

APPLICATION FORM FOR CIVIL CONTRACTORS.

City & Industrial Development Corporation of Maharashtra Ltd.

SUBJECT : **Registration of your firm with CIDCO Ltd.**

Dear sir,

Every applicant should submit application with ATTESTED copies of following enclosure documents in the order given below :-

1. Application form.
2. Proprietorship/Partnership/Private Limited Co./An attested copy of affidavit/partnership deed/articles and memorandum of association.
3. Attested photographs of Proprietors/Partners/Directors/Chairmen.
4. Latest Bank solvency certificate with Bank Seal from Nationalized/Scheduled Bank (Annexure-IV).
5. Latest Income Tax Clearance Certificate.
6. Registration certificates with various departments, if any.
7. Technical staff details with qualification certificates.
8. List of machinery as per the proforma as per Annexure-VIII, with Chassis No. and Model etc. as per the prescribed proforma. (Copies of R.C. Books/Insurance Policies be submitted wherever applicable).
9. Details of work executed (as per Annexure-I) and certificates (as per Annexure-III) during the last three years and current year (categorywise).
10. Any other enclosure.
11. List of movable/immovable property.
12. Addresses of all partners/directors/chairmen.
13. Balance sheet for the last three years and copy of certificate from C.A. regarding authorized and paid up capital of the firm.
14. Undertaking (in case of application for Class-I and II) for employment of three unemployed engineers who have passed from the State of Maharashtra from 1967 onwards (Annexure-VI).
15. Contractors seeking registration in Class-II and above are required to submit additional information regarding Quality Assurance System as per enclosed format (Annexure-V).
16. Registration of the office in the State of Maharashtra.
17. Sales Tax Registration Certificate in Form II, Rule 4(1) as provided by Maharashtra State Sales Tax Act (Maharashtra Act No. XXVI of 1989) and Cess Tax.
18. Those who are applying to Class-I to Class-V in Civil shall employ qualified engineers in domiciled in Maharashtra who has passed their diploma/degree in engineering within a period of 3 months from their registration. And produce the proof of appointment by way of valid Professional Tax Registration Certificate in the form PT/R/_____ under section (1) of 5 of Maharashtra State Tax on Profession, Trade, calling and Employment Act

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1975, Rule 3(2) for employees including technical personnel from the Professional Tax Officer of concerned Districts in Maharashtra.

19. The contractors applying in class I & II in any category in Civil shall furnish the additional information as annexed (Annexure-X).

NOTE :

1. Attested photostate by gazette officer, copies of documents should be submitted.
2. Original certificates should be produced for verification.
3. Half registration fee for the class applied for i.e. Rs. ____ in cash (which is not refundable if the application is rejected), should be paid alongwith the application.
4. The contractor shall apply for the class of registration by fulfilling the conditions as mentioned in Annexure-VII & VIII.

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(FORM OF APPLICATION TO BE SUBMITTED BY THE INTENDING FIRMS FOR ENROLMENT AS CONTRACTOR IN CIDCO OF MAHARASHTRA LIMITED.)

1. Name of applicant with full address :
2. Whether the firm is joint stock company, Undivided Hindu family, Individual or as Registered Partnership Firm :
(Attested photocopy of affidavit or partnership deed or association be enclosed).
3. Name of sole proprietor/partner with particulars/liabilities :
(attested photos of proprietor/partners/director be enclosed)
4. Name of person holding the power of attorney (attested photo copy of attorney be enclosed) :
5. Place of business :
6. Class in which enrolment is sought :

Sr.No.	Category	Class
1.	Building works	
2.	Road works	
3.	Earthworks	
4.	Asphalting works	
5.	Sewerage works	
6.	Water supply works	
7.	Storm water drain	
8.	Miscellaneous works	

7. A) Name of bankers with full address :
- B) Amount of solvency certificate Which applicant has held or Has produced :
- C) Valid upto :
8. Whether the applicant has :

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produced upto date income tax
clearance certificate

9. Whether the contractor desires :
to deposit amount for securing
exemption from payment of earnest
money along with each tender
10. Category wise list of work undertaken/executed during a period of last three
years preceding the date of application.
- | | |
|--|---|
| a) Sr. No. | } To be submitted
in a separate
as per
the prescribed
proforma.
(Annexure-I) |
| b) Name of work | |
| c) Name of division/department | |
| d) Amount of work tender | |
| e) Date & Year of commencement and completion
statement | |
| f) Amount spent during each of last 3 years | |
| g) Amount of work still remaining to be executed | |
| h) Remarks, if any. | |

NOTE : *Original or attested Photostat copies of certificate in the
prescribed format for verification of above details by the officers under whom
are carried out to be enclosed (Photostat should be attested by gazette
officer).*

11. List of tools and plants in :
possession of the contractor
12. Workshop, machines, tools and plant :
owned by the applicant (location and
site of workshop and also full details
regarding machine, tools etc. to be
given
13. Technical qualification and experience :
of the proprietor/partners and dealing
technical employees in the firm
(attach separate list)(Annexure-II)
14. a) Whether enlisted in any other :
department/organization/other
state, if so, in which category
showing the amount qualified
to tender
- b) Has the applicant applied for :
Registration elsewhere in his

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Name or others, if so, give
Particulars

- c) Whether the application is :
rejected give particulars
15. Has the applicant or his partners :
or directors been blacklisted in the
past by Government department/
organization/other states
17. I/We certify that, I/We have been not and will not get myself/ourselves
registered as contractor in the department under more than one name.
17. The above information furnished by me/us is true to the best of my/our
knowledge and behalf and in case any discrepancy is noticed. I/We
understand that, my/our registration, as approved contractors shall be
rejected/cancelled.

(Signature of applicant with name and full
address)

Place :

SEAL

Date :

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ANNEXURE-I
(CATEGORYWISE)

STATEMENT SHOWING THE LIST OF WORKS DONE DURING THE LAST THREE YEARS
AND WORKS
WHICH ARE IN PROGRESS

Category	Name of work	Name of div/dept. with full address	Amount of work tendered	Date & year of commencement and completion	Amount spent during three years proceeding application	
					2001-2002	2002-2003
Building works						
Road works						
Earth works						
Asphalting works						
Sewerage works						
Water supply works						
SWDrain						
Misc. works						
Electrical works						

CONTRACTOR'S SIGNATURE.

Turn over for the year 1999-00 = A
 Turn over for the year 2000-01 = B
 Turn over for the year 2001-02 = C
 Average annual turnover = (A+B+C)/3
 Eligible class as per requirement =

Note : While calculating the average annual turnover and works in hand, 50% credential shall be consider for the private works.

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ANNEXURE-II

Name of contractor :

List showing technical qualification and experience of the proprietor or partners and leading technical employees at their firm.

Sr.No.	Full name & full address of the persons	Technical qualification	Total experience and experience with your organization	Remarks

(Signature of applicant with name and full address)

Place :

Date :

ANNEXURE-III

Specimen of works certificate to be furnished

1. Name of contractor :
2. Name of work :
3. Amount of work put to tender :
4. Amount of work tender :
5. Date of commencement and completion:
6. Work done during the year 99-2000 :
2000-01, 2001-2002 & balance work in
the year 2002-2003
7. Remarks in respect of contractor's :
performance on work

Signature & Designation.

ANNEXURE-IV

Form of solvency certificate to be obtained from Nationalised/Scheduled bank

SOLVENCY CERTIFICATE

This is to certify that to the best of our knowledge and information M/s. Shri.
_____ a customer of our bank is respectable
and can be treated solvent upto limit of Rs. _____ (in figures)
_____ Rs. _____ (in words)
_____.

This certificate is issued without any guarantee or responsibility on the bank or any
of its officers.

(Signature of Issuing Officer)

Place :

SEAL

Date :

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ANNEXURE-V

SUBJECT : **Additional documents to be submitted by the contractors for seeking registration in Class-II and above for Civil .**

The documents which are required to be submitted by the contractors shall be as follows :-

1. **QUALITY POLICY**

The contractors should submit well-defined and documented policy and objectives for and commitment to quality which should include policy regarding mode of execution and form of subcontracting.

a) **RESPONSIBILITIES & AUTHORITY**

The responsibility and authority and the inter relation of personnel who manage, perform and verify work affecting quality shall be defined and documented by the contractor.

b) **RESOURCES**

The contractor shall identify resource requirements for stated yearly turnover and his planning to provide adequate resources such as plant and equipment, raw materials including the assignments of trained personnel for management, mode of internal verification of performance of work and verification activities including internal quality audits. He therefore should give list of all such resources (names of prequalified suppliers and sub contractors) and list of all such trained personnel, plant & machinery.

2. **QUALITY PLANNING**

The contractors should also furnish the details as regards to the system being adopted by him for checking the quality of raw materials/finished materials supplied by petty agencies/sub contractors.

3. **INSPECTION AND TESTING**

The contractor should indicate the procedures for inspection and testing being followed by him for accepting the raw materials/finished materials to be used in his work.

The contractor should also indicate the list of laboratory equipments in his possession. He should also furnish names of the persons involved specifically for the laboratory work with their qualifications and experience.

4. **CONTROL OF NON-CONFORMING WORK**

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The contractor should indicate procedure being adopted by him to ensure item of work (in part or full) that does not conform to specified requirements is prevented from unintended use.

5. **CORRECTIVE AND PREVENTIVE ACTION**

The contractor shall submit documented procedures for implementing corrective and preventive action.

6. **INTERNAL QUALITY AUDITS**

The contractor shall submit documented procedure for planning and implementing internal quality audits to verify whether quality activities and related results comply with planned arrangement and to determine effectiveness of the quality systems.

7. **TRAINING**

The contractor shall indicate through qualifications, certification etc. as to how personnel performing specific assignment task have qualified on the basis of appropriate education training or experience requirement. He shall also submit records of training imparted to those personnel.

8. **SERVICING**

The contractor should indicate the procedure for performing, verifying and reporting defects during defects liabilities period and orgainsation for such rectification.

ANNEXURE-VI

DATE :

UNDERTAKING

We employ three engineers who have passed qualifying examination in Civil Engineering from Maharashtra from 1969 and onwards on a stipend of Rs. 250/- per month in case of Graduate Engineers and Rs. 150/- per month in case of Diploma holders for a period of 3 years.

As soon as Engineers are employed in stipendiary probation, the intimation to this effect will be given by us to the Director of Technical Education, Maharashtra and to Government in Public Works Department within a week and any Engineer leaving services, intimation will be given to the above officers.

Signature of the Contractor.

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REQUIREMENT FOR REGISTRATION OF CONTRACTORS IN CIDCO (CIVIL)

(These norms adopted are at par with PWD norms) :

Sr. No.	Class	Amt upto which (Rs. In lakhs)	Min. Solvency	Reg. fee (in Rs.)	Average average annual turnover for last 3 years (Rs. In lakhs)	Estimated cost of works in hand during current year	Amt to be deposited for availing EMD exemption facility	Minimum requirement of technical staff
1.	I	Without limit	150	7500	300	450	5.00	Graduate engineer – 2 Diploma engineer – 4
2.	II	750	75	7500	200	300	3.50	Civil Engineer Assistant – 6 50% of staff minimum 5 years experience.
3.	III	300	30	6000	90	150	3	Graduate engineer –1
4.	IV	150	15	4000	60	80	2	Diploma engineer –1 Civil engineer assistant - 2
5.	IV(A)	90	9	4000	40	60	1.50	Diploma engineer –1
6.	V	50	5	3000	25	30	1.25	Civil engineer assistant - 1
7.	VI	15	2	1500	7.50	10	1	
8.	VII	7	1	1500	1.50	3	-	
9.	VIII	3	0.50	1500	1.00	1.50	-	

NOTE : Minimum requirement of technical staff not mandatory for Class VI & below.

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Details of Machinery for various Classes :

Details of machinery	Class-I/II/III		Class-IV/IV(A)		Class-V	
	Required	Actual	Required	Actual	Required	Actual
Group-1						
Trucks/Tippers/Truck-trolley	3		4		2	
Concrete mixer	3		2		1	
Vibrator	3		2		1	
5 hp Pump	2		1		1	
Centering material	500 sq.m.		300 sq.m.		100 sq.m.	
Mechanical hoist	1 set					
Group-2						
Trucks/Tippers/Truck-trolley	10		6		2	
Excavator	2		1		-	
Road roller (DRR)	2		1		1	
Vibratory roller	1		-		-	
Water tanker	2		1		1	
Air compressor	2		1		-	
Concrete mixer	2		1		1	
Vibrator	2		1		1	
Group-3						
Trucks/Tippers/Truck-trolley	6		3		2	
Road roller (DRR)	2		1		1	
Vibratory roller	1		-		-	
Asphalt mix & Boiler	1		1		1	
Drum mix plant	1		-		-	
Censor paver finisher	1		-		-	
Mechanical asphalt sprayer	1		-		-	
Concrete mixer	1		1		1	
Vibrator	1		1		1	

Note : Minimum machinery requirement for Class VI & below not mandatory

ANNEXURE-IX

Bifurcation in Class-I Registration as per G.R

I. Applicability

- A) Minimum Turnover in last 5 years x 4.5 = -A
- B) Maximum Turnover in last 5 years x 3 = B
- Applicable Turnover-higher from A or B = -C

II. Eligibility

- i) If value of "C" is more than Rs. 25 crores
Then eligible in **Class-IA** i.e. Eligible for **unlimited**
- ii) If value of "C" is between Rs. 15 to 25 crores
Then eligible in **Class-IB** i.e. Eligible **upto Rs. 25 crores**
- iii) If value of "C" is between Rs. 7.5 to 15 crores
Then eligible in **Class-IC** i.e. Eligible **upto Rs. 15 crores**