



APPLICATION FORM
FOR REGISTRATION OF CONTRACTORS

Complete all sections of the form and send the completed form and attachments in a sealed envelope marked 'Application for Registration of Contractors'. All the pages are to be signed by the authorized signatory and the contractors seal affixed.

1.0 Applicant Particulars:

Name of the contractor / company / establishment / firm			
Constitution or Legal Status	Whether Individual / Partnership / Limited Company / PSU / Others.		
Registered Address:			
Contract Person Name, Designation & Nationality			
Address for correspondence			
Tel.No.		Fax No.	
Mobile No.		Email Address	



2.0 Registration is desired for the following:

(Choose from categories for which registration is required and put ✓ mark in the column marked YES)

Sl No.	Nature of Work	Registration required for	
		YES	NO
01	Civil works – construction, repair and modification.		
02	Housekeeping and disposal of debris & garbage from plant and townships.		
03	Horticulture works		
04	Utility maintenance – water supply & sanitary, ET plant.		
05	Electrical works – General electrical maintenance for offices, streets & yards, townships, cranes & hoists, instrumentation & metrology, telecommunication, testing machines, weighing machines, air conditioners, chilling plants etc.		
06	Mechanical works – maintenance, repair and general fabrication, vehicle maintenance and drivers.		
07	Providing assistance for various miscellaneous works like material handling, material movement within shops, transportation in-house, packing, shifting and stacking, bagging and baggage handling, sweeping, cleaning, washing etc.		
08	Running of pharmacy, nursing care and crèche.		
09	Software development and IT infrastructure maintenance.		
10	Running of canteen and guest house kitchen.		
11	Providing security and fire services.		
12	Providing transport services – taxies & mini vans on monthly and hourly rate contract.		

3.0 Essential information to be provided regarding registration with statutory authorities: (Please attach copies of the documents)

Requirement	Detail
Provident Fund – Registration code no.	
Employee Sate Insurance(ESI) - code no.	
Income Tax - PAN No.	
Labour License – Registration No.	
License for specific work (Eg: Electrical Works)	
Service Tax registration	
VAT registration	
MSMED / NSIC registration if any	
Bank Account Number and Banker's address	



4.0 Type of Ownership:

- Individual Partnership Limited Company (Pvt./Public)
- PSU / Govt. Undertaking
- Other, please specify

Submit proof in support of above as applicable: Income Tax Return in case of individual/ Partnership Deed/ Articles and Memorandum of Association/ Certificate of Incorporation/ Certificate of Registration.

5.0 Financial soundness of the applicant will be judged on the basis of their financial performance during the last 3 years. Applicant is required to submit copy of the I.T. Return for the last 3 years.

YEAR	2008-09	2009-10	2010-11
Annual Turnover (In Rs. Lakhs)			
Profit / Loss (in Rs. Lakhs)			
Banker's Solvency Certificate			

6.0 If you already having registration with BHEL or other organizations please provide details:

Company	Name / Unit / Location / Zone	Registration Number	Validity	Financial limit for which registered	Type of work for which registered
BHEL					
Other PSUs					
CPWD / KPWD					
Central / State Govt.					
Others (Specify)					

Attach attested copy of registration.



7.0 List of works that have been executed satisfactorily during last 3 financial years
(Attach details and certificates from principal employers, use additional sheets if necessary)

Name of work	Value of contract	Period of contract	Actual period of completion	Name of principal Employer / Organization

8.0 List of major projects / works on hand and being executed *(Attach details with copies of the work order / purchase order, use additional sheets if necessary)*

Name of work	Value of contract	Period of contract	Name of principal Employer / Organization

9.0 Details of manpower employed by the contractor.

1. Total Number of Persons :
2. Total Number of Technical Persons
- a. SSLC Passed :
- b. I.T.I Passed :
- c. Diploma Holders :
- d. Graduates :
- e. Others :
3. Total number of unskilled persons :



10.0 Give details of Major Equipments, Tools, Accessories etc., owned by the applicant (attach additional sheets if necessary):

Name of Equipment, Tool, Accessory etc.	Capacity	Nos.	Age/Condition	Remarks

11.0 List the names of Owners / Partners / Promoters and Directors / Company Secretary / Holder of power of Attorney, as applicable, in the format detailed below:

Name of the owner/Partners/ Promoter & Directors/Company	Address	Whether Owner / Partner / Promoter / Directors / of the Company or Secretary / Holder of power of Attorney	Extent of share holding in the Firm / Company as the case may be

12.0 Any other disclosures applicant may like to submit regarding litigations, liquidated damages, disqualifications, blacklisting etc.

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