

RULES FOR RENEWAL OF THE REGISTRATION OF CONTRACTOR

1. Procedure for Renewal of Registration

For renewal of registration, the contractors shall fill up the check list and submit their applications in proper form along with fresh solvency certificate and all other documents mentioned in rules for registration of contractors to the Superintending Engineer (HQ) or to the concerned Executive Engineers or as the case may be, three months prior to expiry of its validity and shall pay required registration fees. The Executive Engineers should submit the proposal of renewal of registration to the Competent Authority sanctioning the initial registration through proper channel, for approval along with their recommendations. It should be ensured that all necessary documents and confidential reports are submitted along with the proposal.

2. While recommending the proposal, it should be examined that the contractors have executed a few works of this Pradhikaran, Govt. or Semi – Govt. bodies and fulfilled the requirements of an annual turnover and cost of works in hand.

3. Contractors confidential reports should be considered before granting sanction to renewal of registration.

4. The renewal of registration if granted by Competent Authority will be valid for a further period of three years and the concerned authority should issue renewal certificate to the contractor on the payment of balance of registration fees.

5. In order to avoid delay, the contractors shall apply for up gradation and renewal of their registration separately and both issues shall not be mixed up together.

6. Extension of validity in the initial registration

If the contractors have applied for renewal for their registration 3 months prior to expiry of their registration and in case renewal is delayed in processing, then the already eligible contractors may be allowed to enter for works by extending validity of the registration by another 90 days by the Superintending Engineer issuing registration.

7. Removal of the contractor from the list

The names of the contractors who have not tendered for any works for a period of three years and those who have entered, but failed to secure any contract of this Jeevan Pradhikaran / Semi Govt. bodies during the period of 5 years, should be removed from the register of the approved contractors. The registering authority shall review of registration effected by him every year for taking action for removal or demotion of contractor.