

GUJARAT WATER SUPPLY & SEWERAGE BOARD
RULES
FOR
REGISTRATION OF CONTRACTORS
FOR THE WORKS UNDER GWSSB/GWIL

RULES OF REGISTRATION OF CONTRACTORS

GENERAL

1. The stipulations made in the bid document of Gujarat Water Supply and Sewerage Board (GWSSB) requires every bidder to be registered as a contractor in the relevant class either with the Roads and Building Department and/ or with the Narmada, Water Resources, Water Supply and Kalpsar Department of Government of Gujarat. This has been detailed in the bid documents of GWSSB/GWIL has initiated process to carryout registration of contractor in "AA" class and "A" class to encourage the prospective bidders with a view to amplify the competitive bid process and to facilitate the eligible bidders, who are either not registered with R & B department and/ or N, WR, WS and Kalpsar Department and /or prefers to register themselves with GWSSB. Such registration would be a valid registration to participate for the bids being invited by GWSSB/ GWIL.
2. The system of Registration / Renewal of contractors for Gujarat Water Supply and Sewerage Board follow the procedure as detailed hereafter.

**AUTHORITIES COMPETENT TO GRANT REGISTRATION/
UP GRADATION**

1. (I) The authorities competent to consider and grant registration as well as up gradation in respect of the classes mentioned below:

For E-1 & E-2 class:

- I. Executive Engineer, P.H.Works Division Vadodara under Zone-I Vadodara
- II. Executive Engineer, P.H.Works Division Ahmedabad under Zone-II Ahmedabad
- III. Executive Engineer, P.H.Works Division No.1 Rajkot Zone-III Rajkot
- IV. Executive Engineer, P.H.Works Division Bhuj under Zone IV Bhuj
- V. Executive Engineer, P.H.Works Division No.1 Jundagadh under Zone V Junagadh

Applications from the contractors shall be received by the Executive Engineers, it shall be scrutinized and submitted to their respective Superintendent Engineers for approval. After approval registration shall be issued by the Executive Engineer Concern

For D , C & B Class registration

Authority for receiving application and issuing registration:

- I. Zone-I: Superintendent Engineers, P.H.Circle Vadodara
- II. Zone-II: Superintendent Engineers, P.H.Circle Ahmadabad
- III. Zone-III: Superintendent Engineers, P.H.Circle Rajkot
- IV. Zone-IV: Superintendent Engineers, P.H.Circle Bhuj
- V. Zone-V: Superintendent Engineers, P.H.Circle Junagadh

Above circle offices shall scrutinize the registration, renewal or up-gradation applications and call the committee of Superintendent Engineers for scrutinize and recommending to the Zone office.

Committees of Superintendent Engineers:

- I. Zone-I: Committee of Superintendent Engineers, P.H.Circle Vadodara , Godra, Valsad & Surat

- II. Zone-II: Committee of Superintendent Engineers, P.H.Circle Ahmedabad, Mehsana, Himatnagar , Nadiad & Palanpur
- III. Zone-III: Committee of Superintendent Engineers, P.H.Circle Rajkot, Bhavnagar & Junagadh
- IV. Zone-IV: Committee of Superintendent Engineers, P.H.Circle Bhuj & Rajkot
- V. Zone-V: Committee of Superintendent Engineers, P.H.Circle Rajkot, Bhavnagar & Junagadh

Applications from the contractors shall be received by the Superintendent Engineers, it shall be scrutinized and submitted to their respective Chief Engineers for approval. After approval registration shall be issued by the Superintendent Engineer Concern

For Class A & AA:

At Board level: Committee of Chief Engineers, Chief Engineer Monitoring and planning, Chief General Manager GWIL, Chief Engineer WASMO, Chief Engineer Ahmedabad.

Applications from the contractor shall be received by Chief Engineer Zone-1 Ahmedabad/ Chief Engineer Monitoring Cell GWSSB.

Application shall be scrutinized and submitted to the Member Secretary for approval. After approval , registration shall be issued by the Chief Engineer concern.

2. The contractors are classified according to their financial status and technical capability to take up the works in the whole state of Gujarat.

The classification, solvency required, registration fees, annual turnover and cost of works on hand and authority competent to approve registration are shown in the following

Table – I & II.

TABLE -1

Class of Registration	Minimum Solvency	Monetary Limit for tendering the works	Authorities competent to grant registration	Registration/ up gradation fees
1	2	3	4	5
AA	Rs. 300 Lacs	Unlimited	Committee of Chief Engineers	Rs.33,000.00
A	Rs. 75 Lacs	Up to Rs.700 lacs	Committee of Chief Engineers	Rs.18,000.00
B	Rs. 35 Lacs	Up to Rs.300 lacs	Committee of Superintending Engineers	Rs.13,000.00
C	Rs. 25 Lacs	Up to Rs.150 lacs	Committee of Superintending Engineers	Rs.7,500.00
D	Rs. 12 Lacs	Up to Rs.100 lacs	Committee of Superintending Engineers	Rs.7,500.00
E-1	Rs. 2 Lacs	Up to Rs.50 lacs	Committee of Executive Engineers	Rs.4,500.00
E-2	Rs. 1 Lacs	Up to RS.15 lacs	Committee of Executive Engineers	Rs.4,500.00

(a) Registration shall be considered on merits by the competent authority taking in to account, especially the cost of works on hand as well as tri- annual (three yearly) average turnover, the financial limits for which shall be as under;

TABLE –II

Sr. No.	Class of Registration	Annual Turnover (Last 3 Years) Rs.	Cost of Works on hand Rs.
1	2	3	4
1	AA	500 Lacs	1000 Lacs
2	A	300 Lacs	600 Lacs
3	B	100 Lacs	200 Lacs
4	C	30 Lacs	60 Lacs

5	D	15 Lacs	30 Lacs
6	E-1	5 Lacs	10 Lacs

NOTE:

- 1) For Government/Semi Government Sublette works carried out by contractors only 50% of such works will be considered for their experience if prior permission is obtained from competent authorities for subletting such works. No private sublet work will be considering Registration /Up gradation contractors. Government/Semi Government sublet works will be considered for main (sublet) contractor's experience.
- 2) In the case of fresh registration as well as up gradation, 50 % of the cost of the private works will be taken into account in Form – 3 A in certified by Chartered Accountant.
5. No contractor shall be registered/ upgraded or his registration be renewed without full inquiry as to the suitability in regard to :-

(A) FINANCIAL CAPABILITY:

10 % Financial status supported by a certificate of solvency obtained form the Collector of the District/S.D.O. of concerned District with a banker's solvency certificate. Banker's solvency Certificate should be obtained in the following form:

"This is to certified that to the best of our Knowledge and information M/s.,/ Shri a customer of our bank is respectable and can be treated as good for any

engagement up to limit of Rs.....(Rupees in Words) This certificate is issued without any guarantee or responsibility of the bank or any its officers.”

- (i) A Solvency certificate shall not be accepted after twelve months of its issue date, for the purpose of registration.
- (ii) A banker’s certificate which those the financial soundness of the contractor, to the extent required for the relevant category, shall be accepted.
- (iii) Solvency certificate in the name of firm may not be insisted upon if such certificate for the required amount in the name of one or more partners is forthcoming and it is made clear in the partnership deed that all the partner s are jointly and severally responsible to meet all liabilities over and above the business of Firm.
- (iv) A Solvency/ Banker’s certificate produced by the contractors from outside Gujarat State can be accepted for the above purpose.
- (v) Solvency certificate, once accepted, should be got renewed by the contractor every three years by the end of December or every years in support of his continued financial ability. However, the solvency certificate of the relevant calendar year will have to be produced along with each tender.
- (vi) No firm reproduces the same solvency certificate, the same list of tools and plants, the same list of works executed or any document required for registration already considered, to approve one firm i.e. when registration of Firm, with one or more partners of another registered firm, comes up for

consideration, it should be ensured that the same details are not duplicated.

(vii) A fresh solvency certificate from the scheduled Bank:

The solvency certificate of scheduled commercial bank granting registration, up gradation and renewal, as an approved contractor, should be accepted and the solvency certificate of Co-Operative Bank should be accepted as per classification made below and up to the amount of monetary/ financial limit mentioned under column No. 6 of Table – III.

TABLE –III

Sr. No.	Type of Co. Op. Bank	Audit class	Period of Existence	Working Capital	Amount of solvency
1	2	3	4	5	6
1	State Co. - Op Bank	Unlimited	Unlimited	Unlimited	Unlimited
2	District Co. - Op Bank	A,B & C	Unlimited	Unlimited	Up to 10 Lacs
3	The Gujarat Industrial Co. - Op Bank	A & B	More Than 5 Years	More Than 5 Crores	Up to 30 Lacs
1	2	3	4	5	6
4	Nagrik sahkari Bank	A & B	More Than 5 Years	More Than 5 Crores	Up to 10 Lacs
5	Nagrik sahkari Bank	A & B	More Than 5 Years	2 crores to 5 crores	6 Lacs
6	Nagrik sahkari Bank	A & B	more than 5 years	1 crores to 3 crores	4 Lacs
7	Nagrik sahkari Bank	A & B	3 Years to 5 Years	1 crores to 3 crores	Upto 2 Lacs
8	Nagrik sahkari Bank	A & B	3 Years to 5 Years	50 Lacs to 1 crores	Upto Rs. 50000/-

District Co. - Operative Bank will have to clearly mention the audit class in the solvency certificate. Whereas the Citizen/ City Co. - Operative Bank will have to clearly write the period of the existence of a bank, amount of working capital, as well as the audit class and if the particulars to this effects are not given in the solvency certificate, then such a certificate should not be treated as acceptable.

(viii) In case the contractor sales/transfers his immovable property owned by him during the currency of the period of registration/up gradation/Renewal, he shall intimate well in advance about it (Sale/ transfer) to the concerned Executive Engineer.

(B) PROFESSIONAL CAPACITY AND RELIABILITY

Supported by certificates or recommendations of officers who have had personal knowledge of applicant and his work and a list of works executed showing their nature, year of construction and actual cost of construction, technical qualifications and experience of all the partners including technical employees in the firm, should also be on recorded.

(i) The experience gained by individual partner in the execution of works in past may be taken into consideration while deciding the category of the contractors, if the partner concerned has to his credit the execution of such works by virtue of monetary share and other interests. Experience gained merely as a servant may not count as a proof of the capability of the firm as a whole.

In case of sisters' concern's registration, following procedures should be followed: -

- (1) The partners of exiting firm, who desire to apply for new registration in same class should have completed at least three years partnership in the existing firm and should have continued for at least 3 years in existing firm.
 - (2) The new firm which is to be registered should have 25% share of partners of existing firm.
 - (3) The partners having 25% share in existing firm should be active partners.
 - (4) If, all the above conditions are not fulfilled by the new firm then a new registration should be given in one step below category than that of existing firm's registered.
- (ii) While considering the application for registration/ up gradation/ renewal the certificates regarding satisfactory completion of works as well as works in progress or works for which tenders have been quoted by the contractor shall be examined by the Department, Information of such works shall be given in statement, as per form No. 3. In addition to this, information in form no. – 3-A shall be furnished for each and every work done or in progress in last 3 years along with the application form and other documents.

(C) GOOD RECORD AND PAST PERFORMANCE:

The request "only those" contractors having good record and satisfactory past performance, will be considered for registration. For the purpose, information furnished in cols. No. 15 and 19 of the form no. 1 prescribed for application

for registration shall be carefully scrutinized to ensure that the applicant or his partners or share holders have carried out the works satisfactorily as per col. No.8 or have not been black- listed or penalized any way by an Government Department of Gujarat State.

(D) TECHNICAL QUALIFICATIONS/ESTABLISHMENT:

(I) The contractors seeking registration/up gradation in "AA", "A", "B", or "C" class must have the Engineers technically qualified, as under, either as partners or as full – time employees, on their establishment:

Class of registration (Civil Contractors) 1	Types and number of technically qualified Engineers 2
"AA"	At least 3 Graduate Civil Engineers & 5 Diploma Civil Engineers and out of three 1 B.E.(Civil) Engineer shall have an experience of Safety in Construction zone.
"A"	At least 2 Graduate Civil Engineers & 5 Diploma Civil Engineers
"B"	At least 2 Graduate Civil Engineers & 3 Diploma Civil Engineers
"C"	At least 1 Graduate Civil Engineer & 3 Diploma Civil Engineers
"D"	At least Two Diploma Civil Engineers
"E-1"	At least 1 Graduate Civil Engineer/ 1 Diploma Civil Engineer
"E-2"	At least 1 Graduate Civil Engineer/ 1 Diploma Civil Engineer

(II) If the partner/ partners of the firm seeking registration possesses/ passes the requisite technical qualification, it would not be necessary to appoint the additional Engineer as stipulated in (i) above.

- (III) In case the technically qualified Engineers are employed by the contractor/Company, the contractor/company should submit proof of payment from Books of Accounts.
- (IV) An application for registration/ up gradation should be accompanied by the following documents, if the requirement is not fulfilled by (ii) above.
- (1) Copy of the appointment letter issued by the contractor/ Company.
 - (2) Letter form the Engineer for getting employment and the details of (i) monthly remuneration being received by him and (ii) his age.
 - (3) True copy of the degree/ Diploma Certificate.
- (E) The application for registration/ up gradation/ renewal shall be accompanied by the Income tax Clearance certificate in form No. 4 relevant for the year preceding the years in which the application is submitted.
- (F) The contractor, applying for registration/ up gradation shall pay 50 percent of the registration/up gradation fee which will be considered, as application fee and which will be non-refundable, along with his application form for the class in which he intends to get himself registered. If his application is accepted. He shall pay the remaining 50 percent registration/Up gradation fee and only there after the registration/ up gradation certificate in form no.5 appended herewith will be issued to him by the Executive Engineer concerned.

- (G) If, as a result of the scrutiny of the application, a particular contractor is not found suitable for the class, for which he has applied for registration/up gradation, the concerned authority may recommend his application for registration/up gradation for a lower class, in which case, a separate application or application fee will not be required.
- (H) For facilitating a scrutiny whether the contractor has tendered for any work for a period of three years, the contractor should be required to submit to the registering authorities the Tri – annual (Three yearly) return ending December of every third year in the prescribed form no . 3.
- (I) Confidential reports

The Annual confidential report on the performance of contractors should be maintained in respect of all contractors registered in all categories. Such report should be initially written by the Executive Engineers in the form prescribed in form No. 6 (appended herewith) and same except for class–E should be submitted to the superintending Engineers of respective Circles by prescribed date each year. The superintending Engineers should maintain these C. Rs. in their office for these for these contractors whose registration is sanctioned at their level and other C. Rs. pertaining to contractors of higher category of class “AA” and “A” should be submitted to the Chief Engineer along with their remarks on the quality of performance, workmanship and speed of progress of works duly countersigned by them, and retain other confidential reports in their offices. The local Officers of

the Irrigation Department and other semi Government bodies, under whom the contractors have worked during the year should forward their confidential reports duly filled into their superintending Engineers for their comments and for onward transmission to the superintending Engineers of concerned Public Works Circles for taking further action as above.

The case of contractors who are habitual bad workers and create obstruction in the working of the project shall be specifically brought out in their confidential reports by the concerned Executive Engineers and superintending Engineers. Similarly When ever the performance of contractors on a certain work is found to be poor, it should be intimated by the concerned Executive Engineer to the Registering authority for taking it into account.

The confidential reports of the contractors should be scrutinized carefully by each authority sanctioning the registration of contractors at their level and considered at the time of granting up gradation or renewal of registration to the contractors. Different opinions on the performance of the same contractors by two different officers need close scrutiny before any adverse action is taken.

In Order to ensure that the Confidential reports of contractors are written and submitted in time the Executive Engineer in charge of the work should keep on record a certificate by 1st July, of each year stating that he has written and submitted Confidential reports of all contractors working under them, and submit copy of such certificate to the

superintending Engineer who will keep a watch that all such certificate are issued.

The time table for submission of confidential reports to higher authorities should be as follows:

- | | |
|--------------------------------|-------------------------|
| (1) By Executive Engineer | 30 th April. |
| (2) By Superintending Engineer | 31 st May. |
| (3) By Chief Engineer | 30 th June. |

or at any time demanded by the higher officer.

- (J) In order to facilitate the scrutiny by the registering authority as above i.e. Rule No.5(I), the contractors shall be asked to submit by 30th April, of every year to the registering authority as well as to the Superintending Engineer concerned, and annual return ending March every year in Form No.7 (appended herewith). The Superintending Engineer shall ensure that all the contractors invariably submit necessary returns to the registering authority after proper scrutiny.

6. A register of approved contractor shall be maintained in the Zone Office, Circle office and Divisional Offices in the prescribed Form No.2. The Chief Engineer Zone-II shall communicate the names and addresses of contractors of 'AA' & 'A' classes approved by the committee of Chief Engineers and Superintendent Engineer concern for 'B', 'C', 'D' class approved by the committee of Superintending Engineers to the Executive Engineers for entry in their registers. The

register should be examined by the registering authority on 1st July each year and at other times, if found necessary.

The Superintending Engineers are required to send invariably "the annual circle wise and class wise up to-date lists" of contractors registered by them and their divisional offices to the Gujarat Water Supply Board and also to other circle offices by 31st March of every year for their information and guidance.

7. The work of registration of contractors or their removal or demotion etc. will be in charge of territorial GWSSB in entire State of Gujarat.
8. Every change among the partners and leading technical employees will have to intimate forthwith by the contractor to the registering authority. Permission to any proposal for change in the name of the Company/Firm/contractor shall not be granted.

REGISTRATION

- 1) The following procedure shall be followed for entertaining applications for registrations.
 - (i) In order to enable the registering authorities to have sufficient time for scrutiny and calling for additional information, if necessary, the application for the registration as approved contractors shall be received at any time during the year and shall be considered at any time during the year and as promptly as possible but minimum period necessary for decision making will be 30 days.
 - (ii) The application for registration shall be accompanied by all the necessary documents referred to in Rule No.5(A) to (E) and other documents, if any referred to in the application Form i.e. Form No.1 Hiding/ suppressing any fact regarding demotion/ black-listing/ termination/ debarment shall be a sufficient cause for cancellation of this Registration by GWSSB at any point of time.
 - (iii) The contractor should not be registered in any class during the currency of the period of punishment of black listing/ termination/ debarment etc.
2. The contractors, who are enrolled on the register of C.P.W.D., M.E.S., Railways and other state, should be considered for being registered for the corresponding classes of the GWSSB on their producing proof of such registration. In such cases, registration can be done at any time of the year, provided a certificate is produced from the concerned authority that on the day of his application he possesses registration for the class in which he seeks registration with

the GWSSB. The requirements mentioned in Rule No.5 will have also to be satisfied by such contractors.

- (a) As for the fresh registration of the contractors registered in other States, their cases should be considered according to their registration in other States as also the amount of works executed by them during last 3 (three) years.
3. The graduate and Diploma Engineers shall be registered at any time during the year in 'C' and 'D' Class respectively on production of solvency certificate for the requisite amount. The requirement of past practical experience, production of the lists of work executed in past and list of machinery shall not be insisted upon in their cases.
4. The tradesman in carpentry, masonry painting and other branches of building construction and wireman who have completed successfully the training courses in various industrial training institutes of the State or other Institutions recognized by Government of Gujarat shall be registered at any time during the year in 'E-1' or 'E-2' class (wireman shall be registered in 'E-1' or 'E-2' class only as Electrical Contractor) on production of (1) solvency certificates for the requisite amount (2) certified true copy of the certificate of the Industrial Training Institute or other institution(s) recognized by Government of Gujarat about passing the training course and (3) on payment of registration fee. The

requirement of past practical experience, production of the lists works executed in past and list of machinery shall not be insisted upon on their cases.

U P G R A D A T I O N

1. The following procedure shall be followed for entertaining the applications for up gradation: -
 - (a) A contractor, registered as an approved contractor under those rules, will be considered for up gradation to a higher class only after the expiry of the period prescribed under Rule No.16 from the date of his initial registration of up gradation, as the case may be if he submits the application in the prescribed form to the authority competent to approve it through the registering authority. The application shall be accompanied by all the documents referred to in Rule No. 5(A to E), as also, in respect of contractor's achievements in this behalf after his initial registration as approved contractor under these rules. The registering authority should check up various details furnished in the application, verify the past performance of the applicant and then forward the same to the competent authority with his recommendation.
 - (a) Full prescribed up gradation fee for the class of up gradation applied for, shall be charged in advance from the contractor and the same will be non-refundable.
 - (b) After proper scrutiny of the application of contractor applying for up gradation, the concerned authority may record his

findings with reasons and propose for up gradation of the party or otherwise to the authority competent to order such up gradation.

- (c) The contractor, seeking up gradation shall have the Engineers technically qualified, as stipulated in Rule No. 6(D), appropriate for the class in which up gradation is sought for.
 - (d) The application for up gradation shall be accompanied by the Income-Tax clearance certificate in the append Form No.4, relevant for the year proceeding the year in which the application is submitted.
 - (e) Application for up gradation from one class to another shall also be considered only twice a year i.e. those received by the end of May should be considered by the end of June and those received by the end of November shall be considered in December.
2. Up gradation from lower class to higher class shall be considered on merits by the competent authority taking into account (i) the cost of work on hand (ii) the annual average turnover as laid down in Table No.11 for getting fresh registration as well as (iii) the financial limits, which are as under :-

Sr.No.	Particulars of up gradation	Minimum cost of work on hand at the time of applying Rs.	Minimum annual average turnover Rs.
1	2	3	4
1	Up gradation from E-2 to E-1 Class	10.00 lacs	5.00 lacs
2	Up gradation from E-1 to D Class	30.00 lacs	15.00 lacs
3	Up gradation from D Class to C Class	60.00 lacs	30.00 lacs
4	Up gradation from C to B Class	200.00 lacs	100.00 lacs
5	Up gradation from B to A Class	600.00 lacs	300.00 lacs
6	Up gradation from A to AA Class	1000.00 lacs	500.00 lacs

NOTE: In the case of granting up gradation to a higher class, the contractor must have executed "two to three" works of 50% of the maximum financial limits of the respective existing class of his registration.

EXAMPLE: A contractor having registration in 'A' class and who seeks up gradation to a higher class i.e. 'AA' class, must have executed "two to three" works of Rs.125.00 lacs i.e. of 50% cost (of the maximum monetary limit for tendering for works) of Rs.250.00 lacs.

3. The application for up gradation to a higher class should be accepted only after the expiry of the period(s) mentioned below;

(a)	Up gradation from 'B' Class to 'A' Class.	The application will have to be made after the expiry of the period of two years from the date of initial registration.
(b)	Up gradation from 'A' Class to 'AA' Class.	
(c)	Up gradation from the rest of class (as) to the higher class (as)'B' Class to 'A' Class.	The application will have to be made after the expiry of the period of one year from the date of initial registration.

4. The contractor / firm will have to ensure the registering authority about the continuous employment (during the period of currency of the registration of Engineer(s) holding the degree of diploma at the time of renewal of registration in 'AA', 'A', 'B', and 'C' classes.

RENEWAL

1. The contractor approved in by one authority will be able to tender for other offices of GWSSB/GWIL/Urban cell provided he produces a certificate from the originating authority that he is an approved contractor in that Division for a particular category. Such a certificate initially issued, will be valid for three calendar years and the renewal certificate will be issued to a contractor for a period of three calendar years, after initial registration, on payment of renewal fee as under

which will be non-refundable and subject to the production of the following documents every third year ; -

Sr. No.	Class	Renewal fee for 3 years.
1	AA	Rs.8000/-
2	A	Rs.7500/-
3	B	Rs.7500/-
4	C & D	Rs.5000/-
5	E-1 & E-2	Rs.2500/-

- (i) Fresh solvency certificate from the scheduled Bank. Also refer to Note No.3 of Rule No.5.
 - (ii) The particulars referred to in Rule No.5 (D)(V) about employment of requisite number of technically qualified persons/partners relevant for the period immediately preceding the date of a application for renewal of registration.
 - (iii) Particulars in tri-annual (three yearly) return, Forms No.3 and 3(A).
 - (iv) Income-tax clearance certificate in Form No.4 for the year proceeding the year in which application for renewal is submitted.
 - (v) Details of tools, plants and machineries in possession.
 - (vi) Details of changes in the partners or the constitution of the Firm/Company. Also refer to Rule No.9. The process of renewal will be repeated at interval of three years, if the conditions for renewal are fulfilled.
2. The application for renewal of registration and the fresh solvency certificate referred to in Rule 18(i) above, should be

produced by the contractor before the expiry of a period of initial registration or renewal. If the contractor delays the production of an application for renewal, along with fresh solvency certificate for the period not exceeding three months, the Executive Engineer, who issued the initial registration certificate, will renew the same only after recovering full registration fee prescribed for the class for which registration is to be renewed. If the delay in the production of the application accompanied by the fresh solvency certificate is for the period exceeding three months, but up to one year, renewal will only be done by the concerned authority only after recovering double the full registration fee prescribed for the class for which registration is to be renewed. However, if there is a delay of over a year in producing the application accompanied by fresh solvency certificate the initial registration shall lapse and the contractor will have to apply a fresh for registration.

3. In the case, in which the contractor had applied for up gradation to a higher class prior to the date of renewal and that his application for up gradation was not considered, and on that account he had filed to get his registration renewed in time, the contractor's application for renewal may be considered even though received after due date and his registration renewed, on production of requisite documents by extending his date of renewal to that extent.
4. The renewal of registration of contractors having punishment of banning of business etc. should not be done during the

~~currency~~ of the period of punishment banning of business etc. provided, such a contractor is on the approved list prior to his having been punished for banning of business etc. the renewal would be allowed at any time of the year i.e. the application for renewal should be considered only after the period of punishment of banning of business etc. is over.

5. The contractor/Firm shall have to ensure the Registering Authority about the continuous employment during the period of the registration of the Engineers holding Degree or Diploma at the time of renewal of Registration in 'AA', 'A', 'B' and 'C' classes.
6. The contractor, who, for the present, has engaged the Degree/Diploma holder employee or the partner holding Degree/Diploma for looking after the work(s) shall have to employ the qualified Degree/Diploma holder, with the required experience, at the time of paying the security deposit for the purpose of acceptance of the tender(s) for the respective work(s).
7. After the expiry of the period of Registration, the concern authority should renew registration of approved contractors of all the classes by issuance of registration certificate in Form No.5 for a further period, as may be prescribed by Government from time to time, in all normal cases subject to Rule No.28 and should only refer those cases of Renewal of registration to the Board, as the case may be, where it is

necessary to obtain their orders due to specific failure or default of the contractor(s) concerned of the cases of doubtful nature. Renewal of registration shall not be permissible under the following circumstances and for the under mentioned reasons: -

- (i) Government dues are recoverable from the applicant.
- (ii) If the contractor has used inferior type of materials or has executed sub-standard work and his responsibility is so assessed.
- (iii) If the contractor has left incomplete any Govt. work in post.

DISQUALIFICATIONS

1. On receiving the report of specific failure of or default by a contractor and if the Registering Authority considers that the financial circumstances have or technical capacity of a contractor has so deteriorated that he ought to be awarded with the punishment like removal from the register or demotion to a lower class etc. he (i.e. Registering Authority) may proceed to do so after calling on the contractor to state within a stated time as to why the action, as proposed, should not be taken against him. Action as taken should be intimated to all concerned. Whenever a contractor is either removed from the approved list or demoted to a lower class or black listed etc. he will not be entitled to any refund or registration fees.

2. The name of contractors, who have not tendered for any works for a period of three years in any GWSSB/ GWIL/ Urban cell Office of various departments of State Government/State and Central Government undertaking, corporations, Boards etc. should be removed from the Register of approved contractors. The registering authority should review the registration effected by him every year for taking action for removal or demotion of contractors.
3. For facilitating such a scrutiny, the contractors should be required to submit to the Registering Authority the tri-annual (three yearly) return ending December, of every third year in the prescribed Form No.3.
4. If a contractor, whose name has been so removed, desires to take up contractors subsequently, he should apply for re-enrolment on payment of the prescribed fees. Such an application shall be considered on its merits.
5. If it is noticed during the scrutiny of the application for registration/up gradation/renewal of registration that the contractor has cheated the department, has furnished misleading information, has caused substantial loss to Government by abandoning the Government work or has not paid Government dues, the authority, who has received the application, should promptly investigate the facts, and depending upon the findings, the contractor may be downgraded to a lower class or removed from the register of

approved contractors or banning of business of otherwise disqualified etc. or his application may be rejected.

MISCELLANEOUS

- a. The contractors, registered under GWSSB, will be treated as approved ones for the works of GWSSB only.
- b. The matter referred to in Rule 29 should without fail be specifically mentioned in the Registration Certificates issued by the GWSSB. A specimen of Registration Certificate to this effect is given in Form No.5 appended herewith and the Registration certificate should be issued accordingly.
- c. The tender notices for works published by the GWSSB should mention that the contractors registered/ to be registered in the approved list of contractors of Roads and Buildings Department/ Narmada, Water Resources and Water Supply Department or GWSSB shall be eligible for participating in e-tendering.
- d. As per the system of approved list of contractors, the GWSSB will have to function in the matter of giving registration as per the policy, rules and regulations decided by GWSSB from time to time.
- e. If the change or modification in the existing policy/ rules is necessitated hereafter, then the modifications to that effect will have to be performed wholly by the GWSSB.
- f. When the proposal to award the punishment to the contractors in respect of work of GWSSB is received, then the necessary actions viz. suspension, removal,

banning of business, debarring etc. will have to be initiated/ taken only by the GWSSB by whom the registration has been granted.

Form No.1

(Referred to in Rule No.5)

APPLICATION FOR REGISTRATION /UP GRADATION/RENEWAL AS
APPROVED CONTRACTOR WITH GUJARAT STATE, GWSSB
DEPARTMENT.

1	Name of applicant and full address	:	
2	Whether the firm is a joint stock co., undivided Hindu Family Individual or a registered partnership firm. (Attested copy of Deeds or articles of Association to be enclosed).	:	
3	Name of person holding the power of attorney (Attested copy of power of attorney to be enclosed)	:	
4 a.	Names of partners with their present and permanent addresses and their liabilities and other firms, in which, they are either employees or partners. (Attested copy of partnership deed to be enclosed)	:	
5.	Name of bankers and full address.	:	
6.	Place of business	:	
7	Class in which Registration up gradation/renewal if is sought for.	:	
8(A)	No. of works completed and	:	

	<p>in progress in the last 5 years (No work should be left out while furnishing information against this item in Statements (Form) No.3 & 3-A attached)</p> <p>N.B.: Original or attested copies of certificates of officers under whom works are carried out to be enclosed.</p>	:	
8(B)	Technical qualifications and experience of the proprietor or partners & leading technical employees in the firm.	:	
(a)	Name	:	
(b)	Qualification	:	
(c)	Status	:	
(d)	Experience in years	:	
(e)	From which date appointed in the said Firm, in case of employee.	:	
(f)	Date of joining the firm	:	
8(C)	Details of turnover	:	
(i)	Details or three yearly average turn over as per Table-II in respect of first registration (refer to Rule No. 4(a)).	:	
(ii)	The details of annual turnover as per Table-IV in respect of up gradation in addition to (i), above (Refer Rule No.15).	:	
8(D)	Value of workshop, machine tools & plant held by the applicant as per	:	

	statement (Form) No.3-B (stating location and site of workshop and also full detail regarding machines, tools etc. to be given).		
9.	Whether the applicant maintains an office capable of preparing bills.	:	
10.	Area in which the contractor wants to work.	:	
11.	Whether enlisted in any other department, If so, which class, showing amount qualified to tender.	:	
12.	If the application is for renewal/up gradation, No.& date of registration and class in which registered at present.	:	
13	If the Engineer is unemployed year in which he contained his qualification with the name of the District and No. & date of the enrolment, his name as unemployed Engineer, with respective employment exchange office.	:	
14.	Period up to which income tax clearance certificate is obtained in prescribed Form No.4 (copy to be attached)	:	
15	Has the applicant or his partners or share-holder been black-listed etc. in past by any Govt. Department or any other body?	:	

16 **	Amount of the solvency and the name of the Bank stated in the Solvency Certificate (to be attached)	:	
17	Date of submission of application	:	
18.	Receipt No. & Date of Registration/renewal up gradation fee paid.	:	
19	Details of work, if any abandoned by the contractor	:	
20	Amount in arrears if to be paid to Govt. as per the demand from any Government Department or Corporation.	:	
1	I/We hereby certify that I/We/ am/are not partner(s) in the Firm(s) suspended removed & punishment of banning of business or connected with the Firms suspended, Removed or punishment of banning of business etc. in Gujarat State, Maharashtra State, DPWD, MES or Railways.	:	
** 16- A	Amount of the solvency and the name of the Revenue Authority stated in the solvency certificates:	:	
2	At present, I/We am/are not partner(s) in any Firm(s) or the following Firm(s) which is/are registered as approved contractor(s) Firm(s) in	:	

	Gujarat State, Maharashtra State, C.P.W.D., M.E.S. or Railways.	
3	We, the partners of this Firm, hereby give an undertaking that we are jointly and severally responsible to meet all the liabilities over and above the business of this Firm and make good the above financial loss sustained by Government of Gujarat as a result of our abandoning the Government works entrusted to us i.e. this Firm.	:
4	I/We/our Firm have/has not applied any time for the grant of registration or up gradation of this kind except to Roads & Buildings Department/Irrigation Department or such an application previously submitted after 1-1-81 has not been accepted (Previously). (The name/s of the Department/except other Departments, to which the application has been submitted, should be struck off).	

Place:

Date :

Signature

Name, Designation & Full address of the Signatory with date.

FORM NO. 3(A)

(Referred to in Rule No.5 B (ii))

WORKWISE DETAILS OF WORK COMPLETED OR IN PROGRESS BY
THE CONTRACTOR.

- 1 Name of Contractor :
- 2 Name of work :
- 3 Estimated cost of work :
put to tender.
- 4 Tendered amount :
- 5 Date of starting the work :
- 6 Date of completion of :
the work
(As per contract
agreement)
- 7 Actual date of the :
completion of the work.
- 8 Amount of work done up :
to

Signature of contractor

9. State whether the details, as above, given by the contractor are correct. If not, state as to what is the correct information.
10. State whether the contractor has executed the "Work-in-progress" satisfactory as per specifications / has completed the work satisfactorily as per specifications. If not, give the correct position of the work:
11. Any other remarks:

Date :

Signature of Executive Engineer,
_____Division.

FORM NO.3-B

LIST OF TOOLS, PLANTS AND MACHINERY

Sr. No.	Name of Article(s)	Quantity/ No.	Approximate value Rs.	Location
1	2	3	4	5

FORM NO.4

(Referred to in Rule No. 5 – E)

INCOME TAX CLEARANCE CERTIFICATE

1. Name and style (of the company, firm, HUF of individual) in which the applicants assessed of assessable to income-tax and addressed for the purpose of assessment.
2. Name and address of all companies, firms or association of persons in which the applicant is substantially interested in his individual or fiduciary capacity.

NOTE: For the purpose of clause (2) above, the words "substantially interested" would have the same meaning as in explanation to section 40-A(2).

3. The Income-tax Circle/Ward/District in which the applicant is assessed to income-tax and the permanent account No.
4. The following particulars are to be furnished concerning the income-tax assessments for the preceding five years: -

Year	Total income assessed	Tax demanded	Tax Paid	Balance Due
1	2	3	4	5

-
- 5(a) Whether any penalty for concealment has been imposed under the provisions of the Income-tax Act, 1961, or Wealth Tax Act, 1957 on or after 1st April, 1975.

- (i) If the answer is in affirmative, give the date, amount of penalty imposed, and section under which imposed.
 - (ii) Whether any appeal has been filed against the penalty order before the Appellate Assistant Commissioner of Income-Tax or before the Income-Tax Appellate Tribunal. If so, the result thereof along with the date of appellate order.
- (b) Whether convicted for an offence within the meaning of Section 277 of the Income-Tax Act, 1961 or under Section 36(2) of the Wealth Tax Act, 1957, or under section 199/200 of the Indian Penal Code, If so the date of the conviction order.
6. In case there has been no Income Tax assessment for any year, whether returns have been submitted under the section 139(1) and 139(2) and 183 of the Income-Tax Act, 1961 or tax has been paid in advance under section 210(3) of the Income-Tax Act, 1961 and if so, the amount of income returned for each year and tax of each of the four years mentioned above and the I.T. Circle/Ward/District concerned where such returns have been filed, give reasons for the same.
7. Whether any attachment or certificate proceeding pending in respect of the arrears. The name and address of branch(es) if any.

I declare that the above information is correct and complete to the best of my information and belief.

Name of the contractor _____ Signature_____

Registration No. _____

Address _____ Date: _____

I hereby certify that: -

- (A) (i) The assessee has furnished complete information about all companies in which he is substantially interested and the firms and association of persons in which he is partner or member respectively.
- (ii) The returns of income due from the assessee have been filed.
- (iii) The assessee had paid all tax demands due other than those which have been stayed by competent authority.
- (iv) The assessee has been cooperating the department in facilitating the completion of the pending assessments.
- (a) The period of three years has expired from the date of the appellate order of the Income-Tax appellate Tribunal confirming or partially confirming the penalty levied on or after 1-4-1975 u/s. 271 (c) of the Income-Tax Act, 1961 or u/s. 18(1) (c) of Wealth Tax Act, 1957.

O R

In case where no appeal has been filled by the assessee against the penalty imposed on or after 1/4/1975 under section 271(1)(c) of the Income-Tax Act, 1961 or section 18(1)(c) of the Wealth Tax Act, 1957 the period of three years has expired from the date of the imposition of the penalty.

- (b) The period of three years has expired from the date of the order of conviction or after 1-4-75 under section 277 of the Income-tax Act, 1961 or under section 199/200 of the Indian Penal Code.

* Delete whichever is a in application.

- B(i) There is no information before me that the companies in which the assesses is substantially interested and association of persons in which he is a partner or member respectively are deliberately not filling the returns or not paying the tax demands or not cooperating with department in facilitating the completion of the pending assessments.
- (ii) There is no information before me that persons having a substantial interest in the applicant company/being members of the applicant association/being partners of the applicant firm are deliberately not filling their returns of income or not paying their tax demands or not cooperating in facilities the completion of the pending assessment.

This certificate is valid for a year from the date of issue.

Date :

SEAL:

Signature of the I.T.O.
Circle/Ward/District.

FORM NO. 5

(Referred to in Rules No.5F and 24)

By R.P.A.D.

Office of the Executive Engineer

No.

_____Division

Dated the:

REGISTRATION/UP GRADATION/RENEWAL CERTIFICATE

TO:

M/s. Shri _____

Subject : Registration/Up gradation/Renewal as approved

contractor in _____

Class with the Government of Gujarat.

Sir/Sirs,

In pursuance of your application dated _____ and letter from the Government of Gujarat _____,

Department No. _____ dated _____ Superintending _____ Engineer,

Circle No. _____ dated _____

the undersigned is pleased to inform you that you are registered / upgraded your name is renewed and name has been entered in the approved list of contractors at Sr. No. _____ of the year _____ in _____ class in this division for the whole of Gujarat State.

2. Your registration as on approved contractor will remain in force for the period up to end of the calendar year _____.
3. You will have to get the registration certificate renewed before the expiry of the period (as above) by submitting the necessary prescribed application for renewal of registration, with the receipt of necessary renewal-fee duly paid in the Division along with documents, as required as per the application form, failing which, your registration will be treated as cancelled.
4. Every change in the details furnished with the application form, such as, change in partners, technical employees etc. should be intimated /to the registering authority as soon as such a change occurs.
5. Your name will be liable for removal from the approved list of contractors if you do not tender for any work during the validity GWSSB for which a required certificate will have to be produced by you, and also subject to the production of the certificate from the concerned Executive Engineer that the works are completed satisfactorily.
6. You will have to obtain a solvency certificate of the amount of Rs._____ for the above mentioned class every year for each calendar year by the end of March of the respective year and furnish the true copy/Photostat/Xerox copy of the same with each tender while submitting the same.

In case, where solvency certificate is not obtained in time, the certificate of provisions year will be considered valid up

to the end of March, of respective year for the purpose of tendering.

- 7 As per your application dated_____ Shri _____ Degree/Diploma holder, residing at _____ employee/partners of your fir, will look after the works you/your firm have /has not employed the technical personal for the present, however, you will have to employ the qualified degree/diploma holder of required experience at the time of paying the security deposit for the acceptance of tenders for the respective works.
8. You /your firm will be eligible for tendering the works of GWSSB in the Gujarat State.
9. You/your firm will have to submit annual return for period ending March, in Form No.7 prescribed in Rule No.5(J) by 30th April of every year to the Registering Authority.

Yours faithfully,

()

Copy forwarded for information:

- 1) Member Secretary GWSSB Gandhinagar.
- 2) The Chief Engineer, Zone I/II/III/IV/V

N.B.: Strike out whichever is not applicable.

FORM NO. 6

(Referred to in Rule-5(1))

FORM OF CONFIDENTIAL REPORT OF CONTRACTORS

- 1 Name of contractor /firm and :
full address
- 2 Class of registration and :
number and date of
registration order.
- 3 Date of expiry of registration :
- 4 Particulars of work :
 - i)Name of work :
 - ii)Estimated cost and tendered :
 - iii)Date of starting and :
completion (if number of works
is more separate list should be
enclosed)
- 5 Performance factor :
 - a) Does he pay the security :
deposit and execute the work
contract in time?
 - b)Does he start the work :
promptly after the issue of
orders?
 - c)Does he maintain the :
progress of work as per
agreement as per the program
mutually agreed upon?
 - d)Does he pay proper attention :
to maintain the quality of work
and materials.
 - e)Does he work in co- :
operation with departmental
staff and does he carry out
instructions of site officers
promptly and properly?
 - f)Does he have the technical :
staff or equipment considered

necessary?

g) Does he use materials issued :
in Schedule-A properly?

h) Is he submitting annual :
returns regularly?

NOTE: If answer to any of above from (a) to (h) is in the negative,
supporting details should be given.)

6 i) Does he show any :
tendency to create
extra items and claims
which are unrealistic
or unreasonable.

ii) Has he tendency to :
quote unbalanced or
unworkable rates in
the tender?

(that is, very high :
rates for some items
and low rates for
others)

iii) Is there strong :
justification for
believing that he or
his employee or
representative has
been quality of
malpractices such as
bribery, corruption,
fraud,
substitution/tempering
of tender documents
etc.

(NOTE: If answer to any of above from (i) to (iii) is in the
affirmative supporting details should be given).

- 7 General Assessment :
Litigation cases filed against the department and cases in which Arbitration is sought for through the court.
- 8 His capacity/General :
Organization of the work and resources.

Signature of Executive Engineer,
Public Works Division, _____

Remarks by Superintending Engineer,
(for appropriate class)

- 9 Quality/Performance :
of contractor (speed and progress)
- 10 Quality of :
workmanship
- 11 Tendencies of the :
contractors in adopting fraudulent practices or cheating in their dealings with the Department.

Signature of Superintending
Engineer,
Public Works Circle, _____

Remarks by Chief Engineer
(for appropriate class).

- 12 i) Does he agrees to the above assessment
ii) Further remarks, if any.

Signature of Chief Engineer,
Zones_____

From – 2
Register of approved contractors, for the year _____ for class _____
(Referred to in Rule No. 6)

Sr. No.	Name of Contractor and address	Name of partners in firm/ company	Authority for registration/ renewal/ up gradation	Date of which the amount of fees was credited in the cash-book	<u>Solvency certificate</u> Name of Bank	Date	Amount	Reference no. of the previous year registration of the registration of the Register Rs. no.
1	2	3	4	5	6	7	8	9

From – 3
(Refer to Rule No. 5 – B (ii))

Statement for the period ending December _____to be submitted by the contractor to the registering authority showing works which were on hand & works tendered for end works tendered for and works awarded in the last five years for registration/Renewal/Up gradation

N a m e o f w o r k	N a m e o f D n.	Esti. cost of work put to tender	Tender ed amt.	whet her cont ract awa rded or not ?	Date of award of contract , if awarded	Target date of completion of work as per contract or date of completion of work is completed	amoun t of the comple ted work	Time limit in year & in years & months		Period rate & amoun t of compe nsatio n if levied,	Reaso ns for delay compl etion of work	Re ma rks
								original	extende d			
								Y. M.	Y. M.			
1	2	3	4	5	6	7	8	9a	9b	10	11	12

Signature of the contractor with full address.

From – 7

(Referred to in Rule No. 5 (J))

Annual return for period ending march to be submitted before 30th April by a registered contractor to the registering authority, showing works in hand and works tendered for during the year.

Name of Contractor :

Class :

Authority for Registration :

Name of work	Name of Division	Amount put to tender	tendered amount	Date of award of contract if awarded	Stipulated time Limit	Present stage of work	Remarks
					Date of completion		
1	2	3	4	5	6	7	8