

Rules for Registration of Contractors

1. Documents required for registration

For registration, the contractor shall submit a Checklist consisting all the information and details of documents along with an application in the proforma (Annexure 'A') to the Superintending Engineer (HQ) or to the concerned Executive Engineer as the case may be. The application shall be accompanied by following documents:

- i) Latest Bank Solvency Certificate in the proforma (Annexure 'B') Validity shall be considered for 12 months from the date of issue. Contractor from outside Maharashtra State, shall submit the original Solvency Certificate issued by the nationalized scheduled Bank located in State of Maharashtra.
- ii) List of work together with the information in the proforma (Annexure 'C') supported by the original / attested copies of the certificates from the concerned Departmental Authorities in similar proforma along with the performance certificate. Works carried out as supervisor or sub-contractor will not be considered.
- iii) In case of private works
 - (a) Certificate from Licensed Architect on his letter head must be produced. The License No. of Architect and certificate about works should be submitted in the proforma (Annexure 'D') duly furnished by the Architect.
 - (b) Value of private works will be considered 50% only.
 - (c) Private works carried out, out of the State of Maharashtra will not be considered.
 - (d) Private works shall be certified by the Chartered Accountant and included in the Annual Turnover.
 - (e) In support of private works done, necessary copies regarding permission of MCs/GPs shall be produced.
 - (f) Sr. no. 5 of Annexure' of this Booklet be observed.
 - (g) Income Tax Deductions form 16 be shown for private works.
- iv) Up to-date Income Tax clearance certificate.
- v) List of Technical personnel employed by the contractor with their qualification and experience. The minimum persons :

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| For Class I, IA& II Category: | 2 Graduates 4 Diploma Holders 6 Tech. Asstts. / ITI (with 5 years' experience) |
| For Class III & IV Category: | 1 Graduate or Diploma 2 ITI |
| Class V and above: | 1 Graduate or Diploma 1 ITI |
| For Electrical Mechanical Class A & B: | B.E. (Elect.) D.E.E. (Elect.) 2 Supervisors having Govt. License |
- vi) List of machinery owned by contractor with its present condition and location.
- vii) Attested copy of partnership deed of the firm duly registered with Registrar of Firm in case of Partnership firm. Certificate from Registrar of firm, is essential.

- viii) Attested copy of latest power of Attorney.
- ix) Attested copy of Registration under Labour Act, 1970.
- x) Biodata in case of the individual as sole proprietor should be produced.
- xi) Registration with MJP/PWD/CPWD/BMC/Other Govt. Department / Semi Govt. if so
- xii) All typed and xerox copies and photographs of individual / partners / Directors / Power of Attorney holders should be attached duly attested by a Gazetted Officer / Executive Magistrate / Competent Authority.
- xiii) The contractor applying for registration shall pay 50% of the registration fee, (by D.D.in the name of Maharashtra Jeevan Pradhikaran payable @ Mumbai only) 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% registration fee.
- xiv) Specimen signature duly attested by the Gazetted Officer / Executive Magistrate (Annexure 'E') .
- xv) Certificate regarding -
 - a) Termination of contract agreement under clause3(a) .
 - b) Black listing for any reason should be given in proforma (Annexure 'F').
- xvi) An undertaking should be produced in proforma (Annexure 'F').
- xvii) a) Attested copies of Sales Tax Certificate in the name of firm for the last 3 years be furnished .
b) Attested copies of registration under the Maharashtra Sales Tax on the transfer of property in good involved in the execution of works contract Act, 1985 turnover Tax.
- xviii) Attested copy of a Govt. License as per Govt. in Industry, Energy and Labour Department letter No. IEA-1088/CR/1300/Electricity-2 dt. 30.3.1989. This is applicable only for electrical / mechanical contractors.
- xix) Original confidential reports at least 2 Nos. reviewed by the officer not below the rank of SE/CE as the case may be. Validity of original application form and of the documents submitted will be only one year from the date of purchase and submission.
- xx) The validity of the documents remains for one year, however during scrutiny if any document is not observed as per rules of registration, the same will be intimated to the contractor. After conveying the remarks to contractor, he shall compliance the remarks within one-month period failing which the proposal will be filed permanently and 50% registration fees will be forfeited.

2. Financial Criteria & Competent Authorities For registration

General Civil Works

| Class of Category | Amount upto which work can be taken (Rs. In lakhs) | Minimum solvency required (Rs. In lakhs) | Average annual turnover of last 3 years (Rs. In lakhs) | Cost of work done for water supply and sewerage related work (Rs. In lakhs) | Estimated cost of work in balance during the years (Rs. In lakhs) | Registration fees in Rs. | Registration sanctioning authority | Registration authority |
|-------------------|--|--|--|---|---|--------------------------|------------------------------------|------------------------|
| I | Without Limit | 250 | 500 | 750 | 750 | 40,000/- | M.S. | SE (HQ) |
| I(a) | 2000 | 200 | 400 | 600 | 600 | 35,000/- | M.S. | SE (HQ) |
| II | 750 | 75 | 200 | 300 | 300 | 30,000 | M.S. | SE (HQ) |
| III | 300 | 30 | 90 | 135 | 150 | 25,000/- | Regional CE | Regional CE |
| IV | 150 | 15 | 60 | 90 | 80 | 20,000/- | Regional CE | Regional CE |
| IV (a) | 90 | 9 | 40 | 60 | 60 | 15,000/- | SE | EE |
| V | 50 | 5 | 25 | NA | 30 | 10,000/- | SE | EE |
| VI | 15 | 2 | 7.5 | NA | 10 | 5,000/- | SE | EE |
| VII | 7 | 1 | 1.5 | NA | 3 | 3,000/- | EE | EE |

For Electrical / Mechanical Contractors

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|---|---------------|------|----|------|------|----------|-------------|-------------|
| A | Without Limit | 15 | 50 | 75 | 100 | 15,000/- | M.S. | SE (HQ) |
| B | 50 | 10 | 25 | 37.5 | 50 | 10,000/- | Regional CE | Regional CE |
| C | 25 | 5 | 10 | 15 | 25 | 7,500/- | SE (Circle) | EE (MJP) |
| D | 10 | 2.50 | 5 | NA | 10 | 5,000/- | SE (Circle) | EE (MJP) |
| E | 2 | 0.50 | 1 | NA | 2.50 | 1,000/- | SE (Circle) | EE (MJP) |

3. Contractor should complete the following additional criteria under (i) and (ii) for the work done during last three years:

i) Necessity of Water supply and Sewerage related works:

Contractors required registration in civil of class s I, IA, II, III, IV&IVA shall be complete at least 50% works of Water Supply & Sewerage related works of the total required work done or at least one sizable work related with water supply and sewerage work where the value of work is more than the maximum limit of the next two lower stage category in which contractor seek registration e.g. if Contractor required Civil registration of class I (unlimited amount), he should essentially be completed the single works of WS & Sewerage for the maximum amount of class II works (Rs. 750 lakhs) during last three years. Similar type of requirement is essential for other class registration.

ii) For registration in Mechanical and Electrical category for A, B & C class, Contractor shall complete at least 50% works related with the Water Supply and Sewerage works of the total required work done or any one sizable work related with water supply and sewerage works where the value of work is more than the maximum limit of the next two lower stage category in which contractor seek registration. E.g. if contractor required registration in Electrical Mechanical category of class A (unlimited amount), he should essentially be completed the single works of Electrical & Mechanical related with

WS & Sewerage for the maximum amount of class C works (Rs. 25 lakhs). During last three years. Similar type of requirement is essential for other class of registration.

- iii) For calculation of required work done if contractor has submitted only Operation and maintenance works, or/and only reform works then these types of works cannot be considered. However, if the capital expenditure is involved while executing the operation and maintenance works and Reform works then amount incurred on capital expenditure will be considered for work done during last three years.

4. Period of registration:

Registration once granted will be valid for a period 3 years from the date of order of sanctioning the registration unless there are adverse circumstances

5. Registered contractor shall submit the annual return ending March of every year in proforma (Annexure G).

6. Registration of Co-operative Societies:

Labour's Co-operative society shall be given registration in class VI or Class - V on its applying in the prescribed form accompanied by a certificate from the Registrar of District Federation regarding its capacity and financial resource in lieu of Solvency or banker's certificate, a certificate of professional capacity, from the Executive Engineer in whose division its carried out works and necessary registration fees. Such registration will be valid for a period of 3 years from the date of issue of orders provided the society remains registered with the Registrar during that period and shall be renewed on production of fresh certificate from the Registrar / Dist. Dy. Registrar or District Federation regarding its capacity and financial resource and a certificate of professional capacity from concerned Executive Engineer before expiry of the validity period. A labour Co-op. Society shall be eligible to allot the works costing up to Rs.2.00 Lakhs. If the society is registered with the Registrar of Co-op. Societies

7. Registration of Graduates & Diploma holder engineers:

Unemployed Graduates Diploma-A M I E holders in Civil / Electrical engineering who are Domiciled in Maharashtra and have passed the qualifying examination and have obtained the degree or diploma from University / Institution, recognized by the Director of Technical education. Maharashtra State / State concerned, may get themselves directly registered in class VI in case of Civil Engineers and in Class D in case of Electrical Engineers by applying in the prescribed proforma to be accompanied by the following:

- a) Application in prescribed form (Appendix 'C')
- b) Attested copy of certificate of Degree/Diploma /A.M.I.E. Examination.
- c) Domicile certificate
- d) Receipt of 50% amount of registration fee.
- e) Attested passport size photograph
- f) Certificate from the Director, Technical Education, Maharashtra State stating that the Institution conferring the degree / diploma in Engineering / Polytechnic, if situated outside Maharashtra State, is recognized Institution.

This concession will be available for a period of 10 years from the date of passing the respective degree or Diploma Examination.

Exemption from paying EMD & Security Deposit

The Engineer registered as above, shall be exempted from the payment if (i) Earnest money and (ii) Security Deposits to be extent of 50% of what is normally due in each case. In respect of 50% of security deposit (which is required to pay) a nominal amount of 1% of the estimated cost subject to a minimum of Rs.100/- shall be recovered initially and the rest by a pro-rata deduction from bills.

The members who have completed Building Maintenance and Civil Engineering Assistance Course from Industrial Training Institute and Vocational Training Board may get directly registered in Class VII. They have to apply in prescribed proforma along with attested copy of

- a) Certificate of particular course
- b) Solvency certificate
- c) Registration fee
- d) Domicile certificate

This concession is available for a period of 10 years passing of respective course. The members registered as above shall get exemption in payment of earnest money deposit and security deposit given to Engineers as above