

CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD

No.1 Pumping Station Road, Chintadripet, Chennai – 600 002

APPLICATION FORM FOR REGISTRATION/UPGRADATION OF WORKS CONTRACTORS

APPLICATION NO.:					<u>NEW</u>	<u>UPG</u>
------------------	--	--	--	--	------------	------------

**Affix passport
size photo**

From	To The Superintending Engineer Contracts & Monitoring CMWSS Board CHENNAI – 600 002
------	-------------------------------------------------------------------------------------------------

Sir,

I / We herewith submit my / our application for registering / upgrading my / our name in your register of Contractors in Class- _____ for executing works in CMWSS Board.

SIGNATURE OF THE APPLICANT
WITH SEAL

- Encl: 1. Challan / D.D./P.O. for Rs. _____
2. Details of Firm's Certificates
3. Details of Machinery, etc.
4. List of works undertaken in the past

Please note :-

1. The cost of application form is not refundable under any circumstances
2. The applicant should pay application cost at the time of registration
3. Details of Registration Fees (as detailed below)

S.No	Class of Registration	Monetary Limit	Registration Fees	GST @ 18%	Application cost + 18% GST	Total
1.	Class-I	Upto and Above Rs. 75.00 Lakhs	Rs.15,000.00	2700.00	590.00	18,290.00
2.	Class-II	Upto Rs. 75.00 Lakhs	Rs.12000.00	2160.00	590.00	14,750.00
3.	Class-III	Upto Rs. 30.00 Lakhs	Rs.10000.00	1800.00	590.00	12,390.00
4.	Class-IV	Upto Rs. 15.00 Lakhs	Rs.7000.00	1260.00	590.00	8850.00
5.	Class-V	Upto Rs. 6.00 Lakhs	Rs.5000.00	900.00	590.00	6490.00

- a) Registration Fees can be paid by D.D., drawn in favour of CMWSS Board, payable at Chennai.

- b) Registration Fees will be refunded if the applicant is not registered in the Board, considering the eligibility. The excess registration fee paid is refundable in case the applicant is registered in lower class.

A.GENERAL

1.	Name of the applicant and address (state whether the registration sought for is)	
a.	An Individual	
b.	Joint Stock Company	
c.	Un-divided Hindu family	
d.	Partnership firm	
e.	Proprietor ship firm	
	(Please tick the appropriate column. If a firm, the name of the partners together with the details of financial & other business interest of the partners should be separately furnished. Attested copies of Memorandum of Articles of association in the case of companies or Registered partnership deeds in the case of firm to be enclosed. If a Joint Stock company, names of the directors should be furnished)	
2.	Name of the Registered Office of the individual or company and place of business	
3.	Permanent address to which all communications should be sent	
4.	Does the Individual or company do any business other than contract works?	
5.	Challan No./Demand Draft/Pay Order and date in which the prescribed fees have been remitted	
6.a.	Has the applicant applied previously for registration and if so, with what result?	
b.	In the case of up-gradation application. Details of previous registration viz. In which year and in which class he /they has /have been registered already. (Attested copies of previous registration letter should be enclosed)	
7.	Has the applicant or in the case of firm, any of the partners or in the case of company any of the Directors being removed from the list of contractors or blacklisted anywhere in any time? If so, for what reasons? (Here give full details)	
8.	Has the applicant registered himself as a contractor with any other public department, local authorities or other Government undertakings? If so, full details such as proof of registration and It's current validity should be furnished.	
9.	Whether the applicant is a director or a partner of any firm already registered in the Board?	

B.TECHNICAL		A	B		
10.	The nature of work, the applicant proposes to undertake (whether civil works / pipe laying works for Water Supply / Sewerage and erection of pumping machinery, etc. Please tick the box preferred.)	Civil and Pipe laying (Water & Sewerage works)	Machinery/ Erection /Electrical works		
11.	Experience of the applicant in the line (list of works executed with total value of work would be separately enclosed along with attested copies of testimonials such as work orders, performance certificates, etc., for each work) List may be furnished for the respective group listed in Para 10 above (Please see Annexure-A)	1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
12.	List of technically qualified permanent employees together with their qualifications and experience (copy of the qualification certificate along with consent letter should be furnished separately in the case of temporary employment.)	S.No	Name	Qualification	Experience
		1			
		2			
		3			
		4			
		5			
13.	Does the applicant maintain an office for preparing designs, drawings, estimates, tender documents, bills, etc.?				
14.	Does the applicant own a workshop or structural fabrication work and if so furnish details thereof?				
15.	Particulars of construction machinery, tools & plant and transport vehicles owned by the applicant	S.No	Details	Nos.	
		a.	Mixer Plant		
		b.	Dewatering equipment		
		c.	Sheet piles		
		d.	Mobile Crane		
		e.	Derrocl		
		f.	Vehicles		
		g.	Other items (furnish separately)		
16.	Does the applicant own a plumbing or electrical or any other license connected with his business? If so, give details				
C.FINANCIAL					
17.	Name or names of the banker(s) with whom the applicant maintains accounts				
18.	Name of the persons holding the power of attorney in the case of partnership firm				
19.	Paid up capital of the applicant				
20.	Bank deposits during the last one year (Certificates of the bank to be produced)				
21.	Value of property owned as on date (A certificate to be produced from the Revenue Department)				
22.	Name & Designation of the Officer of the Revenue Department (person) issuing the property certificate.				
23.	Whether the applicant has enclosed attested copy of the current income tax clearance certificate? (Please see Annexure-A)				

24.	Whether the applicant has enclosed attested copy of Tamilnadu GST Registration certificate?	
25.	Annual turnover of the applicant (please see Annexure-A)	
26.	Monetary limits of contracts upto, which the applicant will be able to undertake works.	
27.	Are any relatives of the applicant, or in the case of a partnership or limited company, any relatives of the partners or Directors, employed in CMWSS Board? If so, give details.	

I / We declare that the particulars furnished are true to the best of my / our knowledge.

SIGNATURE OF THE APPLICANT
WITH SEAL

Place:

Date:

(Seal of the company in the case of firm)

INSTRUCTIONS TO APPLICANTS

A. NEW REGISTRATION OF WORKS CONTRACTOR:

- (1) Complete particulars should be furnished against each item
- (2) Application received without registration fees and other document will not be considered
- (3) Incomplete application will not be considered
- (4) The applicants should enclose only attested copies of all the certificates and documentary evidences attested by Gazetted Officers. If un-attested copies are received, originals should be produced for verification.
- (5) The new entrants shall remain in the lowest class (Class-V) for two years for getting promotion to the next higher class and the contractors should remain for one year in each of the higher classes (Class-IV, III & II) for getting promotion to the next higher class.
- (6) Contractors who have registered in other departments and undertakings of the Central or State Government are eligible for registration in the corresponding / equivalent class by furnishing the following details:
 - a. To furnish Proof for their registration in other State or Central Government Departments in the appropriate class and its current validity.
 - b. To furnish performance certificates for having completed works within the last five years (in Water Supply and Sewerage Sectors alone will be considered) for a value as indicated in Annexure A, from an officer not less than the rank of Executive Engineer. 5% weightage will be given to each year based on rupee value.
 - c. The experience of works performed in Civil/Electro-mechanical works in Water supply/ Sewerage sectors only will be considered and the Operation and Maintenance work experience will not be considered as work experience towards registration/ upgradation of works contractor.
- (7) Attested copy of latest Saral submitted to Income Tax Department with a copy of PAN card furnished by Income Tax Department.
- (8) Attested copy of residential proof by providing either Ration card or Voter Identification card or passport.
- (9) Attested copy of front page of Bank passbook.
- (10) Details of contact phone numbers.
- (11) Audited Account Statements for the last financial year.
- (12) To furnish proof for registration in tenders portal(<https://tntenders.gov.in/nicgep/app>) with Digital Signature Certificate along with its validity period.

- (13) a) For Class(I to IV) Solvency should be 30% of the maximum value of the Registration sought for. For registration in Class-I the minimum solvency is Rs.30.00 Lakhs. (Please see Annexure-A). The solvency should be in the name of the applicant or any of the partner and should be obtained from the Revenue Department official not below the rank of Tahsildar and issued not earlier than one year from the date of application.
- b) Updated Encumbrance Certificate for corresponding property for which Solvency is submitted
- c) Indemnity bond to ensure the validity of the solvency certificate with the required value for the full period of registration to be furnished as per the format enclosed in Annexure-B on a Non-Judicial stamp paper of Rs.20/- incorporating the conditions and attested by a Notary Public.
- d) Solvency Certificate issued by Practising Chartered Accountants / Bank Solvency Certificates to be furnished as per the format enclosed Annexure-C in support of the Solvency Certificate from Revenue Department

B. FOR UPGRADING THE CONTRACTOR FROM LOWER CLASS

- (1) The new entrants shall remain in the lowest class (Class-V) for two years for getting promotion to the next higher class and the contractors should remain for one year in each of the higher classes (Class-IV, III & II) for getting promotion to the next higher class.
- (2) Applications for Up-gradation will be issued free of cost. However the cost of application is to be remitted along with the fees for up gradation and copy of previous Upgradation letter from this office.
- (3) Up-gradation of a contractor's class will be considered only when the contractor has executed at least one single work for a value upto 80% of the maximum value in the present class or 3 times of the maximum value in multiple works.
- (4) Solvency should be 30% of the maximum value of the Up-gradation class sought for. For Up-gradation class-I, the minimum solvency is Rs.30.00 lakhs.
- (5) Updated Encumbrance Certificate for corresponding property for which Solvency is submitted
- (6) Indemnity bond to ensure the validity of the solvency certificate with the required value for the full period of registration to be furnished as per the format enclosed in Annexure-B on a Non-Judicial stamp paper of Rs.20/- incorporating the conditions and attested by a Notary Public
- (7) Solvency Certificate issued by Practising Chartered Accountants / Bank Solvency Certificates to be furnished as per the format enclosed Annexure-C in support of the Solvency Certificate from Revenue Department
- (8) The experience of works performed in Civil/Electro-mechanical works in Water supply/ Sewerage sectors only will be considered and the Operation and Maintenance work experience will not be considered as work experience towards registration/ upgradation of works contractor.

ANNEXURE-A

The applicant for registration as a contractor should furnish the following documents for consideration.

- (i) If a firm, the names of partners, together with details of financial and other business interests of the partners. along with copy of Partnership Deed, Form-C(Registration of Partnership)
- (ii) If a registered firm, a copy of registration documents.
- (iii) If a Joint Stock Company, a copy of Memorandum and Articles of Association and the names of the directors and the Certificate of Incorporation

NOTE:- A partner of a firm, or a director of a company which registered as a contractor in this Board will not be permitted to register himself as a contractor under his name or in any other capacity.

S. No	Details	RUPEES IN LAKHS				
		Class - I	Class - II	Class - III	Class - IV	Class - V
A.	Attested copy of the Current Income Tax Clearance Certificate – Minimum Turn Over	100.00	50.00	25.00	10.00	--
B.	Solvency	30.00	22.50	9.00	4.50	--
C.	Performance of works completed (in Water Supply and Sewerage Sectors alone will be considered) within the last five years. 10% weightage will be given to each year.					
a.	Single work (or)	100.00	50.00	25.00	10.00	--
b.	Multiple work in a single year	225.00	90.00	45.00	20.00	--
D.	Attested copy of Tamil Nadu GST Registration Certificate					

SIGNATURE OF THE APPLICANT
WITH SEAL

Annexure-B
(Applicable only for Class I to IV)

INDEMNITY BOND

I/We -----
- having registered office at -----

----- do hereby indemnify the CMWSS Board, Chennai as follows:

I/We hereby agree to ensure the validity of the Solvency certificate with the required value for the full period of my Registration as works contractor under Class -----

I/We hereby agree to undertake that the properties under which Solvency obtained shall not be sold out or disposed off without prior approval of the Board.

I / We hereby state that I / we will submit the Solvency Certificate at the time of Renewal/Up gradation/ New Registration

I/We shall abide by the aforesaid declaration of this deed of indemnity.

SIGNATURE OF THE APPLICANT

NOTARY PUBLIC

WITNESS:

1.

2.

Annexure-C
(Applicable only for Class I to IV)

Solvency Certificate from Chartered Accountant/Bank

We hereby certify that Mr/Mrs/M/s -----
(PAN: -----) Proprietor/Partner of -----
----- having its office at -----is solvent
to the extent of Rs -----(Rs in words relating to the property as given
below and is based on the documents and records that were submitted to us and the
information and explanation provided to us.

S.No	District	Taluk	Village	Property Details

S.No as above	Survey No	Extent	Present Value	Share
	Liability			
	Net Value			

We further certify that

- Present value stated above is based on the Guideline value as per TNREGINET for Land and sale deed(for outright purchase) or registered Construction agreement/ registered value certificate(for self Constructed) in case of building
- Liability amount stated above is as per EC certificate

The following documents were verified and copies of the same are kept in our records based on which this certificate is issued

- Purchase deed and construction agreement/value certificate
- Encumbrance certificate on the property in original obtained from the Sub-Registrar's office for 13 years
- Copy of Guideline value as per TNREGINET for Land and copy of sale deed (outright purchases) or registered Construction agreement/ registered value certificate (self Constructed) in case of building whichever applicable
- Liability amount as per EC certificate.
- Mortgage Deed
- Property Tax receipt or Land Revenue Receipt
- Chitta or Palla
- Self-declaration of applicant for the submission of the documents

We would like to further notify that this certificate has been issued at the request of
-----without attaching any kind of
responsibility or risk on our part either as a guarantor or otherwise and is valid for One year
from the Issue date.

Chartered Accountant -----(Seal)

M.No.
Place
Date
UDIN no

In case of Bank

Bank Manager -----(Seal)

Name/Staff .No./ Place/Date