

**Contractor Registration Information Booklet**  
(Contractor may keep this booklet for future handy reference)

**Section I – General Information**

**1. Application Form**

An application form for enlisting as registered contractor in APEPDCL can be downloaded from Company's website i.e., [www.apeasternpower.com](http://www.apeasternpower.com) or can be had in person from either the corporate office or the Operation Circle Offices. The application form is free and no fee is to be paid.

**2. How to apply**

The filled in application form shall be submitted either in person by the contractor (or) by the authorized representative along with authorization letter and proof of identity to the Corporate office or to the Circle Office where the contractor intends to get registered.

**3. Item of work, Registration Fee and Mode of Payment**

The Item-wise fee structure is as given below:

Sl. No.	Item of work	Fee in Rs./-	
		Entire DISCOM	Circle/Corp. office unit
1.	Erection of new 33/11 KV Sub-Stations	10,000/-	No registration at Circles
2.	Repairs to sick Power Transformers	10,000/-	
3.	Repairs to sick DTRs and other electrical equipment	5,000/-	
4.	Construction & Maintenance of civil structures	5,000/-	1,500/-
5.	Manufacturing of PSCC poles	5,000/-	1,500/-
6.	Erection & Maintenance of Lines and network equipment	5,000/-	1,500/-
7.	O&M of Sub-Station	5,000/-	1,500/-
8.	Spot Billing and spot collection	5,000/-	1,500/-
9.	Software & hardware maintenance	5,000/-	1,500/-
10.	Man Power Supply and Supply of equipment on hire basis along with manpower.	5,000/-	1,500/-
11.	Fabrication Works	2,000/-	500/-
12.	Transport Works	2,000/-	500/-
13.	Supply of Vehicles	2,000/-	500/-
14.	Meter Testing & Meter Shifting	1,000/-	500/-
15.	Any other items not covered above (Specific work to be mentioned in the application)	1,000/-	500/-

For renewal of registration, if applied within 3 months of expiry of validity of registration, the fee leviable will be 20% less than the fee specified above for each item of work and otherwise the fee leviable will be the same as specified above for each item of work.

The consolidated fee is to be paid along with the application form by way of crossed **Demand Draft of any scheduled bank drawn in favor of**

- 1. For registration at Corporate Office:** The Pay Officer/APEPDCL/ Visakhapatnam payable at Visakhapatnam.
- 2. For registration at Circles:** The Accounts Officer/ Expenditure of that Circle payable at the Circle Head Quarters

Full name of the Contractor/Firm/Company is to be written on the reverse of the draft

Details of payment of fee (Fee Amount, Bank Name/Branch, Demand Draft Number and Date) should be mentioned in the application form.

The fee once paid shall not be refunded in any circumstances. The registering authority reserves the right to cancel/change the Item of work depending on the relevant eligibility criteria for the Item of work.

#### **4. Class of Registration**

The Class of Registration will be accorded as detailed below:

<b>Class</b>	<b>Eligible monetary limits for tendering of works</b>	<b>Amount for which Solvency certificate required</b>	<b>Requirement of previous experience/Value of works done previously *</b>
Class-I	Upto and Above Rs 5 lakhs	≥ Rs 5 lakhs	≥ Rs 20 lakhs
Class-II	Upto Rs 5 lakhs	-Nil-	≥ Rs 10 lakhs
Class-III	Upto Rs 2 lakhs	-Nil-	-Nil-

\* The maximum value of works executed during any 12 consecutive months of the past 5 years shall be considered.

\* For participating in tenders of value > 1 crore, solvency for 30 % of the value of the work and experience of value of 2 times the value of the work are required.

#### **5. Processing Time**

The Contractor Registration Proceedings shall be issued within a week from the date of receipt of the application in full shape with requisite documents (except for items of the work against Sl.No. 2 & 3, for which registration proceedings will be issued within 30 days).

#### **6. Delivery of Contractor Registration Proceedings**

The Contractor Registration Proceedings shall be delivered only to the Contractor or dispatched by speed post or by courier to the address given in the application form.

**7. Rules for Registration:** The Registration of contractors shall be done by the Chief General Manager/O&CS at Corporate Office, Visakhapatnam in case of more than one circle/ Entire DISCOM/ Corporate Office unit and by Superintending Engineers/Operation at all the 5 Circle Offices of APEPDCL in case of respective circle. If any contractor desires to register in more than 1 circle for a particular item of work and only in 1 circle for another item of work, in such cases registration will be carried out at Corporate Office.

- (a) Registration of Contractor once done in a class and for the Item of work shall be in force for three (3) years in that particular class and for the particular Item of work. The contractor shall renew registration every (3) years thereafter.
- (b) All types of registration viz., new, renewal, change of class, change of voltage grade, inclusion of additional Item of work, change of area of operation etc., shall be done throughout the year.
- (c) A Contractor can register his name in more than one Item of work.
- (d) A Contractor shall not apply for registration in his name and also in the name of partnership firm/company/ Society, in which he/she is a partner/ director.

- (e) A Contractor already registered can form partnership firm/company/Society only by a separate registration foregoing his individual registration.
- (f) In the case of partnership Firms/Companies/ Societies any changes in the Partners/Directors shall be reported to the registering authorities within one month of the date of such change.
- (g) The name, address and other particulars of the Contractor should exactly match with those mentioned in all the Licenses/ Registrations/ Certificates issued by various authorities. It is Contractor's responsibility to keep all the Licenses/ Registrations/ Certificates issued by various authorities valid during the period of registration. Contractor should produce all the renewed Licenses/Registrations/ Certificates to the registering authority well before their expiry.
- (h) For any change of address other than that mentioned in the Licenses/ Registrations/Certificates, the new address shall be either confirmed by the Department of Posts/ supported by any other valid address proof viz., telephone bill, electricity bill etc.,.
- (i) Contractor should be well acquainted with all existing Acts, Rules, Regulations, Orders and Byelaws including all statutory Amendments and Enactments of State or Central Government and other local authorities and any other enactments, notifications and acts that may be passed in future either by the State or the Central Government or local authority.

## **8. Terms & Conditions**

The following are the terms & conditions of registration.

- (a) The area of operation is entire APEPDCL/ Corporate Office unit, if applied for registration at corporate office. If applied at Circle Office, the area of Operation is limited to that particular Circle.
- (b) The registration is not transferable.
- (c) The registration will not confer any special rights or privileges and does not confirm any awarding of work
- (d) The registration will be valid for a period of Three (3) years and upto Date/month/year indicated in the Contractor Registration Proceedings.
- (e) The registration is valid for the Item of works mentioned in the Proceedings.
- (f) In case of change of class, change of voltage grade, inclusion of additional items of work, change of area of operation during the period of validity of registration, the validity period mentioned in the original Contractor registration proceedings remains the same and unaltered.
- (g) This registration certificate cancels all previous registration certificates granted earlier to the contractor.
- (h) The registration is liable to revocation or cancellation if it is found at any time that the particulars furnished by the contractor are false.
- (i) The registering authority reserves the right to cancel or demote or suspend from business or black list without any notice and without assigning any reasons there of.

**Section II – Instructions and Guidelines for filling up  
the application form**

The following instructions may be followed in filling the Contractor Registration Form

- (a) Use capital letters only.
- (b) Use black ball pen only
- (c) Incomplete application will not be considered

**Section III – Column-wise guidelines for filling up the application form**

**Column (a) – Name of the Contractor (Individual/Proprietor/Firm/Company/Society/Cooperative Society)**

The name of the Contractor shall be same as it appears in the Licenses/Registrations/Certificates issued by various authorities.

The Contractor shall not apply for registration in his name and also in the name of partnership firm/company/ Society, in which he/she is a partner/director.

**Column (b) – Address for communication**

The complete postal address along with PIN code, Telephone Number, Mobile/ Cell Number, email address is to be furnished. Mobile/ Cell Number and email address are useful for sending SMS message to the contractor for the same purpose.

Change in address, phone no, email address, etc., is to be intimated to the registering authority for updating the information.

**Column (c) – Status of the Contractor**

Please tick (√) whichever is applicable.

In case of Individual/Proprietor to furnish further details of technical qualification and social status of the Contractor.

- Contractors with Engineering Graduation will be awarded **Class-II** directly by relaxing the experience clause. (Copy of engineering degree certificate issued by recognized University is to be enclosed).

In case of Partnership firm/company/Society/Cooperative society, names of Partners/Directors are to be furnished (copy of the partnership deed in case of partnership firm or company registration accorded by the Registrar of the Companies in case of company or registration accorded by the Registrar of societies in case of societies is to be enclosed).

The change in the Partnership/Directors, if any, is to be intimated to the registering authority promptly and to produce fresh solvency in the name of substituting partners. Failure to notify the changes to the registering authority within one month of such change will entitle the firm/company/society to forfeit registration and further the firm/company/society will be debarred from tendering for works.

If the contractor comes under purview of Industrial Act the details of Registration and type of Industry are to be furnished (copy of certificate of registration issued from the Department of Industries is to be enclosed). **Registration under Industries Act is mandatory for the item of works** "Repairs to sick Power Transformers" and "Repairs to sick DTRs and other electrical equipment"

Column (d) – Item of works

Please tick (✓) against Item of works for which registration is sought. The registration fee as detailed under Clause (3) 'Registration Fee and Mode of Payment' of *Section-I – General Information* is to be paid.

Column (e) – Class of Registration applied for:

Tick (✓) whichever is eligible and strike whichever is not eligible as per Clause (4) 'Class of Registration' of *Section-I – General Information*.

Column (f) – Area of Operation applied for:

Tick (✓) whichever is applicable and strike whichever is not applicable.

Column (g) – Are you already registered in APEPDCL/ other Companies?

Tick (✓) whichever is applicable and strike whichever is not applicable. If yes, furnish the details of Name of the Organization, Registration No., Item of work, Class of registration, Monetary limits and Validity period.

Column (h) – Details of Solvency:

Furnish the details of Solvency viz., Name of Bank/Tahasildar, Issue date, Amount of solvency. The solvency certificate shall be not more than one year old to the date of submission of application (copy of solvency certificate for the amounts shown under Column (4) 'Class of Registration' of *Section-I General Information* issued by a scheduled Bank/Tahasildar which shall consists of the wording "**solvent to an amount of Rs. ....** " is to be enclosed).

For registration under Class-II & Class-III solvency certificate is not required as mentioned under Column (4) 'Class of Registration' of *Section-I General Information*.

Column (i) – Details of Experience

Furnish the details of Item of work wise experience for which the registration is sought. Experience certificates issued by Government/Other Discoms/ APTransco/ APGenco Officers not less than the rank of Executive/Divisional Engineer only will be considered (copy of experience certificate is to be enclosed). Subcontractor experience will not be considered. **The experience certificate shall invariably consist of the description of work, value of work done and period of work done.**

The Class of registration shall depend on the value of the works done previously as mentioned under Column (4) 'Class of Registration' of *Section-I General Information*.

Contractors without experience shall be awarded Class-III.

Contractors with Engineering Graduation will be awarded Class-II directly by relaxing the experience clause. (copy of engineering degree certificate issued by recognized University is to be enclosed).

Column (j) – Details of T&P

- Tick (√) whichever is applicable and strike whichever is not applicable. If yes, enclose a self-certified T&P certificate.

Column (k) – Number of repair/testing sheds available with full addresses

In case of registration for Items of work against Sl. Nos 2 & 3 (i.e., Repairs to sick Power Transformers, repairs to sick DTRs and other electrical equipment) Number of sheds available with full addresses, their capacity in terms of number of DTRs/PTRs repaired per month and Service Connection particulars along with contracted load are to be furnished. If the space in the form is not sufficient to furnish the full details, the same may be furnished in an extra sheet and enclose to the application form.

The registration for Items of work against Sl. Nos 2 & 3 will be done upon receipt of shed inspection report by the Divisional Engineer/Transformers/APEPDCL ascertaining the availability of men, material & infrastructure sufficient to repair sick equipment.

Column (l) – Number of Vehicles available

In case of registration for Items of work against Sl. Nos 12 & 13 (i.e., Transport works, Supply of Vehicles) the Number of vehicles available and their details viz., Vehicle Type, Number, Year of manufacture shall be mentioned and copies of R.C. (Registration Certificate) book, Insurance, Fitness certificate, Permit and Pollution under control are to be furnished. At least one vehicle should be in the name of Contractor.

**Vehicles should not be more than 3 years old to the date of registration.** The Vehicles should be in good working condition.

The following types of vehicles are required for the Transport works & Supply of Vehicles.

Sl.No.	Type Vehicle	Purpose
1.	A/c & Non-A/c Cars	To attend various works by Officers
2.	Vans/ LMV	To attend all types of breakdowns
3.	Lorry/Trailers	For transportation of Iron & Steel, Cement, Poles, DTRs/PTRs and various electrical equipment, etc.

All vehicles should invariably have the following for the validity period of registration.

- Comprehensive General Insurance policies.
- M.V. Tax paid.
- Registered as Transport Vehicles/Taxis with statewide permit.

Copies of Registration Certificate (RC), Insurance policy, Permit, and Pollution under control certificates are to be enclosed.

If the space in the form is not sufficient to furnish the full details, the same may be furnished in an extra sheet and enclose to the application form.

## Column (m) – Other details of Contractor

### *1) Details of License issued by Andhra Pradesh Electrical Licensing Board.*

To furnish the details of License issued by Andhra Pradesh Electrical Licensing Board viz., Number, Grade, KV and Validity period (copy of license is to be enclosed).

'A' Grade license upto 33 KV Voltage level is essential for the registration of Item of works 1, 2 & 7 (i.e., Erection of 33/11 KV Sub-Stations, Repairs to sick Power Transformers and O&M of substations).

'A' Grade license upto 11 KV Voltage level is essential for the registration of Item of work 3 (i.e., Repairs to sick Distribution Transformers & other electrical equipment).

'A' Grade license is essential for the registration of Item of work 6 (i.e., Erection & Maintenance of liens and network equipment). The contractor will be allowed to carryout works upto the voltage level detailed in the license.

'B' Grade license is essential for the registration of Item of work 14 (i.e, Meter testing & Meter shifting).

### *2) License in (Form-VI)*

The contractor has to submit copies of Labour License, ESI code & EPF code within 30 days of issue of work order/ agreement as per A.P. Contract Labour (Regulation & Abolition) Rules, 1970 which are mandatory for the Item of works where nature of work involves engaging of contract labour

In case the provisions of the Act have no application to the Contractor it is the responsibility of the Contractor to obtain "*Not Applicable*" certificate from the appropriate authority and to submit the same to the work awarding authority within 30 days of issue of work order/ agreement. Labour License is not necessary at the time of contractor registration

### *3) Central Excise Registration details*

The contractor has to confirm whether the contractor will come under the purview of "Chapter V of the Finance Act' 1994 read with the Service Tax Rules' 1994.

If comes under the purview, then the contractor has to produce copy of registration certificate or else the contractor has to submit an undertaking letter in the format prescribed to the effect that the annual turnover has not exceeded Rs. 9 lakhs for the previous financial year and hence the contractor will not come under the purview of Chapter V of the Finance Act' 1994 read with the Service Tax Rules' 1994.

*(Format for undertaking letter is enclosed as Annexure-III)*

### *4) VAT Registration details*

To furnish Value Added Tax (VAT) and Tax Identification Number (TIN) issued by the Commercial Taxes department of Government of Andhra Pradesh. It is mandatory for the Contractors applying for registration for executing works above Rs.5 lakhs as per AP VAT Act, 2005 (copy of VAT registration certificate Form VAT 105 is to be enclosed).

VAT Registration certificate is not mandatory for registration under Class-III.

### *5) Income Tax PAN No.*

To furnish the Permanent Account Number (PAN) issued by the Income Tax Department. (Copy of the PAN is to be enclosed).

Column (n) – Whether the Contractor or representatives of the Firm/Company do have any relatives in APEPDCL?

Tick (✓) whichever is applicable and strike whichever is not applicable. If yes, furnish the details viz., Name of the employee, Designation, Place of working and Relationship of relatives working in APEPDCL. The following relationships are to be considered in furnishing the details of relatives.

Father	Mother (including step Mother)	Brother (including step Brother)	Sister (including step Sister)	Son (including step Son)	Daughter (including step Daughter)
Father's Father	Mother's Father	Brother's wife	Sister's Husband	Son's Wife	Daughter's Husband
Father's Mother	Mother's Mother		Daughter's Sons' Wife	Son's Son	Daughter's Son
Daughter's Husband's Father (and their Siblings)	Daughter's Husband's Mother	Son's Daughter's Husband	Son's Son's Wife	Son's Daughter	Daughter's Daughter
Son's Wife's Father (and their Siblings)	Son's Wife's Mother				Daughter's Daughter's Husband

Column (o) – Have you at any time been Removed/Demoted/Suspended/Blacklisted?

Tick (✓) whichever is applicable and strike whichever is not applicable. If yes, furnish the details of Name of the organization, Registration No., Class, Date and period of Removal/Demotion/Suspension/Blacklisted and reasons thereof.

**Signature of Contractor, Place, Date, Name & Authority**

Only the authorized person has to sign the application and to indicate place and time. Name of the person who signed the application as Contractor and the authority under which the person has signed eg., Individual or sole Proprietor or Managing Director, etc., is to be furnished.

**Section IV – Documents to be attached with the application**

(Copies of all documents are to be attached with the application form)

- (1) While applying for fresh registration attach the following documents:
- i. DD for the consolidated amount for all Items of work
  - ii. Copies of the following documents as shown against each item of work for registration under all Classes

SI	Document	Item of work SI.No.														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1.	PAN	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
2.	T&P certificate	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
3.	Central Excise registration/ Undertaking letter	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
4.	License issued by AP Electrical licensing board	√	√	√			√	√							√	
5.	Certificate for permanent registration from the department of Industries		√	√												
6.	Vehicle Certificate of registration												√	√		
7.	Vehicle Insurance policy												√	√		
8.	Pollution under control certificate												√	√		
9.	Vehicle Permit issued by Transport Department												√	√		
10.	Vehicle certificate of fitness												√	√		

- iii. In addition to the above i & ii, copies of the following documents as shown against each status of the contractor

Sl.	Document	Individual	Firm	Company	Society/ Cooperative
1	Community certificate	√			
2	Memorandum and Articles of Association			√	
3	Partnership deed		√		
4	Certificate of registration from registrar of Firms/Companies/ Societies		√* (For regd. Firms)	√	√
5	Certificate of Incorporation			√	
6	Authorization letter for authorized persons of the contractor for submission of application	√	√	√	√

- iv. In addition to the above i, ii & iii, copies of the following documents as shown for registration under Class-I & II

Sl.	Document	Class-I	Class-II
1	Solvency certificate	≥ Rs.5 lakhs	-
2	Experience certificate	≥ Rs.20 lakhs	≥ Rs.10 lakhs (OR) Engineering degree certificate issued by recognized University in lieu of experience certificate, for registration by individual/ Proprietor
3	VAT registration	√	-

- (2) When applying for renewal of registration  
**Documents Same as fresh registration**
- (3) When applying for modifications during validity period of registration
- i. For Change of Class
    - a. D.D. for an amount of Rs 1,000/- towards modification charges.
    - b. Solvency, Experience & VAT certificates to meet the required class.
    - c. "Registration proceedings as contractor in APEPDCL" in original.
  - ii. For inclusion of additional Item of work
    - a. DD for the consolidated amount of additional Item of works.
    - b. All the required certificates for the specified Item of work as mentioned for fresh registration.
    - c. "Registration proceedings as contractor in APEPDCL" in original
  - iii. For change of area of Operation from Circle to entire DISCOM:
    - a. DD for the total amount. (The amount already paid will not be considered).
    - b. "Registration proceedings as contractor in APEPDCL" in original
  - iv. For change of voltage grade
    - a. D.D. for an amount of Rs 1,000/- towards modification charges
    - b. License issued by AP Electrical licensing board
    - c. "Registration proceedings as contractor in APEPDCL" in original

In case of (3) i, ii, iii and iv the validity period mentioned in the original Contractor registration proceedings as contractor in APEPDCL remains the same and unaltered.

**Annexure-III**

**Undertaking letter**

Name of the contractor :

Address :

Works for which registration applied for :

I/We am/are applying for contractor registration in APEPDCL for the aforementioned works.

I/We hereby undertake to state that my/our annual turnover for the previous financial year ending ..... is less than ` . 9 lakhs and hence I/We will not come under the purview of Chapter V of the Finance Act' 1994 read with the Service Tax Rules' 1994.

I/We further state that as and when the annual turnover for any financial year during the period of contract registration validity exceeds ` 9 lakhs I/We will get registered with the Central Excise Department and furnish the Service Tax code to the APEPDCL, failing which I/We are liable for any action taken by the APEPDCL in this regard.

Place : Signature of the contractor

Date : (Name & authority)