



GREATER HYDERABAD MUNICIPAL CORPORATION

Affix Court Fee Stamp Rs .5/-

ANNESURE – II.

FORM OF APPLICATION FOR REGISTRATION OF CONTRACTORS CIVIL / PUBLIC HEALTH
ENGINEERING / FURNITURE / ELECTICALS / TRANSPORT / FABRICATION / AND
ERRECTION OF STRUCTURAL STEEL CONTRACTORS IN GHMC.

As Per G.O. Ms. No. 94. I & CAD Irrigation (Project Wing) Department, Dated 1-7-2003 and
G.O.Ms.No.130 dt. 22-5-2007

(FOR RENEWAL / FRESH).

To
The Chief Engineer / The Superintending Engineer/ Executive Engineer Div ____ / PD____.
Greater Hyderabad Municipal Corporation.
Hyderabad

Sir,

Sub: - Contractor – Application for registration as Class I / II / III / IV / V contractors – submitted
– Reg.

* * *

I, Sri _____ (in the case of individual),
Sri. _____ Managing partner (in the case of firm), of
M/s. _____ Village _____
a registered Class _____ Contractors _____ of Government / Corporation etc.,
request you to kindly register my name / our Firm as class _____ contractor and erection of structural
steel contractors and communicate the orders.

2. In this connection, I enclose the following prescribed documents for your information:-

- i). Registration fee paid through demand Draft No _____ Dated _____ for
Rs. _____ of Bank _____ Branch _____
drawn in favour of Commissioner & Special Officer, G.H.M.C. (crossed).
 - ii). Solvency Certificate issued by competent authority for Rupees _____ (The
Solvency certificate shall be not more than one year old).
 - iii). A list of works carried out by me in the past five years with their values certified by Departmental
Engineers of the rank of E.E. or equivalent rank and with counter signature of concerned
Superintending Engineer.
 - iv). Certified and notarized copy of the partnership deed (in the case of firm).
 - v). Form “C” issued by the Registrar of firms (in the case of firms only).
3. I enclose a certificate to the effect whether the applicant or any of the partner of Shareholders or any
of the partner working under the applicant is not/ or dismissed Govt. servant (s).
 4. I certify that I would not got my self registered under more than one name.
 5. I will get my registration renewed within five years from the date of registration.
 6. I certify that I will employ technical person with suitable complementary staff to meet the
requirement of the works as per G.O. Ms. No. 158, Dated 21-2-1975.
 7. VAT Certificate/ VAT Clearance certificate.
 8. Pan card / Saral.

Yours faithfully,

(Signature of Contractors)

Address _____

Ph.No. _____

RULES FOR REGISTRATION OF CONTRACTORS-

1. The Contractor registered will be called as Contractor of Greater Hyderabad Municipal Corporation.
2. The Registration of the Contractor will be done in the following categories.
 - I. Civil
 - II) Public Health Engineering.
 - III) Furniture
 - IV) Electrical.
 - V) Transport
 - VI) Fabrication and Erection of Structural steel.
3. Registration of contractors in each category will be done in the following classes, separately under each one or more of the classes as they may desire.
 - 1). Special class (see Note – I below).
 - 2). Class – I - do –
 - 3). Class – III - do –
 - 4). Class – VI - do –
 - 5). Class – V - do –

NOTE: I

The Special class and Class –I, the Registration shall be on the basis of specification, as indicated here under for the civil contractor.

- a) Tunneling.
- b) Foundation Treatment.
- c) Bridges and other structure.
- d) Buildings.
- e) Earth work and canal lining.
- f) Bituminous asphaltic highway works.
- g) Public Health & Engineering works.

NOTE: II.

The contractor of special Class, Class- I, Class – II and Class – III are eligible to take up the work to through out the state., The contractors of class – IV can tender for works only with Superintending Engineer and class – V can tender for works only with Executive Engineer, where registration is done.

STATEMENT SHOWING

(Annexure to G.O. Ms. No.130. I & CAD Irrigation (Project Wing) Department, Dated 22-5-2007
Amendments to Annexure-III of G.O.Ms.No.94, I & CAD (PW:COD) Department dated 1-7-2003.

Sl. No	Description of Items	Special Class	Class - I	Class - II	Class - III	Class - IV	Class - V
1	2	3	4	5	6	7	8
MONETARY LIMITS UPTO WHICH CONTRACTORS ARE QUALIFIED TO TENDER							
I	i). Civil	Up to any amount	Upto Rs. 10.00 crores	Upto Rs.2.00 Crores	Up to Rs.1.00 Crore	Upto Rs. 50 lakhs	Up to Rs.10.00 lakhs
	ii). Public Health Engineering. iii). Furniture iv) Electrical.	Not applicable	Upto any amount	Upto Rs.10.00 lakhs	Upto Rs.5 lakhs	Not applicable	Not applicable
	v) Transport.	Not applicable	Upto any amount	Upto Rs.20.00 lakhs	Upto Rs.5 lakhs	Not applicable	Not applicable
	vi) Fabrication and Erection of structural steel.	Upto any amount	Upto Rs.50.00 lakhs	Upto Rs.20.00 lakhs	Upto Rs.5.00 lakhs	—	—
II.	REGISTRATION FEE	Rs.10,000	Rs.6,000	Rs.3,000	Rs.2,000	Rs.1,000	Rs.1,000

Note: - The following instructions shall be followed while making payment of the registration fees.

- i) The registration fees shall be paid through challan in any Govt. Treasury or Demand Draft (Crossed) obtained from a Scheduled Bank.
- ii) The Registration fee shall be remitted in the **Form of Demand Draft in favour of Commissioner, GHMC.**

Sl. No	Description of Items	Special Class	Class - I	Class - II	Class - III	Class - IV	Class - V
1	2	3	4	5	6	7	8
III	AUTHORITY FOR REGISTRATION	Committee constituting of Engineers-in-Chief and the Commissioner COT.	Committee constituting of Engineers-in-Chief and the Commissioner COT.	Committee consisting of the Chief Engineer concerned and another Chief Engineer of the same or other Department and Member COT to be nominated by the Commissioner, COT	District Level Committee comprising the Superintending Engineers available in the District and a representative of the COT	Same as for Class-III	Executive Engineer of the Division concerned.
IV	AMOUNT FOR WHICH SOLVENCY CERTIFICATE IS TO BE PRODUCED						
	i) Civil	Rs.200 Lakhs	Rs.100 Lakhs	Rs.20.00 Lakh.	Rs. 10.00 lakhs	Rs. 5.00 Lakhs	Rs. 1.00 Lakhs
	ii) Public Health Engineering.	—	Rs.2.00 Lakhs	Rs.1.00 Lakh.	Rs.0.50 lakhs		
	iii) Furniture	—	Rs.2.00 Lakhs	Rs. 1.00 Lakh.	Rs.0.50 lakhs		
	iv) Electrical.	—	Rs.2.00 Lakhs	Rs. 1.00 Lakh.	Rs.0.50 lakhs		
	v) Transport	—	Rs.4.00 Lakhs	Rs. 2.00 Lakh.	Rs.0.50 lakhs		
	vi) Fabrication & Erection of structural steel.	Rs. 10.00 Lakh	Rs.5.00 Lakhs	Rs. 2.00 Lakh.	Rs.0.50 lakhs		

Sl. No	Description of Items	Special Class	Class - I	Class - II	Class - III	Class - IV	Class - V
1	2	3	4	5	6	7	8
V (A)	CERTIFICATE OF PAST EXPERIENCE (VALUE OF GROUP OF WORKS TO HAVE BEEN EXECUTED IN ANY ONE YEAR DURING THE LAST FIVE FINANCIAL YEARS)						
i)	i) Civil	Rs. 500 Lakhs	Rs.100 Lakhs	Rs.40.00 Lakh.	Rs.20.00 lakhs	Rs.8.00 Lakhs	No monetary limits for past experience is prescribed for Class-V but the applicant should have functioned as an Agent or an employee under Registered Class-I contract. Certificate to that extent should be produced.
	ii) Public Health Engineering.	—	Rs.5.00 Lakhs	Rs. 2.50 Lakh.	Nil	—	—
	iii) Furniture	—	Rs.5.00 Lakhs	Rs. 2.50 Lakh.	Nil	—	—
	iv) Electrical.	—	Rs.5.00 Lakhs	Rs. 2.50 Lakh.	Nil	—	—
	v) Transport	—	Rs.5.00 Lakhs	Rs. 2.50 Lakh.	Nil	—	—
	vi) Fabrication	Rs. 25.00 Lakh	Rs.12.50 Lakhs	Rs. 5.00 Lakh.	Nil	—	—

Sl. No	Description of Items	Special Class	Class - I	Class - II	Class - III	Class - IV	Class - V
1	2	3	4	5	6	7	8
V (B)	PAST EXPERIENCE (VALUE OF SINGLE WORK TO HAVE BEEN EXECUTED IN ANY ONE YEAR DURING THE LAST FIVE FINANCE YEARS.						
i)	i) Civil	Rs. 250 Lakhs	Rs.50 Lakhs	Rs. 20.00 Lakh.	Rs. 10.00 lakhs	Rs. 4.00 Lakhs	No monetary limits for past experience is prescribed for Class-V but the applicant should have functioned as an Agent or an employee under Registered Class-I contract. Certificate to that extent should be produced.
	ii) Public Health Engineering.	—	Rs.2.50 Lakhs	Rs. 1.25 Lakh.	Nil	—	—
	iii) Furniture	—	Rs.2.50 Lakhs	Rs. 1.25 Lakh.	Nil	—	—
	iv) Electrical.	—	Rs.2.50 Lakhs	Rs. 1.25 Lakh.	Nil	—	—
	v) Transport	—	Rs.2.50 Lakhs	Rs. 1.25 Lakh.	Nil	—	—
	vi) Fabrication	Rs. 25.00 Lakh	Rs.6.25 Lakhs	Rs. 2.50 Lakh.	Nil	—	—

V I	OTHER REQUIREMENTS	
i)	i) Civil Contractor	Nil
	ii) Public Health Engineering. Contractors	The contractor shall have plumbing license or at least have a licensed plumber in his employment.
	iii) Furniture Contractors	Nil
	iv) Electrical. Contractors	The Contractor himself shall be licensed electrician or at least have a licensed Electrician in his employment.
	v) Transport Contractors	The Transport comprises of conveyances of construction materials such as steel, cement, sand etc. The class III contractors shall possess atleast one Transport Vehicle or suitable capacity capable of carrying long structures (10 MTs or more in his name as per the registration book. The Class II Contractors shall possess two such vehicles in his name Class I Contractor shall possess three such vehicles in his name.
	vi) Fabrication and erection of structural contractors.	The Class –III contractor shall have basic lifting tackles such as tripods, Sheaves and pulleys. The class-II contractor shall also have winches and single derrick of 20 feet lift besides the capacity mentioned for class-III above. The Class-I contractor shall have the entire requirement mentioned for Class-II contractor and in addition to that he must also have welding set and one qualified welder. The Class-I contractor shall also have Hydraulic jacks., sleepers and Mobile Crane of atleast 15 tons capacity in addition to Class it requirements. The contractor must be a partner or a Director of Registered Structural Factory within the meaning of Factory Act, 1948.

5. Procedure for Registration:-

The contractor shall submit an application in the proforma in Annexure – II to the concerned authority together with necessary documents in support of his application as mentioned in para (6) below. The authority competent to register the contractor in concerned class will take action to verify the documents & antecedents of the contractor and issue suitable orders registering the contractor. Before registering in any class or category the contractor shall be asked to sign in the code of conduct which shall be appended to the divisional copy of APDSS.

6. The following documents shall be submitted along with the application seeking registration as a contractor in a particular class or category:-
 - 6.1 Application form (in the proforma prescribed in Annexure – II with Rs. 5/- court fee stamps affixed thereon and two pass port size photographs.
 - 6.2 Proof of payment of registration fees.
 - 6.3 Solvency Certificate. (see Item 7 below)
 - 6.4 A list of works executed by the contractor during the past 5 years duly certified by the concerned departmental Engineer of the rank of an Executive Engineer or equivalent Officer and counter signature of S.E Concern.
 - 6.5 Latest Income tax and sales tax clearance certificate (See item 8 below).
 - 6.6 Copy of the notarized partnership deed in the case of registration of partners/ firms.
 - 6.7 Form 'C' issued by the Registrar of firms in case of partnership / Companies/ firms.

7. SOLVANCY CERTIFICATE:-

- 7.1. The solvency certificate for the amounts shown under item (iv) of the statement shall be obtained from the officer of the revenue Department of the rank not below that Tahsildar in Performa in Annexure – I (a).
- 7.2. The certificates may also be obtained scheduled banks in the proforma given in Annexure – I (b) in absence of item 7.1.
- 7.3. The solvency certificate shall be valid for a period of one year from the date of issue.

8. INCOME TAX CLEARANCE CERTIFICATE.

The names of the firms / individuals shall be Registered & included in the approved list of contractors only when they produce Income tax clearance certificates in the form approved by the Income Tax authorities. No exemption from these requirements shall be granted even to the Co-operative Societies.

9. RULES FOR THE REGISTRATION:-

- 9.1. The Registration of contractor in any class once done shall be in force only for five years.
- 9.2 While submitting the application for fresh Registration in the same class or for registration in a higher class, the contractor shall furnish the certificate of his performance issue by the Executive Engineer in-charge of the works and other documents as per item 6.
- 9.3 The cases of firms or companies through newly formed may be considered provided concerned firms in companies have recruited or already consists of highly skilled professional Engineers & Experts in their organization.
- 9.4 Contractor can't registrar his name in more than one category.
- 9.5 The contractor shall not apply for registration in his name & also in the name of Partnership / company which runs in his name in same class or category at a time.
- 9.6 Contractors of other departments shall get themselves registered in G.H.M.C. before offering their tender for works in Greater Hyderabad Municipal Corporation.
- 9.7 The Contractors already registered in a particular class can form a partnership firm in the same class and category only by a separate Registration at the time.
- 9.8 In the case of partnership / companies any charges in the partners shall be reported to the Registering authorities immediately.
- 9.9 Application of the contractors for registration in special class and class-I may recommended by individual chief Engineers to the Engineer-in Chief for placing them before the committee of ENCS for its consideration and decision.
- 9.10 The applicant is required to furnish the following certificate. Certified that I will employ qualified technical personal with suitable complimentary staff to meet the requirements of the works as specified in Tender documents.

FORM OF SOLVENCY CERTIFICATE BY TAHSILDAR

ANNEXURE .1 (A).

I _____ Tahsildar of _____ do hereby certified, on being satisfied by the Examination of Revenue and other records and local Enquires that _____ (here the name and address of the contractor should be mentioned) is solvent to the extent of Rs _____ (Rupees in Words _____)

Date:

TAHSILDAR

Place:

SEAL OF THE OFFICE, TALUK.

OR

ANNEXURE 1 (B)

FORM OF SOLVENCY CERTIFICATE BY BANK.

I _____ Managing Director / Manger/ General Manager/ agent of _____ Bank Limited do hereby certify that _____ (here the names and address of the contractor) to the solvent to the extent of Rs _____ (Rupees in words _____) as disclosed by the information and record which are available with the aforesaid Bank.

For the _____ Bank.

Date:

Place:

**Designation of the officer
Authorized to sign.
Seal of Bank.**