

**PROCEDURE, RULES, TERMS & CONDITIONS FOR
REGISTRATION OF CONTRACTORS**

- (1) **Procedure for registration:** The Contractor shall submit an application in the prescribed proforma to the concerned authority together with necessary documents in support of his application. The authority competent to register the contractor will take action to verify the credentials and antecedents of the Contractor and issue “**Contractor Registration Card**” to the Contractor in eligible **Class** and for the **Item of work** applied.

(a) **Item of work, Registration Fee and Mode of Payment**

The registration of the contractors will be done for the following Item of works. 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/-

(b) **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.

(c) **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.

(d) **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.

(e) The registered contractors are enlisted in the company's website www.apcentralpower.com. The details of all contractors will be made available and the information will be updated regularly.

(2) **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,

(3) **Terms & Conditions of registration:**

- (a) The area of operation is entire APCPDCL.
- (b) The registration is not transferable.
- (c) The registration will not confer any special rights or privileges.
- (d) The registration will be valid for a period of Three (3) years and upto month/year indicated in the Contractor Registration Card.
- (e) The registration is valid for the Item of works mentioned in the certificate.
- (f) Application for reissue of Contractor Registration Card if desired should be submitted before one month of date of expiry of validity of registration.

- (g) This registration card cancels all previous registration certificates granted earlier to the contractor.
- (h) The registration is liable to revocation or cancellation if it is found at any time that the particulars furnished by the contractor are false.
- (i) The registering authority reserves the right to cancel or demote or suspend from business or black list without any notice and without assigning any reasons there of.
- i. **Removal from the approved list:** Registering authority on specific reasons/remarks from Circle/Zonal offices and with the approval of Board may remove the name of a contractor from the approved list, if a Contractor:
- Has on more than one occasion failed to execute a contract or has executed it unsatisfactorily (or)
 - Fails to abide by the conditions of registration or is found to have given false particulars/information at the time of registration (or)
 - Persistently violates any important condition(s) of the contract (or)
 - Is proved to be responsible for executing the works with defects in a number of cases (or)
 - If the Contractor himself or any of his employee is found to be Gazetted/APTransco/APGenco/Discom officer, who retired from services and not obtained permission from the Department for accepting the Contract/re-employment within a period of (2) years from the date of retirement (or)
 - Is declared or in the process of being declared bankrupt or insolvent, or wound up or dissolved or partitioned (or)
 - Persistently violates the labour regulations and rules.
- ii. **Demotion of contractors:** The registering authority on specific reasons/remarks from Circle/Zonal offices and with the approval of Board may demote a Contractor to a lower class, if a Contractor:
- Fails to execute contract or executes it unsatisfactorily or is proved to be responsible for constructional defects (or)
 - Has no longer adequate equipment, technical personnel or financial resources (or)
 - Violates any important conditions of contract (or)
 - Is responsible for any other matter which may justify his demotion to a lower class (or)
 - Is litigious by nature
- iii. **Suspension of business:** The registering authority on specific reasons/remarks from Circle/Zonal offices and with the approval of Board may suspend the business with a Contractor for any indefinite period pending full enquiry into the allegations, if the registering authority is prima facie of the view that it is not desirable to continue business with the Contractor as he is guilty of an offence in relation to the business dealings, which if established would result in removal or black listing.

The registering authority may order suspension of business with a Contractor for a specific period when the Contractor is responsible for minor technical offence(s).

iv. **Black listing**: The registering authority on specific reasons/remarks from Circle/Zonal offices and with the approval of Board may black list a Contractor, where:

- There are sufficient and strong reasons to believe that the Contractor or his employee has been guilty or malpractice(s) such as irregular practices including formation of ring, bribery, corruption and fraud including substitution and in tenders smuggling, pilfering of unauthorized use of disposal of Department materials issued for specific work (or)
- Contractor continuously refuses to pay Department dues without showing adequate reasons (or)
- Contractor or his partner or his representative has been convicted by a court of law for offence involving moral turpitude in relation to business dealing(s) (or)
- Security considerations including suspected disloyalty to the Department so warrant.

Copies of the orders together with the specific reasons for removal/demotion/suspension/blacklisting a Contractor should be furnished to the corporate office by the concern Superintending Engineer/Operation circle and through the Chief General Manager wherever zonal offices exists.

In all the above cases, the reasons for removal/demotion/suspension/blacklisting shall be intimated to the contractor and two weeks time shall be given to him to offer his explanation. If the explanation is not satisfactory action for removal/demotion/suspension/blacklisting will be taken. The cases, which are doubtful and marginal, may be referred for advice to the Law Department before taking the decision.

The EMD, if any shall also be forfeited.

In case of contractors registered for more than one Item of work, the orders regarding removal/demotion/suspension/blacklisting would apply to all the Item of works.

The registering authority shall be responsible for keeping up to date list of removed/demoted/suspended/blacklisted contractors.

v. **Restoration**: The registering authority on specific reasons/remarks from Circle/Zonal offices and with the approval of Board may consider at an appropriate time on the merits of each case and revoke the removal/demotion/suspension/blacklisting orders, if

- In respect of the same offence, the accused has been honorably acquitted by a court of law.
- On review, the Board is of the opinion that the punishment already undergone is adequate in the circumstances of the case.