

SARDAR SAROVAR NARMADA NIGAM LIMITED
RULES
FOR
REGISTRATION OF CONTRACTORS
FOR THE WORKS UNDER SSNNL
(FOR “AA” CLASS AND “A” CLASS ONLY)
GENERAL

1. The stipulations made in the bid document of Sardar Sarovar Narmada Nigam Ltd, Gandhinagar (SSNNL) requires every bidder to be registered as a contractor in the relevant class either with the Roads and Building Department and / or with the Narmada, Water Resources, Water Supply and Kalpsar Department of Government of Gujarat and/ or with SSNNL. This has been detailed in the bid documents of S S N N L. SSNNL has initiated process to carryout registration of contractor in “AA” class and “A” class to encourage the prospective bidders with a view to amplify the competitive bid process and to facilitate the eligible bidders, who are either not registered with R & B department and / or N, WR, WS and K Department and/ or prefers to register themselves with SSNNL .Such registration would be a valid registration to participate for the bids being invited by SSNNL.
2. The system of Registration//Renewal of contractors for Sardar Sarovar Narmada Nigam Ltd would follow the procedure as detailed hereafter.

**AUTHORITIES COMPETENT TO GRANT
REGISTRATION/RENEWAL**

- 3.(I) The authority competent to consider and grant registration as well as up gradation to “AA” class and “A” class is the Committee consisting of (1) Chief Engineer(CPC) ,(2) Chief Engineer (Mehsana), (3) Chief Engineer(Design) & (4) Financial Advisor (Canals) of Sardar Sarovar Narmada Nigam Ltd. **The Chief Engineer (CPC) would be the convener of the committee.** The modalities in the matter of granting registration and up gradation of the registration of the contractor shall be as under and as prescribed by Sardar Sarovar Narmada Nigam Ltd. from time to time.
- (II) The General Manager (Tech), SSNNL, Gandhinagar would receive the application, in the prescribed form along with all the documents as may be required, for such registration. He would also verify and ascertain the payment of registration fees by the contractor before sending the registration request to the committee. The final decision of the committee would be conveyed appropriately by General Manager (Tech) to the contractor.
4. The contractors are classified according to their financial status and technical capability to take up the works in the SSNNL.
- The classification, solvency required, registration fees, annual turnover and cost of works on hand are shown in the following Table - I and II.

TABLE -1

Class of registration	Minimum solvency	Monetary limit for tendering the works	Registration / up gradation fees
1	2	3	4
AA	Rs.300 lakh	Unlimited	Rs.50,000/-
A	Rs.75 lacs	Upto Rs.700 lacs	Rs.20,000/-

- (a) Registration shall be considered on merits by the competent authority taking into account, especially the cost of works on hand as well as tri-annual (three yearly) average turnover, the financial limits for which shall be as under.

T A B L E -II

Sr. No.	Class of registration	Annual turn over (last three year) Rs,	Cost of work on hand Rs.
1	2	3	4
1	AA	500 lacs	1000 lacs
2	A	300 lacs	600 lacs

Note: 1) For Government/Semi Government works carried out by contractor, as a sub let contractor , would be considered only to the tune of 50% of such works for their experience , if , prior permission is obtained from competent authorities for subletting of such works.

No private work carried out as a sub let contractor will be considered for their experience while considering registration/up gradation of contractor.

Government/Semi Government works entrusted by the applicant to the sub let contractor will not be considered as a credential as contractor's experience.

2) In the case of fresh registration as well as up gradation, 50% of cost of the private work will be taken into account in Form-3A , if , certified by a Chartered Accountant.

5. No contractor shall be registered / upgraded or his registration be renewed without full inquiry as to the suitability in regard to:-

(A) FINANCIAL CAPABILITY:

- (i) Narmada Bond equal to 10% amount of Bank Solvency duly pledged to the Executive Engineer, N.P. Main Canal Division-2, Gandhinagar shall have to be furnished before issuing Registration Certificate.
- (ii) Banker's solvency certificate should be obtained from a scheduled and/or nationalized bank in the following form:

“This is to certify that to the best of our knowledge and information M/s. / Shri _____ a customer of our bank is respectable and can be treated as good for any engagement up to limit of Rs._____. (Rupees in words) _____. This certificate is issued without any guarantee or responsibility of the Bank or any its officer”.

- (i) A solvency certificate shall not be accepted after 12 months of its issued date, for the purpose of registration.
- (ii) A Banker's certificate which shows financial soundness of the contractor, to the extent required for the relevant category, shall be considered.
- (iii) Solvency certificate in the name of a Firm may not be insisted upon if such certificate for the required amount in the name of one or more partners is forthcoming and it is made clear in the partnership deed that all the partners are jointly and severally responsible to meet all liability over and above the business of Firm.
- (iii) A solvency / Banker's certificate produced by the Contractor from outside Gujarat State can be accepted for the above purpose after due verification by the Committee.
- (iv) Solvency certificate, once accepted, should be got renewed by the contractor every three years by the end of December or every year in support of his continued financial ability. However, the solvency certificate of the relevant calendar year will have to be produced along with each tender.

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

(vi) A fresh solvency certificate from the scheduled bank :

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 banks should be accepted as per classification made below and up to the amount of monetary /financial limit mentioned under column No.6 of table-III.

TABLE-III

Sr. No.	Type of Co-Op. Bank	Audit class	Period of existence	Working capital	Amount of solvency
1	2	3	4	5	6
1	State Co-Op. Bank	Unlimited	Unlimited	Unlimited	Unlimited
2	District Co-Op. Bank	A B & C	Unlimited	Unlimited	up to 10 lacs

District Co-operative Bank will have to clearly mention the audit class in the solvency certificate and if the particulars of this effect are not given in the solvency certificate, then such a certificate should not be treated as acceptable.

- (viii) In case the contractor sale and / or transfers his immovable property owned by him during the currency of the period of registration/ up gradation/renewal, he shall intimate well in advance about it (sale/transfer) to the General Manager (Tech.), SSNNL, Gandhinagar with all the details and quoting his registration number in such communication .

(B) PROFESSIONAL CAPACITY AND RELIABILITY

Supported by certificates or recommendations of a State or Central Government or PSU officer, not below the rank of Gazetted Class I officer, who has a personal knowledge of applicant and his work and a list of works executed showing their nature, year of construction and actual cost of construction, technical qualifications and experience of all the partners including technical employees in the Firm, should also be on record.

- (i) The experience gained by individual partner in the execution of works in past may be taken into consideration while deciding the category of the contractors, if the partner concerned has to his credit

the execution of such works by virtue of monetary share and other interests. Experience gained merely as a employee will not be considered as a proof of the capability of the Firm as a whole.

In case of sister concern's registration or subsidiary company's registration, following procedures should be followed:-

- (1) The partners of existing Firm, who desire to apply for new registration in same class should have completed at least three years partnership in the existing Firm and should have continued for at least 3 years in existing Firm.
 - (2) The new Firm which is to be registered should have 25% share of partners of existing Firm.
 - (3) The partners having 25% share in existing Firm should be active partners.
 - (4) If, all the above conditions are not fulfilled by the new Firm then only application for a new registration should be considered.
- (ii) While considering the application for registration / up gradation / renewal, the certificates regarding satisfactory completion of works as well as works in progress or works for which tenders have been quoted by the contractor shall be examined by the committee to its satisfaction. Information of such works shall be given in a statement, as per Form No.3. In addition to

this, information in Form No.3-A shall be furnished for each and every work done or in progress in last 3 years along with the application Form and other documents.

(C) GOOD RECORD AND PAST PERFORMANCE:

The request of only those contractors, having good record and satisfactory past performance, will be considered for registration. For the purpose, information furnished in Cols. 15 and 19 of the Form No.1 prescribed for application for registration shall be carefully scrutinized to ensure that the applicant or his partners or shareholders have carried out the works satisfactorily as per col.8 or have not been black-listed or penalized or debar, in any way, by any Government Department and / or any PSU or any local government body and/ or any public body including SSNNL for that purpose.

(D) TECHNICAL QUALIFICATIONS / ESTABLISHMENT

- (i) The contractors seeking registration / up gradation in 'AA', class and “A” class must have the Engineers technically qualified, as under, either as partner or as full time employees, on their establishment :-

Class of registration (Civil Contractors)	Type and number of technically qualified Engineers.
1	2
'AA'	At least two graduate Civil Engineers & three Diploma Civil Engineers and out of three one graduate (Civil) shall have experience of safety in construction zone.
'A'	2 Graduate Civil Engineers and Five Diploma Civil Engineers .

- (ii) As for electrical contractors, the requirement will be as above. However, the graduate or diploma holder should be qualified in Electrical Engineering.
- (iii) If the partner / partners of the Firm seeking registration possess the requisite technical qualification, the same would be considered as stipulated in (i) and (ii) above.
- (iv) In case, the technically qualified Engineers are employed by the contractor/company, the contractor/company should pay monthly, a minimum amount of Rs.22, 000/- to Graduate Engineer and Rs.15,000/- to Diploma holder as remuneration for services.
- (v) An application for registration / up gradation should be accompanied by the following documents to the extent the requirement is not fulfilled by (iii) above.
 - (1) Copy of the appointment letter issued by the contractor / company.
 - (2) Duly notarized declaration from the employed Engineer depicting the details of (i) monthly remuneration being received by him from the applicant company, (ii) his age (iii) his qualifications with details of University/ Technical Board and year of passing qualifying examination (iii) details about his previous experience, if any, along with detail of his previous employer .
 - (3) True copy of the Degree / Diploma certificate.

- (E) The application for registration / renewal shall be accompanied by copy of PAN CARD of the Agency and copy of three years Income Tax Return.
- (F) The contractor, applying for registration / renewal shall pay the prescribed fee for the registration / up gradation ; along with his application which will be considered, as application fee and which will be non refundable . The prescribed fee for registration/ renewal shall be paid in the form of a DEMAND DRAFT drawn in favor of SARDAR SAROVAR NARMADA NIGAM LTD payable at GANDHINAGAR. The applicant shall mention on the overleaf of the demand draft as “ PRESCRIBED FEE FOR REGISTRATION AS CONTRACTOR” and his full name, address and mobile/ office phone number along with the name of concerned person of his organization to be contacted to , if, so required. The prescribed fee is to be paid to Assistant General Manager (Admn), S S N N Ltd, Gandhinagar and a receipt thereof shall be obtained from him. The applicant shall enclose a photo copy of Demand Draft and the above receipt along with his application.
- (G) If, as a result of the scrutiny of the application, a particular contractor is not found suitable for the class for which he has applied for registration/ renewal, the final decision would be communicated to the applicant.
- (H) For facilitating a scrutiny whether the contractor has tendered for any work for a period of three years, the contractor should be required to submit to the Registering Authority the Tri-

annual (three yearly) return ending December of every Third year in the prescribed Form No.3.

(I) CONFIDENTIAL REPORT

The annual confidential report on the performance of contractors should be maintained in respect of all contractors registered in all categories. Such reports should be initially written by the Executive Engineer in the Form prescribed in Form No.6 (Appended herewith) and same should be submitted to the Superintending Engineers of respective Circles by prescribed date each year. The Superintending Engineers should submit it to the General Manager,(Tech.), SSNNL through the Chief Engineer along with their remarks on the quality of performance, workmanship and speed of progress of works duly countersigned by them,

The cases of contractors who are found to be carrying a bad quality work and create obstruction in the working of the project shall be specifically brought out in their confidential reports by the concerned Executive Engineers and Superintending Engineers. Similarly whenever the performance of contractors on a certain work is found to be poor, it should be intimated by the concerned Executive Engineer to the registering authority for taking it into account.

The confidential reports of the contractors should be scrutinized carefully by the authority sanctioning the registration / renewal of contractors at their level and it shall

be considered at the time of granting renewal of registration to the contractors. Different opinions on the performance of the same contractors by two different officers need close scrutiny by the Committee before any adverse action is taken.

In order to ensure that the confidential reports of contractors are written and submitted in time, the Executive Engineer in charge of the work should keep on record a certificate by 1st July, of each year stating that he has written and submitted confidential reports of all contractors working under them, and submit copy of such certificate to the Superintending Engineer who will keep a watch that all such certificates are issued.

The time table for submission of confidential reports to higher authorities should be as follows:

- (1) By Executive Engineer - 30th April.
 - (2) By Superintending Engineer - 31st May.
 - (3) By Chief Engineer - 30th June.
- (J) In order to facilitate the scrutiny by the registering authority as above i.e. Rule No.5(I), the contractors shall be asked to submit by 30th April, of every year to the registering authority as well as to the Superintending Engineer concerned, an annual return ending March every year in Form No.7 (appended herewith). The Superintending Engineer shall ensure that all the contractors invariably submit necessary returns to the registering authority after proper scrutiny.

6. A register of approved contractor shall be maintained in the circle and divisional offices in the prescribed Form No.2. The General Manager (Tech), SSNNL will communicate the names and addresses of contractors of “AA” class approved by SSNNL to the Chief Engineers who in turn will communicate the same to the Superintending Engineers & the Executive Engineers for entry in their registers.

8. For all electrical works, the contracting agency should possess electrical contractor's license issued by the State Government and should also have separate registration in the appropriate class for electrical works approved by competent authority.
 - (i) The Registration / renewal etc. of the contractors carrying out electrical works should be done by the committee and the Chief Engineer (Elec. & Mech.) SSNNL would be an invitee during such consideration in the committee. The Chief Engineer (Elec. & Mech.) SSNNL is entrusted this responsibility to clearly recommend to the committee about his evaluation in this regard.

9. Every change among the partners and leading technical employees will have to be intimated forth-with by the contractor to the registering authority. Permission to any proposal for change in the name of the Company / Firm / contractor shall not be granted.

REGISTRATION

10. The following procedure shall be followed for entertaining applications for registrations.
 - (i) In order to enable the registering authorities to have sufficient time for scrutiny and calling for additional information, if necessary, the application for the registration as approved contractors shall be received at any time during the year and shall be considered at any time during the year and as promptly as possible but minimum period necessary for decision making will be 30 days.
 - (ii) The application for registration shall be accompanied by all the necessary documents referred to in Rule No.5 (A) to (E) and other documents, if any referred to in the application Form i.e. Form No.1. Hiding/suppressing any fact regarding demotion/black-listing/ termination/debarment shall be a sufficient cause for cancellation of this Registration by SSNNL at any point of time.
 - (ii) The contractor should not be registered in any class during the currency of the period of punishment of black listing /termination / debarment etc.

11. The contractors, who are enrolled on the register of C.P.W.D., M.E.S., Railways and Other State, should be considered for being registered for the corresponding classes of the SSNNL

on their producing proof of such registration. In such cases, registration can be done at any time of the year, provided a certificate is produced from the concerned authority that on the day of his application he possesses registration for the class in which he seeks registration with the SSNNL. The requirements mentioned in Rule No.5 will have also to be satisfied by such contractors.

RENEWAL

12. A registration certificate initially issued, will be valid for three calendar years and the renewal certificate will be issued to a contractor for a period of three calendar years, after initial registration, on payment of renewal fee of Rs 25000.00 for “AA” Class or Rs.15,000/- for ‘A’ Class by a Demand Draft ,which will be non refundable and subject to the production of the following documents every third year:-
 - (i) Fresh solvency certificate from the scheduled Bank. and / or nationalized bank, also refer to Note No.A of Rule No.5.
 - (ii) The particulars referred to in Rule No.5(D)(v) about employment of requisite number of technically qualified persons / partners relevant for the period immediately preceding the date of a application for renewal of registration.

- (iii) Particulars in tri annual (three yearly) return, Forms No.3 and 3(A).
- (iv) Copies of Income tax return for the year, preceding the year in which application for renewal is submitted.
- (v) Details of tools, plants and machineries in possession.
- (vi) Details of changes in the partners or the construction / constitution of the Firm / company. Also refer to Rule No.9 and provide such details, also. The process of renewal will be repeated at interval of three years, if the conditions for renewal are fulfilled.

20. The application for renewal of registration and the fresh solvency certificate referred to in Rule No.19(i) above, should be produced by the contractor before the expiry of a period of initial registration or renewal. If the contractor delays the production of an application for renewal, alongwith fresh solvency certificate for the period not exceeding three months, the SSNNL who issued the initial registration certificate, will renew the same only after recovering full registration fee prescribed for the class for which registration is to be renewed. If the delay in the production of the application accompanied by the fresh solvency certificate is for the period exceeding three months, but upto one year, renewal will only be done by the SSNNL only after recovering double the full registration fee prescribed for the class for which registration is to be renewed. However, if there is a delay of over a year in producing the application

accompanied by fresh solvency certificate, the initial registration shall lapse and the contractor will have to apply a fresh for registration

21. The renewal of registration of contractors having punishment of banning of business etc. should not be done during the currency of the period of punishment of such banning of business etc. provided, such a contractor is on the approved list prior to his having been punished for banning of business etc. the renewal would be allowed at any time of the year i.e. the application for renewal should be considered only after the period of punishment of banning of business etc is over.
22. The contractor/Firm shall have to ensure the registering authority about the continuous employment, during the period of the currency of registration, of the Engineers holding degree or Diploma at the time of renewal of registration in 'AA' class .At the time of renewal , he shall demonstrate adequate evidence to this effect to the committee by providing full details , salary and currency of employment of such Engineers by him during the tenure of preceding registration period.
23. After the expiry of the period of Registration, the SSNNL may consider to renew registration of approved contractors of “AA” and “A” class by issuance of registration certificate in Form No.5 for a further period, as may be prescribed by SSNNL from time to time, in all normal cases subject to the

criteria of disqualification. Renewal of registration shall not be permissible under the following circumstances and for the under mentioned reasons:-

- (i) Government and SSNNL dues are recoverable from the applicant.
- (iii) If the contractor has used inferior type of materials or has executed sub standard work and his responsibility is under scrutiny by the Government / SSNNL.
- (iv) If the contractor has left any work of Government / SSNNL incomplete in past.

DISQUALIFICATION CRITERIA

24. On receiving the report of specific failure of or default by a contractor and if the registering authority considers that the financial circumstances have or technical capacity of a contractor has so deteriorated that he ought not to be renewed a registration under “AA” class or ‘A’ class, the committee may proceed to do so after calling on the contractor to state within a stated 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 either removed from the approved list or black listed etc. and he will not be entitled to any refund of registration fees etc.

25. The name of contractors, who have not participated in bidding process for any works for a period of three years in any Divisional office of various departments of State Government / State and Central Government undertaking, corporations, Boards etc. should be removed from the register of approved contractors. The registering authority will consider this aspect while renewing his registration.
26. For facilitating such a scrutiny, the contractors should be required to submit to the Registering Authority the tri-annual (three yearly) return ending December, of every third year in the prescribed Form No.3.
27. If a contractor, whose name has been so removed, desires to take up contracts subsequently, he should apply for re-enrolment on payment of the prescribed fees. Such an application shall be considered on its merits.
28. If it is noticed during the scrutiny of the application for registration /renewal of registration that the contractor has mislead the SSNNL by furnishing misleading information and has caused substantial loss to Government/SSNNL by abandoning the Government/SSNNL work or has not paid Government/SSNNL dues, the authority, who has received the application, should promptly investigate the facts, and depending upon the findings, the contractor may be removed from the register of approved contractors or banning of business or otherwise disqualified etc. or his application may be rejected.

MISCELLANEOUS

29. The contractors, registered under SSNNL, will be treated as approved ones for the works of SSNNL only .
30. The matter referred to in Rule 29 should without fail be specifically mentioned in the Registration Certificates issued by the SSNNL. A specimen of Registration Certificate to this effect is given in Form No.5 appended herewith and the Registration certificate should be issued accordingly.
31. The tender notices for works published by the SSNNL should mention that the contractors registered/to be registered in the approved list of contractors of Roads and Buildings Department,/ Narmada, Water Resources and Water Supply Department or SSNNL shall be eligible for participating in e-tendering.
32. As per the system of approved list of contractors, the SSNNL will have to function in the matter of giving registration as per the policy, rules and regulations decided by SSNNL from time to time.
33. If the change or modification in the existing policy / rules is necessitated hereafter, then the modifications to that effect will have to be performed wholly by the SSNNL.
34. When the proposal to award the punishment to the contractors in respect of work of SSNNL is received, then the necessary actions viz. suspension, removal, banning of business, debarring etc. Will have to be initiated/taken only by the SSNNL by whom the registration has been granted.

Form No.1

(Referred to in Rule No.5)

APPLICATION FOR REGISTRATION/UPGRADTION/RENEWAL AS
APPROVED CONTRACTOR WITH SSNNL.

- 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 :
present and permanent addresses
and their liabilities and other
Firms, in which, they are either
employees or partners.
(Attested copy of partnership
deed to be enclosed)
- 5 Name of bankers and full :
address.
- 6 Place of business :
- 7 Class in which registration/ : **“AA” / “A”**
/renewal is sought for.

- 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 (Form No.3 & 3-A attached)
N.B. original or attested copies of certificates of officers under whom works are carried out to be enclosed.
- 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 :
- 8(C) Details of turnover :
- (i) Details of three yearly average turn over as per Table-II in respect of first registration (refer to Rule No.4(a)) :
 - (ii) The details of annual turnover as per Table-IV in respect of up gradation in addition to(i), above (Refer Rule No.15) :

- (iii) Value of workshop, :
machine tools and plant held by
the applicant as per statement
(From)—No.3-B) (stating
location and site of workshop
and also full detail regarding
machines, tools etc. to be given)
- 9 Whether the applicant maintains :
an office capable of preparing
bills.
- 10 Area in which the contractor :
wants to work.
- 11 Whether enlisted in any other :
department. If so, which class,
showing amount qualified to
tender.
- 12 If the application is for renewal :
No. & date of registration and
class in which registered at
present.
13. Details of works carried out, if :
any, in SSNNL.
- 14 Period up to which income tax :
returns are enclosed .
- 15 Has the applicant or his partners :
or share holder been black listed
/ debar / demoted or penalized
etc. in past by any Govt.
Department or any other body?

- 16 Amount of the solvency and the :
name of the bank stated in the
solvency certificate (to be
attached)
Amount of Narmada Bond taken
at 10% of Bank Solvency.
- 17 Date of submission of :
application.
- 18 Demand Draft details and :
Receipt No. and date of
prescribed payment of fees.
(please, attach photo copy of
DD and receipt of payment)
- 19 Details of work, if any :
abandoned by the contractor
- 20 Amount in arrears if to be paid :
to Govt. as per the demand from
any Govt. Department or
Corporation.
1. I/We hereby certify and solemnly declare that I/We am/are not
partner(s) in the Firm(s) suspended removed and punishment of
banning of business or connected with the Firms suspended,
Removed or punishment or banning of business etc in Gujarat
State, CPWD, MES, Railways or in any other state.
2. At present, I/We am/are not partner(s) in any Firm(s) or the
following Firm(s) which is/are registered as approved

contractor(s) Firm(s) in Gujarat State, C.P.W.D., M.E.S., Railways or in any other state.

3. We, the partners of this Firm, hereby give an undertaking that we are jointly and severally responsible to meet all the liabilities over and above the business of this Firm and make good the above financial loss sustained by Government of Gujarat as a result of our abandoning the Government works entrusted to us i.e. this Firm.
4. I/We/Our Firm have/has not applied any time for the grant of registration of this kind to SSNNL.

Place :

Date:

Signature

Name, Designation & Full address of the Signatory with date and seal of the company.

FORM - 2

Register of approved contractor, for the year _____ for class “AA”

(Referred to in Rule No.6)

Sr.No	Name of Contractor and address	Name of partners in Firm/company	Authority for registration/ renewal/up gradation	Details of the amount of fees I e details of DD and receipt.	<u>Solvency certificate</u>		Amount	Reference no. of the previous year registration of the register Sr. No., if any.
					Name of Bank	Date		
1	2	3	4	5	6	7	8	9

FORM - 3

(Refer to Rule No.5-B(ii))

Statement for the period ending December, _____ to be Submitted by the contractor to be the Registering Authority showing works which were on hand & work tendered for and works awarded in the last five years. For Registration/Renewal/Up gradation.

Name of contractor					Authority for registration							Class of Registration		
Name of work	Name of Dn.	Esti. cost of work put to tender	Tendered Amt.	Whether contract awarded or not ?	Date of award of contract, if awarded	Target date of completion of work as per contract or date of completion of work if completed	Amount of the completed work	Time limit in <u>years & months</u>				Period rate & amount of compensation if levied.	reasons for delay completion of work	Remarks
								Original		Extended				
								Y.	M.	Y.	M.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Signature of the contractor with full address.

FORM NO - 3 (A)

(Referred to in Rule no. 5B(ii))

WORKWISE DETAILS OF WORKS COMPLETED OR IN PROGRESS BY THE CONTRACTOR.

- 1 Name of contractor :

- 2 Name of work :

- 3 Estimated cost of work :
put to tender

- 4 Tendered amount :

- 5 Date of starting the work :

- 6 Date of completion of the :
work (As per contract
agreement)

- 7 Actual date of the :
completion of the work

- 8 Amount of work done :
upto

Signature of contractor

- 9 State whether the details, as above, given by the contractor are correct. If not, state as to what is the correct information.

- 10 State whether the contractor has executed the "Work-in-progress" Satisfactorily as per specifications/has completed the work satisfactorily as per specifications. If any, give the correct position of the work:

- 11 Any other remarks:

Date:

Signature of Executive Engineer,
_____ Division

FORM NO. 3 - (B)
LIST OF TOOLS, PLANTS AND MACHINERY

Sr. No	Name of Article(s)	Quantity/No.	Approximate value Rs.	Location
1	2	3	4	5

Signature of Contractor

Form No.5

(Referred to in Rules No.5F and 24)

By R.P.A.D.

No.

Gandhinagar

Dated the

REGISTRATION / RENEWAL CERTIFICATE

To,

M/s. _____

Subject: Registration / renewal as approved contractor in “AA” and “A” Class class
with the SSNNL

Sir / Sirs,

In pursuance of your application dated _____, the undersigned is pleased to communicate you that you are registered / your name is renewed and name has been entered in the approved list of contractor at Sr.no. _____ Of the year _____ in “AA” class and “A” class in the SSNNL, Gandhinagar .

2. Your registration as on approved contractor will remain in force for the period up to the end of the calendar year_____ I e up to date 31st December_____.
3. You will have to get the registration certificate renewed, if you choose so, before the expiry of the period (as above) by submitting the necessary prescribed application for renewal of registration, with the receipt of necessary renewal fee duly paid in the SSNNL along with documents, as required as per the application Form, failing which, your registration will be treated as cancelled.
4. Every change in the details furnished with the application form , such as, change in partners, technical employees etc. should be intimated to the registering authority as soon as such a change occurs.

5. Your name will be liable for removal from the approved list of contractors if you do not tender for any work during the validity period of registration in SSNNL and for which a required certificate will have to be produced by you, and also subject to the production of the certificate from the concerned Executive Engineer that the works carried out by you are completed satisfactorily.
6. You will have to obtain solvency certificate of the amount of Rs._____ for the above mentioned class every year for each calendar year by the end of March of the respective year and furnish the true copy / photostat / xerox copy of the same with each tender while submitting the same. In case, where a solvency certificate is not obtained in time, the certificate of previous year will be considered valid up to the end of March, of respective year for the purpose of tendering.
7. As per your application dated _____ shri _____ degree / Diploma holder, residing at _____ employee / partners of your Firm, will look after the works. You/Your Firm have/has not employed the technical personnel for the present, however, you will have to employ the qualified degree / diploma holder of required experience at the time of paying the security deposit for the acceptance of tenders for the respective works.
8. You/ Your Firm will be eligible for tendering for works of the SSNNL
9. You / Your Firm will have to submit annual return for period ending March, in Form No.7, prescribed in Rule No.5(J) by 30th April of every year to the Registering Authority.

Yours faithfully,

()

General Manager (Tech.)
SSNNL, Gandhinagar

Form No.6

(Referred to in Rule-5(I))

FORM OF CONFIDENTIAL REPORT OF CONTRACTORS

- 1 Name of contractor / Firm and :
full address

- 2 Class of registration and number :
and date of registration order

- 3 Date of expiry of registration :

- 4 Particulars of work :
 - (i) Name of work :

 - (ii) Estimated cost and tendered :
amount

 - (iii) Date of starting and :
completion (if number of works
is more separate list should be
enclosed)

- 5 Performance factor :
 - a) Does he pay the security :
deposit and execute the work
contract in time ?

 - b) Does he start the work :
promptly after the issue of
orders?

 - c) Does he maintain the progress :
of work as per agreement as per
the programme mutually agreed
upon ?

 - d) Does he pay proper attention :
to maintain the quality of work
and materials.

e) Does he work in co-operation :
with departmental staff and does
he carry out instructions of site
officers promptly and properly ?

f) Does he have the technical :
staff or equipment considered
necessary ?

g) Does he use materials issued :
in Schedule-A properly ?

h) Is he submitting annual :
returns regularly?

Note : If answer to any of above Form (a) to (h) is in the negative, supporting details
should be given.

6 (i) Does he show any tendency :
to create extra items and claims
which are unrealistic or
unreasonable.

(ii) Has he tendency to quote :
unbalanced or unworkable rates
in the tender ?

(That is, very high rates for some
items and low rates for others)

(iii) Is there strong justification :
for believing that he or his
employee or representative has
~~been~~ quality of malpractice such
as bribery, corruption, fraud,
substitution / tempering of tender
documents etc.

Note : If answer to any of above Form (i) to (iii) is in the affirmative, supporting
details should be given)

7. **General Assessment :**

Litigation cases filed against the department and cases in which Arbitration is sought for through the court.

8. His capacity /General :
organisation of the work and
resources

Signature of Executive Engineer,
Division _____

Remarks by Superintending
Engineer, (for appropriated class)

9. Quality / performance of :
contractor (speed and progress)

10. Quality of workmanship :

11. Tendencies of the contractors in
adopting fraudulent practices or
cheating in their dealings with
the department.

Signature of Superintending
Engineer, Circle

Remarks by Chief Engineer,
(for appropriated class)

12. (i) Does he agree to the above
assessment?

- (ii) Further remarks, if any.

Signature of Chief Engineer,

FORM NO - 7

(Referred to in Rule No.5(J))

Annual return for period ending March-___ to be submitted before 30th April by a registered contractor to the registering Authority, showing works in hand and works tendered for during the year.

Name of contractor :		Class:: AA /A Authority for registration: SSNNL					
Name of work	Name of division	Amount put to tender	Tendered amount	Date of award of contract if awarded	Stipulated <u>time limit</u> Date of completion	Present stage of work	Remarks
1	2	3	4	5	6	7	8

To

The Assistant General Manager
(Administration)
SSNN Ltd.

GANDHINAGAR.

Sub:- **Registration as approved contractor in AA Class and A Class with the SSNNL.**

Sir,

We are submitting the required Registration Fee of Rs._____ vide demand draft/pay order of _____ (Name of Bank) drawn @ Gandhinagar bearing No._____ dt._____ for Registration in AA Class/A Class category with SSNNL. The receipt of the fee may please be issued, so that the same can be submitted alongwith the application form of Registration, to the General Manager (Tech.), SSNNL, Gandhinagar.

Encl: Demand Draft/
Pay Order of
Rs._____
Drawn on _____bank
Payable at Gandhinagar
& bearing No.

Yours faithfully,

For
(Name of Company)

ANNEXURE - II

Application Form for Registration as approved
Contractor in "AA" Class and "A" Class with the
SSNNL

To
The General Manager
(Technical)
SSNN Ltd.
GANDHINAGAR

**Sub:- Application for Registration as approved Contractor in "AA" Class/ "A"
Class with the SSNNL.**

Sir,

We submit an Application for Registration as approved contractor in "AA" Class with
the SSNNL. The required details are furnished in the prescribed forms as under:-

(i) Form No.1; (ii) Form No.2; (iii) Form No.3; (iv) Form No.3(A); (v) Form No.3(B); (vi)
Form No.4; (vii) Zerox copy of receipt of registration fee.

Kindly consider our application and get registered ourselves as approved contractor in "AA"
Class and "A" Class with the SSNNL.

Thanking you,

Yours faithfully,

(Name of the Company)

Encl:- As above

- (1) Form No.1
- (2) Form No.2
- (3) Form No.3
- (4) Form No.3(A)
- (5) Form No.3(B)
- (6i) Form No.4
- (7) Zerox copy of receipt of registration fee.