

**VENDOR REGISTRATION  
FOR  
WORKS CONTRACT**

## List of Documents required for Registration

### Sr.No. Required documents

- 1 Attested copy of Existing Registration
- 2 Application form
- 3 Technical Criteria :
  1. Copy of appointment letters for Engineers working with you
  2. Copy of letter from Engineer working with you showing details of monthly remuneration being received by him, his age & experience.
  3. Copy of Degree/Diploma certificates of Engineer working with you
- 4 Registration fee (as per applied class)
- 5 Bank Solvency - Minimum (as per applied class) not older than one Year
- 6 Experience of firm(List of order completed/on hand with Present Status) and (Copies of work order executed along with completion certificate. )
- 7 Attested copy of EPF Certificate and latest EPF paid challan
- 8 Attested copy of GST Registration
- 9 Attested copy of License to Electrical Contractors
- 10 List of Tools & Tackles
- 11 Attested copy of ITR-4, Balance Sheets, P&L Sheet, Turnover Certificates for last three years.
- 12 Attested copy of PAN Card
- 13 Attested copy of Registration certificate of Establishment/MOA/AOA/Partnership deed
- 14 Attested copy of Power of Attorney
- 15 ***Technical Backup letter from cable kit manufacturer in case of registration for Underground cable laying.***

## Class of Contractors

**Details of Solvency required and Registration Fees class wise including GST@18%.**

<b>Class of Registration</b>	<b>Minimum Solvency in Rs.</b>	<b>Monetary limit for tendering works up to</b>	<b>Registration fee in Rs.</b>	<b>Renewal of Registration fee in Rs. (To be applied with in one month of expiry)</b>
<b>AA</b>	<b>300 lacs</b>	<b>Any amount</b>	<b>38940.00</b>	<b>9440.00</b>
<b>A</b>	<b>75 lacs</b>	<b>Up to 700 lacs</b>	<b>21240.00</b>	<b>8850.00</b>
<b>B</b>	<b>35 lacs</b>	<b>Up to 300 lacs</b>	<b>15340.00</b>	<b>8850.00</b>
<b>C</b>	<b>25 lacs</b>	<b>Up to 150 lacs</b>	<b>8850.00</b>	<b>5900.00</b>
<b>D</b>	<b>12 lacs</b>	<b>Up to 100 lacs</b>	<b>8850.00</b>	<b>5900.00</b>
<b>E1</b>	<b>2 lacs</b>	<b>Up to 50 lacs</b>	<b>5310.00</b>	<b>2950.00</b>
<b>E2</b>	<b>1 lacs</b>	<b>Up to 15 lacs</b>	<b>5310.00</b>	<b>2950.00</b>

**Contractor seeking Registration must have technically qualified Engineers as under:-**

<b>Class of Registration</b>	<b>Minimum qualification of Engineers employed or Partner</b>
<b>AA</b>	<b>At least 10 Years experienced Three Graduate Engineers &amp; Five Diploma Engineers</b>
<b>A</b>	<b>At least 10 Years experienced Two Graduate Engineers &amp; Five Diploma Engineers</b>
<b>B</b>	<b>At least 5 Years experienced Two Graduate Engineer &amp; Three Diploma Engineers</b>
<b>C</b>	<b>At least 5 Years experienced one Graduate Engineer &amp; Three Diploma Engineers</b>
<b>D</b>	<b>At least two Three years experienced Diploma Engineers</b>
<b>E1&amp;E2</b>	<b>At least one Two years experienced Diploma Engineers</b>

# Criteria for Up-gradation of Contractors

<b>Sr No</b>	<b>Particulars of gradation</b>	<b>Minimum cost of works on hand at the time of applying in Rs.</b>	<b>Minimum annual average turn over in Rs.</b>
<b>1</b>	<b>Up gradation from E-2 to E-1 Class</b>	<b>10 Lacs</b>	<b>5 Lacs</b>
<b>2</b>	<b>Up gradation from E-1 to D Class</b>	<b>30 Lacs</b>	<b>15 Lacs</b>
<b>3</b>	<b>Up gradation from D to C Class</b>	<b>60 Lacs</b>	<b>30 Lacs</b>
<b>4</b>	<b>Up gradation from C to B Class</b>	<b>200 Lacs</b>	<b>100 Lacs</b>
<b>5</b>	<b>Up gradation from B to A Class</b>	<b>600 Lacs</b>	<b>300 Lacs</b>
<b>6</b>	<b>Up gradation from A to AA Class</b>	<b>1000 Lacs</b>	<b>500 Lacs</b>