

MAHARASHTRA JEEVAN PRADHIKARAN, MUMBAI.
Check list for acceptance of Contractor Registration proposal
(All documents must be attested by a gazetted officer)

CIRCULAR No. 172, dated 06.01.2016

S. No	Essential documents	Submitted	Page No.																
1	Desired information as per Annexure-A	Yes / No																	
2	Application fee Rs.100/-	Yes / No																	
3	Details about the Contractor previous Registrations																		
	a) Maharashtra Jeevan Pradhikaran valid from...to..... Reg. No.	Yes / No																	
	b) Maharashtra Government valid from...to..... Reg. No.	Yes / No																	
	c) Other Dept. valid from...to..... Reg. No.	Yes / No																	
4	Valid Bank Solvency issued by Maharashtra based Nationalized / Scheduled Bank	Yes / No																	
	<table border="1"> <thead> <tr> <th>Name of bank</th> <th>Requirement (In Rs lakhs)</th> <th>Submitted (in Rs Lakhs)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Name of bank	Requirement (In Rs lakhs)	Submitted (in Rs Lakhs)													
	Name of bank			Requirement (In Rs lakhs)	Submitted (in Rs Lakhs)														
5	For class(as per rules of registration), statement for last three years work done and work in hand.(pl enclose work done statement along with work orders in attach format along with contractor letterhead)	Yes / No																	
	<table border="1"> <thead> <tr> <th>Details</th> <th>Requirement (In Rs lakhs)</th> <th>Submitted (in Rs Lakhs)</th> <th>Page No.</th> </tr> </thead> <tbody> <tr> <td>Average workdone</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cost of work done wrt to WS & Sewarage</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Work in hand</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Details	Requirement (In Rs lakhs)	Submitted (in Rs Lakhs)	Page No.	Average workdone				Cost of work done wrt to WS & Sewarage				Work in hand			
	Details			Requirement (In Rs lakhs)	Submitted (in Rs Lakhs)	Page No.													
	Average workdone																		
	Cost of work done wrt to WS & Sewarage																		
Work in hand																			
Details as per Annexure - I																			
6	Legal Status of contractor/firm.	Yes / No																	
	a) Sole Proprietorship - Original Affidavit for Sole Proprietorship & Bio Data with photograph duly notarized.	Yes / No																	
	b) Partnership - Copy of Certificate of Registration from Registrar of Firms & Partnership Deed with photographs of all partners.	Yes / No																	
	c) Private Limited Company - Copy of Certificate of Incorporation from Registrar of Companies with Memorandum of Association and Articles Association with photographs of all directors.	Yes / No																	

S. No	Essential documents	Submitted	Page No.																
7	Name of Power of Attorney Holder Shree.....dated	Yes / No																	
8	Details about the Technical Manpower on contractor letterhead <table border="1"> <thead> <tr> <th>Particulars</th> <th>No. of persons required</th> <th>No. of staff Available</th> <th>Page No.</th> </tr> </thead> <tbody> <tr> <td>BEC / BEE,</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DCE / DEE</td> <td></td> <td></td> <td></td> </tr> <tr> <td>ITI / Electrical supervisor</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Particulars	No. of persons required	No. of staff Available	Page No.	BEC / BEE,				DCE / DEE				ITI / Electrical supervisor				Yes / No	
Particulars	No. of persons required	No. of staff Available	Page No.																
BEC / BEE,																			
DCE / DEE																			
ITI / Electrical supervisor																			
9	Details about the Machinery owned by contractor letter head with attested copy of bill / challen / invoice etc.	Yes / No																	
10	CST Certificate or non availability declaration on stamp paper	Yes / No																	
11	M-VAT Certificate.	Yes / No																	
13	Annexure-E	Yes / No																	
14	Certificate on Rs. 500/- stamp paper including declaration as per Annexure-F duly notarized.	Yes / No																	
15	Labor License or declaration on Rs 500 stamp paper duly notarized.	Yes / No																	
16	Electrical License certificates (in case of E/M registration).	Yes / No																	
17	For class, Reg. fee received. i) 50% amount Rs.	Yes / No																	
18	Mobile No. e-mail address Land line No. with STD																		

Note:

1. While accepting application 50% amount of DD will be accepted
2. All the required documents shall be submitted within 1 months from the date of intimation of remarks to agency.
3. If contractor fails to submit document within 1 months, 50% amount of registration fee as per appropriate class will be forfeited and application will be rejected & contractor will have to submit fresh application.
4. File shall be properly submitted, all the documents attested and notarized and paging should be done.

Date of submission:

Submitted by:

Checked by:

Designation:

Application accepted / returned

Reason(s)

