

FORM NO. : _____

MUMBAI PORT TRUST

REGISTRATION OF CONTRACTORS
FOR CIVIL ENGINEERING WORKS
(CYCLE 2010-2013)

FORM OF APPLICATION

APPLICANT'S NAME :

Instructions to Applicants :

1. Read carefully the attached Rules for Registration of Contractors for Civil Engineering Works.
2. Wherever there is * mark, score out whatever is inapplicable.
3. All the information should be AS ON THE DATE OF SUBMISSION OF APPLICATION.
4. All documents, statements annexures etc. should be serially numbered and pinned together. Xerox copies of certificates will be accepted subject to showing the originals at the time of submission.
5. Submit the application in duplicate i.e. original plus Xerox copy.
6. Show the completed form to the Office Supdt., (Accounts) for verifying that the application is complete, and thereafter present the form along with Demand Draft/Pay Order/Cheque for Rs.5,000/- to Imprest Clerk and obtain receipt from him.
7. Information furnished in the form shall be typed or written legibly in ink.
8. If you want to correct, do not erase or over-write. Cancel the mistake and write correct information above it, with your initial, date of correction.
9. Do not leave blank space or mark dash against any query. Write 'Nil', if you think the query is not applicable to your case.
10. Add continuation sheets were necessary giving page numbers and cross reference.

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NOTE : This Page is for MbPT office notings only.

Form No. _____ Issued on _____

Issued to _____

Rs.500/- towards cost of "Form of Application and Rules for Registration received vide Receipt No. _____ date _____

Date : _____

Imprest Clerk

The form has been completely filled and enclosures have been correctly and fully attached. Xerox copies of certificates have been compared with the originals. Imprest Clerk to please accept the Scrutiny Fee of Rs.5,000/-.

Date : _____

Office Superintendent (Accounts)

Scrutiny Fee of Rs.5,000/- received vide Receipt No. _____

Dated _____

Imprest Clerk

Application form is accepted. Application is for

Class _____ Speciality _____

Form of given Sr. No. _____ and forwarded to

_____ for scrutiny.

Date : _____

Office Superintendent (Accounts)

The Chief Engineer,
Mumbai Port Trust
Port Bhavan, 3rd floor,
Shoorji Vallabhdas Marg,
Mumbai – 400 001.

Sir,

Having read the Rules of Registration for Civil Engineering contractors.
We hereby apply for registration in the following Class/es and Speciality/ies.

Class (Refer Rule No.1)	Speciality No. & Description (Refer Rule No.4)

We furnish below information about ourselves :

- I (a) Name of the Firm :
(b) Full Address :
(c) Tel. No. : Telex No. :
Fax No. : E-Mail :
Mobile No. :
(d) Normal office timing :
(e) Particulars of the signatory to the application :
Name :
In the capacity : *Proprietor/*Partner/
*Power of Attorney Holder
Address :
Telephone Nos. :
(f) Permanent Income Tax No. of the firm :
(g) Registration No. :
for the purpose of
Sales Tax on Works
Contracts.

(h) In case of Labour Co-op. Society :

Name	Address
President :	
Secretary :	
Treasurer :	
Members of the Managing Committee :	
1.	
2.	
3.	
4.	

II (a) Status of firm :

- * Public Ltd. Co./*Pvt. Ltd. Co./
- * Registered Partnership firm/Proprietary Firm/
- * Labour Co-op. Society

(b) Networth of firm :

(c) Working Capital of firm :

(d) Overdraft facility :

(e) Extent of Turnover on civil engineering contract works during each of last three accounting years preceding :

Year	Turnover (Rs. In lakhs)
1.	_____
2.	_____
3.	_____

III Estimated cost of
balance of works in hand
(Rs. In lakhs) : _____

IV Number of works completed by the firm during each of the last five accounting years :

Year	No. of works completed			Total
	For MbPT	For other Public Sector Body	For Private Party	
1				
2				
3				
4				
5				

V. Particulars of qualified professionals managing the firm (other than employees) :

Name	Age	Qualification	Years of experience in Civil Engg. Works	Position in management Owner/Partner/ Director

VI. Names & addresses of Bankers, with nature of account (Savings/Current)

9 Digit MICR Code No. of the Bank

Account No. alongwith proof (Photocopy of Bank Cheque) :

VII. Whether the firm is willing to be considered for registration in a Class lower than applied for :

* Yes / * No

VIII. Preferred mode of lodgment of Earnest Money Deposit :

- With each tender/
- Permanent Earnest Money Deposit.

IX. Whether applicant was/is registered with MbPT/other public bodies :

Organisation & Deptt.	Class of Registration	Speciality of Registration	Eligibility to tender for works costing upto (Rs. Lakhs)	Period for which registered
MbPT				
Other Public Bodies :				
1				
2				
3				
4				

X. Whether the firm or a firm in which I was/am one of the Director/Partner has been black listed at any time by any public body ?

* Yes / * No.

XI. Whether the firm has any pending disputes or court case concerning a contract with any public body ?

* Yes / * No.

XII. Whether the firm has invoked arbitration clause of the contract for settlement of disputes during last 5 years :

* Yes / * No.

XIII. Whether the firm has been given any certificates of commendation for exceptionally good/speedy performance by any Employer ?

* Yes / * No.

XIV. Whether any case has been filed by Labour/Labour law enforcement authority against the firm ?

* Yes / * No.

XV. Details of my/our sister concerns/firms having common proprietor/common Partner(s)/Common Director(s).

DECLARATION

1. I/We certify that I/We have not and will not seek registration in the department in the name of another firm in which I/We are proprietor/Common Partner(s)/Common Director(s).
2. I/We have noted that the MbPT is at liberty at its discretion to :
 - (a) register the firm in lower class.
 - (b) refuse to register the firm and the MbPT is not bound to give any reason for the particular decision.
3. I/We have enclosed the scrutiny fee of Rs.5,000/- by way of * Demand Draft No. _____ / * Pay Order No. _____ / * Cheque No. _____.
4. I/We enclosed xerox copies of the following documents :
(Please tick documents applicable and give page number) :

Document No.	Description	Applicable to	Attached at page No.
1	Power of Attorney of signatory to application	All except sole proprietor	
2	Articles of Association	Public Ltd./Pvt. Ltd. Company	
3	Deed of Partnership	Partnership Firms	
4	Agreement (if any) between family members	HUF	
5	Certificate of Registration with Registrar of Firms	Pvt. Ltd./Public Ltd. Cos.	
6	Certificate of Registration & Bye Laws of Labour Co-op. Society with list of members	Labour Co-op. Society	
7	Annual Report with Balance Sheet, Profit & Loss statement of last 3 years	All	

Document No.	Description	Applicable to	Attached at page No.
8	Chartered Accountant's certificate concerning Networth/Working Capital of the firm	All	
9	Solvency certificate issued by the Competent Officer of Govt. of Scheduled Bank	All	
10	Letter from Bank/s concerning overdraft facilities	All	
11	Certificate from Bank/s in which the firm has business account	All	
12	Certificate of Registration with Public Bodies	All	
13	Certificates given by Public Body for exceptionally good performance	All	
14	Income Tax clearance Certificate	All	
15	Copy of Challan under which payment last made under Maharashtra Sales Tax on Works Contract Act	All	
16	Turnover on Civil Engineering Contracts during each of last 3 years (as per Proforma A)	All	
17	Estimated cost of balance of works in hand and certificates attached (as per Proforma B)	All	
18	Statement of works completed during last 5 years for parties other than MbPT and certificates attached (as per Proforma-C)	All	
19	Statement of works completed for MbPT during last 5 years (as per Proforma D)	All	

Document No.	Description	Applicable to	Attached at page No.
20	List of major general tools, plant, machinery etc. owned by the firm (as per Proforma E)	All	
21	Particulars of asphaltic macadam/concrete plant, equipment owned by the firm (Proforma F)	Firms seeking registration in Speciality of Asphaltic Paving under Class A, B & C only	
22	Undertaking from asphaltic plant owner to supply premixed asphaltic materials	Firms seeking registration in Speciality of Asphaltic Paving under Class D only	
23	Technical qualification and experience of the leading employees of the firm (as per Proforma G)	All	
24	Balance Sheet for last three years	All	

NOTE : Firms answering "Yes" to queries at Sr.Nos. X, XI, XII, XIII & XIV should attach copies of relevant documents.

Dated : _____

(Signature of Applicant)

(Name of Signatory)

In the capacity of _____

**TURNOVER OF CIVIL ENGINEERING CONTRACT
WORKS DURING EACH OF LAST 3 ACCOUNTING YEARS**

1. Use a separate sheet for each separate accounting year.
2. The total of this statement must agree with the figures mentioned against Item No.II (e) of the form.

Statement for the year : _____

Sr. No.	Tender No. & Name of the work	Employer's Name	Status of work during the year * in progress/ *completed	Amount received during the year Rs. lakhs
1	2	3	4	5
TOTAL				

Certified that the above information is true and correct.

Name & Signature of
Chartered Accountant

Name & Signature of Applicant

Date : _____

**TURNOVER OF CIVIL ENGINEERING CONTRACT
WORKS DURING EACH OF LAST 3 ACCOUNTING YEARS**

1. Use a separate sheet for each separate accounting year.
2. The total of this statement must agree with the figures mentioned against Item No.II (e) of the form.

Statement for the year : _____

Sr. No.	Tender No. & Name of the work	Employer's Name	Status of work during the year * in progress/ *completed	Amount received during the year Rs. lakhs
1	2	3	4	5
TOTAL				

Certified that the above information is true and correct.

Name & Signature of
Chartered Accountant

Name & Signature of Applicant

Date : _____

PROFORMA "B"
Sheet 1

STATEMENT OF BALANCE OF WORKS IN HAND

1. Attach, after this form, certificates from the Employers named in Col.3 for each of the works, as per Proforma on next page.
2. Total of Column 7 must agree with the figure mentioned against item No.III of the form.
3. In Column 8, mentioned Main Contractor/sub-contractor.

Sr. No.	Tender No. & Name of the work	Employer's Name	Tender Cost Rs. Lakhs	Date of award	Expected date of completion	Value of work yet to be done Rs. In lakhs	Role of applicant See Note 2
1	2	3	4	5	6	7	8
TOTAL							

Date : _____

Name & Signature of Applicant

**Form of certificate for value of balance of work
(Separate certificate for each work)**

CERTIFICATE

M/s. _____
have been awarded a contract under Tender No. _____ for
the work of _____ vide
this office letter No. _____
dated _____.

The work is in progress.

The particulars of the contract are :

1. Contract price : _____
(Rs. In lakhs)
2. Scheduled date of completion : _____
3. Anticipated date of completion : _____
4. Value of balance of the work yet to be done (Rs. In lakhs) : _____

SIGNATURE

Name : _____
and
Date : _____ Designation : _____

Seal of office

PROFORMA "C"
Sheet 1

**STATEMENT OF WORKS COMPLETED DURING THE LAST
5 ACCOUNTING YEAR FOR PARTIES OTHER THAN MbPT.**

1. Attach certificate for each work from the Employer named in Column 3, as per the proforma on next page.
2. In Column 9, mention Main Contractor/sub contractor.

Sr. No.	Tender No. & Name of the work	Name of Employer	Final value of completed work Rs. Lakhs	Date of award	Date of completion		Penalty levied, if any, Rs. Lakhs	Role of applicant See Note 2
					Stipulated	Actual		
1	2	3	4	5	6	7	8	9
TOTAL								

Date : _____

_____ Name & Signature of Applicant

**Form of certificate for works completed
for parties other than MbPT**

(Separate certificate for each work)

CERTIFICATE

M/s. _____ were awarded a
contract under Tender No. _____ for the work of
_____ vide this office letter
No. _____ dated _____.

The particulars of the contract are :

1. Final Value of work : _____
(Rs. In lakhs)
2. Scheduled date of : _____
completion
3. Actual date of : _____
completion
4. Penalty levied, : _____
if any

SIGNATURE

Name : _____
and
Date : _____ Designation : _____

Seal of office

PROFORMA "D"

STATEMENT OF WORKS COMPLETED FOR MbPT
DURING THE LAST 5 ACCOUNTING YEARS

Sr. No.	Tender No. & Name of work	Division SD/ND/MOT/ RLY/ Constn./Dev.	Final value of completed work Rs. Lakhs	Date of completion		Liquidated damages levied, if any Rs. lakhs
				Stipulated	Actual	
1	2	3	4	5	6	7

Date : _____

Name & Signature of Applicant

PROFORMA "E"

**LIST OF MAJOR GENERAL TOOLS, PLANT AND MACHINERY,
SURVEY INSTRUMENTS AND TESTING EQUIPMENT IN WORKING
CONDITION AND OWNED BY THE APPLICANT**

Sr. No.	Description & Capacity	No. of Units	Present Age	Present Location
1	2	3	4	5

Date : _____

_____ Name & Signature of Applicant

PROFORMA “F”

DETAILS REGARDING ASPHALTIC MACADAM/CONCRETE PLANT

- 1. This Proforma to be filled in only by firms seeking registration under the Speciality “Asphaltic Paving” under Classes A, B & C.
- 2. A plant will be deemed to be owned by a applicant firm either if it is owned jointly or individually by the partner of the firm and forms a part of the partnership assets of the firm.

OR

A plant will be deemed to be owned by the sister concern in which the applicant or any partner of the applicant firm is a partner or shareholder and director, owns the asphaltic plant.

- 1. Location of the plant with full address :

- 2. No. of shifts and hours normally worked by the plant :

- 3. Quantity of premixed asphaltic materials produced by the plant during each of last 3 accounting years.

Year	Quantity Produced
Asphaltic concrete (in tonnes)	Asphaltic macadam (in tonnes)

4. Approximate area of roads surfaced/resurfaced during each of last 3 accounting years with the plant and equipment and with asphaltic materials produced in the plant.

Year	Area in sq.m.

(Attach certificates of employers for whom the works under Sr.No.4 were done)

5. Whether the plant is attached with laboratory for testing asphaltic mixes and their ingredients :

* Yes/*No

Location and Address of Laboratory : _____

Details of major testing equipments in the laboratory :

Sr. No.	Equipment	No. of Units	Type of Test done

Certified that the asphaltic plant belongs to the applicant firm/belongs to sister concern in which the applicant firm or any partner of the applicant firm is a partner or shareholder and director.

Name & Signature of
Chartered Accountant

Name & Signature of
applicant.

Date : _____

PROFORMA "G"

**TECHNICAL QUALIFICATIONS & EXPERIENCE
OF THE LEADING EMPLOYEES OF THE FIRM**

Sr. No.	Name	Age	Position in firm	Working with the firm since	Technical Qualifications	Details of experience
1	2	3	4	5	6	7

Date : _____

Name & Signature of Applicant

