

CONTRACTORS REGISTRATION APPLICATION AND ENCLOSURES FORWARDED BY THE RESPECTIVE DIVISION EXECUTIVE ENGINEER SUBJECT TO VERIFICATION OF DOCUMENTS AND REMITTANCE OF PROPER FEES WILL ALONE BE TAKEN FOR CONSIDERATION IN HEAD OFFICE.

I. DOCUMENTS REQUIRED FOR ENROLLING REGISTRATION IN TAHDCO CONTRACTORS LIST.

- (1) Remittance challan towards the payment for the cost of application, sales tax and registration fees.
- (2) Application form duly filled up (Affixing photos recently taken and attested by the Executive Engineers).
- (3) Community Certificates.
- (4) Tin Certificate copy.
- (5) PAN CARD copy.
- (6) Solvency Certificate copy.
- (7) Confirmation letter to solvency obtained from concerned Tahsildar (Cover of Tahsildar office should be enclosed. If received otherwise Xerox copies of Tahsildar office Local Tapal Register page to the entry).
- (8) Latest Encumbrance Certificate of solvency (Including details such as claimants and Executants name detail).
- (9) Ration card copy/Aadhar copy
- (10) Experience Certificate copy.
- (11) Sales tax clearance certificate copy.
- (12) Bank statement for the Past one year copy.
- (13) Property document copy whereas the property mentioned in (Encumbrance Certificate and solvency).
- (II) Additional Particulars to firms registration.
- (14) Certificate of registration of firms.
- (15) Partnership deed attested by notary public.

(16) Community Certificates of all the partners.

(All the partners must be SC/ST).

(17) Partners photos should be affixed the application.

(18) TIN No obtained to firms - copy.

PARTICULARS OF REGISTRATION OF CLASS, SOLVENCY MONITORY LIMIT ETC.

Sl. No	Class	Solvency value	Monetary limit	Registration in which office	Registration fee
1	I	Rs.30.00 Lakh	Rs.75.00 Lakh and above	Division office	Rs.2000/-
2	II	Rs.25.00 Lakh	Upto Rs.75.00 Lakh	-do-	Rs.2000/-
3	III	Rs.10.00 Lakh	Upto Rs.30.00 Lakh	-do-	Rs.1000/-
4	IV	Rs.5.00 Lakh	Upto 15:00 Lakh	-do-	Rs.1000/-
5	V	Rs.1.80 Lakh	Upto Rs.6.00 Lakh	-do-	Rs.500/-

Application fees : Rs.250/- & GST.

- Note :(1) Property mentioned in the solvency and Encumbrance Certificate should be in the name of applicants (or) Any one of the partner of the firms.
- (2) All documents related to registration should be Checked and attested by the EE.
- (3) All the original documents should be brought to Head Office at the time of signing proceeding.

**PTAMILNADU ADI DRAVIDAR HOUSING AND DEVELOPMENT
CORPORATION LTD.,..... DIVISION.**

FORM I

FORM OF APPLICATION FOR REGISTRATION AS CONTRACTOR

From

To

The Executive Engineer,
Tamilnadu Adi Dravidar Housing
and Development Corporation Ltd.,
..... Division.

Sir,

We herewith submit my application for registering our firm in your register of contractors for the participation of work tenders in Division.

A Challan for Rs.

(Rupees

) towards application fees, Sales Tax and Enlistment fee for registration of contractors is enclosed.

Signature of the applicant.

Chalan for Rs.
Receipt No.

2. GENERAL

1)	Name of the applicant (State whether the registration sought for is for an individual or joint stock company or undivided Hindu Family of registered partnership firm, the names of the partners together with details of financial and other business interests of the partners should be separately furnished (attested copies of Articles of Association for partnership deed, etc., to be enclosed). If a Joint Stock Company, the name of the Director(s) should be furnished	:	
2)	Name of the Registered Office of the individual or company and place of business.	:	
3)	Permanent address to which all communications should be sent	:	
4)	Does the individual or company do any business other than the contractor work or supplies?	:	
5)	Receipt No. and date in which the prescribed Fee has been paid.	:	
6)	Has the Applicant applied previously for registration and if so, with what result?	:	
7)	contractors or black list of contractors or blacklist eda anywhere at any time? And if so, for what reasons (here give full details).	:	
8)	Class and territorial unit in which enlistment is sought.	:	
9)	Has the Applicant registered himself as a contractor with any registering officer of this and Other department? Details to be furnished	:	

II DETAILS OF EXPERIENCE

10)	Whether the Applicant is a shareholder or partner of any firm already registered any in the Department?	:	
11)	Is the applicant or any of the partners or shareholders of his firm any employee of his firm a Government servant (Past or present) of this Department? if sc, particulars to be furnished.	:	
12)	The nature of work the applicant propose to undertaken (Whether Road works, building works, public Health works, etc.,)?	:	
13)	Experience of the Applicant in the line (testimonials, if any, and list of works with total value should be separately enclosed).	:	

III TECHNICAL PERSONNEL AND RESOURCES

14)	Name of names of Technically Qualified and other persons employed together with their qualifications and experience.		
15)	Does the Applicant maintain an office for preparing design, drawings, catamites, tender documents bills etc.,?		
16)	Does the Applicant own a workshop for structural fabrication work, and if so, furnish details there of?		
17)	State particulars of construction machinery and tools and plant owned by the applicant.		
18)	Does the applicant own a plumbing or any other license connected with his business?		
19)	Name or Names of the Banker(s) with whom the applicant maintains accounts.		
20)	Name of person holding the power of attorney in the case of a partnership firm.		
21)	Paid up capital and dividend declared if a joint Company.		
22)	Average cash deposits during the last one year - Certificate of the bank to be produced.		

23)	Value of property owned (a certificate is to be produced)	:	
24)	Name and designation of the Tahsildar	:	
25)	Whether the applicant has enclosed the Income tax certificate and Sales Tax Clearance certificate.	:	
26)	Annual turnover of the applicant	:	
27)	Money Limit of Contractor upto which Class with a monetary limit of The applicant will be able to undertake work	:	

I declare that the particulars furnished above are true to the best of my / our knowledge.

Place :

Signature of the Applicant

Date :

REGISTRATION OF CONTRACTORS IN TAHDCO

1	NAME OF THE CONTRACTOR	
2	REGISTRATION REQUIRED IN THE NAME OF	
3	IF IT IS A FIRM	
(i)	Whether the Company has been Registered with Registrar of Firms	
(ii)	Whether Partnership Deed has been produced	
(iii)	In the Partnership Deed, the role of the person who has applied for Registration	
4.	IF IT IS A LIMITED COMPANY	
(i)	Name of the Managing Director	
(ii)	Other Directors	
(iii)	Whether the profile is enclosed	
(iv)	Whether Community Certificates enclosed	
5.	DETAILS OF SOLVENCY	
(i)	Date of Solvency	
(ii)	Amount of Solvency	
(iii)	Details of Property 1) Land 2) Building 3) Land & Building	
(iv)	Solvency Certificate produced	
(v)	Whether the Solvency is in the name of	
1)	INDIVIDUAL – If the Registration sought for in individual's name	
2)	ANY ONE OF THE PARTNER who is having major share in the case of Partnership Firm	
3)	In the name of the MANAGING DIRECTOR or in the name of the COMPANY, if it is a Limited Company.	
6.	INCOME TAX CLEARANCE CERTIFICATE	
(i)	Date of Issue of Certificate	
(ii)	Date of Expiry of Certificate	
(iii)	Name of Address as in the L.T.C.C.	
(iv)	Whether the above address is matching with the contractor's Name/Company	
(v)	Whether the Income correlate with that of the Bank Turnover Experience Certificate furnished	
7.	TNGST REGISTRATION DETAILS	
(i)	TNGST Registration No.	
(ii)	Date of Registration	
(iii)	If the Date of Registration is not current Whether current year Registration furnished	
8	SALES TAX CLEARANCE CERTIFICATE	
i)	Date of Certificate	
9	EXPERIENCE DETAILS	

(i)	Whether the above works have been carried out in 1.State Govt. Organisation 2.Quasi Govt. Organisation 3.Central Govt. Organisation 4.Private Organisation	
(ii)	Whether the above works have been carried out in the Contractor's Name/Firm State Govt.,	
(iii)	Whether Certificate issued for the experience	
10.	BANK ACCOUNT DETAILS	
	Details of Bank in which Account has been mentioned by the Contractor/Firm	
(i)	Date in which Account has been opened	
(ii)	Period of Transaction for which Account has been produced	
(iii)	Whether all the Xerox Copies of Bank Pass Book & Transaction Details for the last 2 years have been produced	
11.	TECHNICAL PERSONNEL DETAILS	
	Details of Technical Person available with this company along with their Experience	
(i)	Whether curriculum Vitae have been produced	
12.	SKILLED AND UNSKILLED LABOUR DETAILS	
	Details of Machinery owned by this Company	
(i)	Whether this Company has provided necessary Documents to prove that they are owning them	
14.	WHETHER THE ORIGINALS OF THE FOLLOWING HAVE BEEN VERIFIED	
(i)	Solvency Certificate	
(ii)	Pan Card	
(iii)	TNGST Registration No.	
(iv)	Sales Tax Clearance Certificate	
(v)	Experience Certificate	
(vi)	Bank Transaction Details	
(vii)	CV's of Technical Personnel	
(viii)	Other Proof for owning the labour force	
(ix)	Other Proof for owning the Machinery	
15.	WHETHER SLOVENCY CERTIFICATE HAS BEEN VERIFIED BY THE TAHSILDAR BY POST	
(i)	Whether the Signature of the Tahsildar tallies with that in the Solvency Certificate	
(ii)	Whether the Postal Cover has the required Service Stamp	
(iii)	Whether the Postal Cover has got the signature of the Despatch Clerk of the Tahsildar's Office	
16.	CLASS AND MONITORY LIMIT OF REGISTRATION REQUESTED BY THE APPLICANT	

Executive Engineer
TAHDCO..... Division.