

**Documents/Formalities required for the issuance of
"A" Class Contractor Cards**

**Requirement for registration
(As per SRO-122 Dated.06-05-1992)**

Registration Fee. 10,000/-

Renewal Fee Rs. 2500/-

A) In case of Class "A" Contractors, the firm or individual :-

- i) Has sound financial capacity to execute works of the Department in that class; and
- ii) Shall be required to employ technical staff at the time of award of works on the following basis:
 - a) For works costing between rupees twenty to fifty lacs At least one Degree Holder (Civil) and one Diploma Holder and (Civil) or (Mechanical)
 - b) For works costing between ten lacs to rupees twenty lacs At least one Diploma Holder (Civil)
- iii) Possess the following plant and equipment namely :-


Truck or Tipper	=	1
Concrete Mixer	=	2
Concrete Vibrator	=	2
Compressor	=	1
Diesel Generator with Welding plant	=	1
Concrete Compressor	=	1
Testing machine		
Surveying Level	=	1
- iv) Should have successfully and satisfactory completed as a contractor at least four works of an aggregate value not less than Rs.20.00 lacs and should have worked as class "B" contractor for at least three years; and
- v) In case of technically qualified individual or firms, the fields experience in respect of construction of works by an individual or any one of partners of the firms required shall be seven years for a degree holder in Civil Engineering and 15 years for a Diploma Holder in Civil Engineering.

B).

- i) Solvency certificate from a scheduled bank
- ii) PRC Certificate
- iii) Property certificate to be issued by Tehsildar Concerned
- iv) Copy of press cutting after publicity by the issuing authority for inviting objections, if any, within one week.
- v) Certificate of Plant and equipments should also include possession of sufficient shattering material.

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- vi) Income tax clearance pertaining to preceding assessment year (for all classes except Class D)
- vii) Legal bond to the effect that machinery and immovable property declared by him / them is free from all encumbrances except the mortgage of the lending bank / public sector financial institution and will not be transferred or disposed of by him / them without specific authorization of the Registration Authority (for all classes)
- viii) Legal bond authorizing the department to recover any money due from him/ them on any account by sale auction of his / their moveable property (for all classes)
- ix) Character certificate to be issued by an officer being not below the rank of Superintending of Police of the District Concerned after verification from CID.
- x) Certificate from Chief Engineer of different Wings or District Superintending Engineers that the applicant (s) has not / have no backed out from any contract and the work and conduct in relation to works of any of the Department have been satisfactorily executed.
- xi) An affidavit (for all classes) to the effect:-
 - a) That the applicant is not enlisted earlier or refused enlistment or blacklisted.
 - b) That he applicant is not already is service in any Government Department / Corporation or Undertaking or member of either House of the Parliament or Legislative. District Development Board or student of any Educational Institute or in receipt of any stipend from the Government.
 - c) That the applicant(s) if a retired employee(s) or Government or undertaking is not disallowed under Service conduct Rules of the Government / Corporation / Undertaking from where he has retired.
 - d) That the applicant has not been declared insolvent by a court of competent jurisdiction.
 - e) That the applicant has not been convicted of an offence under Chapter XVII and XVIII of Ranbir Penal Code. Samvat 1989 or under the Hoarding and Profiteering Prevention Ordinance (XIX) Samvat 2000.
 - f) That the applicant(s) has not / have backed out from any contract in Public Works Department


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**Documents/Formalities required for the issuance of
"B" Class Contractor Cards**

**Requirement for registration
(As per SRO-122 Dated.06-05-1992)**

Registration Fee. 5000/-

Renewal Fee Rs. 1500/-

A). In case of Class "B" Contractors, the firm or individual :-

- i) Has sound financial capacity to execute works of the Department in that class; and
- ii) Shall be required to employ at least one Diploma Holder (Civil) at the time of award of work for costing above Rs.5.00 lacs; and
- iii) Possess the following plant and equipment namely :-

Truck	=	1
Concrete Mixer	=	1
Concrete Vibrator	=	2; and
- iv) Should have successfully and satisfactorily completed as a Class "C" contractor at least four works of an aggregate value not less than Rs.10.00 lacs and should have worked as class "C" contractor for at least three years; and
- v) In case of technically qualified individual or firms, the fields experience in respect of construction of works by an individual or any one of partners of the firms required shall be seven years for a degree holder in Civil Engineering and 10 years for Diploma Holder in Civil Engineering.

B).

- i) Solvency certificate from a scheduled bank
- ii) PRC Certificate
- iii) Property certificate to be issued by Tehsildar Concerned
- iv) Copy of press cutting after publicity by the issuing authority for inviting objections, if any, within one week.
- v) Certificate of Plant and equipments should also include possession of sufficient shattering material.
- vi) Income tax clearance pertaining to preceding assessment year (for all classes except Class D)
- vii) Legal bond to the effect that machinery and immovable property declared by him / them is free from all encumbrances except the mortgage of the lending bank / public sector financial institution and will not be transferred or disposed of by him / them without specific authorization of the Registration Authority (for all classes)
- viii) Legal bond authorizing the department to recover any money due from him/ them on any account by sale auction of his / their moveable property (for all classes)
- ix) Character certificate to be issued by an officer being not below the rank of Superintending of Police of the District Concerned after verification from CID.



- x) Certificate from Chief Engineer of different Wings or District Superintending Engineers that the applicant (s) has not / have no backed out from any contract and the work and conduct in relation to works of any of the Department have been satisfactorily executed.
- xi) An affidavit (for all classes) to the effect:-
 - a) That the applicant is not enlisted earlier or refused enlistment or blacklisted.
 - b) That he applicant is not already is service in any Government Department / Corporation or Undertaking or member of either House of the Parliament or Legislative. District Development Board or student of any Educational Institute or in receipt of any stipend from the Government.
 - c) That the applicant(s) if a retired employee(s) or Government or undertaking is not disallowed under Service conduct Rules of the Government / Corporation / Undertaking from where he has retired.
 - d) That the applicant has not been declared insolvent by a court of competent jurisdiction.
 - e) That the applicant has not been convicted of an offence under Chapter XVII and XVIII of Ranbir Penal Code. Samvat 1989 or under the Hoarding and Profiteering Prevention Ordinance (XIX) Samvat 2000.
 - f) That the applicant(s) has not / have backed out from any contract in Public Works Department


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**Documents/Formalities required for the issuance of
"C" Class Contractor Cards**

**Requirement for registration
(As per SRO-122 Dated.06-05-1992)**

Registration Fee. 2500/-

Renewal Fee Rs. 650/-

A). In case of Class "C" Contractors, the firm or individual :-

- i) Has sound financial capacity to execute works of the Department in that class; and
- ii) Possess the following plant and equipment namely :-
Concrete Mixer = 1
Concrete Vibrator = 1; and
- iii) Should have successfully and satisfactorily completed as a Contractor at least four works of an aggregate value not less than Rs.2.00 lacs and should have worked as class "D" contractor for at least two year; and
- iv) Provided that no field experience shall be required for enlistment in this class for Degree and Diploma holder in civil Engineering:

B).

- i) Solvency certificate from a scheduled bank
- ii) PRC Certificate
- iii) Property certificate to be issued by Tehsildar Concerned
- iv) Copy of press cutting after publicity by the issuing authority for inviting objections, if any, within one week.
- v) Certificate of Plant and equipments should also include possession of sufficient shattering material.
- vi) Income tax clearance pertaining to preceding assessment year (for all classes except Class D)
- vii) Legal bond to the effect that machinery and immovable property declared by him / them is free from all encumbrances except the mortgage of the lending bank / public sector financial institution and will not be transferred or disposed of by him / them without specific authorization of the Registration Authority (for all classes)
- viii) Legal bond authorizing the department to recover any money due from him/ them on any account by sale auction of his / their moveable property (for all classes)
- ix) Character certificate to be issued by an officer being not below the rank of Superintending of Police of the District Concerned after verification from CID.

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- x) Certificate from Chief Engineer of different Wings or District Superintending Engineers that the applicant (s) has not / have no backed out from any contract and the work and conduct in relation to works of any of the Department have been satisfactorily executed.
- xi) An affidavit (for all classes) to the effect:-
- a) That the applicant is not enlisted earlier or refused enlistment or blacklisted.
 - b) That he applicant is not already is service in any Government Department / Corporation or Undertaking or member of either House of the Parliament or Legislative. District Development Board or student of any Educational Institute or in receipt of any stipend from the Government.
 - c) That the applicant(s) if a retired employee(s) or Government or undertaking is not disallowed under Service conduct Rules of the Government / Corporation / Undertaking from where he has retired.
 - d) That the applicant has not been declared insolvent by a court of competent jurisdiction.
 - e) That the applicant has not been convicted of an offence under Chapter XVII and XVIII of Ranbir Penal Code. Samvat 1989 or under the Hoarding and Profiteering Prevention Ordinance (XIX) Samvat 2000.
 - f) That the applicant(s) has not / have backed out from any contract in Public Works Department

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**Documents/Formalities required for the issuance of
"D" Class Contractor Cards**

**Requirement for registration
(As per SRO-122 Dated.06-05-1992)**

Registration Fee. 1000/-

Renewal Fee Rs. 250/-

A). In case of Class "D" Contractors, the firm or individual :-

- vi) Has sound financial capacity to execute works of the Department in that class; and
- vii) Should have worked at least with any registered "D" Class Contractor for a period of one year and acquired himself or themselves sufficiently with the elementary knowledge required for execution of civil works. The certificate to this effect should among other things indicate the name of work where the applicant has worked.
- viii) Provided that no field experience shall be required for enlistment in this class for Degree and Diploma holder in Civil Engineering:

B).

- i) PRC Certificate
- ii) Property certificate to be issued by Tehsildar Concerned
- iii) Copy of press cutting after publicity by the issuing authority for inviting objections, if any, within one week.
- iv) Certificate of Plant and equipments should also include possession of sufficient shattering material.
- v) Legal bond to the effect that machinery and immovable property declared by him / them is free from all encumbrances except the mortgage of the lending bank / public sector financial institution and will not be transferred or disposed of by him / them without specific authorization of the Registration Authority (for all classes)
- vi) Legal bond authorizing the department to recover any money due from him/ them on any account by sale auction of his / their moveable property (for all classes)
- vii) Character certificate to be issued by an officer being not below the rank of Superintending of Police of the District Concerned after verification from CID.
- viii) Certificate from Chief Engineer of different Wings or District Superintending Engineers that the applicant (s) has not / have no backed out from any contract and the work and conduct in relation to works of any of the Department have been satisfactorily executed.

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(ix) An affidavit (for all classes) to the effect:-

- a) That the applicant is not enlisted earlier or refused enlistment or blacklisted.
- b) That the applicant is not already in service in any Government Department / Corporation or Undertaking or member of either House of the Parliament or Legislative. District Development Board or student of any Educational Institute or in receipt of any stipend from the Government.
- c) That the applicant(s) if a retired employee(s) or Government or undertaking is not disallowed under Service conduct Rules of the Government / Corporation / Undertaking from where he has retired.
- d) That the applicant has not been declared insolvent by a court of competent jurisdiction.
- e) That the applicant has not been convicted of an offence under Chapter XVII and XVIII of Ranbir Penal Code. Samvat 1989 or under the Hoarding and Profiteering Prevention Ordinance (XIX) Samvat 2000.
- f) That the applicant(s) has not / have backed out from any contract in Public Works Department

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