



GOVERNMENT OF KERALA

(Abstract)

Public Works Department - Registration & Renewal of contractors -
Enhancement of validity period - Proposal accepted - Orders issued

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PUBLIC WORKS (H) DEPARTMENT

G.O.(MS) No.59/2013/PWD Dated, Thiruvananthapuram, 17.07.2013
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- Read:-
1. G.O. (P) No.96/71/PWD dated 23.03.1971
 2. Minutes of the meeting held by Hon.Minister (Works) on 23.05.2012 with the Govt. Contractors Association.
 3. Letter No. CE/Admn/PLA/1014/05 dt: 25.01.2013 from the Chief Engineer (Admn), PWD, Thiruvananthapuram.
 4. Letters No.CE/BL/3682/13 dt: 13.05.2013 from the Chief Engineer (Buildings), PWD, Thiruvananthapuram.

ORDER

As per the Government Order read as 1st above, Government have stipulated that the registration issued to a contractor is valid only for two financial years and registration cards are to be renewed every two years. The same is stipulated in the PWD Manual revised edition 2012 as Clause 1901-6(a).

In the meeting held on 23.05.2012 under the chairmanship of Hon.Minister (Works) with Government Contractors Associations; they have represented the renewal of registration of contractors. The Chief Engineer (Admn) as per the letters read above has submitted proposal for the Registration and Renewal of contractors.

Government have examined the proposal in detail and are pleased to issue orders to enhance the registration period of Contractors as three financial years and registration card to be renewed once in every three years. The contractors registration can be cancelled as part of disciplinary actions initiated on request from the Agreement authorities.

↓
2013
CE,
R & B

Necessary amendment will be made in the PWD Manual revised edition 2012.

Rules and conditions for section 1901, for the Registration of contractors are appended with this order.

(By order of the Governor)
T.O.SOORAJ
Secretary to Government.

To

The Chief Engineer (Admn), PWD, Thiruvananthapuram.

Chief Engineer (R&B), PWD, Thiruvananthapuram

Chief Engineer (NH), PWD, Thiruvananthapuram

Chief Engineer (Buildings), Thiruvananthapuram

Chief Engineer, LSG, Engineering Wing

✓ All Superintending Engineers/Exe. Engineers of PWD (through CE) *R V B*

Chief Executive Officer, KRFB, Thiruvananthapuram

Chief Engineer, KSTP, Thiruvananthapuram

Chief Engineer, KSEB, Thiruvananthapuram

The Principal Accountant General (Audit) , Thrissur

The Principal Accountant General (A&E), Thiruvananthapuram

Director, Information & Public Relations Department

Water Resources Department

Fisheries & Port Department

Local Self Govt Department

Co-operation Department

Labour Department

~~The Finance Department~~

All Sections in Public Works Department

SF/OC

Forwarded /By order

[Signature]
Section Officer

1901. Registration of Contractors

Rules for Registration of contractors executing works in the Kerala PWD

1902. Only persons who have registered themselves as contractor under these rules are entitled to submit tenders for works in PWD. The term 'works' includes (i) civil works and (ii) Electrical Works

1902.1 A contractor who is in the register of any Circle / Division / Subdivision of Kerala P.W.D can tender for works in the limits prescribed under these rules.

1902.2 Temporary/ Special Divisions or Special Subdivisions are not authorised to register contractors or renew their registration.

1903. For the purpose of registration, contractors will be classified into separate categories on the basis of their professional experience, financial resources and limits fixed for bidding

1903.1 Civil contractors

(i) A Category. -Those who are entitled to tender for all works in any office irrespective of the estimate PAC

(ii) B Category. -Those who are entitled to tender for all works up to Rs. 250 lakhs in any office.

(iii) C Category: - Those who are entitled to tender for works up to Rs.50lakhs in all offices

€(iv) D Category: -Those who is entitled to tender for works up to 6 Lakhs in all offices

1903.2 Electrical contractors

(i) A Category-Those who are qualified to tender for all works in any office irrespective of the estimate PAC

(ii) B Category-Those who are qualified to tender for works up to Rs. 25 lakhs in all offices

(iii) C Category-Those who are qualified to tender for works up to Rs. 5 lakhs in all offices

1904. Registering Authority

1904.1 Civil contractors

A&B Category - Superintending Engineers of Circles

C Category - Executive Engineers of Divisions

D Category - Assistant Executive Engineers of Sub Divisions

1904.2 Electrical contractors

~~A Category - Superintending Engineer, Electrical~~

B Category - Executive Engineers of Divisions

C Category - Assistant Executive Engineers of Sub Divisions

1905. Qualification

1905.1 An individual or firm desirous of registering as a contractor in the Public Works Department shall have the qualification/experience as detailed below

1905.2 Civil contractors

1905.2.1 A category -

- (i) should possess a valid B category registration of the state PWD for a minimum period of two years. Should have carried out works costing Rs.5 crores after taking a B class licence
- (ii) Firms registered with Government of India and other state government departments in their highest class of registration and who have carried out at least three works each costing more than Rs.5 crores in Government of India and state government departments in the last five years from the date of application shall directly be registered as an A category contractor.
- (iii) Should have an office with facilities for e tendering

1905.2.2 B category -

- (i) should possess a valid C category registration of the state PWD for a minimum period of two years and should have carried out works costing Rs.2.5 crores after taking a C category registration.
- (ii) Civil engineering degree holders who have involved themselves as a contractor or a site engineer for a single civil engineering work costing Rs.1.25 crores or works costing a total amount of Rs2.5 crores within the last three years preceding the date of application shall be registered directly as a B class contractor.
- (iii) Should have an office with facilities for e tendering

1905.2.3 C category -

- (i) The applicant shall have experience as a contractor or a site supervisor for a single civil engineering work costing Rs.25 lakhs or works costing a total amount of Rs 50 lakhs, each not below Rs.10 Lakhs within the last three years preceding the date of application
- (iii) Should have an office with facilities for e tendering

1905.2.4 D category -

- (i) The applicant shall have experience as a contractor or supervisor in civil construction/ maintenance work costing Rs.4 Lakhs during a period of three years preceding the date of application

1905.3 Electrical contractors

1905.3.1 A category -

- (i) Applicant should possess a valid B class licence for a minimum period of two years and should have carried out works costing up to Rs.50 Lakhs after taking B class licence.
- (iii) Should have an office with facilities for e tendering
- (iv) The applicant shall have an electrical engineering degree holder and an electrical engineering diploma holder with five years experience as supervisors.

(v) Applicant possessing licence equivalent to A category from Government of India and other state government departments satisfying other stipulations like certification from the licensing board shall be registered directly as an A category contractor.

1905.3.2 B category -

(i) Applicant should possess minimum two years experience and should have carried out at least five works costing Rs.2 Lakhs each. Applicant should possess equipments required for electrical works stipulated from time to time.

(ii) A person possessing HT licence from the Kerala State Licensing Board shall be registered directly as a B category contractor. He shall have a supervisor with qualification of Diploma in electrical engineering.

1905.3.3 C category -

(i) Applicant should possess minimum one-year experience and should have carried out at least three works costing Rs.1 Lakh each as per PWD standards and specifications.

1906 Financial capability

1906.1 An individual or firm desirous of registering directly as a contractor in the Public Works Department to any category shall produce Solvency Certificate from a nationalized /scheduled bank to prove his financial capability for investing money up to the limits detailed below. A Capability Certificate issued by a nationalized/ schedule bank for the same limits shall be produced for up gradation of category of registration or renewal of registration.

1906.1.1 Civil

A category	-	Rs. 100 Lakhs
B category	-	Rs. 50 Lakhs
C category	-	Rs. 10 Lakhs
D category	-	Rs. 1.2 Lakhs

1906.1.2 Electrical

A category	-	Rs. 30 Lakhs
B category	-	Rs. 5 Lakhs
C category	-	Rs. 1 Lakh

1907. Certificate of experience

(i) A firm/individual who desires to get directly enlisted as a civil/electrical contractor in PWD in the classes allowed by these rules shall first apply in the format in Appendix 1900A for obtaining necessary experience certificate. He shall submit relevant records including architectural drawings, structural designs wherever applicable, contract documents, measurements/bills to prove his claim for experience. The experience stated by the applicant shall be certified by an

officer not below the rank of an Executive Engineer for A and B category registration, Assistant Executive Engineer for C category registration and Assistant Engineer for D category registration. The above-mentioned officers can authorise their subordinates to make local enquiries/scrutinize records to verify the claim of applicant regarding experience.

(ii) Contractors who apply for upgrading their category of registration shall produce experience certificate in the form given in Appendix 1900H. This certificate will be issued by Executive Engineer for upgradation to A category and Assistant Executive Engineer for upgradation to B category.

1908. Application for registration/upgradation of category

1908.1 Application for registration as a contractor/upgradation of category shall be made in the format under Appendix 1900B to the registering authority supported by the following

- (i) Certificate of experience as detailed under sub rule 1907
- (ii) Document to prove financial stability as detailed under sub rule 1906.
- (iii) Copy of acknowledgement of income tax return filed during the previous year
- (iv) Copy of pan card
- (v) Document to prove name and address furnished in the application form
- (vi) Document to prove date of birth (in case of individual)
- (vii) Attested copy of Deeds/Articles of association in the case of private/public limited company or undivided Hindu family individual or a registered partnership firm

1908.2. The Registering authority shall then scrutinise the application for registration. He shall satisfy himself as to the financial capacity of the applicant and also his ability to take up and carry out the works in a particular category. He can, if needed, direct the contractor to produce before him satisfactory evidence towards this. If he is satisfied that the applicant can be registered as a contractor, he shall be intimated of the fact in the form in Appendix 1900 B1 and shall be asked to remit a registration fee at the following rates. The same fee has to be remitted by a registered contractor for upgrading his registration.

(a) Civil contractors

A class - Rs.5000

B class - Rs.3000

C class - Rs.2000

D class - Rs.1000

(a) Electrical contractors

A class - Rs.2500

B class - Rs.1500

- (i) Fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects revealed even after the expiry of the defects liability period
- (ii) Has no longer adequate equipments, technical personnel or financial constraints.
- (iii) Violates any important condition of contract
- (iv) Is responsible for any other matter, which would justify his demotion to the lower class taking into account, the merit of the case.

1914. Suspension of business

Suspension of business may be ordered for an indefinite period, where pending full enquiry into the allegations, the competent authority is of the view that it is not desirable that business with the contractor should continue. Such an order may be passed if the competent authority is prima-facie of the view that the contractor is guilty of an offence involving moral turpitude in relation to business dealings which, if established would result in his removal/blacklisting.

1915. Removal from approved list

The Registering Authority may remove a contractor from the approved list, if the contractor

- (i) Fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects revealed even after the expiry of the defects liability period
- (ii) Has no longer adequate equipments, technical personnel or financial constraints.
- (iii) Violates any important condition of contract
- (iv) Fails to furnish acknowledgement of latest income tax return filed
- (v) Fails to abide by the conditions of registration or is found to have given false particulars at the time of registration
- (vi) Is declared or is in the process of being declared a bankrupt, insolvent, wound up, dissolved or partitioned
- (vii) Persistently violates the provisions of Labour Regulations and Rules

A contractor who is removed from the approved list shall be barred from quoting for new works till his licence is restored.

1916. Blacklisting

A contractor may be blacklisted by the Registering Authority for the following reasons.

- (i) Where there is sufficient and strong justification for believing that the contractor or his employee has been guilty of malpractices such as bribery, corruption, fraud including substitution of or interpolation of tenders, pilfering or unauthorized use or disposal of government materials issued for specific works etc.,

... of a registered contractor to maintain the CONTRACTORS WORK REGISTER in Appendix 1900 D by ensuring that entries are made at the proper time by the Agreement Authority/Payment Authority. He shall keep the register updated and under safe custody and produce it before the Registering/Payment Authority as and when called for.

1909.2 The Registering Authority shall keep a record of the entries made in the Contractors Work Register in his office in the format under Appendix 1900 E. The responsibility for maintaining the register shall rest with the head of Establishment Branch in Circle and Division. In the Sub Division, the register shall be maintained by the Head Clerk.

1909.3 If a contractor reports loss of his Contractors Work Register and requests for compiling a duplicate register, the Registering Authority shall sanction the same subject to the following conditions

- a) It shall be the responsibility of the contractor to get the details entered from each office where he has executed agreement.
- b) He shall be responsible for any omissions
- c) He shall pay Rs.10000 as fine in addition to the following fee for the entry of details of each work.

This amount shall be remitted on receipt of sanction from the Registering Authority.

A category - Rs. 2000 per entry

B category - Rs. 1500 per entry

C category - Rs. 1000 per entry

D category - Rs. 500 per entry

1910. Renewal of registration

Application for renewal in the prescribed application form in Appendix 1900G are to be submitted before 1st January. This may, however, be extended up to 31st January, after realizing a fine of Rs.2500 for civil contractors and Rs.1500 for electrical contractors for such late application.

1910.1 The following documents shall accompany the application for renewal of registration

- (i) Extract of updated Contractors Work Register for the past three years from the date of application attested by the contractor
- (ii) Acknowledgement of income tax return last filed
- (iii) Valid security deposit/solvency as detailed under 1908
- (iv) Financial Capability certificate issued by a nationalized/scheduled bank as detailed under sub rule 1906
- (v) Certificate from the concerned Tendering Authority to prove that contractor has quoted for five works under any department using the PWD licence

1910.2 Following fee shall be remitted by for civil/electrical contractors for renewal of registration

A category	-	Rs.3000
B category	-	Rs.2000
C category	-	Rs.1500
D category	-	Rs.1000.

1910.3 The registering authority shall scrutinize the applications and renew the registration or refuse to do so at his discretion following the directions for registration as in Para 1908.2. He shall refuse renewal in the following cases

- (i) Not being satisfied of the financial stability of the applicant.
- (ii) Failure to execute satisfactorily a previous contract.
- (iii) Poor quality of works executed
- (iv) Failure to achieve agreed schedule of progress of work
- (v) Failure to carry out atleast one work during the period/Failure to quote for atleast five works using his registration in PWD.
- (vi) Contract for a work has been terminated during the above period
- (vii) Any other matter which, in the opinion of the registering authority, is undesirable

1910.4 If renewal of licence is refused for reasons covered under items (ii) to (vi) under item 1909.3, the licence shall not be renewed and the contractor shall be barred from applying for fresh licence for a period of two years. He will be allowed to complete the works for which he has executed agreement.

1910.5 A contractor who fails to get his registration renewed in time can apply afresh the next year for registration only as a new contractor.

1910.6 The registering authority shall, before 1st March, issue the renewal card or intimate the fact of having refused the request for renewal.

1911. Details of registration and renewal done every year shall be maintained by each Registering Authority in Form in Appendix 1900 J. The reasons for refusal of registration/renewal, if any shall be clearly specified in the register. The register shall be kept under the safe custody of the head of Establishment Branch in the office of the Registering Authority.

1912. Performance certificate shall be issued to a contractor at the end of a financial year in the format in Appendix 1900F, if such a request is received by the Registering Authority in writing.

1912. Application of the Rules

These rules will not apply for the registration of L.C.C. Societies, B.S.S., Kerala State Construction Corporation and other workers' bodies, which are governed by separate Government Orders

1913. Demotion to lower class

1913.1 The registering authority may, by order demote a contractor to immediate lower class if he

C class - Rs.1000

1908.3. The applicant is also required to remit the following security deposit to registering authority

a) Civil Contractors

A category - Rs. 2Lakhs

B category - Rs. 1 Lakh

C category - Rs. 50,000:

D category - Rs. 25,000

b) Electrical contractors

A category - Rs. 1 Lakh

B category - Rs. 50,000

C category - Rs. 25,000

Security deposit shall be remitted as deposit pledged in favour of Registering Authority from a scheduled/nationalized bank/Post Office or National Savings Certificate/Kisan Vikas Patra for A, B and C category of civil contractors and A and B category of electrical contractors. It shall be in the form of deposit pledged in favour of the registering authority /solvency issued by the Tahsildar concerned for D category of civil contractors and C category of electrical contractors.

1908.4. The applicant shall be registered as a contractor after remittance of the registration fee and the security deposit. The registration fee is not refundable. But the security deposit will be refunded at the time of surrendering the registration. Refund amount shall be the deposit amount less any amount due to government from the contractor on account of default or any other reason.

1908.5. If for any reason, the contractor is not found fit for being registered, he shall be intimated so with reasons thereof. No appeal will lie against this decision.

1908.6 After registration of a person as contractor a registration card shall be issued to him under the seal and signature of the registering officer in the form in Appendix 1900C. This card should be referred to in all the tenders submitted by him and be produced by the contractor, if and when called for by any officer of the P.W.D. If the original registration card is lost, the authority competent to issue the original registration card may, on request made by the Contractor, after enquiring the bonafides and after obtaining an indemnity bond executed from the contractor, issue a duplicate registration card after levying a fine of Rs. 500 from the contractor along with the application for the duplicate card.

1908.7 The registration issued is valid only for three financial years. Registration cards are to be renewed every three years.

1908.8 An individual/firm can hold only one valid contract registration at a time.

1909. Contractors Work Register

(ii) Where the contractor continuously refuse to pay Government dues without sufficient reason and where the Registering Authority is satisfied that no reasonable dispute attracting reference to arbitration or court of law exists for the contractors action.

(iii) Where a contractor or his partner or his representative has been convicted by a court of law for offences involving moral turpitude in relation to business dealings.

(iv) Where security considerations including suspected disloyalty the state or warrant.

(v) Where contractor or his partner or his agent is found to have abetted or induced public servants to indulge in corrupt practices.

(vi) Where the documents regarding experience submitted to obtain experience certificate are found to be false at a later date.

A showcase notice should be issued before inflicting this punishment. Once a contractor is blacklisted, all agreements entered into by him shall be terminated at his risk and cost.

1917. Restoration

The question of upgrading a demoted contractor, lifting ban on business, restoring the registration and withdrawal of blacklisting shall be considered at the appropriate time on the merits of each case by the authority who passed the original orders. Copies of orders revoking the blacklisting shall be furnished to the Chief Engineer and Government.



9

Appendix 1900A ✓

APPLICATION FOR ISSUE OF EXPERIENCE CERTIFICATE FOR REGISTRATION AS A CONTRACTOR

1. Name of Applicant /Firm(In Block letters) :
2. Full Address :
3. Date of birth (for individuals) :
4. Professional qualification, if any
(for individual) :
5. Officer to whom application is made :
6. Category of Registration intended :
7. Particulars of experience on works :
 - a)Whether as a contractor/supervisor/engineer/consultant :
 - b)Name of firm in which employed
(if experience is as a Supervisor/Engineer) :
 - c)No. of projects executed/supervised within last three years:
 - d)Type of projects done/supervised :
 - e) Name of each project and location :
 - f)Project cost for each project :
 - g)Period during which work was done/supervised :
(Add separate sheet if required for items c to g)

8. Documents submitted to prove claim under item 7

Whether following documents have been produced

- a) Details of registration of firm :
- b) Architectural and Structural drawings of projects :
- c) Copy of agreement with client :
- d) Certificate from client on satisfactory completion :

9. Documents to prove identity and age

Whether following documents have been produced

- a) Photo Identity Card approved by government showing full name and address (in case of individual) :
- b) Document to prove date of birth (in case of individual) :

10. Declaration

I have read and understood the rules regarding the Registration of contractors in Kerala Public Works Department. All the details furnished above are true and the documents submitted are those prepared for the projects in which I was involved. I understand that if the details furnished and the documents submitted are proved to be false at a later stage, my registration would stand cancelled and I will be blacklisted as per rules.

Place

Date:

SIGNATURE OF APPLICANT

CERTIFICATE

Certified that the details of experience furnished by the applicant are found to be true on enquiry. It is ascertained that Sri. is having years of experience as a Contractor/Supervisor/Engineer. From the records submitted, the cost of projects done/supervised by him is found to be approximately Rs.

He is qualified for registration as a Category contractor in Kerala Public Works Department

Place:

office seal

Signature of Engineer
(with seal)

Date:

APPENDIX 1900B ✓

APPLICATION FOR REGISTRATION AS A CONTRACTOR IN ALL CATEGORIES/UPGRADATION OF CATEGORY

1. Name of Applicant /Firm(In Block Letters) :
2. Full Address :
3. Officer to whom application is made :
4. Whether applicant is an individual/
Hindu undivided family individual/firm :
5. In the case of registered firms, state whether
Proprietorship/Partnership/Company :
6. Furnish the following details in case of
Partnership/Company :
 - i) Whether the firm is a private/public Ltd.
concern or registered partnership firm :
 - ii) Name of partner with their liabilities :
 - iii) Name of person holding Power of
Attorney :
 - iv) Place of business :
5. Category to which registration is sought :
6. Details of financial capacity :
7. Particulars of experience on works, labour, command,
equipments and other facilities on hand and
technical assistance available :
8. State whether copy of Contractors Work Register has been enclosed :
(in case of application for upgradation of category)
9. State whether applicant is a registered contractor in
any other office of PWD :
10. State whether the applicant was penalized in connection
with any contract with Government. If so give details. :
11. State whether any of the previous application for
registration in any office in PWD has been rejected. :
12. State whether the applicant or any of partners or
shareholders is/are dismissed Government servants :
13. State whether applicant has under his employment
dismissed Government servants :
14. State whether the applicant has produced
experience certificate as required by rules :
15. State whether applicant has attached copy of PAN card :
16. State whether applicant has attached acknowledgement of income tax return last filed :
17. State whether applicant has enclosed approved photo ID
to prove name and address(in case of individuals) :
18. State whether applicant has enclosed documents
to prove date of birth (in case of individuals) :
19. State whether applicant has attached registration certificate
(in case of registered firm/Company) :

20. State whether attested copies of deed and articles of association are enclosed(in case of firms) :

21. Declaration

I affirm that all the particulars given above are true. I understand that if the details given by are found false at a later stage, I will be blacklisted by the Registering Authority. Further I swear that I have read and understood the rules regarding registration of contractors. I accept the rules. I also affirm that I will be carrying out the responsibilities as a contractor as envisaged in the rules and contract documents

Place:
Date:

Name &signature of applicant

Office use

The applicant Sri. Is approved to be registered as a Contractor

The application of Sri. has been rejected for the following reasons

- 1)
- 2)
- 3)

Security deposit to be remitted

Registration fee to be remitted.....

Signature of Engineer with date

Security Deposit and registration fee remitted on

Sriis registered as an Category contractor with Reg No.

Entered in the register of contractors kept in this office on as sl no.

Signature of Engineer with date and seal

Office seal

Appendix 1900 B1 ✓

INTIMATION MEMO

Office of the
Station
Date

With reference to an application dated for registration as a contractor, Sri./Messrs
..... is/are hereby informed that he/they can be registered as a
category contractor, subject to the rules governing registration of contractors. He/They will remit a sum
of Rs. as registration fee and produce Security Deposit /solvency for Rs.

Signature of Engineer

To

Sri./Messrs
.....
.....

Appendix 1900c ✓

<p>Registration No.</p> <div style="border: 1px solid black; height: 200px; width: 100%; margin-top: 10px;"></div>	<p>Contractor's Registration Card</p> <p>KERALA STATE</p> <p>Form III</p> <p>Name.....</p> <p>.....</p> <p>of (Permanent address)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Date of birth.....</p>
<p style="text-align: center;">2</p> <p>Of (Temporary address)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Of (Changed address)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Of (Changed address)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p style="text-align: center;">3</p> <p>Of (Changed address)</p> <p>.....</p> <p>..</p> <p>.....</p> <p>..</p> <p>.....</p> <p>..</p> <p>Of (Changed address)</p> <p>.....</p> <p>..</p> <p>.....</p> <p>..</p> <p>Of (Changed address)</p> <p>.....</p> <p>..</p> <p>.....</p> <p>..</p>
<p style="text-align: center;">4</p> <p>Of (Changed address)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p style="text-align: center;">5</p> <p>Is/are registered as a contractor under the category</p> <p>.....</p> <p>.....</p> <p>...</p> <p>The registration No. being</p>

CONTRACTORS WORK REGISTER

3	2	1	1	SI No.
				Name of work
				Estimate PAC
				Agreed PAC
				Agreement No. & date
				Period/Date of completion as per agreement
				Defects Liability Period
				Dated signature of Agreement Authority (for entry of items 1 to 7)
				Date of handing over site
				Expenditure as on date of completion fixed
				First extension of TOC, Date & fine
				Reason for granting extension/Whether default of contractor
				Dated signature of Agreement Authority (for entry of items 9 to 12)
				Second extension of TOC, Date & fine
				Reason for granting extension/Whether default of contractor
				Dated signature of Agreement Authority (for entry of items 14 to 15)
				Third extension of TOC, Date & fine
				Reason for granting extension/Whether default of contractor
				Dated signature of Agreement Authority (for entry of items 17 to 18)
				Date of completion
				Project cost - Total bill amount (as per CC final)
				Date of final payment
				Dated signature of Payment Authority (for entry of items 20 to 22)
				Date on which security was released
				Any Litigation/Case/ Enquiry regarding the work
				Dated signature of Agreement Authority (for entry of item 24 to 25)

RECORD OF ENTRIES IN CONTRACTORS WORK REGISTER

1 SI No.	2 Date	3 Name of work	4 Agreement No. & date	5 Name of contractor	6 Entry as made in Contractors Work Register	7 Initials of Agreement Authority	8 Remarks
1							
2							
3							

PERFORMANCE CERTIFICATE

SI No.	Name of work	Agreed PAC	Original TOC	Actual completion date	Reason for delay , if any	Performance on maintaining Quality	Performance on adhering to TOC fixed	Any penalties/fine/ Termination	Litigation/case/ enquiry pending
1	2	3	4	5	6	7	8	9	10

Certificate

Overall performance of the contractor in respect of the following items is assessed as detailed below.

1. Maintaining quality in works - excellent/good/satisfactory/poor
2. Adhering to Time of Completion fixed - excellent/good/satisfactory/poor
3. Labour command - excellent/good/satisfactory/poor
4. Equipments and other facilities on hand - excellent/good/satisfactory/poor
5. Technical assistance available - excellent/good/satisfactory/poor

Place :

Date :

Office seal

Signature of Engineer with seal

APPLICATION FOR RENEWAL OF REGISTRATION AS CONTRACTOR

1. Name of Applicant /Firm(In Block letters) :
2. Full Address :
3. Officer to whom application for renewal is made :
4. Category of Registration :
5. Registration number :
6. Date of original registration :
7. Details of last renewal :
8. No of works done since last renewal :
9. Total PAC of the works done as stated in item 8 :
- 10 State whether the applicant was penalized in connection with any contract with Government. If so give details. :
11. State whether any contract of the applicant has been terminated after last renewal :
- 11.State whether applicant is a registered contractor in any other office in the PWD. If so furnish details :
12. State whether extract of updated Contractors Work Register since last renewal is enclosed :
13. State whether copy of acknowledgement of income tax return last filed has been enclosed :
14. Declaration

I affirm that all the particulars given above are true. I have furnished details of all works done by me in PWD since last renewal. I understand that if any of the detail given by me are found to be false at a later stage, I will be blacklisted by the Registering Authority.

Station:

Date:

Signature of Applicant

Office use

The registration of applicant Sri. as category contractor Is approved to be renewed.

The application for renewal of registration submitted by Sri. has been rejected for the following reasons

- 1)
- 2)
- 3)

Renewal fee to be remitted.....

Signature of Engineer with date

Renewal fee remitted on

The registration of Sri as an category contractor with Reg No.

..... Is renewed for years with effect from

Entered in the register of contractors kept in this office on as sl no.

Signature of Engineer with date and seal

Office seal

Appendix 1900 H

CERTIFICATE OF EXPERIENCE FOR UPGRADATION OF CATEGORY OF REGISTRATION
(separate certificate to be issued for each work)

Name of Circle

Name of Division

Name of Sub Division

Name of Section

1. Name of Contractor :

2. Address :

3. Category and Registration Number :

4. Name of Work :

5. Amount of original contract :

6. Agreement No. and date :

7. Amount of work executed :

8. Stipulated period of completion :

9. Scheduled date of completion :

10. Extended date of completion :

11. Number of extension (s) granted :

12. Final date of completion :

13. Details of major components of the work with quantity and list of machinery used/hired (attach separate sheet if required):

14. Whether the work was completed satisfactorily:

15. Whether any penalties/fine/Termination imposed:

16. Litigation/Cases/Enquiry pending in respect of the work with status :

17. Defect or liability noted during the Guarantee period :

18. Performance of the contractor : Poor/Satisfactory/Good/V.Good/Outstanding

19. Other remarks if any :

20. Name and designation of the officer issuing the certificate :

CERTIFICATE

Certified that the details furnished regarding the work (Enter name of work)
.....
..... are true.

Place:

Date:

Office seal

Signature of Engineer with seal

