

COCHIN PORT TRUST



**REGISTRATION RULES 2012
FOR
REGISTRATION OF CONTRACTORS
(CIVIL WORKS)**

PRICE Rs.500/-

RULES FOR REGISTRATION OF CONTRACTORS

1. **Title:** These rules shall be called the “Rules of Registration of Contractors in Cochin Port Trust, 2012” and shall come in to force with effect from the **1st day of JULY, 2012.**
2. **Short Title:** Hereinafter these rules shall be referred to as “Registration Rules 2012” for the sake of brevity.
3. **Repeal and Savings**
 - 3.1 All rules regarding enlistment/ revalidation of contractors in Cochin Port Trust existing before coming into force of Registration Rules 2012 are repealed by Registration Rules 2012.
 - 3.2 Notwithstanding such repeal, the contractors already registered on the basis of rules hitherto in force shall be discontinued.
4. **Applicability:** Cochin Port Trust enlists contractors who intend to work with the department. It is done to have a ready list of suitable and competent contractors for Port works so as to minimize requirement of verification of credentials of contractors at the time of individual tenders. At the same time only those contractors are allowed to continue in the list that remain active in Cochin Port Trust and perform well. Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for registration as a contractor in Cochin Port Trust under these Rules provided the eligibility criteria and other conditions are satisfied. The registered contractors have to abide by all the rules made herein and as amended from time to time during the currency of their registration.
 - 4.1 No individual, or a firm having such individual as one of the partners, who is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/ suspended by any government department in the past; or convicted by a court of law shall be entitled for registration.
 - 4.2 No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Government of India is allowed to work in the Cochin Port Trust either as contractor or as employee of a contractor for a period of

two years after his retirement from Government service unless he has obtained prior permission of Government of India to do so. Even after enlistment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of Government of India as aforesaid, the name of the contractor shall be removed from the list of contractors.

- 4.3 A contractor is permitted to have registration in more than one category but not in more than one class of the same category in Cochin Port Trust.
- 4.4 A contractor is not permitted to have registration in more than one name. An undertaking to this effect shall be furnished by the contractor.
- 4.5 A partner of a firm or a Director of a company registered as a contractor cannot be a partner/ director in any other registered firm/ company in Cochin Port Trust.
- 4.6 A contractor will not be registered if it was registered in any category or class earlier but had remained inactive in Cochin Port Trust during its previous registration period.
- 4.7 A contractor, registered as individual, who is also a member of any registered partnership firms, shall be entitled to submit tenders for a work either individually or in the name of the partnership firm only.

5. Scope of the Rules

- (a) The appended rules for registration of contractors will be applicable generally to contract works estimated to cost upto Rs. 100 lakhs to be executed by the Civil Engineering Department and will come into force from a date to be notified by Chief Engineer.
- (b) The Chief Engineer will issue a public notification in scheduled newspapers notifying the Port's intention to the procedure for registration and also invite applications for such registration for the contractors to apply. The Chief Engineer will scrutinise the application and accord necessary sanction for registration.
- (c) Even after registration system as per these rules comes into force, the usual publication of tender notice in newspapers and Port's website shall be continued. Tender copies will; however, be issued only to the contractors registered in the classes eligible to quote for such works as per notification and those in higher class. If any unregistered contractor wishes to purchase the tender copy, he will have to apply for registration and pay 100% of the registration fees, which shall not be refunded under any circumstances. If after the scrutiny of his application, he is found suitable for the class for which tenders are invited, his name shall be duly

registered and his tender will be considered along with other tenders, otherwise his tender will be ignored.

- (d) No tender form shall be issued or contract given to any person syndicate or firm whose name is not borne on the register of Approved contractors referred to in “Rules for Registration of contractors” without the orders of the Chief Engineer.

Note: When re-invitation of tenders is necessitated due to the receipt of high tenders and non receipt of any tenders, it is open to the Chief Engineer to re-invite tender OPENLY from registered as well as unregistered contractors.

- (e) No fresh contract will be awarded to the contractor registered in class E, D, C and B (as defined in Rule 1 hereof) if the total of (balance value of the Port Trust works in his hand) and (the value of the Port Trust work in the tender under consideration) exceeds the upper limit of the Class D, C, B and A respectively.
- (f) In case of urgency, the Port Trust reserves the right to limit tendering to a shortlist of firms registered with the Port Trust in particular class to reduce the time for submission of tenders.

6. Rules of registration

6.1 Rule No.1: Classification of Contractors

The contractors will be classed generally according to their financial status, experience, solvency, and average annual turnover. The classification, experience, solvency required, registration fee, officer competent to sanction, registration etc. are shown in **Annexure-A**

6.2 Rule No.2: Financial and Technical Capability

No contractor may be registered without full enquiry as to his stability in regard to:

- (a) Financial status supported by a certificate of Solvency in the format attached at **Annexure -B** obtained from the Scheduled / Nationalized Bank.

Note 1: In the case of individual who is seeking registration in his own name, the Solvency certificate should be obtained in the name of the individual from the Bank to the satisfaction of Chief Engineer.

Note 2: In the case of sole proprietary concern or individual owner function under a different name or style, the Solvency Certificate produced in the name of the concern, should be accompanied by an affidavit sworn

before a Notary Public stating clearly the relationship between the applicant and the firm in whose name he is seeking the registration.

Note 3: A solvency certificate shall not be accepted for the purpose of registration more than 12 months after the date on which it was issued.

Note 4: Solvency certificate in the name of a firm need not be insisted upon if such a 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 partners are jointly and severally responsible to meet all liabilities over and above the business of the firm.

Note 5: The Chief Engineer shall get the solvency certificate submitted by the contractor duly verified by Financial Adviser & Chief Accounts officer, Cochin Port Trust before proceeding with registration formalities.

- (b) Professional capacity and reliability supported by certificates or recommendations of officers of Government or Public / Private Bodies who have had personal knowledge of the applicant and his work.

Note 1: The experience gained by an individual partner in the execution of works in the past may be taken into consideration while deciding the category of the contractors if the partner concerned has to his credit execution of such works by virtue of monetary share and other interests. Experience gained merely as a servant may not count as proof of the capability of the firm as a whole.

Note 2: The officer concerned recommending sanction shall ensure that the contractors have the required experience and that they have undertaken works of sufficient magnitude justifying their competency to take up the works in the class in which they seek the enrolment.

Note 3: The experience certificate of works executed in private sectors/organisations shall be considered for qualification, only on submission of TDS certificate along with work order and completion certificate.

6.3 Rule No.3: Procedure for registration

- (i) For registration, the contractor shall submit an application in the prescribed form indicating the class and the specialty in which he wishes to be registered. The application shall be accompanied by necessary statements and documents as detailed in the Form of Application (**Annexure–C**) which can be obtained on payment of prescribed charges.

- (ii) The contractor applying for registration shall pay in full, the registration fees (which will be non-refundable) along with his application form. The contractor shall pay the registration fee for the higher class in which he wants to register if registration is sought for more than one class.
- (iii) 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, his application will be considered for registration in lower class, if he so desires, in which case a separate application for registration will not be required.

NOTE 1: If the application does not contain complete information, the applicant may be called on the date to be intimated to him. He will be requested to furnish further required information/documents by that date or upto seven working days thereafter it will be presumed that the applicant is not able to produce the required information/ documents, as required and Chief Engineer will treat the application as non-responsive and will reject the application. The applicant will have to apply for the registration, if desired thereafter, as a fresh.

NOTE 2: Every change in partners and leading technical employees shall have to be intimated by the contractor to the Chief Engineer forthwith.

6.4 Rule No.4: Speciality/ Categorization

In each class the firm will be registered in one or more of the following speciality/ category depending upon their experience:

- (i) General Engineering (which includes building works and other works like sanitary and water fittings of the building which do not require specialization)
- (ii) Steel structural work.
- (iii) Water supply (including construction of water purification plants)
- (iv) Drainage
- (v) Asphaltic paving works
- (vi) Pile foundations
- (vii) Provision of fendering system
- (viii) Construction of off shore structures
- (ix) Guniting works
- (x) Concrete paving
- (xi) Permanent way works
- (xii) Restorative repairs (to building and structures)

- (xiii) Supply of engineering materials such as brick, sand, metal, red earth, manure etc.
- (xiv) Marine structures

Such specialized work shall be treated as an additional qualification though there shall not be any attempt to restrict the competition only to those who are specialized in that particular line.

6.5 Rule No.5: Upgradation of contractors

Application for up-gradation from one class to another will be treated as fresh application for registration. Such up-gradation will be made on merits of the Contractors as assessed by the competent authority taking into account the parameters specified under Rule No.1 & 2

6.6 Rule No.6: Employment of technical staff

At the stage of initial registration, contractors who desire to be registered in the respective class shall employ qualified Engineers as indicated in the eligibility criteria for registration. The contractor shall furnish the name, qualification & experience of such Engineers along with the application

6.7 Rule No.7: Exemption for ex-servicemen

A retired member of the Armed Forces desirous of starting business as an approved contractor may be registered 'E' class on obtaining from him a simple application supported by a certificate of his having served in the Armed Forces and solvency certificate along with registration fees.

6.8 Rule No.8: Exemption for graduate & diploma holders in Civil Engineering

The graduates and diploma holders in Civil Engineering who have passed the qualifying examination and have obtained respectively the degree and diploma from the recognized Universities and Institutions may get themselves directly registered in "D" or "E" class by applying in the prescribed form to be accompanied by Degree or Diploma certificates, solvency from a nationalized bank and on payment of necessary registration fees. Graduates and diploma holders shall be exempted from the payment of (i) earnest money and (ii) security deposit to the extent of 50% of what is normally due in each case. In respect of remaining 50% of the security deposit, a nominal amount of 1% of the estimated cost subject to a minimum amount of Rs.100/- shall be recovered initially and the rest by a pro rata deduction from bills.

Note 1: - RULE No.8 is applicable to graduates and diploma holders for a period of 5 years from the date of passing the respective degrees and diploma examination. In case of graduates and diploma holders in Civil Engineers who have completed more

than 5 years from the date of passing the respective degree / diploma and have working experience in Civil Engineering field with any organization for more than 5 years, will also be registered in “D” class on payment of necessary registration fees and furnishing necessary solvency certificate from a nationalized bank. However, they will not be given financial concession as mentioned above.

6.9 Rule No.9: Exemption for co-operative society

A labourer’s co-operative society may be given registration in “E” class on its applying in the prescribed form accompanied by

- (i) a certificate of registration and list of its members (including their trade designation) and
- (ii) a certificate of register of co-operative societies regarding its capacity and financial resources in the lieu of solvency or bankers certificate and
- (iii) a certificate of professional capacity from the officer of the Government or Public body in whose division it has carried out works and
- (iv) necessary registration fees

6.10 Rule No.10: Penal Actions

In addition to any penal action under the conditions of individual contracts, a registered contractor may be liable under these rules to one or more of the following penalties.

- (i) Warning
- (ii) Fine
- (iii) Demotion
- (iv) De-registration

6.10.1 Warning/Fine

A contractor will be liable to a warning and/or fine for (i) non-compliance of any provision of these rules; (ii) failure to comply with any clause under the rules or any condition of tender(s)/contract(s); and (iii) inadequate progress or performance under a contract(s).

For the first default of any type mentioned above, a warning will be issued. For each subsequent default of the types in (i) & (ii) above, the minimum penalty will be a fine of Rs.2500/- while that for a default of the type (iii) the minimum penalty would be Rs.5000/- for contracts of upto Rs.25 lakh and Rs.10000/- for contracts of above Rs.25 lakh. Higher amount of fine may be levied by the Chief Engineer for reasons to be recorded.

6.10.2 Demotion

A contractor will be liable to be demoted to a lower class of registration on any of the following grounds:-

- i) Specific failure or default in execution of individual works, in respect of physical progress or quality of such works;
- ii) Inadequate performance;
- iii) Deterioration in financial or technical ability/capacity; and
- iv) Repeated failure to fill in tender documents fully and correctly or delay in execution of formal contract documents.

6.10.3 Deregistration

A contractor will be liable to be de-registered on any of the following grounds:-

- i) Attempt to defraud the Port;
- ii) Attempt to bribe Port employee/officer;
- iii) Attempt to secure a contract through unfair means or bringing to bear outside influence;
- iv) Attempt to tamper with Port record and documents;
- v) Furnishing false and/or misleading information relating to registration and/or any tender/contract.
- vi) Threatening, misbehaving with or physical attack on any Port employee/officer;
- vii) Attempt to instigate or collude with other contractors with a view to securing undue advantage;
- viii) Conviction by a court of law for any criminal offence; and
- ix) Any of the grounds not mentioned in Clause 10.3 if it is deemed serious enough.

6.10.4 If a registered contractor (a firm, partnership or company) is de-registered, then any other registered contractor (a firm, partnership or company) or with any partner or shareholder who is also a partner or shareholder or a “spouse” of such partner or shareholder of the de-registered contractor, shall also stand automatically de-registered. If a registered contractor who is a proprietary firm is de-registered then any registered contractor who is spouse of such proprietor shall also stand automatically de-registered.

6.10.5 Demotion shall be restricted to one class immediately below the existing class of registration. Demotion from the lowest class of registration will amount to de-registration.

6.10.6 Demotion and de-registration shall apply to all the classes, categories and disciplines under which the contractor is registered and will be valid for the remaining period of the registration or the period specified in the order of demolition/de-registration, whichever is longer.

6.10.7 A de-registered contractor shall not be entitled to be issued any tender document(s) or quotation(s) for any Port works. Such a contractor shall also not be ordinarily entitled to apply and be considered for renewal of registration or fresh registration upto the expiry of the period of de-registration. Similarly a demoted contractor shall not be ordinarily entitled to apply and be considered for renewal/fresh registration in a class higher than that to which he was demoted.

6.10.8 Authority:

The Chief Engineer will be competent either sub motor on the basis or reports received, to issue warning to, impose fine on and order demotion or de-registration of a contractor.

6.10.9 Process

6.10.9.1 Before initiating action for demotion/de-registration, the Chief Engineer shall issue a notice to the contractor to show cause why the proposed penal action should not be taken against him. The period of notice shall not be less than 15 days, shall be reckoned from the date of receipt of the notice by the contractor and can be extended, for adequate reasons (to be recorded), by the Chief Engineer issued the said notice upto a period of 30 days (including the initial period).

6.10.9.2 If the contractor fails to give satisfactory clarification within the period stipulated in the show cause notice (or, the extended period, if any), the Chief Engineer shall take a final decision regarding the demotion. Before issuing a final order regarding demotion or for de-registration, the Chief Engineer shall give the contractor an opportunity to be heard in person, or through his authorized representative, if such a hearing is requested by the contractor along with his letter of clarification

6.10.9.3 Any order of penalty passed by the Chief Engineer under these rules shall state the facts of the case and give reasons for the order. In case of demotion and de-registration, the order shall also specify the name(s) of the partner(s)/share holder(s)

of the contractor's firm/partnership/company as well as the period of demotion/de-registration in his order, he shall intimate the contractor accordingly.

6.10.9.4 As far as practicable, the Chief Engineer shall take final decision regarding demotion/ de-registration within 7 days of completion of hearing of the contractor.

6.10.9.5 Within 7 days from the date of receipt of the order regarding demotion/de-registration, the contractor shall submit the original registration certificate (for necessary endorsement) to the Chief Engineer's office. If the contractor does not comply with his requirement within the period of 7 days mentioned above, he shall be deemed to have been de-registered at the expiry of the above-mentioned period, even if the penalty imposed was demotion.

6.10.9.6 If after the expiry of the period of seven days mentioned in clause in 10.9.5, a penalized contractor is found to have obtained a tender/work order for any work, the contractor's tender will not be considered at all and the work order, if any will be deemed to have been cancelled.

6.10.10 Refund

A demoted or de-registered contractor shall not be entitled to refund of registration/renewal fees.

6.11 Rule No.11: Validity of Registration

Whether a contractor gets registered at the commencement of the cycle or at any other time during the cycle, all registrations will be co-terminus and valid upto the termination of cycle unless the contractor's name is removed earlier from the register by Port due to contractor's failure or default.

6.12 Rule No.12: Removal of Registration

Contractors who do not tender for any work of the Port for successive period of one year after their registration are liable to be removed from the register. The Chief Engineer shall review the registration effected by him every year for taking action for removal or reduction of contractors class of registration.

6.13 Rule No.13: Appeal for Registration

Any contractor rejected, removed, demoted or de-registered by the Chief Engineer, may appeal to the Deputy Chairman/Chairman against order of rejection, removal, demotion or de-registration, the decision of Deputy Chairman/Chairman will be final.

6.14 Rule No.14: Special licenses

Special requirements such as plumbing license, electrical supervisors license etc., which may be required for particular categories of work like house drainage, water supply, general drainage works, electrical installation etc., will have to be fulfilled by the contractors whenever such special works are involved.

6.15 Rule No. 15: Submission of annual return

The contractor shall forward to the Chief Engineer an annual return from the date of registration in the form prescribed in **Annexure -D** through the Executive Engineers in whose division, the contractors undertook the works shown in the return.

6.16 Rule No.16: Exemption from payment of EMD

The contractors may, if they so desire, deposit an amount as per scale prescribed below with the Port and secure exemption from the payment of earnest money with each individual tender, after executing the necessary bond in the form given in **Annexure -E** which should be submitted to the Chief Engineer for record. The contractor shall submit fresh FDRs/NSCs or other instruments and the instruments submitted by the contractor for the earlier cycle shall be collected back by the contractor. Renewal of the FDR and other instruments will not be done by Port. The contractor shall produce a copy of the bond before the concerned officer whenever he tenders for works and seeks exemption from the payment of Earnest Money Deposit.

Scale of Permanent Earnest Money Deposit

Class	Amount of PEMD
A	Rs.6,00,000/-
B	Rs.3,60,000/-
C	Rs.1,80,000/-
D	Rs.60,000/-
E	Rs.30,000/-

The deposit may be made in cash or in the form of National Savings Certificate, Interest Bearing Securities, Postal Savings Bank pass book, Fixed Deposit Receipts, Units of Unit Trust of India etc., duly pledged for part or whole and will not be eligible for conversion into part of prescribed security deposit.

The documents submitted towards the Permanent Earnest Money Deposit (PEMD) in the form of other than in cash, should be valid minimum upto the end of cycle. The Permanent Earnest Money Deposit (PEMD) once paid by the registered contractor will not be refunded except the contractor opts for cancellation of registration.

The FDRs and other instruments to be lodged by the contractors should be of Nationalized Banks/Scheduled Banks (approved by Port) situated within the City limits of the Port.

When the Permanent Earnest Money Deposit or part thereof is forfeited, the contractor shall make up the amount if he desires to stay exempted.

The contractor will be permitted to quote for the works utilizing the PEMD to the extent deposited. The contractor shall have to pay the balance amount of EMD in the form of cash or DD.

6.17 Rule No.17: Joint venture of contractors

Two or more contractors/firms of the same class from ‘C’ upwards may combine and tender for a work aggregating to the sum of the amounts upto which each individual firm is empowered to tender as per the original registration provided (i) the combination is of firms as a whole and not individual partners and (ii) they draw up a joint venture/consortium deed and submit a copy thereof to the authority at the time of purchasing tender form.

6.18 Rule No.18: Extra Additional Security Deposit

The Extra Additional Security Deposit:-

(i) Over and above the earnest money, tenderers quoting the rebate more than 15% on the cost of work put to tender shall have to pay additional security deposit in the form of Demand Draft/Banker’s Cheque/Bank Guarantee depending upon the amount calculated as per the formula given below. All Demand Draft/Banker’s Cheque/Bank Guarantee shall be valid upto scheduled completion and subsequently be extended upto actual completion and shall be in favour of the Board of Trustees of the Port. The Additional Security Deposit will be released on satisfactory completion of work.

Formula:

$$\text{Extra Additional Security Deposit} = \frac{A}{100} \times \text{cost of work put to tender}$$

Where ‘A’=Percentage rebate quoted of the cost of work put to tender by the tenderer minus 15%

For Example, if the tenderer desires to quote percentage rebate 25(Twenty Five) percent then the additional security deposit shall be worked out as under:-

$$\text{Extra Additional Security Deposit} = \frac{25-15}{100} \times \text{cost of work put to tender}$$

The successful contract shall have to deposit Extra Additional Security Deposit in the form of Demand Draft/Banker's Cheque/Bank Guarantee within 14 days from the date of award of work, failing which the Earnest Money/Security Deposit will be forfeited.

(ii) In case the tenderer desires to quote premium of cost of work put to tender more than 15% he will have to give the rate analysis for any or all items on demand.

6.19 Rule No. 19 Change in Constitution of Firm:

6.19.1 The contractor/ firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of the registration authority. Such proposal, if any, shall be submitted in advance giving full details of the intended partnership/ sole proprietorship along with the draft partnership deed/ affidavit and documents. Any change in status of the contractor as an 'Individual' or in constitution of the firm without prior approval of the registration authority will render the contractor/ firm liable to be removed from the approved list of contractors.

6.19.2 If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his (their) individual/ joint capacity shall have to apply for the registration afresh on the basis of work experience gained as a separate entity.

6.19.3 If new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 2

6.19.4 If the number of original partners of a firm reduces to less than half due to any reason including death of partner(s), the registration of the firm shall be withdrawn. Original partners means constituents at the time of registration and those who have remained as constituent for more than 5 years.

6.20 Rule No. 20 Change in Address:

6.20.1 While applying for enlistment, the contractor should mention address of his Registered office as well as Head Office, if different. All documents ie, Bankers' Certificate, Electrical license etc. should bear one of the above addresses, otherwise the same shall not be accepted.

6.20.2 The contractor shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change alongwith acknowledgement of noting down of such change in address from the Bank, Income Tax, Sales Tax authorities etc. Failure to do so may result in removal of his name from the approved list of contractors.

6.21. Rule No. 21 Near Relatives Working in Cochin Port Trust:

Contractors whose near relatives are Engineering Officers between the grades of Dy. Chief Engineer and Junior Engineer (both inclusive) in the Cochin Port Trust will not be allowed to tender for works if the department responsible for award and execution of contract is the one where the near relative is working. For this purpose a near relative shall mean wife, husband, parents, grandparents, children, grand children, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.

6.22 Rule No.22: Entitlement of registration

The registration will only entitle a firm to buy tender documents for the work of the relative class and specialty. The Port however does not bind itself to accept the lowest or any tender.

6.23 Rule No.23: Rights to modify the rules

The Port reserves the right to add, delete or amend the rules by giving one month's notice to all the firms on the registered list.

6.24 Rule No.24 Interpretation of Rules

If any disputes arises relating to interpretation of these rules, it shall be decided by the Chairman and the decision of the Chairman will be final.

6.25 Rule No.25 Review of Register of Contractors

A register of approved contractors shall be maintained by the Chief Engineer in his office as per ISO Format No.69.

CHIEF ENGINEER

ANNEXURE –A

PROPOSED ELIGIBILITY CRITERIA FOR REGISTRATION OF CONTRACTORS IN PORT TRUST

Class	Registration Authority	Tendering limit	Past experience of completed works in last 7 years	Financial soundness	Engineering Establishment	Registration fee	Average Annual turnover for the last three years (30% of tendering limit)
1	2	3	4	5	6	7	8
A	Dy. Chairman	Upto Rs. 1 Crore	Three works of Rs. 40 lakhs each (or) two works of Rs. 50 lakhs each (or) one work of Rs. 80 lakhs	Banker's Solvency certificate of Rs. 100 Lakhs	(a) One Graduate Engineer (C) with minimum experience of 5 years (b) Three Diploma Holders (C) out of which one with at least 5 years experience	Rs. 10,000/-	Rs. 30 lakhs
B	Chief Engineer	Upto Rs. 60 lakhs	Three works of Rs. 24 lakhs each (or) two works of Rs. 30 lakhs each (or) one work of Rs. 48 lakhs	Banker's Solvency certificate of Rs. 60 Lakhs	One Graduate Engineer (C) with minimum experience of 3 years	Rs. 10,000/-	Rs. 18 lakhs

Class	Registration Authority	Tendering limit	Past experience of completed works in last 7 years	Financial soundness	Engineering Establishment	Registration fee	Average Annual turnover for the last three years (30% of tendering limit)
1	2	3	4	5	6	7	8
C	Chief Engineer	Upto Rs. 30 lakhs	Three works of Rs. 12 lakhs each (or) two works of Rs. 15 lakhs each (or) one work of Rs. 24 lakhs	Banker's Solvency certificate of Rs. 30 Lakhs	One Diploma Engineer (C) with minimum experience of 3 years	Rs. 5,000/-	Rs. 9 lakhs
D	Chief Engineer	Upto Rs. 10 lakhs	Three works of Rs. 4 lakhs each (or) two works of Rs. 5 lakhs each (or) one work of Rs. 8 lakhs	Banker's Solvency certificate of Rs. 10 Lakhs	-	Rs. 2,000/-	Rs. 3 lakhs
E	Chief Engineer	Upto Rs. 5 lakhs	Three works of Rs. 2 lakhs each (or) two works of Rs. 2.5 lakhs each (or) one work of Rs. 4 lakhs	Banker's Solvency certificate of Rs. 5 Lakhs	-	Rs. 1,000/-	Rs. 1.5 lakhs

FORMAT OF SOLVENCY CERTIFICATE
(Referred to Rule 2)

This is to certify that to the best of our knowledge and Information
..... A customer of a bank is respectable and can be treated as good
for any engagement upto limit of Rs.....
(Rupees.....only)

This certificate is issued without any guarantee or responsibility on the bank or
any of the officers.

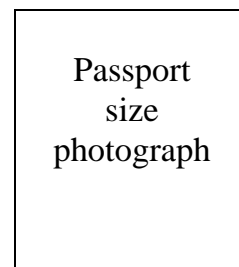
MANAGER.....Bank.

NOTE: This certificate may be issued on the letter head of the bank and
addressed to the Chief Engineer, Cochin Port Trust.

APPLICATION FOR ENLISTMENT AS CONTRACTOR

1. Name of the applicant
(Full name in Capital Letters)
2. Permanent Address
3. Present Address
4. Whether the firm is Registered Firm or Individual.(Notarized copy of the partnership deed registered with statutory authority to be enclosed. Name of the person holding the power of attorney (notarized copy) to be enclosed.
5. Name of the Bankers and Full Address:
(Details to be given)
6. (a) Class for which Enlistment is sought for

(b) Registration fee of Rs.....(Rupees..... only) has been deposited in Finance Department vide Receipt No..... Dt.....(original Receipt attached or vide Demand Draft No.....Dt.....(in case of D.D.).



7. (A) List of works undertaken/executed for all Civil Engineering works under different category (executed during the last 7 years costing more than Rs.....(40% of the class in which the firm requires to be applied) including Port Trust's works during a period of seven years preceding the date of application (to be shown in separate statement if the space provided for it is not sufficient). In case of upgradation from lower category applicant should give details of work undertaken since initial registration in lower category.

Name of the work	Name of the Employer	Value of work on completion	Contract period		
			Date of commencement	Scheduled completion period	Date of actual completion

Note: - Contractor has to enclose separate set of details for different categories of work. Notarized copies of work order and completion certificate shall be enclosed in proof of the statement.

7(B) LIST of Tools and Plants in possession of the Contractor.
(Please enclose a detailed list)

7(C) Technical qualification and experience of the proprietor or Partners and leading technical employees in the firm.

7. (D) Financial Status

(i) Audited balance sheets and Profit & Loss Accounts

of the firm/ contractor for the last 3 financial years (to be enclosed)

(ii) Annual Turnover for the last 3 financial years

Financial Year	Annual Turnover
1	
2	
3	

(iii) Solvency (Banker's solvency certificate of appropriate value may be enclosed)

8. Whether the applicant maintains an office?
9. Detailed particulars of the Workshop, Machineries, etc., held by the applicant with location, site, etc.,
10. Whether enlisted in any other Department?
If so, which class showing amount qualified to tender (Attested copies to be enclosed)
11. Has the applicant or his partners been blacklisted in the past? If yes, give details:
12. Details of I.T.C.C for last three years:
(Notarized copies to be attached)
13. Name of relatives working under Cochin Port Trust,

if any, give the details.

I/We certify that the particulars furnished are true.

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

I/We undertake to abide by the rules & regulation of the Cochin Port Trust framed from time to time.

Note: i) Notarized copies of certificate in proof of the statement must be enclosed and the application is expected to produce original documents at any time for verification.

ii) Attach separate sheet in case the space provided is not sufficient.

SIGNATURE OF THE APPLICANT
WITH SEAL

Telephone No:

Fax No.

Place:

Date:

ANNEXURE -D

Annual return from the date of registration to be submitted by the registered contractor to the Chief Engineer showing respective Port works tendered for during the year:

Name of the contractor :-

Authority for registration :-

Class :-

Specialties :-

Name of the work	Name of the Division	Amount put to tender	Date of Award of Contract, if awarded	Remarks of Executive Engineer
		Tendered Amount Rs.		
1	2	3	4	5

(Form of bond to secure exemption from payment of Earnest Money)

KNOW ALL MEN BY these presents that we, the undersigned _____

(the name of the Contractor/ firm executing this bond) carrying on business as Engineers and contractors and being registered contractors (hereinafter referred to as “the Bounden”) are held firmly bound unto the Board of Trustees of Port (hereinafter referred to as the “The Trustees which expression shall unless the context does not so admit include their successors and (assigns”) in the sum of Rs _____ to be paid to the Trustees for which payment well and truly to be made we bind ourselves and out successors, executors, administrators and representatives firmly by these present duly signed by us this _____ day of _____ 20____

Where as the abovementioned Bounden is bound as per the terms and conditions of tenders issued by or on behalf of the Civil Engineering department of the Cochin Port Trust for the work/s that has/have to be executed for the said department/s to pay to the Trustees Earnest Money for all work/s tendered or years from the _____ day of _____ 20____ to the _____ day of _____ 20____ (hereinafter referred to as “period”)

AND WHEREAS AS per RULE No.16 of the Rules of Registration, the Bounden will be exempted from the payment of Earnest Money along with the tender/s that may be submitted by them if the Bounden deposit with /deliver to the Civil Engineering department of the Cochin Port Trust a sum of Rs. _____ in cash, Government securities of the market value of Rs _____ and executes a bond in favour of Trustees in the form prescribed therefore being these presents.

AND WHEREAS the Bounden have deliver the deposit with the Civil Engineering department, Cochin Port Trust in the account of Trustees as sum of Rs. _____ in cash or in the form of National Savings Certificates, Interest bearing Securities, Postal Savings Bank, Pass Book, Fixed Deposit Receipts, Units of Unit Trust of India etc. specified in the list hereunder written of the market value of Rs _____ for the purpose of securing exemption from the payment of such Earnest Money to the Trustees in respect of works tendered or to be tendered by them.

Now the conditions of the above written bond is such that if during the period, the Bounden shall be given the work/s tendered by them and if the security required for the proper execution of all the said work or works according to the agreement or agreements entered into with the Trustees in that behalf during the continuance of the aforesaid exemption is duly paid by them separately to the Trustees according to the terms of the said agreement or agreements then this obligation shall be void and of no effect.

Otherwise, it shall remain in full force and virtue PROVIDED ALWAYS and it is here by declared and agreed to by the Bounden with the Trustees that the deposit of Rs.....so made as aforesaid shall be and remain the said account of the Trustees as Earnest Money for the purpose of aforesaid with full power to the Trustees or the Officers and servants of the Trustees duly authorized in that behalf from time to time as occasion shall require to forfeit the same along with the interest thereon or part thereof as is equal to the amount of Earnest Money payable along with the submission of that particular tender, on the happening of the pay of the events on account of which under the terms and conditions of the said tender the Earnest Money is liable to the forfeited and to appropriate the same and in the event of any such forfeiture being so made, the Bounden shall within 15 days of the date of any such forfeiture of deposits in the said amount pay a sum sufficient to make up the said deposit of Rs.....either in cash or in the form of National Saving Certificates , Interest bearing Securities, Postal Savings Bank, Pass Book, Fixed Deposit Receipts, Units of Unit Trust of India etc. of the market value of Rs

It is hereby further agreed and declared by and between the Bounden and the Trustees that in the event of the Bounden claiming for the refund of the above lumpsum deposit, the said deposit or such part thereof as has not been forefeited as aforesaid shall be refunded to the Bounden provided that necessary certificate from the Chief Engineer has been duly obtained to the effect that no amounts are outstanding against the said Bounden in connection with any work done or tendered for by the said Bounden in any Division of the Cochin Port Trust PROVIDED ALWAYS that the return at any time of the said deposit or any part thereof shall not be deemed to affect the right of the Trustees to take proceedings against the Bounden in case, any breach of the condition of the aforesaid agreement or agreements shall be discovered after the return of the said deposit or a part thereof PROVIDED FURTHER that if the Bounden do not duly pay the security deposit as required to be deposited by them for the proper execution of all the said work or works as per the agreement entered into with the Trustees during the continuance of the aforesaid exemption, as aforesaid exemption or the aforesaid deposit of Rs.....is less than amount of Earnest Money deposit to be paid with a particular tender, the Trustees of the officers and servant of the Trustees duly

authorized in that behalf from time to time shall be entitled to effect the balance of recovery towards Earnest Money Deposit from any other dues payable to the Bounden by the Trustees.

IN WITNESS WHEREOF the abovementioned bounden have hereby set their respective hands and the Chief Engineer has for and on behalf of the Trustees of the Port of Cochin set his hand and affixed his official seal hereto the day and the year herein above written.

SIGNED AND DELIVERED BY

The above named Bounden
In the presence of

1. Name : _____
Address : _____

2. Name : _____
Address : _____

SIGNED, SEALED AND DELIVERED BY

By Shri _____
In the presence of

1. Name : _____
Address : _____

2. Name : _____
Address : _____