

Additional General Manager (Tech.) RIICO Ltd., JAIPUR

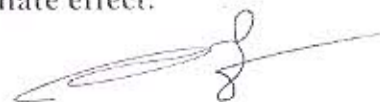
No. : RIICO/AGM (T)/Tech./506

Date : 14 May 2013

CIRCULAR

Consequent upon the issuance of circular No. CEPWD/Sec-3/10/D-248 dated 19.05.2010 by Chief Engineer-cum-Addl. Secretary, PWD, Jaipur, to make the process of enlistment of contractors more efficient and convenient in RIICO, it has been decided that Contractors / Firms willing for fresh / upgradation / extension in enlistment in class **AA, A, B, C and D** will submit application to the concerned unit office of RIICO. Enlistment application form is enclosed. Duly filled application form along with requisite documents, application form fee (Rs. 50/-) and registration fee as per enlistment rules shall be submitted/deposited at the concerned unit office. After due vetting the unit offices shall submit the qualifying application(s) to this office for necessary action.

**These guidelines will come into force with immediate effect.**



Addl. General Manager (Tech.)  
RIICO Ltd., Jaipur

# RIICO LIMITED

APPLICATION FORM FOR ENLISTMENT OF  
"AA" & "A", "B", "C" and "D"  
CLASS CONTRACTORS

Self Attested  
Recent Photo

To,

The Addl. General Manager (Tech.),  
RIICO Limited,  
Jaipur

1. Name of applicant, his \_\_\_\_\_

Present Nationality and full Address \_\_\_\_\_

2. Whether the firm is a Private or Public Ltd. Concern or individied Hindu family. Individual or a registered partnership firm (Attested coppices of deeds or Articles or Association to be enclosed) \_\_\_\_\_

3. Name of person holding the power of Attorney, and his present Nationality with their liabilities. (Attested copy of partnership deed to be enclosed) \_\_\_\_\_

4. Name of partners, their present nationality with their liabilities. (Attested copy of the partnership deed to be enclosed) \_\_\_\_\_

5. Name of Bankers and full Address \_\_\_\_\_

Note: The Bankers report in original preferably, in sealed cover giving his/their financial capacity to handle works of the required magnitude should be enclosed.

6. Place of Business \_\_\_\_\_

7. Class and category in which enlistments is sought \_\_\_\_\_

8. Lot off works executed \_\_\_\_\_

- (i) Place of work \_\_\_\_\_
- (ii) Year of work \_\_\_\_\_
- (iii) Amount \_\_\_\_\_
- (iv) Authority under which carried out \_\_\_\_\_

Note: For work done in departments other than RIICO original or attested copies of certificates from officers under, whom works. Where carried out should be enclosed. If it is not possible to obtain such certificates, the applicant should charity indicate this.

9. Area in which the Contractor wants to work \_\_\_\_\_

10. Whether the applicant has a permanent Egg. Organization capable of dealing with large works in all their stages and has sufficient machinery and tools etc. at their disposal (Full details of organization and machinery and tools to be given) for Class "A" and "AA" contractors. \_\_\_\_\_

11. Whether the applicant has any office-in charge or Graduate Engineer or Sub-Engineer as per rules. \_\_\_\_\_

12. Whether the applicant has licensed plumber or has licensed plumber under his employment. (Attested copy of plumbers license to be enclosed). (For sanitary and water supply contractors). \_\_\_\_\_

13. Whether the applicant possesses a valid electric license and has an office with sufficient technical personnel capable of preparing estimates and submitting tenders and bills for works done and supervision of works detailed to be furnished. (Attested copy of Electric license to be enclosed). (For electrical contractors). \_\_\_\_\_

14. Whether the applicant is already enlisted in  
(i) RIICO if so, in which class and category \_\_\_\_\_

- (ii) (Whether the enlisted with any other department. If so, in which department, class and category showing amount up to which qualified to tender. \_\_\_\_\_  
\_\_\_\_\_
15. Whether the applicant is a share-holder or partner of any firm enlisted in this department. \_\_\_\_\_  
\_\_\_\_\_
16. Has the applicant or any of his partners or share-holders been black-listed or removed from the approved list of contractors or demoted to lower class on orders passed banning/suspending business with the applicant etc. by any department in the past. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
17. Whether the contractor has read the rules for enlistment of contractors and is prepared to abide by them? \_\_\_\_\_  
\_\_\_\_\_
18. List of persons who are working with the applicant in any capacity and who are near relatives to any gazette officer posted in this department. The applicant should also intimate the name of such persons who are employed by his subsequently. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We certify that I/We will not get myself/ourselves registered as contractor's in the RIICO under more than one name.

Dated:

**Signature of the Applicant and address**

Note - 1 All relevant certificates and documents viz, work experience certificate, address verification certificate from Municipality/Police Station/Chowki/Gram Panchayat/ Certificate from Registrar of Firms/Companies/Societies as the case may be certificate/authenticate proof of turn over. Sales Tax and Income Tax Clearance Certificate Receipt of Purchase of Application deed, Articles of Association, Bye Law, Registered Power of Attorney with attested photo (with three extra pass port size photo and attested signatures, Details of Licenses Plumber/Electrical/ Supervision. Detailed of Electrical Engineer. Organization details and proof etc. should be enclosed with the application form as given in enlistment rules.

Note - 2 Item 12 is applicable for sanitary and water supply contractors and item 13 for electric contractors.

**Annxure - 'X'**

**Up-To-DATE CLASSIFICATION OF TENDERING POWERS AND  
REQUIRED DOCUMENTS FOR ENLISTMENT**

Class	Extent up to which qualified to tender for any work	Required documents for enlistment
AA	Any amount	<ol style="list-style-type: none"> <li>1. Application form along with 3 Passport-size Photos</li> <li>2. Address proof issued by Police Station/ Police Chowki/ Panchayat/Municipal council.</li> <li>3. In case Partnership firm, deed should be registered with Registrar of firms.</li> <li>4. Affidavit on Rs.10/- Non Judicial Stamp, duly Notorised mentioning that none of the nearest relative of the partner/Proprietor is working in RIICO</li> <li>5. Power of Attorney if any, attorney should be signed by all partners (duly registered).</li> <li>6. 2 Nos of works costing more than Rs.1.00 crore completed satisfactorily during 3 years.</li> <li>7. Valid STCC.</li> <li>8. List of T&amp;P with the proof of ownership.</li> <li>9. Civil Engineer certificate along with a copy of degree &amp; undertaking.</li> <li>10. Confidential Report of Bank i.e. name of bankers &amp; full address mentioning the financial capacity to handle works of the required magnitude.</li> <li>11. Enlistment security Rs.4.00 lacs in form of interest bearing deposits/ FDR of Nationalized/ Schedule Bank.</li> <li>12. Enlistment fee Rs.10,000/- non refundable.</li> </ol>
A	Upto Rs.300.00 lacs	<p>All requirements as above except S.No.6, 11 &amp; 12.</p> <ol style="list-style-type: none"> <li>6. 2 Nos of works costing more than Rs.50.00 lacs completed satisfactorily during 3 years.</li> <li>11. Security deposited Rs.2.00 lacs</li> <li>12. Enlistment Fee Rs. 7500.00</li> </ol>
B	Upto Rs.150.00 lacs	<p>All requirements as above except S.No.6, 11 &amp; 12.</p> <ol style="list-style-type: none"> <li>6. 2 Nos of works costing more than Rs.10.00 lacs completed satisfactorily during 3 years.</li> <li>11. Security deposited Rs.1.00 lacs</li> <li>12. Enlistment Fee Rs. 5000.00</li> </ol>
C	Upto Rs.50.00 lacs	<p>All requirements as above except S.No.6, 8, 9, 11 &amp; 12.</p> <ol style="list-style-type: none"> <li>6. 2 Nos of works costing more than Rs.2.00 lacs completed during 3 years.</li> <li>8. List of T&amp;P required</li> <li>9. Civil Diploma holder attested copies of Diploma to be attached.</li> <li>11. Security deposit Rs.0.50 lacs</li> <li>12. Enlistment Fee Rs. 2000.00</li> </ol>
D	Upto Rs.15.00 lacs	<p>All requirements as above except S.No.6, 8, 9, 11 &amp; 12.</p> <ol style="list-style-type: none"> <li>6. Experience if any</li> <li>8. List of T&amp;P required</li> <li>9. Engineer not required</li> <li>11. Security deposit Rs.0.25 lacs</li> <li>12. Enlistment Fee Rs. 1000.00</li> </ol>