



APPLICATION FOR REGISTRATION OF CONTRACTORS

Category of Registration

Details of Services for which Registration is sought	
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Contractor Class to which registration is sought. Please strike out those not applicable.

The Upper Limit indicates the maximum value of single work that can be awarded to the applicant.

Class	Upper Limit (Rs. Lacs)
I	More than 500
II	500
III	250
IV	100
V	40
VI	10

(The above classification can be revised by CIDC)

GENERAL INFORMATION:

Name	
Head Office/Registered Office: Address/ City/ State/Pin Code Telephone Fax E-Mail Details of contact person Name & Designation:	
Branch office in Operational Region of ONGC if any Address/ City/ State/Pin Code Telephone Fax E-Mail Details of contact person Name & Designation:	
PAN No.	
Central Sales Tax No.	
VAT TIN No.	
PF Registration No.	
Service Tax Registration No.	

ESIC Registration No.	.
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Pre-Qualification Questionnaire

1	Nature of past jobs done	Exactly same as applied for / similar to what applied for
2	Value of atleast one single job done during lasts years is greater than 70% of the class upper limit applied for	Yes / No
3	Total turnover of the past 3 years is atleast equal to the upper limit of class applied for	Yes / No
4	The maximum value of similar work done in the past three years.	Rs.
5	The minimum value of works that you shall be interested in.	Rs.
6	Does your organization follow any quality plans / programs?	Yes / No
7	Does your organization have laid down any safety policy?	Yes / No
8	Does your organization have ISO/ISRS Certification	Yes / No

Past Performance

1.	Details of works executed during last 3 years.	Furnish the Work Order Copy & Completion Certificate (For a few jobs against each category for which registration is sought)
2.	Details of works in progress	Furnish the Work Order Copies for a few jobs

3.	Time schedule	Furnish status with respect to contractual completion period.
4.	Detail of any works executed in the past for ONGC ?	
	Order No.	
	Name of Work :	
	Value:	

5.	Whether the applicant has been blacklisted or de-registered from the approved list or demoted to a lower class by any organization in the past ?	
	Name of organization :	
	Date of Blacklisting:	
	Reason	
6.	Whether the applicant has gone for Arbitration/Litigation for any of the past works with any organization ?	
	Name of the Organistion:	
	Name of the Work:	
	Nature of Arbitration :	

Other Details

1. Past Turnover (Last 3 Years)

Financial Year	Turn Over in Rs. lakhs	Documents Submitted
		Audited Copy of Balance Sheet

2. Maximum Value of similar Past Works: (In the order of highest value first)

Year	Order Value in Rs. lakhs	Documents submitted
		Work order copy and Completion certificate

3. Registration with Organisations:
(Consulting Organisations/Oil Companies/PSUs/Others)

Organization Details

Constitution:

Type of Organization (Strike out those not applicable)	Document to be enclosed
Sole Proprietorship	Registration Certificate
Partnership	Partnership deed
Private Ltd.	Prospectus, Memorandum of Association, Articles of Association
Public Sector/Public Ltd.	Prospectus, Memorandum of Association, Articles of Association

Manpower Employed:

Sr. No.	Particulars	Nos.	Documents Submitted
1.	Total no. in permanent employment		
2.	Number of Graduate / Diploma Engineers		
3.	Nos. in Safety/Inspn./QC		
4.	Others		

<p>5. For Electrical Contractors, whether the applicant possesses:</p> <ul style="list-style-type: none"> - Valid Electrical Licenses For LT / HT Works? - Valid Electrical Contractors License - Valid Electrical Supervisor License <p>Nos. of Licensed Electricians</p>	
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Equipment / Facility Details:

1. Workshop Details:

Workshop Owned ?	Yes / No
Area of workshop	
Location	

2. List of Tools / Machinery / Erection & construction equipment owned:

3. List of Tools / Machinery / Erection & construction equipment hired/leased:

4. Details of Facilities Available for Design/Drafting.

Financial Details

Banker's Details:

Name	
Branch	
Address / City / State	
Pin code	

Particulars	Rs. in lacs	Documents submitted
2. Value of Assets		Valuation Certificate
3. Overdraft/Cash credit		Banker's Certificate

limits with Banker		
4. Extent of Solvency		Banker's Certificate (in terms of networth)

IT IS CERTIFIED THAT THE INFORMATION SUPPLIED HEREIN (INCLUDING ALL PAGES ATTECHED) IS CORRECT TO THE BEST OF MY KNOWLEDGE.

(SEAL OF COMPANY)

SIGNATURE

NAME

DESIGNATION

PLACE :_____

DATE :_____