his qualification with the name of the District and no. and date of enrolling his name as unemployed engineer, with respective employment exchange office.	:	
15	Period up to which income tax clearance certificate is obtained in prescribed form no. 4 (copy to be attached)	:	
16.	EPF Registration No. (Copy to be attached).	:	
17	Has the applicant or his partners or share holder been black-listed, etc. in past by any Government Department or any other body?		
18	Amount and name of the Bank of Solvency Certificate attached	:	
19	Date of submission of application	:	
20	Receipt no. and date of registration / renewal / up-gradation fee paid	:	
21	Details of work abandoned by the contractor if any	:	
22	Amount in arrears if to be paid to Govt. / UGVCL as per the demand from any Govt; Department or Corporation or UGVCL	:	
1	I/We hereby certify that I/We am/are not partner(s) in the firm(s) black listed or connected with the firms black listed in Gujarat State, Maharashtra State, CPWD, MES or Railways.		

4		
2	At present, I/We am/are not partner(s) in any firm(s) or the following firm(s) which is/are registered in approved contractor(s) firm(s) in Gujarat State, Maharashtra State, CPWD, MES or Railways.	
3	We, the partners of this firm, hereby give an undertaking that we are jointly and severally responsible to all the liabilities over and above the business of this firm and make good the above business of this firm and make good the above financial loss su Stained by UGVCL as a result our abandoning the UGVCL works entrusted to us i.e. this form.	
		Signature
	Place:	Name, designation and full address of the signatory with date.
	Date:	

FORM 3 B

Name of Agency:

List of workshop/Tools & Machinery with the Agency.

Sr. No.	Name of Tools	Quantity	Appx. Cost	Location
1.				
2.				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Signature of

Contractor

FORM No.4

INCOME TAX CLEARANCE CERTIFICATE

1. Name and style (of the company, firm, HUF of individual) in which the applicant assessed or assessable to income-tax and addressed for the purpose of assessment.
2. Name & address of all companies, Firms or Association of persons in which the applicant is substantially interested in his individual or fiduciary capacity.

NOTE:- For the purpose of clause (2) above, the words "Substantially interested" would have the same meaning as in explanation to section 40-A (2).

3. The Income-Tax Circle/Ward/District in which the applicant is assessed to income-tax and the permanent account No.
4. The following particulars are to be furnished concerning the income-tax assessment for the preceding five years:-

Year	Total Income Tax		Tax paid	Balance Due
	Assessed	Demanded		
_____	_____	_____	_____	_____
1	2	3	4	5
_____	_____	_____	_____	_____

(a) whether any penalty for concealment has been imposed under the provisions of the income-Tax Act., 1961, or wealth Tax Act. 1957 on or after 1st April, 1975.

(1) If the answer is an affirmative, give the date, amount of penalty imposed, and section under which imposed.

(2) Whether any appeal has been filed against the penalty order before the appellate Assistant Commissioner of Income-Tax or before the Income-Tax Appellate Tribunal if so, the result thereof along with the date of appellate order.

(b) Whether convicted for an offence within the meaning of Section 277 of the Income-Tax Act, 1961 or under Section 36(2) of the Wealth Tax Act, 1957 or under Section 199/200 of the Indian Penal Code, if so the date of the conviction order.

6. In case there has been no Income-Tax assessment for any year, whether returns have been submitted under the Section 139 (1) and 139 (2) and 183 of the Income Act, 1961 or tax has been paid in advance under Section 210 (3) of Income-Tax Act, 1961 and if so, the amount of income returned for each year and tax of each of the four years mentioned above and the I.T. Circle/Ward/District concerned where such returns have been filed, give reasons for the same.

7. Whether any attachment or certificate proceeding pending in respect of the arrears. The name and address of branch (cs) if any.

I declare that the above information is correct and complete to the best of my information and belief.

Signature

Name of the Contractor

Registration No.

Address:-

Date:

I hereby Certify that:-

A (I) The assessee has furnished complete information about all companies in which he is substantially interested and the firms and association of persons in which he is partner or member respectively.

(II) The returns of Income dues from the assessee have been filed.

(III) The assessee has paid all tax demands due other than those which have been stayed by competent authority.

(IV) The assessee has been cooperating the department in facilitating the completion of the pending assessments.

(A) The period of three years has expired from the date of the appellate order of the Income Tax Appellate Tribunal confirming or partially confirming the penalty levied on or after 01-04-1975 u/s. 271 (c) of the Income- Tax Act., 1961 or u/s 18 (1) (c) of wealth Tax Act., 1957.

OR

In case where no appeal has been filed by the assessee against the penalty imposed on or after 01-04-1975 under Section 271 (1) (C) of the Income Tax. Act., 1961 or section 181 (C) of the wealth Tax Act.,1957 the period of three years has expired from the date of imposition of the penalty.

(b) The period of three years has expired from the date of the order of conviction or after 01-04-1975 under Section 277 of the Income –Tax Act. 1961 or under section 199/200 of the Indian Penal Code.

B. (i) There is no information before me that the companies in which the assessee is substantially interested and association of persons in which he is a partner or member respectively are deliberately not filling the returns or not paying the tax demands or not cooperating with department in facilitating the completion of the pending assessment.

(ii) There is no information before me that persons having a substantial interest in the applicant Company/being members of the applicant association/being partners of the applicant firm are deliberately not filling their returns of income or not paying their tax demands or not cooperating in facilitating the completion of the pending assessment.

This certificate is valid for a year from the date of issue.

Date:

Seal:

Signature of the L.T.O.

Circle/Ward/District.

FORM No-5

::: UNDER TAKING :::

I passed B.E. Civil / D. C. E in year_____and at present working as site Engineer in Shri /M/s_____ Since_____ (Date) with Basic pay of Rs. _____ (Rs. _____ per Month.

My Birth Date is: _____

Certificate of having been passed the B.E. Civil /D.C.E. and birth date Certificate (Both certificates Certified copied) are enclosed here with.

**Name & Signature of
Technical Employee.**

Place:

Date: / / 200

Signature of the Contractor.