



APPLICATION FOR REGISTRATION – ORGANIZATIONS



Please write NOT APPLICABLE (N.A.) in any section that does not pertain to your line of business

Categories of Registration

| | |
|---|--|
| Details of Product / Services for which Registration is sought (Add more sheets if required) | |
|---|--|

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. Crores) |
|-------|------------------------------|
| I | > 100 Crores |
| II | > 50 Crores but < 100 Crores |
| III | > 10 but < 50 Crores |
| IV | Between 1 to 10 Crores |
| V | Less than 1 Crore |

(The above classification can be revised by AP-RERA)



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GENERAL INFORMATION:

| | |
|---|---|
| Organization Name | |
| Head Office / Registered Office: Address/ City/ State / Pin Code Telephone Fax E-Mail Details of contact person Name & Designation: Mobile Number Email: | |
| Branch office Details Address/ City/ State/Pin Code Telephone Fax E-Mail Details of contact person Name & Designation: Mobile Number Email: | |
| GST No. | |
| PF Registration No. | |
| ESIC Registration No. | . |
| Location of Site / Premises proposed for evaluation | |



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Organization Details:

| Type of Organization | 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 | | |
| 5. For Electrical Contractors, whether the applicant possesses: | | | |
| Valid Electrical Licenses For LT / HT Works? - Valid Electrical Contractors License - Electrical Supervisor License Nos. of Licensed Electricians | | | |



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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.

Pre-Qualification Questionnaire

| | | |
|----------|---|--|
| 1 | Nature of past jobs done | Exactly same as applied for / similar to what applied for |
| 2 | Value of at least 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 |



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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 2 major project/ works executed in the past Year | |
| | 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 five years. | |
| | 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 in the past five years. | |
| | Name of the Organisation: | |
| | Name of the Work: | |
| | Nature of Arbitration : | |

Other Details

1. Turnover (Last 3 Years)

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



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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 / PSUs / Others)

Financial Details / Banker's Details

| | |
|------------------------|--|
| Address / City / State | |
| Pin code | |

| Particulars | Rs. in lacs | Documents submitted |
|---|-------------|--|
| 2. Value of Assets | | Valuation Certificate |
| 3. Overdraft/Cash credit limits with Banker | | Banker's Certificate |
| 4. Extent of Solvency | | Banker's Certificate (in terms of net worth) |

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

(SEAL OF COMPANY)

SIGNATURE

NAME

DESIGNATION

PLACE : _____
DATE : _____



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INFORMATION TO BE SUBMITTED WITH APPLICATION FOR REGISTRATION

1. Company profile / resume.
2. Description of item(s)/ services and range, for which enlistment is sought.
Detailed Engineering product catalogue.
3. Organizational chart including Safety and Quality Control set up.
4. Manufacturing facilities/ Construction equipment list giving details of machinery installed in-house.
5. In-house design facilities including safety and various software available.
6. Details of testing facilities available in-house.
Tests for which dependent on external agencies and their names / addresses.
7. List of bought out items and their sources.
8. List of services subcontracted with details of sub contractors.
9. Quality Assurance Manual including Health, Safety & Environment
10. Photocopy of approvals from authorities such as ASME / API / Indian Boiler Regulation (IBR) / Chief Controller of Explosives (CCE), India or as applicable.
11. Photocopy of approvals / enlistment / accreditation by independent inspection agencies / process licensors / consulting organizations / oil companies / others, with details of items for which registered.
12. Past Experience of similar work.
Performance feedback from the end users/ Client appreciation letters including supply reference details.
13. Certification / proof of credit worthiness of the Company from Bankers / statutory authorities, including extent of solvency document
14. Audited Annual Reports / Balance sheet & Profit & loss account etc. for the last three years.
15. Documents related to PAN, GST, PF, ESIC etc.
16. Organisation details wrt Registration Certificate, MOA / AOA etc.
17. If the applicant is enlisted with Small Scale Industry, document in the regard shall be furnished.