

**“GUIDELINE FOR REGISTRATION
OF CONTRACTORS IN THE SOIL
CONSERVATION DEPARTMENT
ASSAM”**

GUIDELINE FOR REGISTRATION OF CONTRACTORS:

1. PROCEDURE FOR REGISTRATION: The contractor shall submit online application in the prescribed proforma along with necessary documents to the Director of Soil Conservation, Assam through <http://rtps.assam.gov.in>. The Director will take action to verify the credentials and antecedents of the Contractors and issue Certificate of Registration” to the eligible Contractors by following the rules and terms of reference as outlined below.

2. Cost of application form Rs. 500/-each

- Application Fee once paid shall not be refunded in any circumstances.

3. REGISTRATION FEES:

Class-I	Rs. 50,000/-
Class-II	Rs. 30,000/-
Class-III	Rs. 20,000/-

- In case of re-issue of certificate after expiry of validity, the fee leviable will be the same.
- In case of un-employed Graduate/Diploma Engineer & Graduate in Agriculture/Horticulture, the registration fee will be 50% of the prescribed fees.
- In case of S.C./S.T. the registration fee will be 50% of the prescribed fees.
- Registration fee is refundable on demand after one year of deposit.
- Registration fee shall be in TDR/FDR format & pledged in favour of the Director, Soil Conservation Department, Assam, Guwahati-781005, payable at Guwahati.

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 experience/value of previous works done
Class-I	Upto any limit	Rs. 50.00 Lakh	Completed at least 2 works costing more than 1 crore each during past 3 years.
Class-II	Upto Rs. 50.00 Lakh	Rs.25.00	Completed at least 3 works costing more than 50 lakh each during past 3 years
Class-III	Upto Rs. 20.00 Lakh	Rs. 10.00 Lakh	Completed at least 5 works costing more than 10 lakh each or 1 single work costing more than 15 lakh during past 3 years.

5. PROCESSING TIME:

The Contractor Registration Certificate shall be issued within 30(Thirty) days from the last date of receipt of application.

6. RULES FOR REGISTRATION:

(I) Registration of the Contractor once done in a class shall be in force for three (3) years. The contractor shall register afresh every (3) years thereafter.

(II) A Contractor already registered can form partnership firm/company only by a separate registration foregoing his individual registration.

(III) In the case of partnership Firms/Companies any changes in the Partners/Directors shall be reported to the registering authorities within one month of the date of such change failing of which the Registration will stand cancel.

(IV) The name, address and other particulars of the Contractors/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 License/Registrations/Certificates issued by various authorities in live. Contractor should produce all the

renewed Licenses/Registrations/Certificates to the registering authority before their expiry.

(V) Contractor should be well acquainted with all existing Acts, Rules, Registrations, Orders and Byelaws including all statutory Amendments and Enactments of State or the Central Government or Local authority related to labors.

(VI) The Registration is not transferable.

(VII) The registration is liable to revocation or cancellation if it is found at any time that the particulars furnished by the Contractor are false.

(VIII) The registering authority reserves the right to cancel or demote or suspend from business or black list any Contractor/ Farm/Company without any notice and without assigning any reasons thereof.

7. REMOVAL FROM THE APPROVED LIST:

The Registering authority 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 contractor(or)
- Is proved to be responsible for executing the works with defects in a number of cases (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.

8. DEMOTION OF CONTRACTORS:

The registering authority on specific reasons 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)
- Violate 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.

9. BLACK LISTING:

The registering authority on specific reasons 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.

10. THE FOLLOWING DOCUMENTS ARE TO BE SUBMITTED BY CONTRACTORS DEPENDING UPON THE CATEGORY OF REGISTRATION.

1. PAN Card
2. GST Registration Certificate
3. Up-to-date Trade license (Firm/Company)
4. Up-to-date labour license
5. Up-to-date Bank solvency certificate
6. Attested photograph
7. Police Verification Report/Valid Passport
8. Income Tax Returned Certificate (Up to date)
9. Caste Certificate (if applicable)
10. Previous Registration Certificate, if any.

Work orders and work done/work completion certificates **as prime contractor** in other Government Department/Government Corporation/Central Public Enterprise under Government of undertaking/Board/Committee India reflecting nature of work demonstrating experience for last three years.

- To 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 be accepted.
- Anti-termite treatment certificate to be submitted.

11. IN CASE OF PARTNERSHIP FIRM: (*PROPRIETORSHIP/ PARTNERSHIP FIRM WILL BE CONSIDERING IN GENERAL CATEGORY).

- (a) Firm Registration Certificate.
- (b) Partnership Deed
- (c) Power of Attorney

12. 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.

13. SELF DECLARATION WITH PASS CERTIFICATE OF KEY PERSONNEL:

- (a) For Class-I : Two Diploma Engineer (civil), one Graduate Engineer (civil), one Graduate in Agriculture/ Horticulture (*in case of plantation works*).
- (b) For Class-II : Two Diploma Engineer (civil/Agri.) & one Graduate in Agriculture/Horticulture (*in case of plantation work*)
- (c) For Class-III: One Diploma Engineer (civil/Agri.)

14. MACHINERIES: (Either owned or lease/hire) in Affidavit form duly Notarized.

(i) FOR CLASS-I :

(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.

(ii) FOR CLASS-II:

(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.

(iii) FOR CLASS-III:

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

15. FOR FRESH REGISTRATION UNDER CLASS-I CATEGORY FOR UN-EMPLOYED GRADUATE ENGINEER AND GRADUATE IN AGRICULTURE /HORTICULTURE (FOR PLANTATION WORKS)

1. PAN Card
2. GST Registration Certificate
3. Up-to-date Trade license (Firm/Company)
4. Up-to-date labour license
5. Up-to-date Bank solvency certificate
6. Attested 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.

16. 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 (Firm/Company)
4. Up-to-date labour license
5. Up-to-date Bank solvency certificate
6. Attested photograph
7. Police Verification Report/Valid Passport
8. Qualification certificate (pass certificate from AICTE's Approved Institution) and one Court Affidavit for un-employment)
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.

17. FOR RENEWAL OF REGISTRATION:

1. Previous Registration Certificate.
2. GST Registration Certificate
3. Up-to-date Trade license (Firm & Company)
4. Up-to-date labour license
5. Up-to-date Bank solvency certificate
6. Attested 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
9. Income Tax Return Certificate (Up to date).

18. FOR UP-GRADATION OF REGISTRATION:

1. Previous Registration Certificate.
2. GST Registration Certificate
3. Up-to-date Trade license (Firm / Company)
4. Up-to-date labour license
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. Income Tax Return Certificate (Up to date).
9. Work order and work done/work completion certificates years demonstrating experience.
 - a. Rs. 50.00 L (Fifty Lakh) for up-gradation from Class-III to Class-II
 - b. Rs. 100.00L (hundred lakhs) for up-gradation from Class-II to Class-I.

19. REGISTRATION AND APPLICATION FEES FOR FRESH/RENEWAL/UP-GRADATION.

Class	Registration Fee(INR)	Application Fee(INR)
Class-III	20,000.00	500.00
Class-II	30,000.00	500.00
Class-I	50,000.00	500.00

- Registration fee shall be 50% of the above in case of reserved category candidates and Un-Employed Graduate/Diploma Engineer and Graduate in Agriculture/Horticulture. 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 Director, Soil Conservation Department, Assam, Guwahati-781005, payable at Guwahati.

20. SPECIAL CONDITIONS:

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.

- Affidavit regarding No. Litigation or No Criminal record with any Govt. Department, Govt. Undertaking Department. Public Sector or Private Sector.
- 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.
- Upon failure to carry out any work as per contract, the registration will be cancelled and registration fees shall stand forfeited.
- Contractors should engage only those labors who are already registered under “Assam Building and Other Construction workers”.
- The Director of Soil Conservation reserves the right to reject any or all the applications without assigning any reasons thereof.

Sd/-

Director of Soil Conservation, Assam
