



GUWAHATI MUNICIPAL CORPORATION:: CHIEF ENGINEER BRANCH :: GUWAHATI

No: GER/CE-2/13/15/23

Date: Guwahati, 21st May/2018

OFFICE ORDER

After careful consideration, it has been decided to introduce new procedure of fresh Registration of Contractor [Class-III, Class- II & Class-I] under Guwahati Municipal Corporation, Guwahati, Assam.

Terms & Conditions

For Registration or renewal of Contractors, the documents to be submitted are as follows:-

1. Copy of up to date Trade License issued by Guwahati Municipal Corporation.
2. Photo ID proof (photocopy of driving license/PAN Card/bank passbook with photograph etc.)
3. GST Registration, IT Clearance certificate, Labour License Certificate.
4. Bank Account No with copy of Passbook.
5. Evidence of access to line(s) of credit and availability of other financial Resources facilities certified by the Bankers & Solvency Certificate.
6. List of Major items of construction equipment proposed to carry out the Contract with supporting documents.
7. List of key site management and technical personnel's along with supporting documents of Qualifications and experiences.
8. Class of Registrations are as follows:

Value of Work	Category of Contractor	Minimum Turnover
Up to 25.00 Lakh	Class - III	Rs. 30.00 Lakh
Up to Rs. 1.00 Crore	Class - II	Rs. 3.00 Crore
Above Rs. 1.00 Crore	Class - I	Rs. 5.00 Crore

9. Affidavit stating no litigation with any other department has to be submitted. In case of having any litigation pending in any court of law or arbitration resulting from contracts executed by the Bidder in the last five years or currently under execution should be mentioned with supporting documents. The information shall include the names of the parties concerned, the disputed amount, cause of litigation, and matter in dispute;
10. Certificate relating to total monetary value of civil construction work performed by the contractor during each of the last three for works up to Rs 50.00 Lakhs/five years for works above 50.00 Lakhs (*To be certified by a Chartered Accountant*) with breakup of figures in different departments.
11. Contractor belonging to SC/ST/OBC are to enclose valid caste certificates from the appropriate authority.
12. In case of firm, certified copy of Power of Attorney authorizing the person against the firm to operate as contractor under GMC should be furnished.

13. Self attested 2 (Two) copies of up to date passport size photograph should be enclosed.
14. The Contractors seeking for registration should mention the full postal address for future communication along with valid contact numbers.
15. Fees for Registration /Renewal are as follows:-
 - > For Class I - Rs. 1,50,000.00
 - > For Class II - Rs. 50,000.00
 - > For Class III - Rs. 30,000.00
16. The registration fees are refundable only after one year if anyone wants to withdraw.
17. The Registration money to be deposited should be in the form of TDR/FDR on any nationalized/schedule bank payable at Guwahati in favour of the Commissioner, Guwahati Municipal Corporation. In the case of up-gradation of registration, balance amount of registration is to be deposited accordingly.
18. The Non Refundable Application fees are categorized as follows:-
 - > For Class I- Rs. 10,000.00
 - > For Class II - Rs. 6,000.00
 - > For Class III- Rs. 3,000.00
19. The Registration money to be deposited by 50% in the case of SC/ST/OBC/UEE contractors.
20. Provisionally selected contractors for registration will have to submit police verification report within fifteen days from the date of communication only then the registration number will be issued to the contractor.
21. In case of failure of any work, registration will be cancelled and Registration Fees would be forfeited.
22. The Commissioner reserves the right to reject any or all the applications without assigning any reason thereof.



Commissioner
Guwahati Municipal Corporation
Guwahati
Date: Guwahati, 31...May/2018

Memo No: GER/CE-2/13/15/23
Copy to:-

1. The P.S. to Hon'ble Minister, G.D.D. for kind appraisal of Minister.
2. The Municipal Secretary, GMC, for appraisal of Hon'ble Mayor.
3. The Director, Information & Public Relations Office, Kamrup (M), Guwahati-01 for publication of the above tender notice in one issue of an English Daily Newspaper (i.e. The Assam Tribune) and one issue of two Assamese Daily Newspaper (i. e. a. Asomiya Khabar & b. Amar Axom) with a request for submission of the bills to the undersigned for payment.
4. The Divisional Engineer, Division - I, II, III, IV, V & VI, GMC, for information & necessary action.
5. Office Copy.

o/c



Commissioner
Guwahati Municipal Corporation
Guwahati