



OFFICE OF THE COMMISSIONER :: GUWAHATI MUNICIPAL CORPORATION
PANBAZAR :: GUWAHATI-01

No. GER/CE-2/13/15/30

Date: Guwahati, 30/08/2018

OFFICE ORDER

After careful consideration, for Fresh Registration/Up-gradation of Registration/Renewal for Registration of contractors [Class-III, Class-II, Class-I(A), I(B) & I(C)] under Guwahati municipal Corporation, Assam some points of earlier Circular vide no GER/CE-2/13/15/23 dated- 31st May 2018 has been modified in order to make the earlier registration Office Order more specific and user friendly.

The following documents are to be submitted by contractors depending upon the category of registration.

A) For Renewal of Registration:

1. Previous Registration Certificate
2. GST Registration Certificate
3. Up-to-date Trade license (From Guwahati Municipal Corporation)
4. Up-to-date labour license (for construction works)
5. Up-to-date Bank solvency certificate
6. Attach photograph
7. In case of Partnership Firm:
 - (a) Firm Registration Certificate
 - (b) Partnership Deed
 - (c) Power of Attorney
8. In case of Company:
 - (a) Certificate of Incorporation
 - (b) Memorandum of Association & Article of Association

B) For up-gradation of Registration:

1. Previous Registration Certificate
2. GST Registration Certificate
3. Up-to-date Trade license (From Guwahati Municipal Corporation)
4. Up-to-date labour license (for construction works)
5. Up-to-date Bank solvency certificate
6. In case of Partnership Firm:
 - (a) Firm Registration Certificate
 - (b) Partnership Deed
 - (c) Power of Attorney
7. In case of Company:
 - (a) Certificate of Incorporation
 - (b) Memorandum of Association & Article of Association
 - (c) Power of Attorney
8. Work orders and work done/work completion certificates *as prime contractor* for last five years demonstrating experience of works of value:
 - (i) Rs.25.00 L (twenty five lakhs) for up-gradation from Class-III to Class-II.
 - (ii) Rs.50.00 L (fifty lakhs) for up-gradation from Class-II to Class-I(C).

- (iii) Rs.100.00 L (one core) for up-gradation from Class-I(C) to Class-I (B).
 (iv) Rs.200.00 L (two core) for up-gradation from Class-I(B) to Class-I(A)

9. Declaration with pass certificate of key personnel:

- i) For up-gradation from Class-II to Class- I(C): One Diploma Engineer (civil) and One Graduate Engineer (civil).
 ii) For up-gradation from Class- I(C) to Class- I(B): One Diploma Engineer (civil) and one Graduate Engineer (civil).
 iii) For up-gradation from Class- I(B) to Class- I(A): One Diploma Engineer (civil) and one Graduate Engineer (civil).

10. Machineries: (either owned or lease/hire) in Affidavit form duly Notarized.

(i) For up-gradation from Class- III to Class- II:

(i) Truck, (ii) Vibrator, (iii) Pump Set, (iv) Concrete Mixture Machine, (v) Road Roller: 8 to 10 tone capacity, (vi) Dumper.

(ii) For up-gradation from Class- II to Class- I(C):

(i) Truck, (ii) Vibrator, (iii) Pump Set, (iv) Concrete Mixture Machine, (v) Road Roller: 8 to 10 tone capacity, (vi) Generator Set (vii) Dumper.

(iii) For up-gradation from Class- I(C) to Class- I(B):

(i) Truck, (ii) Vibrator, (iii) Pump Set, (iv) Concrete Mixture Machine, (v) Road Roller: 8 to 10 tone capacity, (vi) Generator Set, (vii) Stone Crusher Machine, (viii) Concrete Cube Testing Machine. (ix) Machineries for well sinking for foundations, (x) Steel Shuttering, (xi) Tripper, (xii) Steel Staging (xiii) Dumper.

(iv) For up-gradation from Class- I(B) to Class- I(A):

(i) Truck, (ii) Vibrator, (iii) Pump Set, (iv) Concrete Mixture Machine, (v) Road Roller: 8 to 10 tone capacity, (vi) Generator Set, (vii) Stone Crusher Machine, (viii) Concrete Cube Testing Machine. (ix) Machineries for well sinking for foundations, (x) Steel Shuttering, (xi) Tripper, (xii) Pile Driving Machine, (xiii) Excavator Cum Loader, (xiv) Hot Mix Plant, (xv) Spot mix Plant, (xvi) Steel Staging (xvii) Dumper.

C. For Fresh Registration:

1. PAN Card
2. GST Registration Certificate
3. Up-to-date Trade license (from GMC, Guwahati)
4. Up-to-date labour license (for construction works)
5. Up-to-date Bank solvency certificate
6. Attach photograph
7. Police Verification Report/Valid Passport
8. Cast Certificate (if applicable)

<i>Capacity (In Lakhs)</i>	
Class- III	Upto Rs. 25.00
Class- II	Upto Rs. 50.00
Class- I (C)	Upto Rs. 100.00
Class- I (B)	Upto Rs. 200.00
Class- I (A)	Rs. 200.00 & Above

- *From Sl. No. 01 to 08 documents will be required for class-III registration.*

9. Work orders and work done/work completion certificates **as prime contractor** in other Government Department/Government undertaking/Board/Committee/Government Corporation/Central Public Enterprise under Government of India reflecting nature of work demonstrating experience for last five years. *(Also, fill the details in application form).

**Work Order only in the name of the Applicant. Affidavit and other manner of sub contract documents will not accepted.*

10. In case of partnership Firm: (**Proprietorship/ Partnership firm will be considering in General category*).
- (d) Firm Registration Certificate
 - (e) Partnership Deed
 - (f) Power of Attorney
11. In case of Company: (**Company will be considering in General category*).
- (a) Certificate of Incorporation
 - (b) Memorandum of Association & Article of Association
 - (c) Power of Attorney
11. Declaration with pass certificate of key personnel:
1. For Class-I(C): One Diploma Engineer (civil) and one Graduate Engineer (civil)
 2. For Class-I(B): Two Diploma Engineer (civil) and one Graduate Engineer (civil)
 3. For Class-I(A): Two Diploma Engineer (civil) and two Graduate Engineer (civil)
12. Machineries: (either owned or lease/hire) in Affidavit form duly Notarized.
- (i) **Class- II:**
(i) Truck, (ii) Vibrator, (iii) Pump Set, (iv) Concrete Mixture Machine, (v) Road Roller: 8 to 10 tone capacity, (vi) Dumper.
 - (ii) **For Class- I(C):**
(i) Truck, (ii) Vibrator, (iii) Pump Set, (iv) Concrete Mixture Machine, (v) Road Roller: 8 to 10 tone capacity, (vi) Generator Set (vii) Dumper.
 - (iii) **For Class- I(B):**
(i) Truck, (ii) Vibrator, (iii) Pump Set, (iv) Concrete Mixture Machine, (v) Road Roller: 8 to 10 tone capacity, (vi) Generator Set, (vii) Stone Crusher Machine, (viii) Concrete Cube Testing Machine. (ix) Machineries for well sinking for foundations, (x) Steel Shuttering, (xi) Tripper, (xii) Steel Staging (xiii) Dumper.
 - (iv) **For Class- I(A):**
(i) Truck, (ii) Vibrator, (iii) Pump Set, (iv) Concrete Mixture Machine, (v) Road Roller: 8 to 10 tone capacity, (vi) Generator Set, (vii) Stone Crusher Machine, (viii) Concrete Cube Testing Machine. (ix) Machineries for well sinking for foundations, (x) Steel Shuttering, (xi) Tripper, (xii) Pile Driving Machine, (xiii) Excavator Cum Loader, (xiv) Hot Mix Plant, (xv) Spot mix Plant, (xvi) Steel Staging (xvii) Dumper.

Note: "Class – I" Trade License will be required for Class- I (A/B/C) contractor.

D. For Fresh Registration under Class-I(C) category for un-employed Graduate Engineer

1. PAN Card
2. GST Registration Certificate
3. Up-to-date Trade license, (Class-II) (From Guwahati Municipal Corporation)
4. Up-to-date labour license (for construction works)
5. Up-to-date Bank solvency certificate
6. Photograph
7. Police Verification Report/Valid Passport
8. Qualification Certificate (pass certificate from AICTE's Approved Institution) and one Court Affidavit for un-employment
9. Declaration with pass certificate of key personnel: Un-employed Graduate Engineer other than B.E./B. Tech (Civil) will have to upload declaration from One Diploma Engineer (civil) and one Graduate Engineer (Civil) as key personnel with pass certificate of key personnel.
10. Machineries: (either owned or lease/hire) in Affidavit form duly Notarized.
(i) Truck, (ii) Vibrator, (iii) Pump Set, (iv) Concrete Mixture Machine, (v) Road Roller: 8 to 10 tone capacity, (vi) Generator Set (vii) Dumper.

E. For Fresh Registration under Class-II category for un-employed Diploma Engineer.

1. PAN Card
2. GST Registration Certificate
3. Up-to-date Trade license (Class-II) (From Guwahati Municipal Corporation)
4. Up-to-date labour license (for construction works)
5. Up-to-date Bank solvency certificate
6. Photograph
7. Police Verification Report/Valid Passport
8. Qualification Certificate (pass certificate from AICTE's Approved Institution) and one Court Affidavit for un-employment
9. **Machineries:** (either owned or lease/hire) in Affidavit form duly Notarized.
(i) Truck, (ii) Concrete Vibrator, (iii) Pump Set, (iv) Concrete Mixture Machine, (v) Road Roller: 8 to 10 tone capacity, (vi) Generator Set.

F. Registration and Application Fees for Fresh/ Renewal/ Up-gradation:

<u>Class</u>	<u>Registration Fee (INR)</u>	<u>Application Fee (INR)</u>
Class-III	2,000.00	1,000.00
Class-II	5,000.00	2,000.00
Class-I(C)	10,000.00	3,000.00
Class- I(B)	30,000.00	4,000.00
Class- I(A)	50,000.00	5,000.00

- Registration fee shall be 50% of the above in case of reserved category candidates and Un-Employed Graduate / Diploma Engineer. However, the same shall not be applicable in case of firms and companies.
- Registration fee is refundable on demand after one year of deposit. Application fee is non-refundable.
- Registration fee shall be in TDR/FDR format & pledged in favour of the Commissioner, Guwahati Municipal Corporation, Panbazaar, Guwahati – 781001, payable at Guwahati.
- ***Application fees shall be deposited in Cash Branch, Guwahati Municipal Corporation and original copy of receipt enclosed with the application form.***

G. For Fresh Registration, up-gradation of Registration and renewal of Registration:

Original documents are to be produced at Chief Engineer Branch, Guwahati Municipal Corporation for verification. They have to furnish photocopy of all documents (Self attested) to the Chief Engineer Branch, Guwahati Municipal Corporation along with the prescribed Application form.

***In Case of Machineries:** *Equipments, if not owned, the applicant shall have to enter into agreement with owners of such equipments. The tie-up agreement in affidavit form notarized accordingly will have to be submitted. If the equipments are own then the applicant shall have to submit the registration certificate along with the affidavit duly notarized.*

- H.** Affidavit regarding No Litigation or No Criminal record with any Govt. Department, Govt. Undertaking Dept. Public Sector or Private Sector.
- I.** The provisionally selected contractors for registration shall submit police verification report within 15 (fifteen) days of communication. Registration number will be issued only when police verification of received.

- J. Upon failure to carry out any work as per contract, the registration will be cancelled and the registration fees shall stand forfeited.
- K. Contractors should engaged only those labours who are already registered under "Assam Building & Other Construction workers".
- L. The Commissioner, Guwahati Municipal Corporation reserves the right to reject any or the applications without assigning any reasons therefore.



Commissioner
Guwahati Municipal Corporation
Guwahati

Memo No: GER/CE-2/13/15/30-A

Date: Guwahati, 30/08 /2018

Copy to:

1. The P.S. to Hon'ble Minister, G.D.D. for kind appraisal of the Hon'ble Minister.
2. The Chief Accounts and Audit Officer, GMC, for information.
3. The Divisional Executive Engineer, Div-I, II, III, IV, V & VI for wide circulation.
4. The Director, Information & Public Relations, Kamrup (Metro), for publication of the above tender notice in one issue of an English Daily Newspaper (i.e. The Assam Tribune) and one issue of two Assamese Daily Newspaper (i. e. a. Asomiya Khabar & b. Amar Axom) with a request for submission of the bills to the undersigned for payment.
5. Software Developer, GMC, for uploading in the GMC's official website.
6. The Cash Branch, GMC for information & necessary action.
7. Office File.
8. Notice board.



Commissioner
Guwahati Municipal Corporation
Guwahati