



APPLICATION FOR REGISTRATION – ORGANIZATIONS



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

Categories of Registration

Details of Product / Services for which Registration is sought (Add more sheets if required)	
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Contractor Class to which registration is sought:

Please strike out those not applicable. The Upper Limit indicates the maximum value of single work that can be awarded to the applicant.

Class	Upper Limit (Rs. Crores)
I	> 100 Crores
II	> 50 Crores but < 100 Crores
III	> 10 but < 50 Crores
IV	Between 1 to 10 Crores
V	Less than 1 Crore

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



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GENERAL INFORMATION:

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



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Organization Details:

Type of Organization	Document to be enclosed
Sole Proprietorship	Registration Certificate
Partnership	Partnership deed
Private Ltd.	Prospectus, Memorandum of Association, Articles of Association
Public Sector/Public Ltd.	Prospectus, Memorandum of Association, Articles of Association

Manpower Employed:

Sr. No.	Particulars	Nos.	Documents Submitted
1.	Total no. in permanent employment		
2.	Number of Graduate / Diploma Engineers		
3.	Nos. in Safety/Inspn./QC		
4.	Others		
5. For Electrical Contractors, whether the applicant possesses: Valid Electrical Licenses For LT / HT Works? - Valid Electrical Contractors License - Valid Electrical Supervisor License Nos. of Licensed Electricians			



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Equipment / Facility Details:

1. Workshop Details:

Workshop Owned?	Yes / No
Area of workshop	
Location	

2. List of Tools / Machinery / Erection & construction equipment owned:

3. List of Tools / Machinery / Erection & construction equipment hired/leased:

4. Details of Facilities Available for Design/Drafting.

Pre-Qualification Questionnaire

1	Nature of past jobs done	Exactly same as applied for / similar to what applied for
2	Value of at least one single job done during lasts years is greater than 70% of the class upper limit applied for	Yes / No
3	Total turnover of the past 3 years is atleast equal to the upper limit of class applied for	Yes / No
4	The maximum value of similar work done in the past three years.	Rs.
5	The minimum value of works that you shall be interested in.	Rs.
6	Does your organization follow any quality plans / programs?	Yes / No
7	Does your organization have laid down any safety policy?	Yes / No
8	Does your organization have ISO/ISRS Certification	Yes / No



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Past Performance

1.	Details of works executed during last 3 years.	Furnish the Work Order Copy & Completion Certificate (For a few jobs against each category for which registration is sought)
2.	Details of works in progress	Furnish the Work Order Copies for a few jobs
3.	Time schedule	Furnish status with respect to contractual completion period.
4.	Detail of 2 major project/ works executed in the past Year	
	Order No.	
	Name of Work :	
	Value:	
5.	Whether the applicant has been blacklisted or de-registered from the approved list or demoted to a lower class by any organization in the past five years.	
	Name of organization :	
	Date of Blacklisting:	
	Reason	
6.	Whether the applicant has gone for Arbitration/Litigation for any of the past works with any organization in the past five years.	
	Name of the Organisation:	
	Name of the Work:	
	Nature of Arbitration :	

Other Details

- Turnover (Last 3 Years)

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



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2. Maximum Value of similar Past Works: (In the order of highest value first)

Year	Order Value in Rs. lakhs	Documents submitted
		Work order copy and Completion certificate

3. Registration with Organisations: (Consulting Organisations / PSUs / Others)

Financial Details / Banker's Details

Address / City / State	
Pin code	

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

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

(SEAL OF COMPANY)

SIGNATURE

NAME

DESIGNATION

PLACE : _____

DATE : _____



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INFORMATION TO BE SUBMITTED WITH APPLICATION FOR REGISTRATION

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