

Contractor Registration Information Booklet
(Contractor may keep this booklet for future handy reference)

Section I – General Information

1. Application Form

An application form for enlisting as registered contractor in APCPDCL can be downloadable from Company's website i.e., www.apcentralpower.com or can be had in person in the office of the address given below. The application form is free and no fee is to be paid.

**The Superintending Engineer/O&M,
APCPDCL, Corporate Office,
3rd Floor, Singareni Bhavan, Red Hills,
Hyderabad 500 004.**

2. How to apply

The filled in application form may be submitted personally or through post/courier to the office address given above.

3. Registration Fee and Mode of Payment

The Item-wise fee structure is as given below:

| Sl.No. | Item of work | Fee in Rs./- |
|--------|---|--------------|
| 1) | Civil works | 2,000/- |
| 2) | Erection of 33/11 KV Sub-Station | 3,000/- |
| 3) | Repairs to sick Power Transformers | 5,000/- |
| 4) | Repairs to sick DTRs and Other Equipment | 2,000/- |
| 5) | Erection & Maintenance of Lines | 1,000/- |
| 6) | Man Power Supply | 1,000/- |
| 7) | O&M of Sub-Station | 1,000/- |
| 8) | Fabrication Works | 1,000/- |
| 9) | Transport Works | 1,000/- |
| 10) | Supply of Vehicles | 1,000/- |
| 11) | Printing Works | 1,000/- |
| 12) | Other Electrical works like Meter Testing, Transformers Oil Filtration, etc. | 1,000/- |

Plus additional Card fee Rs.100/- towards Contractor Registration Card.

In case of re-issue after validity period, the fee leviable will be the same.

The consolidated fee (the sum of Item-wise fees for which registration sought plus card fee) is to be paid along with the application form by way of crossed **Demand Draft of any scheduled bank drawn in favor of the Pay Officer/APCPDCL/ Hyderabad payable at Hyderabad.**

The fee once paid shall not be refunded in any circumstances. The registering authority reserves the right to cancel/change the Item of work depending on the relevant eligibility criteria for the Item of work. A Contractor already registered and seeks to have the registration card may submit the application along with the card fee of Rs 100/-.

Full name of the Contractor/Firm/Company is to be written on the reverse of the draft.

Details of payment of fee (Fee Amount, Bank Name/Branch, Demand Draft Number and Date) should be mentioned in the application form.

4. Class of Registration

The Class of Registration will be accorded as detailed below:

| Class | Eligible monetary limits for tendering of works | Amount for which Solvency certificate required | Requirement of previous experience/Value of works done previously * |
|-----------|---|--|---|
| Class-I | Above Rs 5 lakhs | Rs 20 lakhs | Rs 20 lakhs |
| Class-II | Above Rs 2 lakhs & upto 5 lakhs | Rs 5 lakhs | Rs 5 lakhs |
| Class-III | Upto Rs 50,000/- | -Nil- | -Nil- |

* The maximum value of works executed during any one-year (financial) of the past 5 years shall be considered.

5. Processing Time

The Contractor Registration Card shall be issued within a week from the date of receipt of the application. The status of the application can be known from the company's web site www.apcentralpower.com or can be enquired over phone on Nos. (040) 23431012 / 23431365.

6. Delivery of Contractor Registration Card

The Contractor Registration Card shall be delivered only to the Contractor or dispatched by registered post acknowledgment due or by courier to the address given in the application form.

7. Rules for Registration: The Registration of contractors shall be done by the Superintending Engineer/O&M, APCPDCL, 3rd Floor, Singareni Bhavan, Lakdi-kapool, Red Hills, Hyderabad 500 004 or by the registering authority appointed by the APCPDCL.

- (a) Registration of Contractor once done in a class and for the Item of work shall be in force for three (3) years in that particular class and for the particular Item of work. The contractor shall register himself afresh every (3) years thereafter.
- (b) The present system of fresh registration of contractor only twice in a year i.e., in the months of January and June is dispensed with. In future, all types of registration viz., new, reissue, duplicate, change of class, inclusion of additional Item of work, etc., shall be done throughout the year.
- (c) A Contractor can register his name in more than one Item of work.
- (d) A Contractor shall not apply for registration in his name and also in the name of partnership firm/company, which runs in his name.
- (e) Contractors of other Companies/Discoms shall get themselves registered in this Company before offering their tender for works in APCPDCL.
- (f) A Contractor already registered can form partnership firm/company only by a separate registration foregoing his individual registration.
- (g) In the case of partnership Firms/Companies any changes in the Partners/Directors shall be reported to the registering authorities with in one month of the date of such change.
- (h) The name, address and other particulars of the Contractor/Firm/Company should exactly match with those mentioned in all the Licenses/Registrations/Certificates

issued by various authorities. It is Contractor's responsibility to keep all the Licenses/Registrations/Certificates issued by various authorities in live. Contractor should produce all the renewed Licenses/Registrations/Certificates to the registering authority well before their expiry.

- (i) Contractor should be well acquainted with all existing Acts, Rules, Regulations, Orders and Byelaws including all statutory Amendments and Enactments of State or Central Government and other local authorities and any other enactments, notifications and acts that may be passed in future either by the State or the Central Government or local authority and including the following:

Electricity Laws:

- Indian Electricity Act, 2003
- Indian Electricity Rules, 1956
- Electrical Wires, Cables, Appliances and Accessories (Quality Control) Order, 1993
- State Laws on Housing in India relating to Electricity
- Consumer Law relating to Electricity

Labour & Services Regulations:

- Bonded Labour system (Abolition) Act, 1976 along with Rules, 1976
- Building and Other Construction Workers (Regulation of Employment and Conditions of service) Act, 1996 along with Cess Act, and Rules
- Child Labour (Prohibition and Regulation) Act, 1986 along with Rules, 1988 and Children (Pledging of Labour) Act, 1933
- Contract Labour (Regulation and Abolition) Act, 1970 along with Rules, 1971
- Employees' Provident Funds and Miscellaneous Provisions Act, 1952 along with E.P.F. Scheme, 1952 with allied Schemes, Rules and Forms
- Employees' State Insurance Act, 1948 along with Central Rules, 1950 and Regulations, 1950
- Equal Remuneration Act, 1976 along with allied Rules
- Factories Act, 1948
- Fatal Accidents Act, 1855
- Industrial Disputes Act, 1947 along with (Central) Rules, 1957 and allied Rules
- Industrial Employment (Standing Orders) Act, 1946 along with Rules, 1946
- Inter-State Migrant Workmen (Regulation of employment and Conditions of Service) Act, 1979 along with Rules, 1980
- Maternity Benefit Act, 1961 along with Rules, 1963
- Minimum Wages Act, 1948 with State Amendments along with Central Rules, 1950
- Motor Transport Workers Act, 1961
- Payment of Bonus Act, 1965 along with Rules, 1975
- Payment of Gratuity Act, 1936 along with (Procedure) Rules, 1937
- Public Provident Fund Act, 1968
- Trade Unions Act, 1926 along with Central Trade Unions Regulations, 1938

- Weekly Holidays Act, 1942
- Workmen’s Compensation Act, 1923 along with allied Rules,

8. Terms & Conditions

The following are the terms & conditions of registration.

- The area of operation is entire APCPDCL.
- The registration is not transferable.
- The registration will not confer any special rights or privileges.
- The registration will be valid for a period of Three (3) years and upto month/year indicated in the Contractor Registration Card.
- The registration is valid for the Item of works mentioned in the certificate.
- Application for reissue of Contractor Registration Card if desired should be submitted before one month of date of expiry of validity of registration.
- This registration certificate cancels all previous registration certificates granted earlier to the contractor.
- The registration is liable to revocation or cancellation if it is found at any time that the particulars furnished by the contractor are false.
- The registering authority reserves the right to cancel or demote or black list without any notice and without assigning any reasons there of.

Section II – Instructions and Guidelines for filling up the application form

The following instructions may be followed in filling the Contractor Registration Form

- Use capital letters only.
- Use black/blue ball pen only
- **Incomplete application will not be considered**

Section III – Column-wise guidelines for filling up the application form

Column (a) – Name of the Contractor/Firm/Company

The name of the Contractor/Firm/Company as it should appear in the Certificate of Contractor Registration should be furnished here.

The Contractor shall not apply for registration in his name and also in the name of partnership firm/company, which runs in his name.

Column (b) – Address for communication

The complete postal address along with PIN code, Telephone Number, Mobile/ Cell Number, email address is to be furnished. Mobile/ Cell Number and email address are useful for sending SMS message to the contractor for the same purpose.

Change in address, phone no, email address, etc., is to be intimated to the registering authority for updating the information.

Column (c) – Status of the Contractor/Firm

Please tick (√) whichever is applicable.

In case of Individual or Proprietary firm/company or Societies to furnish further details of technical qualification and social status of the Contractor.

- Contractors with Engineering Graduation will be awarded Class-II directly by relaxing the experience clause. However, the solvency to that extent of Class-II requirement (i.e., Rs.5 lakhs) is to be produced (copy of engineering degree certificate issued by recognized University is to be enclosed).
- No solvency certificate is required for the contractor who belongs to SC/ST and the member of labour contract/Harijan/ Girijan co-operative societies for registration in **Class-III** (copy of community certificate is to be enclosed). Read B.P.Ms.No.119 Dt 01.02.1979

In case of Partnership firm/company, names of Partners/Directors are to be furnished (copy of the partnership deed in case of partnership firm or company registration accorded by the Registrar of the Companies in case of company is to be enclosed).

The change in the Partnership/Directors, if any, is to be intimated to the registering authority promptly and to produce fresh solvency in the name of substituting partners. Failure to notify the changes to the registering authority within one month of such change will entitle the firm/company to forfeit registration and further the firm/company will be debarred from tendering for works.

If the firm/company comes under purview of Industrial Act the details of Registration and type of Industry are to be furnished (copy of certificate of registration issued from the Department of Industries is to be enclosed).

Column (d) – Item of works

Please tick (√) against Item of works for which registration is sought. The registration fee as detailed under Clause (3) ‘Registration Fee and Mode of Payment’ of *Section-I – General Information* is to be paid.

Column (e) – Class of Registration applied for:

Tick (√) whichever is eligible and strike whichever is not eligible as per Clause (4) ‘Class of Registration’ of *Section-I – General Information*.

Column (f) – Are you already registered in APCPDCL/ other Companies?

Tick (√) whichever is applicable and strike whichever is not applicable. If yes, furnish the details of Name of the Organization, Registration No., Class of registration, Monetary limits and Validity period.

Column (g) – Details of Solvency:

Furnish the details of Solvency viz., Name of Bank/MRO, Issue date, Amount of solvency and Validity period. The solvency certificate shall be valid for a period of four years from the date of issue and shall be not more than one year old to the date of submission of application (copy of solvency certificate for the amounts shown under Column (4) ‘Class of Registration’ of *Section-I General Information* issued by a scheduled Bank/MRO in the prescribed format is to be enclosed).

Contractors without any solvency shall be awarded Class-III as mentioned under Column (4) ‘Class of Registration’ of *Section-I General Information*.

Column (h) – Details of Experience

Furnish the details of Item of work wise experience for which the registration is sought. Experience certificates issued by Government/Other Discoms/APTransco/APGenco Officers not less than the rank of Executive/Divisional Engineer only will be considered (copy of experience certificate is to be enclosed).

The Class of registration shall depend on the value of the works done previously as mentioned under Column (4) ‘Class of Registration’ of *Section-I General Information*.

Contractors without experience shall be awarded Class-III.

Contractors with Engineering Graduation will be awarded Class-II directly by relaxing the experience clause. However, the solvency to that extent of Class-II requirement (i.e., Rs.5 lakhs) is to be produced (copy of engineering degree certificate issued by recognized University is to be enclosed).

Column (i) – Details of T&P

Tick (√) whichever is applicable and strike whichever is not applicable. If yes, enclose a self-attested T&P certificate. The details of T&P required against the Item of work are given below.

1) Civil Works:

- Foundations
 - Bill-hook
 - Boots (for men mixing concrete)
 - Buckets
 - Chisel bars (for trimming sides)
 - Chute (for transferring concrete)
 - Concrete Mixer
 - Cotton thread (1/8”dia) for marking pits, holding plumb bobs, etc.
 - Cotton waste
 - Crow bars
 - Empty drums – 200 liters capacity
 - Felling axe
 - Former boxes with required black bolts and nuts
 - Hammers
 - Hand saw
 - Emergency light
 - Jacks – stub setting
 - Leveling instrument with stand
 - Leveling rod
 - Leveling staff – 4 Meter telescopic
 - Mantis
 - Manila rope – belts
 - Marking rod
 - Mason square
 - Mason trowels
 - Measuring box (required capacities)

- Metal fork Metallic tape
 - Metallic screen
 - Mixing sheets
 - Mortar pans
 - Pick axe
 - Plumb bobs
 - Poking rods (required lengths)
 - Rammers
 - S-Hooks
 - Sand screen
 - Shovels
 - Spades
 - Spanners (required quantity under various sizes)
 - Sprit level
 - Steel tape
 - Supports for jacks (Rails or wooden sleepers)
 - Tarpaulin (required size)
 - Template – adjustable for towers with extensions (with required sizes of bolts and nuts)
 - Tommy rods
 - Waste oil
 - Water tanker
 - Wheel barrows
 - Wooden ladders
- Additional Tools for Wet Foundation work
 - Frames (with bolts and nuts)
 - Hacksaw (with spare blades)
 - Hammer (for dropping shutters)
 - Hand pump or motor driven pump set
 - Shutter (wooden or steel)
- Additional Tools for Rock foundation work
 - Danger board and signals
 - Fuse wire (required length)
 - Gelatin
 - Hydraulic compressor with tools and fittings
 - Rock drill
 - Tamping rod (carbon steel)
- Earth works
 - Chisels (for cutting copper tape, etc.)
 - Earth auger
 - Hammer
 - Megger (Earth tester) with spikes
 - Spade
 - Spanners (required sizes)
 - Punch and die (for making holes in copper tape)

- 2) Erection of 33/11 KV Sub-station
 - Chain pulley blocks
 - Single pole Derrick of 20'Height
 - Welding machine
 - Drilling machine
 - Spanner set
 - Gas cutter
 - Ropes
 - Safety appliances

- 3) ***Repairs to sick Power Transformers***
 - Vacuum Heating Chambers – 1 No
 - Heating chamber (Conventional) – 1 No
 - 125 GPH Oil filter machine – 1 No
 - 5000 GPH oil filter machine – 1 No
 - LV winding machine – 2 Nos
 - Power winding machine – 1 No
 - HV winding machine – 2 Nos
 - Horizontal Paper Covering machine – 1 No
 - 3 phase welding machine – 1 No
 - Coil Lifting Stands – 1 No
 - Coil Pressing Stands – 2 Nos
 - 1” Drilling machine – 1 No
 - Bench Grinder – 1 No
 - Gas cutting & Gas welding with oxygen (Brazing) – 1 set
 - Hand Shearing Machine – 1 No
 - Painting Compressor with gun – 1 No
 - 25 tons electric hoist – 1 No
 - Nitrogen filling unit – 1 No
 - Hydraulic trolley – 2 No
 - 20 KVA Diesel Generator – 1 No
 - MS Oil tanker – 1 No
 - 3 Tons, 3 meters Gantry Crane – 1 No
 - 10 Tons, 3 Meters Gantry crane – 1 No
 - 15 Tons, 3 Meters Gantry crane – 1 No
 - Hydraulic Crimpling Tool - 1 No
 - 1 Ton Monorail Crane – 1 No
 - 100 Amps capacity variable auto transformer – 1 No
 - 3 phase test bench (with meters & constructors) – 1 No
 - 0.65 KV oil Testing Kit – 1 Set
 - All necessary testing meters & equipment
 - Stopwatch – 1 No

- 4) ***Repairs to sick DTRs and Other Equipment***
 - Chain pulley block 3 MT – 2 Nos
 - L.V. Winding machines with formers – 2Nos
 - H.V. Winding machines with formers – 2Nos
 - Heating chamber (fabricated with circulating fans) to accommodate 6 cores – 1No

- Filter machine of capacity 1200 LPH – 1 No
- Oil motorized decanting pump of 2 HP capacity – 1 No
- Hand pumps with hose pipes – 2 Nos
- Oil settling tanks 1000 liters capacity – 1 No
- Welding machine (Arc) – 1 No
- Gas welding set – 1 No
- Drilling machine – 1No
- Grinding machine with cutting wheel – 1 No
- Weighing machine – 1 No
- Spray painting set – 1 No
- G.I.Trays – 5 Nos
- Complete set of Spanners – 2 Nos
- Bench vice – 1 No
- Soldering Iron – 2 Nos
- Crimping tool (1 or HV and I for LV) – 2 Nos
- D.P.Structures – 2 Nos
- Dimmer stat (3-phase, 0-600 V, 60 Amps) – 1 No
- High voltage test kit (0-30 KV) – 1 No
- Oil B.D.V. test kit (0-60 KV) – 1 No
- Ratio meter 3-phase – 1 No
- Ohm meter (digital type) – 1 No
- Insulation tester 1000 V (0-2000 M ohms) – 1 No
- Tong tester 600 V, 1000 Amps) – 1 No
- Acidity test kit – 1 No
- Micrometer screw gauge – 1 No
- Inside calipers and outside calipers – 1 each
- Vernier calipers – 1 No
- Steel scale 1 meter and 12 inches – 1 each
- Test bench with watt meters, etc. – 1 No

5) *Erection & Maintenance of Lines*

- Armour rod wrench with dies
- Armour rod ferrule press with dies
- Binoculars
- Belt – stringing
- Bull dog grips
- Bill hooks
- Blowers
- Crow bars
- Centre punch
- Comealing clamps (Bolted automatic and wedge type for AAA conductor and ground wire)
- Chain pulley block set (required capacity)
- D-Shackle
- Dynamometers (required capacity)
- Drum stands for AAA and earth wire
- Flexible rope (Steel) – 5/8” dia required number of bits)
- Flags (double colour)
- Felling axe

- Files – Flat & Round
- Grinder – High speed
- Hurdles (Bamboo or G.I. pipe)
- Hand winches or Power winches or tractor
- Hydraulic compressor (with tool and dies suitable for AAA conductor and earth wire)
- Hacksaw frame (with spare blades)
- Hand saw
- Emergency lamps
- Hammers (required capacities)
- Jacks – Drum lifting
- Manila rope (different sizes and in required lengths)
- Measuring tape (required quantity in required lengths)
- Mamtis
- Nail puller
- Pipe ladders
- Pile derrick (Tripod)
- Pulley block – 4 sheave (with 3/8”steel wire rope) set
- Pull-lifts (required capacity)
- Pulleys – 5” dia. Open type
- Pilot wire – Reels on stand (required number of length)
- Pulleys – single, two & three sheaves
- Pick axe
- Pliers
- Rail bars
- Rollers – Ground (complete with spikes)
- Rollers – Conductor (for large size AAA conductor)
- Rollers – Ground wire
- Rollers – Double aerial (with D-Shackles or hangers)
- Ring clamps
- Spindles for AAA conductor drums
- Spindles for earth wire drums
- S-hook
- Steel stockings (Articulated joints) for AAA conductor
- Steel stockings (Articulated joints) for ground wire
- Sag board battens with supporting angles
- Stay wire (required size and required length)
- Snatch blocs
- Spanners – Double end, Ring & Box type (required quantity)

6) Man Power Supply

- Nil –

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7) O&M of Sub-Station

- DE Spanners (No.6 to 20) - 15 Nos
- Ring Spanners (No.6 to 20) – 15 Nos
- Screw Drivers:6”,9”,12” – 1 Each
- Insulated Screw Drivers 6” long – 2 Nos
- Tester – 1 No

- Insulated hand Gloves – 2 Sets
- Megger 1000 Volts – 1 No
- Pipe Wrench 9” & 12” – 1 Each
- Hack Saw 12” long – 1 No
- Torch Light – 1 No
- Discharge rods with lead wire 15 m long (7/20 copper) – 3
- Steel scale 1 meter and 12 inches – 1 each
- Test bench with watt meters, etc. – 1 No

8) Fabrication Works

- Lifting Tackles such as Tripods, Sheaves and Pulleys – 1 Each
- Winches of suitable capacity – 1 No
- Single Derrick of 20 ‘ – 1 No
- Welding set of suitable capacity – 1 No
- Hydraulic Jacks, Sleepers, Mobile crane of 15-20 tons capacity – 1 Each
- Qualified Welder – 1 Person

9) Transport Works

- Nil –

-

10) Supply of Vehicles

- Nil –

-

11) Printing Works

- Nil –

-

12) Other Electrical works like Meter Testing, Transformers Oil Filtration, etc.

- Nil -

Column (j) – Number of repair/testing sheds available with full addresses

In case of registration for Items of work against Sl.Nos 3&4 (i.e., Repairs to sick Power Transformers, repairs to sick DTRs and other equipment) Number of sheds available with full addresses, their capacity in terms of number of DTRs/PTRs repaired per month and Service Connection particulars are to be furnished. If the space in the form is not sufficient to furnish the full details, the same may be furnished in an extra sheet and enclose to the application form.

Column (k) – Number of Vehicles available

In case of registration for Items of work against Sl.Nos 9&10 (i.e., Transport works, Supply of Vehicles) the Number of vehicles available and their details viz., Vehicle Type, Number, Month & Year of manufacture and validity periods of R.C. (Registration Certificate) book, Insurance, Fitness certificate, Permit and Pollution under control are to be furnished. At least one vehicle should be in the name of Contractor.

Vehicles should be of model 2000 and above. The Vehicles should be in good working condition. They shall not be transferred on sale during the period of validity of registration and if done so the registration shall be deemed to have been withdrawn automatically. The following types of vehicles are required for the Transport works & Supply of Vehicles.

| Sl.No. | Type Vehicle | Purpose |
|--------|--------------------|---|
| 1) | A/c & Non-A/c Cars | To attend various works by Officers |
| 2) | Vans/Jeeps | To attend all types of breakdowns at FOCs/CBDs |
| 3) | Auto Rickshaws | To attend all types of breakdowns at FOCs |
| 4) | Lorry/Trailers | For transportation of Iron & Steel, Cement, Poles, DTRs/PTRs and various electrical equipment, etc. |
| 5) | Cranes | For lifting of heavy electrical equipment like DTRs/PTRs/VCBs, etc. |

All vehicles should invariably have the following for the validity period of registration.

- Comprehensive General Insurance policies.
- M.V.Tax paid.
- Registered as Transport Vehicles/Taxis with statewide permit.

Copies of Registration Certificate (RC), Insurance policy, Permit, and Pollution under control certificates are to be enclosed.

If the space in the form is not sufficient to furnish the full details, the same may be furnished in an extra sheet and enclose to the application form.

Column (I) – Other details of Contractor/Firm/Company

13) Details of License issued by Chief Electrical Inspector of Government (CEIG) of Andhra Pradesh.

To furnish the details License issued by Chief Electrical Inspector of Government of Andhra Pradesh viz., Number, Grade, KV and Validity period (copy of license is to be enclosed).

‘A’ Grade license is essential for the registration of Item of works 3,4 & 7 (i.e., Repairs to sick Power Transformers, Repairs to sick Distribution Transformers & other sick equipment and O&M of 33/11 KV substations).

Voltage level upto 33 KV is essential for the registration of Item of work 7 (i.e., O&M of 33/11 KV substations)

14) License in (Form-VI)

License number (Form-VI), Employer ESI code number, Employer EPF code number issued by the Assistant Commissioner of Labour as per A.P.Contract Labour (Regulation & Abolition) Rules, 1971 are to be furnished and are mandatory for the Item of works where nature of work involves engaging of contract labour viz., O&M of substations, Repairs to sick Power Transformers, Repairs to sick Distribution Transformers & other sick equipment and Man power supply, etc. (Copies of license and ESI code, EPF code are to be enclosed).

In case the provisions of the Act have no application to the Contractor it is the responsibility of the Contractor to obtain “*Not Applicable*” certificate from the appropriate authority.

15) Sales Tax Registration details

To furnish the Registration number issued by the Commercial Tax department under APGST Act, 1957 (copy of the registration certificate is to be enclosed).

16) Central Excise Registration details

To furnish the Registration number issued by the Central Excise department under Service Tax law. It is mandatory for registration of Item of works where nature of the work involves Maintenance and Repair defined as per Sec 65(64) of the Finance Act, 1994 viz., Repairs to sick Power Transformers, Repairs to sick DTRs & other equipment, O&M of substations, etc. (copy of the registration certificate is to be enclosed).

17) VAT Registration details

To furnish Value Added Tax (VAT) and Tax Identification Number (TIN) issued by the Commercial Taxes department of Government of Andhra Pradesh. It is mandatory for the Contractors applying for registration under Class-I (i.e., for executing works above Rs.5 lakhs) as per AP VAT Act, 2005 (copy of VAT registration certificate Form VAT 105 is to be enclosed).

18) Income Tax PAN No.

To furnish the Permanent Account Number (PAN) issued by the Income Tax Department is to be furnished (copy of the PAN is to be enclosed).

Column (m) – Whether the Contractor or representatives of the Firm/Company do have any relatives in APCPDCL?

Tick (√) whichever is applicable and strike whichever is not applicable. If yes, furnish the details viz., Name of the employee, Designation, Place of working and Relationship of relatives working in APCPDCL. The following relationships are to be considered in furnishing the details of relatives.

| | | | | | |
|--|--------------------------------|----------------------------------|--------------------------------|--------------------------|------------------------------------|
| Father | Mother (including step Mother) | Brother (including step Brother) | Sister (including step Sister) | Son (including step Son) | Daughter (including step Daughter) |
| Father's Father | Mother's Father | Brother's wife | Sister's Husband | Son's Wife | Daughter's Husband |
| Father's Mother | Mother's Mother | | Daughter's Sons' Wife | Son's Son | Daughter's Son |
| Daughter's Husband's Father (and their Siblings) | Daughter's Husband's Mother | Son's Daughter's Husband | Son's Son's Wife | Son's Daughter | Daughter's Daughter |
| Son's Wife's Father (and their Siblings) | Son's Wife's Mother | | | | Daughter's Daughter's Husband |

Column (n) – Have you at any time been Removed/Demoted/Suspended/Blacklisted?

Tick (√) whichever is applicable and strike whichever is not applicable. If yes, furnish the details of Name of the organization, Registration No., Class, Date and period of Removal/Demotion/Suspension/Blacklisted and reasons thereof.

Signature of Contractor, Place, Date, Name & Authority

Only the authorized person has to sign the application and to indicate place and time. The signature of the Contractor will be scanned and pasted in Contractor Registration Card. Name of the person who signed the application as Contractor and the authority under which the person has signed eg., Individual or sole Proprietor or Managing Director, etc., is to be furnished.

Section IV – Documents to be attached with the application
(copies of all documents are to be attached with the application form)

- (1) While applying for a fresh registration attach the following documents:
DD for the consolidated amount of Item of work Plus card fee

| Sl. | Document | Item of work Sl.No. | | | | | | | | | | | |
|-----|---|---------------------|---|---|---|---|---|---|---|---|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1 | T&P certificate | √ | √ | √ | √ | √ | | | √ | | | | |
| 2 | Copy of vehicle RC book | | | | | | | | | √ | √ | | |
| 3 | Copy of Insurance policy | | | | | | | | | √ | √ | | |
| 4 | Copy of Pollution under control certificate | | | | | | | | | √ | √ | | |
| 5 | Copy of State Permit | | | | | | | | | √ | √ | | |
| 6 | Copy of License issued by CEIG of AP | | | √ | √ | | | √ | | | | | |
| 7 | Copy of License issued by Labour department | | | √ | | √ | √ | | | | | | √ |
| 8 | Copy of PAN | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ |

| Sl. | Document | Class-I | Class-II |
|-----|-------------------------------------|-------------------|-------------------|
| 1 | Solvency certificate in original | Above Rs.20 lakhs | Above Rs.5 lakhs |
| 2 | Experience certificate in original | Above Rs.20 lakhs | Above Rs.5 lakhs* |
| 3 | Copy of Sales tax registration | √ | |
| 4 | Copy of Central Excise registration | √ | |
| 5 | Copy of VAT registration | √ | |

* - or if Contractor is technically qualified a copy of engineering degree certificate issued by recognized University

- Solvency and Experience shall not be insisted for registration under Class-III

| Sl. | Document | Individual | Firm/Company |
|-----|---|------------|--------------|
| 1 | Copy of Engineering degree certificate | √ | |
| 2 | Copy of community certificate | √ | |
| 4 | Copy of certificate of registration from registrar of Firms/Companies | | √ |
| 5 | Copy of Articles of Association | | √ |
| 6 | Copy of certificate of Incorporation | | √ |
| 7 | Copy of Memorandum of firm | | √ |
| 8 | Copy of Memorandum of Articles | | √ |
| 9 | Copy of Partnership deed | | √ |
| 10 | Power of attorney for authorized persons of the contractor to sign contract documents | | √ |
| 11 | Copy of certificate for permanent registration from the department of Industries | | √ |

- (2) For Duplicate Contractor Registration Card in lieu of “Registration certificate as contractor in APCPDCL” or lost or damaged
- D.D. for an amount of Rs 100/- towards card fee
 - A copy of the “Registration certificate as contractor in APCPDCL”/Contractor registration card.
- (3) When applying for reissue of registration after due date (3 years)
Same as fresh registration

- (4) For Change of Class
- i) D.D. for an amount of Rs 100/- towards card fee.
 - ii) Solvency and Experience certificates to meet the required class.
 - iii) A copy of the “Registration certificate as contractor in APCPDCL”/Contractor registration card.
- (5) For inclusion of additional Item of work
- DD for the consolidated amount of additional Item of works Plus card fee
 - All the required certificates for the specified Item of work as mentioned for fresh registration

In case of (2), (4) and (5) the validity period mentioned in the original Contractor registration card/“Registration certificate as contractor in APCPDCL” remains the same and unaltered.

FORM OF SOLVENCY CERTIFICATE BY MANDAL REVENUE OFFICER

I..... M.R.O. of
..... do hereby Certify, on being
satisfied by the examination of Revenue and other records and Local enquiries that
.....
(here the name and address of the Contractor should be mentioned) is solvent to the extent of
Rs..... (Rupees
.....)

Date: MANDAL REVENUE OFFICER
Place: Seal of the Officer
NAME OF THE MANDAL

FORM OF SOLVENCY CERTIFICATE BY SCHEDULED BANKS

I..... Manager of
..... Bank Ltd., do hereby certify that
.....
(here the name and address of the Contractor should be mentioned) is solvent to the extent of
Rs.....(Rupees
.....) as disclosed by the information and record which are
available with the afore-said Bank.

Date: For theBank
Place: (Designation of the Officer authorized to sign.)