



**RULES GOVERNING
REGISTRATION OF CONTRACTOR/S
FOR
CIVIL AND MECHANICAL & ELECTRICAL
ENGINEERING WORKS
2016**



MUNICIPAL CORPORATION OF GREATER MUMBAI

**Executive Engineer (Monitoring & Registration) Cell,
J. B. Shah Municipal Market Building, 1st Floor,
Yusuf Meher Ali Road, Masjid (W),
Mumbai – 400 009
Telephone - 022-2340 3644**

**“Rules Governing Registration of Contractor/s for
Civil and Mechanical & Electrical Engineering Works – 2016”**

PREFACE

Whereas the Municipal Corporation of Greater Mumbai (MCGM) is to perform obligatory and discretionary duties as laid down under Section 61 & 63 of the Mumbai Municipal Corporation Act (MMC Act) and whereas the entire executive power for performing these duties vests with the Municipal Commissioner and whereas Section 69 to 73 of the MMC Act empowers the Municipal Commissioner to execute contracts on behalf of the MCGM which has a binding effect on the MCGM, it is felt necessary to have registration of the contractor/s, to have a better control qualitatively and quantitatively, over execution of various Municipal constructions and other allied works.

As per the Municipal Commissioner’s approval under No. MGC/F/1614 Dated 25.10.2016, these revised rules/modification/parameters for registration of contractors shall amend the existing rules, under the name “Rules Governing Registration of Contractor/s for Civil and Mechanical & Electrical Engineering Works – 2016.” The revised rules / modifications / parameters will come in force from date 01.12.2016.

At present the registration is being carried out as per the Registration Rules 2015. Further, there are few contractors who are registered as per Registration Rules 1992. Even after implementation of Registration Rules 2016, all these contractors registered earlier will be allowed to participate in bidding procedure of MCGM, till the expiry of validity of their registration. Thereafter they have to get registered as per Registration Rules 2016 only. If desired they may apply for registration as per Registration Rules 2016, even before expiry of existing registration.

A. G. Jadhav
Ex. Engineer (M&R)Cell (i/c)

K. N. Gaikwad
Law Officer

H. S. Nikam
C.A.(Finance)

P. R. Kadam
City Engineer

L. S. Vhatkar
Director (E. S. & P.) (i/c)

C. D. Chore
D.M.C. (Imp.)

I. A. Kundan
Addl. Municipal Commissioner (W.S)

Ajoy Mehta
Municipal Commissioner

**“Rules Governing Registration of Contractor/s for
Civil and Mechanical & Electrical Engineering Works – 2016”**

Sr. no.	Contents	Page
1	Title and Commencement	5
2	Definitions	5
3	Eligibility	6
4	Discipline	8
5	Classification	8
6	Registration / Renewal / Up-gradation	9
7	Penal Action	12
8	Change in Constitution	18
9	Miscellaneous	19
10	Table 1 – Minimum Financial requirement for Civil Engineering discipline.	20
11	Table 2 – Minimum Technical Staff requirement for Civil Engineering discipline.	22
12	Table 3 – Minimum Machinery requirement for Civil Engineering discipline.	23
13	Table 4 (a) – Schedule of Fees for Civil Engineering discipline.	24
14	Table 4(b) – Schedule of Charges for Civil Engineering discipline.	24
15	Table 5 – Minimum Financial requirement for Mechanical & Electrical Engineering discipline.	25
16	Table 6 – Minimum Technical Staff requirement for Mechanical & Electrical Engineering discipline.	26
17	Table 7 – Minimum Machinery requirement for Mechanical & Electrical Engineering discipline.	26

Sr. no.	Contents	Page
18	Table 8(a) – Schedule of Fees for Mechanical & Electrical Engineering discipline.	27
19	Table 8(b) – Schedule of Charges for Mechanical & Electrical Engineering discipline.	27
20	Format 'I' – Application for Registration / Renewal / Up-gradation of Contractor/s for any discipline.	28
21	Format 'II' – Declaration cum Indemnity Bond	33
22	Format 'III' – Certificate from Registered Chartered Accountant	35
23	Format 'IV' – Registered Undertaking for Change in Name of Firm / Company	36
24	Format 'V' – Performance Certificate or Work Completion Certificate from MCGM, Govt. Organizations (Civil)	37
25	Format 'VI' – Performance Certificate or Work Completion Certificate from Pvt. Organisation (Civil).	39
26	Format 'VII' – Performance Certificate or Work Completion Certificate from MCGM, Govt. Organisation (Mechanical & Electrical discipline)	41
27	Format 'VIII' – Completion Certificate from Pvt. Organisation (Mechanical & Electrical Discipline).	43
28	Format 'IX' – Affidavit regarding Provident fund	45
29	Format 'X' – Registered Chartered Accountant's certificate regarding works carried out for PVT. Agencies	46
30	Format 'XI' – Statement showing work in hand	47
31	Format 'XII' – Statement regarding Technical Employees	48
32	Format 'XIII' – Statement regarding Plant & Machinery	49
33	Registration Sanctioning Authority – Civil	50
34	Registration Sanctioning Authority - M&E	51

1 TITLE & COMMENCEMENT

1.1 TITLE

These rules shall be called, "Rules Governing Registration of Contractor/s for Civil and Mechanical & Electrical Engineering Works – 2016"

1.2 JURISDICTION

These rules will be applicable for Registration of Contractor/s for the works to be executed for Municipal Corporation of Greater Mumbai (MCGM) only.

1.3 DATE OF EFFECT

These rules shall come into force from the date: 01.12.2016.

2 DEFINITIONS

2.1 ALLIED FIRMS

All concerns which come within the sphere of effective influence of the banned / suspended firms shall be treated as allied firms. In determining this, the following factors may be taken into consideration:-

- a) Whether the management is common;
- b) Majority interest in the management is held by the partners or directors of banned / suspended firm;
- c) Substantial or majority shares are owned by the banned / suspended firm and by virtue of this it had a controlling voice.

2.2 BANNING

"Banning" shall mean prevention in participating in any of the tender activity. Banning will be for specific period or permanent banning. Banning will mean that no new tender copy will be issued to the contractor and he will not be considered for award of works for the bids in process except contracts concluded (see clause 7.1.3 for details).

2.3 CHIEF ACCOUNTANT

Chief Accountant (Finance), Chief Accountant (WSSD), Chief Accountant (Treasury) shall mean, as defined in Section 78C, 78D, 78E of MMC Act respectively.

2.4 CLASS

"Class" shall mean the financial limit for the work as prescribed in Table 1 (pg.20) for Civil and Table 5 (pg.25) for Mechanical & Electrical Engineering Discipline.

2.5 CONTRACTOR

"Contractor" shall mean an Individual or a Hindu Undivided Family or a Registered Partnership Firm or a Joint Stock Company or a Registered Co-operative Society or a Government, Semi-Govt. Undertaking engaged for the execution of the works for MCGM other than mere supply of goods or articles to MCGM and shall include authorized sub-contractor/s, legal representatives of such Individual or Persons comprising such Firm or Unincorporated Company or Successors of such Firm or Company as the case may be and permitted assignees of such Individual or Firm or Company.

2.6 CONTRACTS CONCLUDED

Contracts concluded shall mean the works that are in progress and the works for which the letter of acceptance is issued by the MCGM.

2.7 DEMOTION

“Demotion” shall mean to demote the Registered Contractor to one class lower to existing class of registration (see clause 7.1.2 for details).

2.8 ENGINEER

“Engineer” shall mean the City Engineer / Hydraulic Engineer / Chief Engineer, appointed or any other officer or officers of the MCGM who may be authorized by the Municipal Commissioner to carry out the functions of the City Engineer / Hydraulic Engineer / Chief Engineer and/or as specified in definition of tender document.

2.9 FIRM

The term `Firm` used in the Code includes an individual or person, a company, a co-operative society, a Hindu undivided family and an association or body of persons, whether incorporated or not, engaged in trade or business.

2.10 PROPRIETOR

This term includes the sole owner of firm, partners of partnership firm, directors of a private limited company, members of a Hindu undivided family, a member of an association of persons and a Director of a Public Limited Company.

2.11 REGISTRATION

“Registration” shall mean enrolment of the contractors as “Municipal Registered Contractor/s” for carrying out various Municipal Works.

2.12 REGISTRATION AUTHORITY

“Registration Authority” shall mean the Municipal Commissioner or any other officer or officers of the MCGM who may be authorized by the Municipal Commissioner (see pg.50 & 51).

2.13 REMOVAL / DEREGISTRATION

“Removal / De-registration” shall mean deletion of the Registered contractor/s from the Registration list (see clause 7.1.3 for details).

2.14 RENEWAL

“Renewal” shall mean extending the validity of the Registration.

2.15 SUSPENSION

“Suspension” shall mean temporary prevention in participating in any of the tender activity. Suspension will mean that no new tender copy will be issued to the contractor/s and he will not be considered for award of works for the bids in process except contracts concluded (see clause 7.1.4 for details).

2.16 UPGRADATION

“Up-gradation” shall mean promotion of the Registered Contractor/s to any of the higher class.

NOTE: - The words and expressions not defined in these rules, but defined in the General Condition of Contracts (G.C.C.) and Mumbai Municipal Corporation Act (MMC Act), 1888 as amended up to date shall have the meaning assigned to them in the said Act.

3 ELIGIBILITY

3.1 QUALIFICATION

An applicant i.e. intending contractor shall fulfil the requirements as prescribed in Table 1 to 3 (Civil) (pg. 20 to 23) and Table 5 to 7 (Mechanical & Electrical) (pg. 25 to 26) for Registration in the respective class.

3.2 OFFICE (ADDRESS FOR COMUNICATION)

An applicant desiring registration in any class in Civil or Mechanical & Electrical discipline shall have a reasonable and sufficient office space with an independent telephone facility and net connectivity in Mumbai Metropolitan Region (MMR) for communication purpose. If the applicant is having his office address out-side of MMR, then he shall furnish the details of contact person in MMR with his photograph, address, phone, email-id etc. for registration purpose.

After award of contract, office shall be provided in the Jurisdiction of MMR as per the tender conditions. In case of any litigation, the jurisdiction will be restricted to MMR only.

3.3 TOOLS AND MACHINERY / EQUIPMENT CAPABILITY

The applicant shall furnish the details of tools and machinery owned by him in the prescribed Format- XIII (page 49) and shall have owned complete equipment and machinery in any one of the group as shown in Table 3 (page 23) for Civil and Table 7 (page 26) for Mechanical & Electrical, for respective class of registration. The self-attested photocopies of ownership details / R.C. Books etc. shall be submitted along with application for registration.

At the time of execution of work/s, the contractor has to deploy as many machines as required for the works to be completed in specified time. In this regard the user / planning department may fix the requirement of suitable and related / necessary plant and machinery while floating the tender; considering the type, quantum and nature of work and stipulated time period within which the work is to be completed. If he fails to do so then actions deem fit will be initiated against him, by the Engineer in charge of the work / project.

3.4 TECHNICAL STAFF / PERSONNEL ABILITY

The applicant shall furnish the details of technical staff / personnel employed by him in the Format- XII (page 48). The minimum staff requirement is shown in Table 2 (page 22) For Civil and Table 6 (page 26) for Mechanical & Electrical.

At the time of execution of work/s, the contractor has to employ as many staff as required as per the tender conditions and as per scope of work. In this regard the user / planning department may fix the requirement of required Technical Staff / personnel, while floating the tender; considering the type, quantum and nature of work and stipulated time period within which the work is to be completed. If he fails to do so then actions deem fit will be initiated against him, by the Engineer in charge of the work / project.

3.5 CONSTITUTION OF FIRM

The applicant i.e., Proprietor / any of the Partner/s / any of the Director/s should not be in the capacity of Owner / Partner / Director in any other Firm / Company / Registered Co-operative Society already registered with MCGM. However, this shall not apply to the Common Directors of a Public Limited Company.

3.6 POWER OF ATTORNEY

A person holding Power of Attorney of the applicant for entering into and / or executing a contract with MCGM should not be an Owner / Partner / Director or hold Power of Attorney for entering into and/or executing a contract for any other firm already registered with MCGM under these rules.

4 DISCIPLINE

4.1 CIVIL ENGINEERING (C)

Various Civil Engineering works such as new constructions, additions, alterations, major/minor repairs etc. including modern technology related to Building Construction, Road Construction, Bridge Construction, Water Supply works, Sewerage Works and Storm Water Drain works etc. for MCGM.

4.2 MECHANICAL & ELECTRICAL (M&E)

Various Mechanical, Electrical and Electronics Engineering works including all works such as i) fabrication, Repairs, Servicing, Operations and Maintenance of Mechanical, Electrical and Electronics machinery and equipment etc., ii) Operation and Maintenance of HVAC and Cold storage systems, AC and Central AC plants etc., iii) Fabrication and Provision of Playground equipments etc., iv) Erection and Maintenance of Lift and escalators, Fire fighting and Fire alarm system, Smoke detection system, Ventilation system, Air handling units and its allied equipments etc. v) CCTV survey, Conditional Assessment and repairs to Man/Non-man Entry Sewer lines etc. vi) Supply, Installation, Testing & Commissioning of Pumping sets etc., vii) Electrical wiring installations etc. viii) Repairing and Replacement of Motors, Switchgears, breakers, Electrical panels etc. ix) Erection and maintenance of Transformer substation, Diesel Generating sets etc. x) Supply, Installation, testing and commissioning of High mast, street, compound lighting and Flood lights etc. xi) Supply, installation, testing and commissioning and Operation and Maintenance of Electrical/Gas based crematoriums, furnace and its allied equipments, Air pollution control equipments for cemeteries etc., xii) Erection and maintenance of Network/ LAN WAN wiring, SAP, CCTV/ Security Systems, Audio Visual systems etc., xiii) Operation and Maintenance of Road traffic light systems and Digital count down timers, Communication systems, EPABX, Telemetry, Wireless sets, Bio-Medical Equipment, weather information related systems, computer software, hardware, Hospital machineries, electronic advertisement, banners, electronic weighbridges, Digital Temperature indicators / Scanners etc., xiv) In addition to this Sewerage works, Storm Water drain works, Solid waste management works, water supply works with or without associated with Civil work in all municipal departments, swimming pools, crematorium, zoo, gardens, hospitals, wards, gymnasium, municipal properties etc. for MCGM.

Note: - There may not be any separate tender for electrification or allied works etc. and for supply & installation of pump sets. But when these works will form a part of the civil tender under a separate schedule, the civil contractor will have to get this phase of works done as per tender condition or from any of the firms registered with MCGM only, in Mechanical & Electrical discipline and the said contractor will work and act as sub-contractor of the civil contractor for all purposes.

5 CLASSIFICATION

The contractor is classified according to the financial status, organizational and technical capability as more prescribed in Table 1 to 3 (on page 20 to 23) for Civil and Table 5 to 7 (on page 25 to 26) for Mechanical & Electrical discipline.

6 REGISTRATION / RENEWAL / UP-GRADATION

6.1 APPLICATION

Application shall be submitted in prescribed form which is available at the Office of Executive Engineer (Monitoring & Registration) Cell on payment of requisite Fee + Taxes See Table - 4(b) (pg. 24). Separate application is required for Civil Engineering discipline and Mechanical & Electrical Engineering discipline.

6.2 PLACE OF SUBMISSION

The application form duly filled in all respects along with scrutiny fee {for Civil Engineering discipline see Table - 4(a) (pg. 24) and for Mechanical & Electrical Engineering discipline see Table - 8(a) (pg. 27)} applicable for applied class and necessary documents as specified in the application form shall be submitted in the Office of Executive Engineer (Monitoring & Registration) Cell.

6.3 LIST OF DOCUMENTS

Following valid documents shall be submitted with the application for Registration / Renewal / Up-gradation

- a. Photocopy of Partnership Deed / Memorandum & Articles of Association along with Certificate from Registrar of Firm / Certificate of Incorporation issued under Company Act, 1956 / in case of Registered Co-operative Society – a certificate issued by Registrar, Co-operative Society,
- b. Documentary evidence showing name and office address proof of contractor such as photocopy of current paid Electricity Bill, Telephone Bill, Property Tax bill, Water Tax Bill, valid Shops & Establishment Certificate,
- c. Photocopy of Certificate of Registration under Maharashtra Value Added Tax Act, 2002,
- d. Photocopy of Maharashtra State Professional Tax Certificate and Latest Tax paid challan,
- e. Photocopy of Latest Solvency Certificate from Scheduled / Nationalised Bank,
- f. Photocopy of Letter from Scheduled / Nationalised Bank certifying that they are the bankers of the applicant,
- g. Latest Photographs of Proprietor / all Partners / all Directors / Power of Attorney Holder/s / Contact person if any in MMR of the company along with signature, contact number, e-mail id & their residential addresses,
- h. Photocopy of Valid PWD Electrical Licenses (in case of applicants submitting works experience in Electrical Discipline),
- i. Notarised undertaking in prescribed Format – II,
- j. Photocopy of Power of Attorney, if any,
- k. A notarised copy of pan card of Company and Proprietor / all Partners / all Directors / Power of Attorney Holder/s / contact person if any in MMR of the company along with recent passport size photograph pasted thereon,
- l. Work Performance Certificate of the works completed / in progress during last three years from the date of receipt of application in prescribed Format V to VIII (In case of works carried out in Private Organization T.D.S. Certificate (Form No.16 / 26AS) is essential,
- m. Statement showing list of works executed during the period of last 3 years from the date of receipt of application and work which are in progress / in hand (Format – XI),

- n. Certificate from registered Chartered Accountant / Income Tax Practitioner who has audited the accounts of the firm in case of work carried out for private agencies (Format –X),
- o. Notarized undertaking in format – IV for change in name of company, if applicable,
- p. Affidavit regarding exemption from Provident Fund, if applicable (Format –IX),
- q. Certificate from registered Chartered Accountant who has audited the accounts of the firm showing turn-over of the firm for last five years,
- r. List of technical staff employed in notarised undertaking as per Format – XII,
- s. List of Machinery in notarised undertaking as per Format – XIII,
- t. The documents above at sr. a, b, c, d, e, f, g, h, j, r & s shall be duly certified by the registered Chartered Accountant who has audited the accounts of the firm and
- u. A separate certificate from the registered Chartered Accountant who has audited the accounts of the firm on his letterhead in prescribed Format – III.

Note: - Chartered Accountant shall have valid Certificate of Practise (COP)

6.4 SCRUTINY FOR REGISTRATION / RENEWAL / UP-GRADATION

- a. Incomplete applications shall be liable for outright rejection,
- b. On receipt of application dully filled in all respect along with requisite documents, applicant will be asked to pay the applicable scrutiny fee for the applied class & a challan will be issued to that effect,
- c. On receipt of application form as above & payment of scrutiny fee, applicant will be asked to visit the registration office and produce all original documents for verification before the Scrutiny committee,
- d. After verification the documents / work performance certificates will be forwarded to the respective certificates issuing authorities by registered post (R.P.A.D.) for confirmation and verification purpose,
- e. In case of any short comings, the applicant will be informed within 3 days to comply the same within 15 (fifteen) days from receipt of the letter along with original documents,
- f. The scrutiny committee will be held on every Thursday at 11.00 am and the applicant or his representative (on written request) will be allowed to remain present during the meeting. On receipt of all verifications and confirmations thereon, the Committee will decide the eligible class of registration and a necessary challan will be handed over to applicant to pay the requisite registration fees for eligible class up to Class I (B) for Civil and up to Class B for Mechanical & Electrical discipline.

In case of Class I(A) for Civil and Class A for Mechanical & Electrical discipline, the application will be submitted to Competent Authority (see pg. 50 & 51) for further approval and after approval, applicant will be asked to pay the registration fees,

- g. On completion of the procedure stated above, a Registration Certificate will be issued to the applicant,
- h. The process of verification shall be completed in not more than three months from date of application,
- i. During verification if it is found that the applicant has submitted the misleading information / forged documents, then the application will be rejected outright, All fees paid by applicant will be forfeited and the applicant will be debarred

- permanently,
- j. In case of rejection of application, applicant will be informed with reasons for rejection,
 - k. Decision of the Competent Authority shall be final,
 - l. In case of any dispute / appeal the decision of the Hon'ble Municipal Commissioner will be final and shall be binding on the applicant and
 - m. The fees once paid shall not be refunded.

6.5 VALIDITY

The registration will be valid for a period of 5 years from the date of granting the Registration or Renewal or Up-gradation of registration, provided the firm is not de-registered or the conditions under which the registration was granted are unchanged.

6.6 CRITERIA FOR NEW REGISTRATION

New Registration shall not be considered if the applicant is under any temporary / permanent penal action or any penal action – initiated or in process, such as demotion, banning, suspension, deregistration and debarring (in case of Firms with outside registration) etc. Proprietor / Partners / Directors / Power of Attorney Holder of such Firms shall not be entitled for New Registration with M.C.G.M.

6.7 CRITERIA FOR UP-GRADATION

- a. Up-gradation of the contractor on the basis of works carried out even outside MCGM will be considered and
- b. Up-gradation shall not be considered if the applicant is under any temporary / permanent penal action or any penal action – initiated or in process, such as demotion, banning, suspension, deregistration and debarring (in case of Firms with outside registration), etc.

6.8 CRITERIA FOR RENEWAL

- a. Application for renewal will be accepted 90 days before the expiry date of registration and latest by 30 days before the expiry date of registration.
- b. Normally the renewal will not be considered for the registered contractor; those have not tendered / secured any work with MCGM during the period of registration. Hence, submission of at least E-Quotation/ E-Tender rejection letter from any MCGM Department is must for getting renewal along with the performance for works carried out, outside MCGM
- c. If any penal action under the instant rules is in process or any penal action by any other Govt. /Semi Govt. Organization etc. is in process, the application for renewal shall not be considered till the penal action is revoked or complete. In such cases, the applicant shall apply for renewal within a period of 30 days after the action is revoked or completed, with scrutiny and renewal fee; late fee &/or penalty will not be applicable in such cases. In such cases application received after 30 days shall be processed at par with the applications of New Registration, subject to condition that the said applicant is not debarred (in case of Firms with outside registration) / de-registered / demoted permanently or with any permanent penal action
- d. The renewal of demoted contractor shall be processed for original class and the penal action of demotion will continue till the specified period
- e. Renewal of registration will not be an automatic process and may be refused for reasons to be recorded.

6.9 LATE FEE

The application for renewal received within 30 days before the expiry date of registration shall attract Late Fee as prescribed, in addition to Scrutiny and Renewal Fee as amended up-to date (see Table – 4(a) (pg.24) for Civil and 8(a) (pg.27) for Mechanical & Electrical discipline).

6.10 PENALTY

The application received after the expiry date of registration, but within 6 calendar months from the expiry date of registration will attract the Penalty; in addition to Late Fee as amended up-to date (see Table – 4(a) (pg.24) for Civil and 8(a) (pg.27) for Mechanical & Electrical). The fees / penalties once paid shall not be refunded.

6.11 PROVISIONAL RENEWAL

On receipt of application for renewal along with fees and required documents provisional renewal certificate will be issued to the applicant.

6.12 DELETION

If application for Renewal is not received within 6 calendar months from the expiry date of registration, the Registration shall cease forthwith and Name / Registration of the contractor will be deleted. No application for Renewal shall be accepted after 6 months from the expiry date of registration.

6.13 APPLICATION RECEIVED AFTER SIX CALENDAR MONTHS FROM EXPIRY DATE OF REGISTRATION

The applications received after 6 months from the expiry date of registration, shall be processed at par with the applications of New Registration as per clause 6, subject to condition that the said applicant is not blacklisted / de-registered / demoted permanently or with any permanent penal action, etc. The applicant shall submit intimation letter of the competent authority related to revocation of penal action, if any along with NOC to issue renewal of registration.

Note: - At present the registration is being carried out physically as per the procedure explained as above. Attempts to start online registration are in process and procedure of online registration will be provided when online registration process starts.

7 PENAL ACTION

7.1 PENALTIES

In addition to any penal action under general conditions of individual contracts, a contractor may be liable under these Rules to one or more of the following penalties:

- a. Warning (7.1.1)
- b. Fine (7.1.1)
- c. Demotion (7.1.2)
- d. Banning / De-registration (7.1.3.)
- e. Suspension of Registration pending inquiry (7.1.4)
- f. Debarring (7.1.5)

7.1.1 WARNING / FINE

A contractor/s will be liable to a warning and / or fine for -

- a. Non-compliance of any provision of these rules,
- b. Failure to comply with any clause or direction under these Rules or failure to comply with any condition of E-Quotation / E-Tenders / contracts and
- c. Inadequate progress during execution of work / performance under a contract.

For the first default of any type mentioned above, a warning letter / notice will be issued by competent authority i.e. defined under Engineer of the project / work. For each subsequent default of the types in (a), (b) & (c) above, the penalty will be imposed to the contractor as per the penalties mentioned in the contract document under general condition of contract or special condition of contract. Higher amount of fine may be levied by the competent authority i.e. defined under Engineer of the Project / work, for the reasons to be recorded.

7.1.2 DEMOTION

A Contractor/s is liable to be demoted to one lower class of registration on one or more of the following grounds -

- a. Specific failure or default in execution of individual works, in respect of physical progress or quality in such works,
- b. Deterioration in financial or technical ability / capacity and
- c. Repeated failure to properly fill in tender document/s, fully and correctly or delay in execution of formal contract documents

Note: Demotion from the lowest class of registration will amount to banning / de-registration of registration for the period specified. In such cases, the registration of the contractor/s will stand restored after the period of demotion / banning / de-registration.

7.1.3 BANNING - DE-REGISTRATION

Banning / Deregistration will be for a specific period or permanent banning / Deregistration.

A contractor/s is liable to be Banned / De-registered on one or more of the following grounds: -

- a) If security considerations including question of loyalty to the MCGM so warrant,
- b) If the proprietor of the firm, its employee, partner or representative is convicted by a court of law following of investigation or under normal process of law for offences involving moral turpitude in relation to business dealings viz. Conviction by court of law,
- c) If there is strong justification for believing that the proprietor or employee, or representative of the firm has been guilty of malpractices such as bribery, corruption, fraud substitution of tenders, interpolation, misrepresentation, evasion or habitual default in payment of any tax levied by law,
- d) If the firm continuously refuses to return MCGM or State Govt. dues without showing adequate cause, and MCGM is satisfied that this is not due to a reasonable dispute which would attract proceedings in arbitration or court of law,
- e) If the firm employs a MCGM or State Govt. servant, dismissed / removed on account of corruption, or employs a non-official convicted for an offence involving corruption or abetment of such an offence, in a position where he could corrupt Govt. Servants,

- f) Persistent and intentional violation of important conditions of contract. Not attaining required quality of work and non-execution of works as per terms and conditions of contract. Constant non-achievement of milestone on insufficient and imaginary grounds and non-adherence to quality specifications despite being pointed out,
- g) An attempt to cheat MCGM , an attempt to secure a contract through unfair means or bringing to bear outside influence, an attempt to secure unauthorized copies of Municipal records and documents in relation to any tender / contract or any other official matter, an attempt to tamper with Municipal record and documents, threatening, misbehaving with or physical attack on any Municipal employee/ Officer,
- h) An attempt to instigate or collude with other contractor/s with a view to securing undue advantage,
- i) Any of the grounds mentioned in clause Demotion, if it is deemed serious enough

7.1.4 SUSPENSION OF REGISTRATION PENDING INQUIRY

Whenever any Show Cause Notice is issued to the contractor calling for the explanation on the alleged lapses by him, the registration of contractor/s may be banned / suspended up to the arrival of final outcome of the said Show cause notice, depending on the seriousness of the reasons for which show cause notice is issued. Show cause notice shall be issued by the officer not below the rank of Executive Engineering charge of the concerned work / project of MCGM. Director (E. S. & P.) or concerned Deputy Municipal Commissioner is the competent authority to ban / suspend the registration pending inquiry in such cases. Circular of Banning / suspension of registration till further orders shall be circulated to all departments of MCGM by Head of the executing department i.e. Chief Engineer of concerned department / Assistant Commissioner of the concerned Ward.

The outcome of registration of the contractor will be decided depending on the final outcome of the process of the said Show Cause Notice and circular to that effect shall be issued by concerned Head of the Department

7.1.5 DEBARRING

Debarring is the penal action to be initiated against the Contractor/s who are carrying out works for M.C.G.M. and are not registered with M.C.G.M. All other criteria and procedure of penal action (i.e. observed for suspension, banning, demotion, deregistration) will remain similar as mentioned in penal action clause 7.

7.2 AUTHORITY

7.2.1 On the basis of reports received, concerned Chief Engineer (including City / Hydraulic Engineer) in case of central agencies and Assistant Commissioner in case of Ward Offices of MCGM will be competent, either suo-motu or, to issue warning and/or impose fine and order of demotion to contractor/s. The power to issue warning or impose any fine can also be exercised by the Executive Engineer concerned in-charge of construction in accordance with General Contract Condition specified in tender.

7.2.2 On the basis of report/s received from concerned Chief Engineer or Assistant Commissioner, the Director (E. S. & P.) or concerned Deputy Municipal Commissioner / Additional Municipal Commissioner / Municipal Commissioner will be competent, either suo-motu, or to impose any of the penalties mentioned in clause 7.1 on the contractor/s.

7.3 PROCESS

- 7.3.1** Before initiating action for demotion / banning / suspension / de-registration, the competent authority not below the rank of Executive Engineer in charge of the concerned work / project of MCGM, shall issue a Show Cause Notice to the contractor/s, as to why penal action should not be taken against the said contractor/s. The notice period shall not be less than 15 days and shall be counted from the date of receipt of the notice by the contractor/s and can be extended, for adequate reasons (to be recorded), by the officer who issued the said notice, up to a period of 30 days (including the initial period).
- 7.3.2** If the contractor/s fails to give satisfactory clarification within the period stipulated in the show cause notice (or, the extended period, if any), the concerned Chief Engineer / Assistant Commissioner shall either take a final decision regarding the demotion with specific time period or permanently or make detailed report with recommendations for suspension / banning / de-registration to the Director (E. S. & P.) or concerned Deputy Municipal Commissioner / Additional Municipal Commissioner (A.M.C.) / Municipal Commissioner. Before issuing a final order regarding demotion, the Chief Engineer / Assistant Commissioner shall give personal hearing to contractor/s or his / their authorized representative on his request in writing if any, or otherwise along with his / their letter of clarification.
- 7.3.3** The competent authority i.e. Dir. (E. S. & P.) / concerned Deputy Municipal Commissioner / A.M.C. / Municipal Commissioner, shall give personal hearing to contractor/s or his / their authorized representative on his request in writing along with his / their letter of clarification, before taking final decision on banning / de-registration of the contractor/s with specific time period (temporary) or permanently.
- 7.3.4** As far as practicable, the competent authority i.e. Chief Engineer / Assistant Commissioner of that concerned department or Dir. (E. S. & P.) / concerned Deputy Municipal Commissioner / A.M.C. / Municipal Commissioner, shall take final decision regarding demotion / banning / de-registration within 15 days of completion of hearing of the contractor/s.
- 7.3.5** Any order of penalty passed by the competent authority i.e. Chief Engineer / Assistant Commissioner of that concerned department or Dir. (E. S. & P.) / concerned Deputy Municipal Commissioner / A.M.C. / Municipal Commissioner, under these Rules shall state the facts of the case and record the reasons for the order. In case of, suspension / banning and de-registration, the order shall also specify the name(s) of the proprietor / partner(s) / directors / power of attorney holders of the contractor/s firm/ partnership / company as well as the period of demotion / suspension / banning / de-registration in his / their order, and shall intimate the contractor/s accordingly. A circular to that effect shall be issued to all departments of MCGM by the executing department who has initiated the action.
- 7.3.6** The decision regarding demotion / banning / de-registration shall be communicated to contractor immediately with directions to submit the original registration certificate to the Monitoring & Registration Cell within 15 days from the date of receipt of the order regarding demotion / banning / de-registration, for taking necessary endorsement on the same. If any contractor/s does not comply with this requirement within the period of 15 days mentioned above, He / they shall be deemed to have been de-registered automatically at the expiry of the above mentioned period, even if the penalty imposed was demotion / banning / suspension for a specific period.

7.4 APPEALATE AUTHORITIES FOR PENAL ACTION

- a. In case of Demotion, Director (E. S. & P.) or concerned Deputy Municipal Commissioner is the authority and,
- b. In case of banning / de-registration / debarring, Additional Municipal Commissioner / Municipal Commissioner are the final authorities

7.5 REVOCATION OF ORDER / RESTORATION OF REGISTRATION

The Suspended / Banned / Demoted / contractor/s shall be restored to the Original Class under which contractor/s was originally registered or as per the sanction of the competent authority subject to following;

- a. An order for suspension / banning / demotion / deregistration passed for a certain specified period shall be deemed to have been automatically revoked on the expiry of that specified period and it will not be necessary to issue a specific formal order of revocation, except that an order of suspension / banning / demotion / deregistration passed on account of doubtful loyalty or security consideration shall continue to remain in force until it is specifically revoked.

OR

- b. An order of suspension / banning / demotion / deregistration for reasons mentioned at aforesaid para may be revoked if, in respect of the same facts, the accused has been wholly exonerated by a court of law.

Circular regarding restoration / revocation shall be circulated to all departments of MCGM by Head of the executing department i.e. Chief Engineer of concerned department / Assistant Commissioner of the concerned Ward.

7.6 REVIEW

The appellate authorities, on representation or appeals from the firms may review suspension / banning / demotion / de-registration orders within 30 days.

7.7 EFFECT OF BANNING / SUSPENSION / DE-REGISTRATION

- 7.7.1 Once the order of banning / suspension / deregistration is issued, he will not be allowed to participate in any future tender process and if the contractor has already participated in tender process the bid shall be terminated at the instant stage. In case the order of banning / suspension / de-registration is issued after the proposal is tabled before Standing Committee, the banning / suspension / deregistration order should be communicated to the Standing Committee by making a statement and the DL to MS will be withdrawn.

No contract of any kind whatsoever shall be placed with a banned / suspended / de-registered firm, including its allied firms by all Departments / offices of the MCGM after the issue of a banning order. Contracts concluded before the issue of the banning / suspension / deregistration order shall, however, not be affected by the banning / suspension / deregistration order. Contracts concluded shall mean the works that are in progress and the works for which letter of acceptance is issued by MCGM.

Even after banning / suspension / deregistration, the agency will be allowed to complete his other on-going works, unless otherwise rescinded by competent authority on grounds of breach of conditions of contract.

- 7.7.2 If registered contractor (a firm partnership or company) is de-registered / banned / suspended, then any other registered contractor (a firm, partnership or company), with any partner or power of attorney holder who is also a partner or power of attorney holder of such partner or power of attorney holder of the de-registered / banned / suspended contractor, shall also stand automatically de-registered / banned / suspended,
- 7.7.3 Demotion / Banning / Suspension / Deregistration order passed in respect of a firm shall be extended to all its allied firms (see definition for allied firms)
- 7.7.4 Proprietor / Partner/s / Director/s / Power of Attorney Holder/s of banned / suspended / de-registered firm shall not be allowed in Joint Ventures.
- 7.7.5 Demotion shall be restricted to one class immediately below the existing class of registration. Demotion from the lowest class of registration will amount to suspension of registration for the period specified
- 7.7.6 The Demotion / Banning / De-registration shall apply permanently or for the period specified in the order of Demotion / Banning / De-registration as per the sanction of competent authority i.e. Chief Engineer of that concerned department / or Dir. (E. S. & P.) / concerned D.M.C. / A.M.C. / Municipal Commissioner, obtained by the executing department/s initiating the action.
- 7.7.7 De-registered / banned / suspended contractors, registered with MCGM in any class shall not be entitled to be issued any tender document/s or quotation/s for any MCGM works in any class during the period of De-registration / Banning / suspension. Further for bids in process, the contractor will not be considered for award of works / Contract in any class, even if the said de-registered/ banned / suspended contractor/s is having registration of any other Govt. / Semi Govt. agency such as PWD / CPWD / MJP / MHADA / MES / CIDCO etc. in any class. MCGM reserves the right to terminate the work in case of such default.
- 7.7.8 Demoted contractors, registered with MCGM in any class shall not be entitled to be issued any tender document/s or quotation/s for any MCGM works in any upper class during the period of Demotion even if, the said demoted contractor/s is having registration in any upper class from any other Govt. / Semi Govt. agency such as PWD / CPWD / MJP / MHADA / MES / CIDCO etc. Further for bids in process, the contractor/s will not be considered for award of works / Contract in any upper class in such cases. MCGM reserves the right to terminate the work in case of such default.
- 7.7.9 Debarred Contractors (in case of Firms with outside registration) and/or contractors who are penalized by any other Govt./Semi Govt. agency such as PWD / CPWD / MJP / MHADA / MES / CIDCO etc. shall not be entitled to be issued any tender document/s or quotation/s for any MCGM works in any class during the period of debarring. Further for bids in process, the contractor/s will not be considered for award of Works/Contract in any class, even if the said blacklisted contractor/s is having registration of MCGM or any other Govt. / Semi Govt. agency such as PWD/ CPWD / MJP / MHADA / MES / CIDCO etc. in any class.

7.8 Payment upon banning / suspension / deregistration of firm

If the Contractual agency is banned / suspended / deregistered for the appropriate reasons because of a fundamental breach of Contract by the Contractor, the Engineer of the project / work shall issue a certificate for value of the work done and materials ordered. Any excess expenditure incurred or to be incurred by the Municipal Corporation in completing the works or part of the works or excess loss or damages suffered or may be suffered by the Municipal Corporation due to sub-standard work shall be recovered from any money due to the Contractor on any account and if such moneys are not sufficient the Contractor shall be called upon in writing to pay the same within thirty days. If the Contractor fails to pay required sum within the aforesaid period of 30 days, the Engineer of the project / work shall have

right to sell any or all of the Contractor's unused materials, constructional plant, implements, temporary buildings, etc. and apply the proceeds of sale thereof towards the satisfaction of any sums due from the Contractor under the contract, and if thereafter there be any balance outstanding from the Contractor, it shall be recovered in accordance with provision of the contract.

Any sums in excess of the amounts due to the Municipal Corporation and unsold materials constructional plant, etc. shall be returned to the Contractor, provided always that if cost or anticipated cost of completion by the Municipal Corporation of the works or part of the works is less than the amount of which the Contractor would have been paid had he completed the works or part of the works, benefit shall not accrue to the Contractor.

7.9 REFUND OF FEES

Demoted / banned / suspended or de-registered contractor shall not be entitled for refund of Registration / Up-gradation / Renewal fees.

7.10 RENEWAL FOR DEMOTED CONTRACTORS

The renewal of demoted contractor shall be processed for original class and the penal action of demotion will continue till the specified period.

In case the validity of the suspended contractor falls in suspended period, the validity will be renewed only after completion of suspension period, in continuation of validity of his registration without charging the penalty prescribed for renewal.

8 CHANGES IN CONSTITUTION

8.1 All changes in the Constitution / Name of the firm, or change in Address or Telephone number or change in Status of firm / Company or change in Directorship of Company after Registration, shall be intimated to the Executive Engineer (monitoring & Registration) Cell, within 60 days from the date of change and shall pay the necessary prescribed fees given in Table 4(b) (pg.24) & 8(b) (pg.27) failing which liable for Penal Action i.e., a penalty of Rs.6600/- (or as amended time to time) per month or part thereof will be imposed. The registered undertaking given in format-IV shall be submitted by the contractor/s for any recovery or outstanding dues on their old name of firm / company will be paid by the new name of firm / company.

8.2 DOCUMENTS REQUIRED

Following documents shall be submitted along with the application for change of Constitution / Director / Status / Address / Name of firm / company.

- a. Copy of Termination / Retirement / New Partnership / Amendment Deed.
- b. Payment of Rs.6,600/- towards the scrutiny fees.
- c. Copy of fresh solvency certificate from the scheduled / nationalized Bank in the name of firm / company showing changes applied for.
- d. Copy of Pan Card of Co. & Proprietor / all Directors / Partners duly notarized.
- e. Copy of Letter from the Registrar of Firms (RoF) showing changes applied for or receipt of payment made to RoF for noting the said changes.
- f. Copy of documentary evidence showing name and address of contractor/s.
- g. Copy of submission of Form 32 in case of change in Directors of Company

- h. Registered undertaking in format – IV for name in change of company.
- i. Payment of penalties as applicable, if any, for late submission of application for change of constitution/ Director / status / address / name of firm / company.

The above documents shall be duly certified by the Registered Chartered Accountant who has audited accounts of the firm / Company.

8.3 Authority

On submission of necessary documents and payment of fees, penalties, if any, Executive Engineer (Monitoring & Registration) Cell will take note of the said changes in record and endorse same on Registration Certificate.

9 MISCELLANEOUS

9.1 ISSUE OF DUPLICATE REGISTRATION

The Executive Engineer (Monitoring & Registration) Cell is authorized by these rules, for the issue of duplicate Registration Certificate on following grounds, on payment of fees as prescribed in Table no. 4(b) (pg.24) & 8(b) (pg.27) from time to time.

- a. Certificate already issued is defaced, which is to be surrendered along with application for duplicate certificate or
- b. Certificate already issued is not available as it is misplaced / theft etc., in such case copy of N.C. from the concerned police authority and undertaking is necessary along with application for duplicate certificate.

9.2 APPEAL WITH REFERENCE TO REGISTRATION

Appeal against the any order / decision regarding registration shall be made within 30 days to Director (E. S. & P.). The decision of the Additional Municipal Commissioner / Municipal Commissioner shall be final and binding.

9.3 Applicability of Rules Governing of Registration of Contractors

a) MCGM Registered Contractors will be eligible to quote E- Quotations/ E-Tenders invited by all MCGM Departments in the prescribed class. To have a healthy competition, the Tender/s are called from the contractors who are not registered with MCGM, but on the basis of their Registration in other Govt./Semi Govt. Organization i.e. PWD / CIDCO / MHADA / Railway / CPWD / Private Works etc., in such cases, if the work is allotted to the contractors who is not registered with M.C.G.M., shall apply for registration with MCGM (in same class, equivalent to MCGM) within three month from the date of issue of work order failing which a penalty of 0.1 % of contract cost OR Rs.10,000/- whichever is more will be recovered / deducted from the Contractors payment / bill by the executing department. The contractor, who fails to get registered with MCGM in Civil / Mechanical & Electrical discipline, shall not be considered for MCGM work in future in that discipline.

b) In case of the work awarded / or being executed by contractors, i.e. registered with MCGM or not registered with MCGM, the contract condition of the work and the rules governing the registration of contractors, both shall be binding.

Table – I

MINIMUM FINANCIAL REQUIREMENTS FOR CIVIL ENGINEERING DISCIPLINE**(Rs. In Lakhs)**

Class	Amounts upto which works can be taken up	Minimum Solvency	Average turnover of work done during last 3 years	Estimated cost of work in hand during current year
I(A)	Without Limit } 2500 } 1500 }	150	300	450
I(B)				
I(C)				
II	750	75	200	300
III	300	30	90	150
IV	150	15	60	80
IV(A)	90	9	40	60
V	50	5	25	30
V(A)	30	3	15	10
VI	15	2	7.5	10
VII	7	1	1.5	3
VIII	3	0.50	1	1.5
IX	2	0.25	0.5	1

Note: -

- 1) A Solvency Certificate shall not be accepted for the purpose of registration / renewal / up-gradation more than 12 months after the date on which it was granted. Certificate of Solvency (in Hindi / Marathi /English) shall be obtained from scheduled or Nationalised Bank, in the name of the applicant / Firm / Company only.
- 2) Turn-over shall be supported with work completion / performance certificate of Civil / M&E works only. In case of works carried out in Private Organization; T.D.S. Certificate (Form No.16/ 26AS) is essential and certificate from Licensed Architect and Chartered Accountant is necessary.
- 3) Respective amounts mentioned against class shows upper tendering limit of that class, however number of works can be carried out simultaneously will be governed by the bid capacity of the contractor/s
- 4) The application for New Registration shall be considered only if the contractor has carried out / is carrying out **at least two sizable works** where the value of work done is in each case is not less than the maximum limits of the category two stages below the category for which he has applied (e.g. Category – III for registration in Category – I and category IV for registration in category II and so on). The weightage shall be given for works carried out for private persons / bodies shall be 100% of the value of work as certified by the Registered Chartered Accountant or Registered income Tax Practitioner (Format X).

- 5) Application for up-gradation to a higher class shall be considered only if the contractor has carried out **at least one sizeable work** of more than the maximum limit of the two stages below the category in which the contractor is seeking up-gradation.
- 6) While applying for renewal of their registration the contractor should executed **at least one sizeable work** costing more than the top limit of two lower class as compared to the class in which contractor is seeking renewal.
- 7) Classification of Class I(A), I(B) and I(C) will be done as follows

Sr. No.	Value of 'R' in Crore	Registration class will be considered in
1	Above 25 Crore	Class I (A)
2	Above 15 Crore up to 25 Crore	Class I (B)
3	Above 7.5 Crore up to 15 Crore	Class I (C)

Formula-

Value of 'R' is the greater of 'P' and 'Q'

Where,

$P = X * 4.5$, and $X =$ Minimum turn over during last 3 to 5 years

$Q = Y * 3.0$, and $Y =$ Maximum turn over during last 3 to 5 years

Table – 2
MINIMUM TECHNICAL STAFF REQUIREMENTS FOR CIVIL ENGINEERING
DISCIPLINE

Class	Amounts upto which works can be taken up (Rs. In Lakhs)	Minimum Technical Staff required
I(A)	Without Limit	<ul style="list-style-type: none"> • 2 Graduate in Civil Engineering or equivalent AND • 4 Diploma holders in Civil Engineering AND • 6 Civil Engineering Assistant trained in I.T.I or equivalent <p>Minimum 50% of the staff should have minimum experience of 5 years in execution of construction work</p>
I(B)	2500	
I(C)	1500	
II	750	
III	300	<ul style="list-style-type: none"> • 1 Graduate in Civil Engineering or equivalent AND • 1 Diploma holders in Civil Engineering AND • 2 Civil Engineering Assistant trained in I.T.I or equivalent
IV	150	
IV(A)	90	<ul style="list-style-type: none"> • 1 Diploma holders in Civil Engineering AND • 1 Civil Engineering Assistant trained in I.T.I or equivalent
V	50	
V(A)	30	Not required
VI	15	
VII	7	
VIII	3	
IX	2	

Note: - An undertaking regarding employment with the applicant shall be submitted.

Table – 3

MINIMUM MACHINERY REQUIREMENTS FOR CIVIL ENGINEERING DISCIPLINE

Details of Machinery	Category - 1/2/3	Category -4/4 A	Category – 5
<u>Group 1</u>			
Trucks/Tippers / Tractor – Trolley	4	3	2
Concrete Mixer	3	2	1
Vibrator	3	2	1
Pump 5 HP	2	1	1
Centering Material	500 sq. mt	300 sq. mt	100 sq. mt
Mechanical Hoist	1 set	-	-
<u>Group 2</u>			
Trucks/Tippers / Tractor – 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
<u>Group 3</u>			
Trucks / Tipper / Tractor / Trolley	6	3	2
Road Roller (DRR)	2	1	1
Vibratory Roller	1	-	-
Asphalt Mixer & Boiler	1	1	1
Drum mix plant	1	-	-
Sensor paver Finisher	1	-	-
Mechanical Asphalt Sprayer	1	-	-
Concrete Mixer	1	1	1
Vibrator	1	1	1

Note:

1. A Contractor shall have owned complete equipment and machinery in any one of the group as mentioned above.
2. The self-attested photocopies of ownership details / R.C. Books etc. shall be submitted along with application for registration.

TABLE - 4(a)

SCHEDULE OF FEES

(A) CIVIL ENGINEERING DISCIPLINE

Sr. No.	Class	Scrutiny Fees	Registration Fee	Renewal Fee	Up-Gradation Fee	Late Fee	Penalty per Calendar month after date of expiry of registration
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7	8
1	I (A)	29330	58670	58670	58670	6600	3300
2	I (B)	25670	51330	51330	51330	5800	2900
3	I (C)	25670	51330	51330	51330	5800	2900
4	II	22000	44000	44000	44000	4950	2475
5	III	18330	36670	36670	36670	4150	2075
6	IV	14670	29330	29330	29330	3300	1650
7	IV(A)	11000	22000	22000	22000	2500	1250
8	V	7330	14670	14670	14670	1650	825
9	V(A)	5500	11000	11000	11000	1250	625
10	VI	3670	7330	7330	7330	850	425
11	VII	2200	4400	4400	4400	500	250
12	VIII	1470	2930	2930	2930	350	175
13	IX	1000	2000	2000	2000	150	75

NOTE: - 1) For effecting any change in the Registration Certificate due to change in Address / Constitution / Status / Name of the registered firm a separate fee of Rs.6600/- will be charged.

2) Fees will be enhanced by 10% every year with effect from 1st April.

TABLE - 4(b)

SCHEDULE OF CHARGES

Sr. no.	Description	Charges
1	Duplicate copy of Registration Certificate	5000
2	Copy of Booklet of "Rules of Registration"	1000 + VAT
3	Registration Form	1000 + VAT

NOTE: - Booklet of Rules of Registration can be purchased along with Registration form for New Registration, if required.

Table – 5

MINIMUM FINANCIAL REQUIREMENTS FOR
“MECHANICAL & ELECTRICAL” ENGINEERING DISCIPLINE

(Rs. In Lakhs)

Sr. No	Class	Amounts upto which works can be taken up	Minimum Solvency	Work Completed in last 3 years	Average turnover of work done during last 3 years	Estimated cost of work in hand during current year
1	2	3	4	5	6	7
1	A	Without Limit	8	60	20	40
2	B	25	4	30	10	30
3	B-1	15	3	18	6	16
4	C	10	3	18	6	15
5	D	7.5	1.5	9	3	8
6	E	2	0.5	3	1	1.75

Note: -

- 1) Solvency Certificate shall not be accepted for the purpose of registration / renewal / up-gradation more than 12 months after the date on which it was granted. Certificate of Solvency (in Hindi / Marathi /English) shall be obtained from scheduled or Nationalised Bank, in the name of the applicant / Firm / Company only.
- 2) Turn-over shall be supported with work completion / performance certificate of M&E works only. In case of works carried out in Private Organization; T.D.S. Certificate (Form No.16/ 26AS) is essential and certified certificate from Issuing Authority is necessary.
- 3) Respective amounts mentioned against class shows upper tendering limit of that class, however number of works can be carried out simultaneously will be governed by the bid capacity of the contractor.
- 4) The application for New Registration / Up-gradation / Renewal shall be considered only if the contractor has carried out / is carrying out **at least one sizable work** where the value of work done is in each case is not less than the maximum limits of the category two stages below the category for which he has applied (e.g. Category B-1 for registration in Category A and so on). The weightage shall be given for works carried out for private persons / bodies shall be 100% of the value of work as certified by the Chartered Accountant or Registered income Tax Practitioner (Format X).
- 5) Applicants desiring registration on the basis of Electrical works experience, shall submit valid PWD Electrical Contractor License.

Table – 6

MINIMUM TECHNICAL STAFF REQUIREMENTS
FOR “MECHANICAL & ELECTRICAL” ENGINEERING DISCIPLINE

Sr. No.	Class	Amounts upto which works can be taken up (Rs. In Lakhs)	Technical Staff
1	A	Without Limit	<ul style="list-style-type: none"> • 1 Degree or Diploma Engineer in Mechanical / Electrical / Electronics Engineering AND • 2 PWD Electrical Supervisor License holders or 2 I.T.I. holders with min 2 years exp.
2	B	25	<ul style="list-style-type: none"> • 1 Degree or Diploma Engineer in Mechanical / Electrical / Electronics Engineering AND • 2 PWD Electrical Supervisor License holders or 2 I.T.I. holders with min 2 years exp.
3	B-1	15	<ul style="list-style-type: none"> • 1 Degree or 1 Diploma Engineer in Mechanical / Electronics Engineering with min.1 year exp. or 1 PWD Electrical Supervisor License holder or 1 I.T.I. holder with min. 2 yrs. exp.
4	C	10	
5	D	7.5	
6	E	2	

Note: An undertaking regarding employment with the applicant shall be submitted.

Table- 7

MINIMUM MACHINERY REQUIREMENTS FOR “MECHANICAL & ELECTRICAL”
ENGINEERING DISCIPLINE

Details of Machinery		
<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>
<ul style="list-style-type: none"> • Tong tester cum millimetre • Megger • Earth resistant measurement kit (Earth Tester) 	<ul style="list-style-type: none"> • Welding machine • Portable drill machine • Various tools kit 	<ul style="list-style-type: none"> • Tong tester cum millimetre • Soldering equipment • Crimping tool

Note:

1. A Contractor shall have owned complete equipment and machinery in any one of the group as mentioned above.
2. The self-attested photocopies of ownership details etc. shall be submitted along with application for registration.

TABLE –8 (a)

SCHEDULE OF FEES

(B) MECHANICAL & ELECTRICAL ENGINEERING DISCIPLINE							
Sr. No.	Class	Scrutiny Fees	Registration fee	Renewal Fee	Up gradation Fee	Late Fee	Penalty per calendar month after day of expiry of registration
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7	8
1	A	18150	36850	36850	36850	6600	3300
2	B	11000	22000	22000	22000	3960	1980
3	B-1	8470	17200	17200	17200	3100	1550
4	C	7250	14750	14750	14750	2640	1320
5	D	5850	11825	11825	11825	2130	1065
6	E	1750	3600	3600	3600	650	325

- NOTE:** - 1) For effecting any change in the Registration Certificate due to change in Address / Constitution / Status / Name of the registered firm a separate fee of Rs.6600/- will be charged.
- 2) Fees will be enhanced by 10% every year with effect from 1st April.

TABLE –8 (b)

SCHEDULE OF CHARGES

Sr. no.	Description	Charges
1	Duplicate copy of Registration Certificate	5000
2	Copy of Booklet of "Rules of Registration"	1000 + VAT
3	Registration Form	1000 + VAT

- NOTE:** - Booklet of Rules of Registration can be purchased along with Registration form for New Registration, if required.

MUNICIPAL CORPORATION OF GREATER MUMBAI Office of Executive Engineer (Monitoring & Registration) Cell, 1 st floor, J. B. Shah Market Bldg., Yusuf Meher Ali Road, Masjid (W), Mumbai: 400 009.		FORMAT-I Page 1 of 5	
APPLICATION FOR REGISTRATION / RENEWAL / UPGRADATION OF CONTRACTOR/S FOR CIVIL / MECHANICAL & ELECTRICAL.		Receipt No.	Application form no.
		Date:	SIGN. of Issue
<input checked="" type="checkbox"/> Mark appropriate Box and Strike out Details against the Remaining.	(Fill the Form in Block Letters) *Strike out if not applicable		
PLEASE READ THE RULES GOVERNING THE REGISTRATION OF CONTRACTOR/S FOR CIVIL AND MECHANICAL & ELECTRICAL ENGINEERING WORKS 2016 (PAGE 1 TO 51) CAREFULLY BEFORE APPLYING IN THIS FORM: REGISTRATION, RENEWAL, UPGRADATION OF CONTRACTOR/S SHALL BE GOVERNED BY THESE RULES.			
GENERAL INSTRUCTIONS :			
<ol style="list-style-type: none"> 1. M.C.G.M. means "Municipal Corporation of Greater Mumbai". 2. The Application form duly completed with requisite supporting documents and information shall be submitted in the office at the address mentioned above along with payment of requisite Scrutiny Fees / Renewal Fees. 3. Application for Renewal will be start to issue 3 calendar months before the expiry date of registration and shall be submitted at least before 1 calendar month before the expiry date of registration. 4. The application for renewal received within 30 days before the expiry date of registration shall attract Late Fee as prescribed, in addition to Scrutiny and Renewal Fee as amended up-to date. 5. The application received after the expiry date of registration, but within 6 months after the expiry date of registration will attract the Additional Penalty as amended up-to date. 6. Timings of Payment will be as below: Weekdays from Monday to Friday from 11 A.M. To 4.00 P.M. On 1st, 3rd & 5th Saturday from 11 A.M To 4.00 P.M. 7. Fees will be accepted in cash / Pay order / demand draft drawn in favour of M.C.G.M. Payable at Mumbai only. 			
<u>SPECIAL INSTRUCTIONS</u>			
Separate Application shall be necessary for each of the two disciplines (Civil / Mechanical & Electrical).			
The Applicant has to purchase booklet of the Rules for Registration separately along with Application Form for New Registration, if required. For Renewal & Up-gradation, if necessary, the applicant has to purchase the booklet of the Rules for Registration, if required.			
An Undertaking as at page 5, shall duly SIGNATURED by the Owner/ Partner (having more than 50% share)/ Director / Power of Attorney holder and a witness as detailed there in.			

MUNICIPAL CORPORATION OF GREATER MUMBAI		Page 2 of 5
Sr. no.	Description	Information to be filled by the applicant
1	Name of Firm / Company	
2	Class in which Registration is sought for	
3	Type of Firm / Company - Attached at page ___ to ___ { attach documents separately as specified at 6.3(a) }	
4	Office Address of Firm / Company with Telephone Number, E-mail - Regd. Local	
5	Name of Proprietor / Partners / Directors of firm/s / Company - Attached at page ___ to ___ {attach documents separately as specified at 6.3(g)}	
6	Name of Power of Attorney Holder of Firm/s / Company - Attached at page ___ to page ___ {attach documents separately as specified at 6.3(j) }	

Sr. no.	Description - Information to be filled by the applicant	
13	Work Experience details - Attached at page ____ to ____ {attach separately in format V,VI,VII & VIII as specified at 6.3(l) as applicable}	
14	Declaration cum Indemnity Bond is attached at page _____ to _____ {attach separately as specified at 6.3(i)}	
15	Details of works in hand / work completed in table format – XI Attached at page _____ to _____ {attach separately as specified at 6.3(m)}	
16	Whether applicant enlisted in any Other Department/Organisation? If so, give details with the amount qualified to tender	Yes / No. Attached at page _____ to _____ {attach Self attested Photo copies of registration certificates of other agencies, if any }
17	Whether the applicant has applied for registration elsewhere in his name or other name?, if so, Whether the application is rejected? give particulars	Yes / No. Attached at page _____ {attach details separately, if any along with self-attested photocopies of the same}
18	Has the applicant or his partners or directors been blacklisted/de-Registered in the past by any Govt. Dept./Organisation etc. or any show cause notice or pending action in process if any	Yes / No. Attached at page _____ {attach details separately, if any along with self-attested photocopies of the same }
19	Certificate from Registered Chartered Accountant	Attached at page _____ {attach separately in format III as specified at 6.3(u)}
20	Affidavit regarding Provident Fund	Yes / No. Attached at page _____ {attach separately in format IX as specified at 6.3(p)}

MUNICIPAL CORPORATION OF GREATER MUMBAI		Page 5 of 5
21	UNDERTAKING FROM THE APPLICANT	
a)	I / We have read the "Rules for Registration of Contractor/s for Civil and Mechanical & Electrical Engineering Works 2016" carefully, and give undertaking that I/we agree that all the rules are binding on me/us.	
b)	I / We further give undertaking that information given in Application Form pages 01 to 05 and in sheets attached from pages 07 to _____ are true and correct.	
c)	I/ We further give undertaking that our firm was not blacklisted / removed by any Government / Semi Govt. / Public Sector organization and no penal action or show cause notice, etc. to that effect is initiated or given to our company.	
d)	I / We undertake to produce originals of the documents for which true copies are submitted along with the Applicationas and when required.	
	<p>SIGNATURED in my presence</p> <p>WITNESS NAME :</p> <p>OCCUPATION :</p> <p>ADDRESS :</p> <p>Office Phone No. Residential Phone No. Mobile No. Fax No. Email Id.</p> <p>SIGNATURE and Date</p>	<p>Accompaniments:-</p> <p>Application from Page 01 to 05 and attached Documents, Letters Sheets, Page 07 to _____</p> <p>Seal of the firm</p> <p>Signature of Owner / Partner (having more than 50% share) / Director / Power attorney holder and Date</p>

(Instruction: to be submitted on Rs.500/- Stamp Paper (Notarized / Court)

DECLARATION CUM INDEMNITY BOND

I / We (1) Mr. ----- (2) Mr. ----- and
(3) Mr. ----- sole Proprietors / Directors / Power of Attorney holder of
the firm. ----- Residing at (1) -----
----- (2) ----- and (3) -----
respectively, having its office at ----- hereby
solemn affirmation state declare, undertake and indemnity as under.

I / We have read the “Rules for Registration of Contractor/s for Civil and Mechanical & Electrical Engineering works – 2016” carefully and give undertaking that I / We agree that all the rules are binding on me / us.

I / We further give undertaking that information given in Application Form bearing No.----- and all duly attested sheets from page no. ____ to ____ are true and correct.

I / We further give undertaking that our firm is / was not debarred / Deregistered by any Government / Semi Government / Public Sector organization.

I / We undertake to produce original copies of the documents as and when required for which true copies are submitted along with application for registration.

I / We give undertaking that I / We know that the registration certificate of Registration in M.C.G.M. will be issued to me / us, only after verification of various documents submitted by me / us along with my application. I/we know that, if I / We fail to get registered with M.C.G.M. in not more than 3 months' time period from the date of receipt of application, then my application will be recorded and / or during verification; if it is found that I / We have submitted any fraudulent information / forged documents, my application will be rejected outright and my / our firm will be debarred permanently along with forfeiture of all fees paid for registration.

I / We give undertaking that it will be my / our responsibility to assure whether my / our firm is able to provide technical manpower, to deploy tool, plant and machinery required for bidding in tender procedure by producing necessary documentary evidence as per tender condition.

I / We give undertaking that I / We, my / our firm will provide required technical manpower and deploy , tool, plant and machinery as per the requirement of tender / work / contract and as directed by the Engineer in charge of the corresponding work / project. If I / We fail to provide required technical /personnel manpower and tool, plant and machinery on time as directed by the Engineer, actions as deemed fit will be taken against me / us my / our firm.

I / We hereby agree to undertake that my / our Firm/Company has not received any show cause notice for any action or is not under any penal action such as blacklisting, demotion, suspension, deregistration etc. by any Government, Semi-Government and Government undertakings etc.

I / We hereby agree to undertake to communicate if my / our firm / company come under any penal action such as blacklisting, demotion, suspension, deregistration etc. by any Government, Semi-Government and Government undertakings etc.

I / we hereby indemnify the MCGM from and against all actions, acts, costs, claims, damages, demands of any nature and kind whatsoever, which may be instituted claimed or made against the MCGM its officers, servants and agents and The Municipal Commissioner for MCGM by any person or persons, any third party or legal entity by reasons of the MCGM for registration in favour of my/our firm/company.

I / we hereby further indemnify the MCGM, its officers, servants, agents as well as Municipal Commissioner for greater Mumbai shall not be responsible in respect of any litigation that may arise between any other person or persons any third party or legal entity under the provisions of any law being in force for registration in favour of my / our firm/company. I / we hereby further indemnify that if the MCGM, its officers, servants and its agents and Municipal Commissioner for Greater Mumbai is / are made a party, in such litigations I/ we shall pay the cost thereof to the MCGM as demanded by the Municipal Commissioner from time to time.

I / we say that this undertaking cum Indemnity Bond is binding upon me/ us / our heirs, executors, administrators and assigns and / or successor and assigns and also our firm/company.

Place
Date: (seal of company)

Prop. / Partner / Director

Identify by me

Before me

ON REGISTERED CHARTERED ACCOUNTANT'S LETTERHEAD

FORMAT FOR CERTIFIED AUDITED ACCOUNTS AND VERIFICATION OF CONTENTS OF THE LISTED DOCUMENTS – BY REGISTERED CHARTERED ACCOUNTANT.

CERTIFICATE

To,

The Municipal Commissioner,
Municipal Corporation of Greater Mumbai

Sub: New Registration / Renewal / Up-gradation of Firm

This is to certify that I have audited the accounts of firm _____
_____ and verified the contents of various documents listed
below, submitted by firm _____ and they
are found correct.

- 1) -----
- 2) -----
- 3) -----
- 4) -----
- 5) -----
- 6) -----
- 7) -----
- 8) -----

For:

Firm name _____

Chartered Accountants.

Membership No.

Seal of Firm

(Instruction: to be submitted on Rs.100/- Stamp Paper (Notarized / Court))

FORMAT FOR UNDERTAKING TO BE SUBMITTED IN CASE OF NAME OF
FIRM/COMPANY IS CHANGED.

UNDERTAKING

To,

The Municipal Commissioner,
Municipal Corporation of Greater Mumbai

Sub: Change in name of firm/company.

Sir,

I/we _____ an adult, Indian inhabitant aged about _____
year, authorised signatory/Partner of M/s. _____

For and on behalf of firm _____ do hereby undertake as
under.

I/ We say that the firm / company _____ has changed
name of firm / company to _____ by executing following
documents.

- 1) Bank solvency certificate duly certified by Registered Chartered Accountant.
- 2) Copy of Documentary evidence showing name and office address proof of contractor such as Shops & Establishment certificate, current paid Electricity Bill, Telephone Bill, Property Tax bill, Water Tax Bill, etc., duly certified by Registered Chartered Accountant.
- 3) PAN card of the firm / company and all partners of the firm / company duly certified by registered notary.
- 4) Copy of old and new partnership deed duly certified by Registered Chartered Accountant.
- 5) Copy of certificate from registrar of firms receipt duly certified by Registered Chartered Accountant.

I/We hereby undertake to Municipal Commissioner of M.C.G.M. that in future, if there is any outstanding recovery of audit notes, excess payment, penalty etc., against the name of our firm / company by old name, we will pay the same to M.C.G.M. immediately. In case of breach of this undertaking, the corporation is empowered to take necessary legal action including cancellation of registration.

Whatever stated herein above is true and correct and binding on me and I / We empowered to give this undertaking to Municipal Corporation of Greater Mumbai.

Yours faithfully,
For _____

WITNESSS:

- 1.
- 2.

ON LETER HEAD OF M.C.G.M./GOVT. AGENCY

FORMAT FOR WORK PERFORMANCE CERTIFICATE / WORK COMPLETION CERTIFICATE TO BE SUBMITTED BY THE APPLICANT ALONGWITH THE APPLICATION FOR NEW REGISTRATION/UP-GRADATION & RENEWAL OF REGISTRATION FOR CIVIL DISCIPLINE (Certified True Copy)

(FOR MCGM/GOVT./SEMI-GOVT. ORGANIZATIONS)

1. Name of The Work :
2. Sanction No & date / Revised sanction :
No & Date (SCR No & Date in case of MCGM works)
3. Contract Cost / Revised cost :
4. Contract Period / Revised period :
5. Name of the Contractor/s :
(J.V./Consortium, if any with details)
6. Name of the Sub Contractor/s :
7. Sanction of the Competent Authority with :
the percentage of sublet work (shall not be
more than 25% of the contract cost)
8. Schedule Date of Start of Work :
9. Actual Date of Start of Work :
10. Schedule date of Completion of work :
11. Actual date of completion of work :
12. Cost of Work Completed by Main Contractor/s :
13. Cost of Work Completed by Sub-Contractor/s :

- 14. Scope of Work with main Items with Cost done By main contractor and sub-contractor wise :
- a) Building Work :
- b) Bridge Work :
- c) Road Work :
- d) Water Supply work :
- e) SWD/ SP work :
- 15. Action / Penalty / Fine imposed, if any :
- 16. Whether the work completed satisfactorily :
- :

SIGNATURE WITH STAMP

Dy.Ch.E. _____ / Ex.Engr. _____

Or Equivalent Authority

ON THE LETTER HEAD OF ISSUING AUTHORITY WITH REGN NO.

FORMAT FOR WORK PERFORMANCE CERTIFICATE / WORK COMPLETION CERTIFICATE TO BE SUBMITTED BY THE APPLICANT ALONGWITH THE APPLICATION FOR NEW REGISTRATION / UP-GRADATION & RENEWAL OF REGISTRATION FOR CIVIL DISCIPLINE (Certified True Copy)

(FOR PUBLIC LTD. CO. / PVT. LTD. CO. / PVT. ORGANIZATIONS)

1. Name of The Work :
2. Name of the Client :
(In case of Private works)
3. Work Cost / Revised cost :
4. Work Period / Revised period :
5. Name of the Contractor/s :
(J.V. / Consortium if any with details)
6. Name of the Sub Contractor/s :
(with % of sublet work)
7. Schedule Date of Start of Work :
8. Actual Date of Start of Work :
9. Schedule date of Completion of work :
10. Actual date of completion of work :
11. Cost of Work Completed by Main Contractor/s :
12. Cost of Work Completed by Sub-Contractor/s :
13. Details of TDS for the work completed :
(Attach TDS Certificates certified by Registered Chartered Accountant)

14. Scope of Work with main Items with Cost done :
By main contractor and sub-contractor wise
- a) Building Work :
- b) Bridge Work :
- c) Road Work :
- d) Water Supply work :
- e) SWD/ SP work :
15. Whether the work completed satisfactorily :
16. Whether any penalties imposed
17. Specific Remarks regarding Workmanship / :
Plant & Machinery / Technical Know-how etc.

SIGNATURE WITH SEAL

LICENSED ARCHITECT ENGINEER WITH
REGN. NO

ON LETTER HEAD OF M.C.G.M. / GOVT. AGENCY

FORMAT FOR WORK PERFORMANCE CERTIFICATE / WORK COMPLETION CERTIFICATE TO BE SUBMITTED BY THE APPLICANT ALONGWITH THE APPLICATION FOR NEW REGISTRATION / UP-GRADATION & RENEWAL OF REGISTRATION FOR MECHANICAL & ELECTRICAL DISCIPLINE (Certified True Copy)

(FOR MCGM / GOVT. / SEMI-GOVT. ORGANIZATIONS)

- 1.Name of The Work :
- 2.Sanction No & date / Revised sanction :
No & Date (SCR No & Date in case of MCGM works)
- 3.Contract Cost / Revised cost :
- 4.Contract Period / Revised period :
- 5.Name of the Contractor/s :
(J.V. / Consortium if any with details)
- 6.Name of the Sub Contractor/s :
- 7.Sanction of the Competent Authority with :
the percentage of sublet work (shall not be
more than 49% of the contract cost)
8. Schedule Date of Start of Work :
9. Actual Date of Start of Work :
- 10.Schedule date of Completion of work :
- 11.Actual date of completion of work :
- 12.Cost of Work Completed by Main Contractor/s :
- 13.Cost of Work Completed by Sub-Contractor/s :

14. Scope of Work with main Items with Cost :
- a) Mechanical Work :
- b) Electrical Work :
- c) Electronics Work :
- d) SWM/SWD/HE/SP/SO/WSP/Hospital :
- e) Services/ Works / Supply :
15. Action / Penalty/Fine imposed, if any :
16. Whether the work completed satisfactorily :

SIGNATURE WITH STAMP

Dy.Ch.E. _____ / Ex.Engr. _____

Or Equivalent Authority

ON LETTER HEAD OF ISSUING AUTHORITY.

FORMAT FOR WORK PERFORMANCE CERTIFICATE / WORK COMPLETION CERTIFICATE TO BE SUBMITTED BY THE APPLICANT ALONGWITH THE APPLICATION FOR NEW REGISTRATION / UP-GRADATION & RENEWAL OF REGISTRATION FOR MECHANICAL & ELECTRICAL DISCIPLINE (Certified True Copy)

(FOR PUBLIC LTD. CO./PVT. LTD. CO./PVT. ORGANIZATIONS)

- 1.Name of The Work :
2. Name of the Developer / Client :
(In case of Private works)
3. Work Cost / Revised cost :
4. Work Period / Revised period :
5. Name of the Contractor/s :
(J.V. / Consortium if any with details)
6. Name of the Sub Contractor/s :
(with % of sublet work)
7. Schedule Date of Start of Work :
- 8.Actual Date of Start of Work :
- 9.Schedule date of Completion of work :
- 10.Actual date of completion of work :
- 11.Cost of Work Completed by Main Contractor/s :
- 12.Cost of Work Completed by Sub-Contractor/s :
13. Details of TDS for the work completed :
(Attach TDS Certificates certified by
Registered Chartered Accountant)

14. Scope of Work with main Items with Cost :
- a) Mechanical Work :
- b) Electrical Work :
- c) Electronics Work :
- d) SWM/SWD/HE/SP/SO/WSP/Hospital :
- e) Services/ Works / Supply :
15. Whether the work completed satisfactorily :
16. Penalties imposed, if any
17. Specific Remarks regarding Workmanship / :
Plant & Machinery / Technical Know-how etc.

SIGNATURE WITH SEAL
OF THE AUTHORITY

AFFIDAVIT

(On stamp paper of Rs 100/-)

I, _____ Aged _____ years,
Indian inhabitant of Mumbai residing at _____
_____ Proprietor solemn
affirm that I have less than 20 labours working for me and therefore the rule of provident
fund does not imply on me.

Whatever is stated here in above by me in foregoing paras are true and correct to the best
of my knowledge and believe and nothing had been concealed therein.

Proprietor Sign

Solemnly affirmed at Mumbai

On this day of

ON REGISTERED CHARTERED ACCOUNTANT'S LETTERHEAD

(In case of works carried out for Pvt Agencies)

Certified that the work of Civil Engineering works / Mechanical & Electrical works amounting to Rs. _____ allotted to M/s _____ during the year _____ has been assessed in the Income Tax Return of the Assessment year _____.

Signature of Registered Chartered
Accountant/
Income Tax Practitioner

Membership Number

CONSOLIDATED STATEMENT OF WORKS DONE / WORKS IN HAND

FORMAT 'XI'

Page 1 of 1

STATEMENT NO.1

Statement showing the list of works executed during the period of last 3 years and works which are in progress in hand in respect of M/s. _____

Sr. No.	Name of Work	Name of Organisation/ Department With Full Address	Work Secured Through	Estimated Cost	Date of Start	Expr. upto 31.03...	Amount spent during each of the last 3 Years (preceding year of application) (Rs. In Lacs)			Amount of work still remaining to be executed 20..- 20..	Remarks whether Completed or in progress
			1) Completion 2) Sublet from or to 3) Direct	Tendered Amount (Rs. In Lacs)	Date of Completion	----	----	----			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
(A) Works of Government of Maharashtra (B) Works of Semi Government of Maharashtra (C) Works of Central Government / Undertaking Central Government (D) Works of Other than Government of Maharashtra (E) Private Works											

- a) Total Amount of works done during last 3 years Rs. _____ In Lacs
b) Average annual turnover Rs. _____ In Lacs
c) Total Amount of works in hand / in progress Rs. _____ In Lacs

Signature of Contractor /
Seal of firm

(Instruction: to be submitted on Rs.100/- Stamp Paper (Notarized / Court))

LIST SHOWING TECHNICAL QUALIFICATION AND EXPERIENCE OF THE PROPRIETOR OR PARTNERS AND LEADING TECHNICAL EMPLOYEES IN THEIR FIRM

Name of contractor / firm _____

Sr. No.	Full name and full postal address of employees	Technical Qualification	Name of Institute	Remarks if any
			Year of passing	
1	2	3	4	5

Date

Place

Signature and seal of contractor

(Instruction: to be submitted on Rs.100/- Stamp Paper (Notarized / Court))

LIST SHOWING LOCATION, SITE OF WORKSHOP AND FULL DETAILS REGARDING MACHINARIES, TOOLS, PLANTS ETC.

Name of contractor / firm _____

Sr. No.	Details of tools and Plants and Machinery	Number of plants and machinery	Location, whether working or non-working

Details regarding Workshop

1. Location
2. Number of employees in workshop
3. Nature of workshop

Date

Place

Signature and seal of contractor

REGISTRATION SANCTIONING AUTHORITY

(CIVIL ENGINEERING DISCIPLINE)

Sr. No.	Class	Upper limit of Tendering (Rs. In Lakh)	Competent Authority for sanctioning Registration
1	2	3	4
1	I(A)	Without Limit	City Engineer
2	I(B)	2500	Scrutiny Committee of Executive Engineer (Monitoring & Registration) Cell, Assistant Engineer (Monitoring & Registration) Cell (Civil) and Accounts Officer (Finance)
3	I(C)	1500	
4	II	750	
5	III	300	
6	IV	150	
7	IV(A)	90	
8	V	50	
9	V(A)	30	
10	VI	15	
11	VII	7	
12	VIII	3	
13	IX	2	

REGISTRATION SANCTIONING AUTHORITY

(MECHANICAL & ELECTRICAL ENGINEERING DISCIPLINE)

Sr. No.	Class	Upper limit of Tendering (Rs. In Lakh)	Competent Authority for sanctioning Registration
1	2	3	4
1	A	Without Limit	Chief Engineer (M&E)
2	B	25	Scrutiny Committee of Executive Engineer (Monitoring & Registration) Cell, Assistant Engineer (Monitoring & Registration) Cell (M&E) and Accounts Officer (Finance)
3	B-1	15	
4	C	10	
5	D	7.5	
6	E	2	