



SOUTHERN POWER DISTRIBUTION COMPANY OF TELANGANA LIMITED
6-1 -50, Corporate Office, Mint Compound, Hyderabad – 500 063

Energy Saved is Energy produced - Electricity Saved is Electricity Generated

Contractor Registration Application Form

(For New/Reissue/Duplicate/Change of Class/Inclusion of additional Item of work)
 Please tick (✓) type of registration required and strike whichever is not applicable

Passport
Size
Photo

Please read the Information Booklet carefully before filling the form.

| | | | | |
|------------|------|--------|---------|------|
| Fee Amount | Bank | Branch | D.D.No. | Date |
| Rs. | | | | |

a) Name of the Contractor/Firm/Company :
 (As it should appear in the Contractor Registration Card)

b) Address for communication

| | |
|------------------------|--|
| House/Flat/Plot Number | |
| Floor/Street Number | |
| Apartment/Village Name | |
| Area/Mandal Name | |
| City/Town/District | |
| PIN | |
| Telephone Number | |
| Mobile/Cell Number | |
| Email Address | |

c) Status of the Contractor/Firm Please tick (✓) whichever is applicable

| | | | | | | | |
|----------------------------|---|---------------------------------------|-------------------------------|------------------------------|----------------------------------|-------------------------|--------|
| Individual/ Proprietary | Unregistered Partnership Firm/Co. | Registered Partnership Firm/Co. | Private Limited company | Public Limited company | Societies/ Co - operatives | Govt./ Quasi Govt | Others |
| | | | | | | | |

1) If Individual or Proprietary firm/company or Societies

- i) Technical Qualification, if any : Yes / No
 tick (✓) whichever is applicable and strike whichever is not applicable. If yes, enclose copy of engineering degree certificate issued by recognized University
- ii) Social Status of the Contractor : SC / ST / Others
 tick (✓) whichever is applicable and strike whichever is not applicable. If SC/ST enclose copy of community certificate

2) i) If Partnership firm/Limited company/Societies/Co-operatives

| | | | |
|--------|-----------------------------|--------|-----------------------------|
| Sl.No. | Names of Partners/Directors | Sl.No. | Names of Partners/Directors |
| 1 | | 4 | |
| 2 | | 5 | |
| 3 | | 6 | |

tick (✓) against the person who is authorized to represent the firm/company to sign the documents and furnish copies of certificate of registration from registrar of firms/companies, partnership deed, memorandum of articles of association.

ii) Does the Firm/Company comes : Yes / No
 under purview of Industrial Act?

If yes, Enclose a copy of certificate of registration issued from the Department of Industries

| | | | | | | |
|------------------------------|-------------------------|---|-----------|-------|------|--------|
| Registration/ License No. | Date of registration | Type of Industry tick (✓) whichever is applicable | | | | |
| | | SSI | Ancillary | SSSBE | Tiny | Others |
| | | | | | | |

d) **Item of works** tick (✓) against the Item of Works for which registration is sought

| Sl.No. | Item of work | tick (✓) against the Item of Works for which registration is sought |
|--------|---|---|
| 1) | Civil works | |
| 2) | Erection of 33/11 KV Sub-Station | |
| 3) | Repairs to sick Power Transformers | |
| 4) | Repairs to sick Distribution Transformers & other Equipment | |
| 5) | Erection & Maintenance of Lines | |
| 6 (a) | Man Power Supply for Electrical Works | |
| 6 (b) | Man Power Supply for Security Services | |
| 7) | O&M of Sub-Station | |
| 8) | Fabrication Works | |
| 9) | Transport Works | |
| 10) | Supply of Vehicles | |
| 11) | Printing Works | |
| 12) | Spot Billing & Spot Collection | |
| 13) | Meter Testing & Meter Shifting | |
| 14) | Any other items not covered above (Specify work details) | |
| 15) | Change of Class | |
| 16) | Change of Voltage Grade | |

e) **Class of Registration applied for** : Class-I / Class-II/ClassII(Vehicles)/Class-III
 tick (✓) whichever is applicable and strike whichever is not applicable

f) **Are you already registered in TSSPDCL/ Other Companies?** : Yes / No

If yes, furnish the following details.

| Sl.No. | Name of the Organization | Registration No. | Class of registration | Monetary limits | Validity period |
|--------|--------------------------|------------------|-----------------------|-----------------|-----------------|
| 1) | | | | | |
| 2) | | | | | |

g) **Details of Solvency**

| Issuing Authority | Name of Bank | Issue date | Amount of Solvency | Validity period |
|-------------------|--------------|------------|--------------------|-----------------|
| Bank | | | | |

h) **Details of Experience(Valid from 2016-2017 only for any one financial year):**

| Sl.No. | Name of the work | Place of experience | Agt. No. & Date(SAP) | Value of Agreement entered | Period in which actually completed |
|--------|------------------|---------------------|----------------------|----------------------------|------------------------------------|
| 1) | | | | | |
| 2) | | | | | |

i) **Self Certified T&P certificate enclosed** : Yes / No

j) **Number of repair/testing sheds available with full addresses.** :

In case of registration for Items of work against Sl.Nos 3&4 i.e., Repairs to sick Power Transformers, repairs to sick DTRs and other equipment.

| Sl.No. | Address | Capacity | Service Connection Details | | | |
|--------|---------|----------|----------------------------|-----------|----------|------|
| | | | Section | Area Code | Category | SCNO |
| 1) | | | | | | |

k) **Number of Vehicles available** :

In case of registration for Items of work against Sl.Nos 9&10 i.e., Transport works, Supply of Vehicles.

| Sl.No. | Vehicle Particulars | | Month & Year of Mfg. | Validity Period of | | | |
|--------|---------------------|--------|----------------------|--------------------|-----------|------------------------|--------|
| | Type | Number | | R.C. | Insurance | Certificate of fitness | Permit |
| 1) | | | | | | | |

1) Other details of Contractor/Firm/Company

| Sl. | License/Registration | Details | |
|-----|---|-----------------------|--|
| 1) | Details of License issued by Telangana State Electrical Licensing Borad | License No. | |
| | | Grade | |
| | | Upto KV | |
| | | Validity period | |
| 2) | License (in Form- VI) under the T.S.Contract Labour (Regulations & Abolition) Rules 1971 issued by Assistant Commissioner of Labour, EPF, ESI | Labour License No. | |
| | | Employer ESI Code No. | |
| | | Employer EPF Code No. | |
| 3) | GST Registration Details | Registration No. | |
| 4) | Income Tax | PAN No. | |
| 5) | | Aadhar No. | |

m) Whether the Contractor or representatives of the Firm/ Company do have any relatives in TSSPDCL? : Yes / No
If yes, please furnish the details

| Sl.No. | Name of the Officer/ Employee | Designation and place of working | Relationship |
|--------|----------------------------------|-------------------------------------|--------------|
| 1) | | | |
| 2) | | | |
| 3) | | | |

n) Have you at any time been Removed/Demoted/Suspended/Blacklisted? : Yes/No
If yes, give the details

| Sl.No. | Name of the organization | Registration No. | Class | Date and Period of Removal/Demotion/ Suspension/ Blacklisted | Reasons |
|--------|-----------------------------|---------------------|-------|--|---------|
| 1) | | | | | |

DECLARATION

I/We declare that the particulars given in this application are true to the best of my/our knowledge and belief and understand that it is liable for cancellation of registration if proved, otherwise.

Place :

Date :

SIGNATURE OF CONTRACTOR

Name :

Authority :

Note: This form shall be signed at O&M wing/TSSPDCL in person and the person competent at detailed below

a) Proprietorship firm : Individual/Sole proprietor of the firm

b) Partnership firm : By the partner who holds general power of attorney authorizing him to sign for and on behalf of the firm in contractual obligations (power of attorney with certified copy there of to be enclosed)

b) Companies : By Managing Director or any Director who holds general power of attorney in his favour from the firm giving him authority to do so (power of attorney with certified copy there of to be enclosed)

List of enclosures with the application form:-

| Description of enclosure | tick (√) if enclosed | Description of enclosure | tick (√) if enclosed |
|---|----------------------|--|----------------------|
| D.D. | | Copies of Certificate of EPF | |
| Copy of Engineering degree certificate | | Solvency Certificate/ attested | |
| Copy of Community certificate | | Experience Certificates/ attested | |
| Copy of Certificate of registration from registrar of Firms/Companies | | T&P Certificate | |
| Copy of Articles of Association | | Copy of vehicle RC book | |
| Copy of Certificate of Incorporation | | Copy of Insurance policy | |
| Copy of Memorandum of firm | | Copy of Pollution under control certificate | |
| Copy of Memorandum of Articles | | Copy of State Permit | |
| Copy of Partnership deed | | Copy of License issued by Telangana Electrical Licensing Broad | |
| Power of attorney for authorized persons of the contractor to sign contract documents | | Copy of License (FormVI) issued by Labour Department | |
| Copy of Certificate for permanent registration from the Department of Industries | | Copy of GST | |
| Original expired certificate of registration issued by TSSPDCL and Vendor number/ OtherGovt Dept not below the cadre of Divisional Engineer/ Executive Engineer | | Copy of Income Tax PAN and Adhar | |
| Copies of Certificate of registration issued by other companies | | Copies of Certificate of ESI | |

FOR OFFICE USE

Application is verified and proposed to accord

- a) New/Reissue Registration as Class I / II / III for a period of two years from _____ to _____.
- b) Duplicate Registration Card.
- c) Change of Class from Class I / II / III to Class I / II / III.
- d) Inclusion of additional Item of works viz., _____.
- e) Rejection on reasons _____.

Contractor's particulars are entered in register vide Sl.No. _____.

AE/AAE

ADE/O&M

DE/O&M

SE/O&M

CGM/O&M

Proceedings No. CGM/O&M/SE/O&M/DE/O&M/TSSPDCL/_____ Dt. _____.

- i) The Registration No. assigned _____.
- ii) Contractor's particulars entered/updated on _____.
- iii) Registration Certificate/Rejection letter sent to Contractor vide D.No. ___Dt. _____.
- iv) DDs sent to the Pay Officer/TSSPDCL vide PCB folio Nos. _____Dt. _____.

Registration Fee and Mode of Payment

The Item-wise fee structure is as given below:

| Sl.No. | Item of work | Fee in Rs./- |
|--------|--|--------------|
| 1) | Civil works | 8000/- |
| 2) | Erection of 33/11 KV Sub-Station | 12000/- |
| 3) | Repairs to sick Power Transformers | 16000/- |
| 4) | Repairs to sick DTRs and Other Equipment | 12000/- |
| 5) | Erection & Maintenance of Lines | 8000/- |
| 6 (a) | Man Power Supply for Electrical Works | 6000/- |
| 6 (b) | Man Power Supply for Security Services | 6000/- |
| 7) | O&M of Sub-Station | 5000/- |
| 8) | Fabrication Works | 3200/- |
| 9) | Transport Works | 3200/- |
| 10) | Supply of Vehicles | 3200/- |
| 11) | Printing Works | 3200/- |
| 12) | Spot Billing & Spot Collection | 6000/- |
| 13) | Meter Testing & Meter Shifting | 1600/- |
| 14) | Any other items not covered above (Specify work details) | 1600/- |
| 15) | Change of Class | 1500/- |
| 16) | Change of Voltage Grade | 1500/- |

Plus additional Card fee Rs.118 / - toward Contractor Registration Card Draft of any scheduled bank drawn in favor of The Pay Officer/ TSSPDCL/ Hyderabad payable at Hyderabad .

Class of Registration

The Class of Registration will be accorded as detailed below:

| Class | Eligible monetary limits for tendering of works | Amount for which Solvency certificate required | Requirement of previous experience/ Value of works done previously * |
|---------------------|---|--|--|
| Class-I | Above Rs 5 Lakhs | Rs 20 Lakhs | Rs 20 Lakhs |
| Class-II | Upto 5 Lakhs | Rs 5 Lakhs | Rs 5 Lakhs |
| Class-II (vehicles) | Upto 5 Lakhs | -Nil- | -Nil- |
| Class-III | Upto Rs 1 Lakh | -Nil- | -Nil- |

* The maximum value of works executed during any one-year (financial) of the past 7 years shall be considered.

Documents to be attached with the application (please read conditions placed at Website www.tssouthernpower.com for quick links Contractors (Application Form and information booklet)

(1) While applying for a fresh/renewal registration attach the following documents:

DD for the consolidated amount of Item of work Plus card fee

| Sl. | Document | Item of work Sl.No. | | | | | | | | | | | | | |
|-----|--|---------------------|---|---|---|---|---------|---|---|---|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 | 6 (a&b) | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 1 | T&P certificate | √ | √ | √ | √ | √ | | | √ | | | | | | |
| 2 | Copy of vehicle RC book (Below 10 Yrs Model) | | | | | | | | | √ | √ | | | | |
| 3 | Copy of Insurance policy | | | | | | | | | √ | √ | | | | |
| 4 | Copy of Pollution under control certificate | | | | | | | | | √ | √ | | | | |
| 5 | Copy of State Permit, Fitness & Vehicle Tax | | | | | | | | | √ | √ | | | | |
| 6 | Copy of License issued by CEIG of TS | | √ | √ | √ | √ | | √ | | | | | | √ | |
| 7 | Copy of License issued by Labour department | √ | √ | √ | √ | √ | √ | √ | √ | | | | √ | √ | √ |
| 8 | Copy of registration under EPF | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ |
| 9 | Copy of registration under ESI | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ |
| 10 | Copy of registration under GST | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ |
| 11 | Copy of PAN, Aadhar & Passport size photo | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ |
| 12 | Partnership firm - Firm Registration, Partnership Deed, Firm Pan Card, Authorisation letter | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ |
| 13 | Private Limited Firm – Certificate of Incorporation, MOU/MOA, Firm Pan Card, Authorisation letter | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ |

| Sl. | Document | Class-I | Class-II | Class -II (vehicle) |
|-----|------------------------------------|-------------------|------------------|---------------------|
| 1 | Solvency certificate in original | Above Rs.20 lakhs | Upto Rs.5 lakhs | Nil |
| 2 | Experience certificate in original | Above Rs.20 lakhs | Upto Rs.5 lakhs* | Nil |
| 3 | Copy of GST | √ | √ | Nil |

* - or if Contractor is technically qualified a copy of engineering degree certificate issued by recognized University

- Solvency and Experience shall not be insisted for registration under Class-III

- (2) (a) Validity period of registration for electrical works is limited till the validity of A/B Grade Electrical license
(b) For other works (other than electrical works) the validity period of registration is 2 years.
(c) Work Experience to be submitted in following prime works.

| Sl.No | Item of work | Work experience to be submitted with following prime works |
|-------|---|--|
| 1 | Civil Works | RCC (Cu.m), Steel (Metric Tons) Brick work, Plastering |
| 2 | Erection of 33/11KV Sub-Station | Erection of 33/11KV Outdoor SS/ Erection of 33/11KV Bay WITH VCB |
| 3 | Repairs to sick Power Transformers | PTR repairs |
| 4 | Repairs to sick Distribution Transformers & other Equipment | DTR repairs |
| 5 | Erection & Maintenance of Lines | Stringing of 33/11KV LT Lines, Erection of DTR with structure, Laying of UG cable and related works. |
| 6 | Man Power Supply for Electrical Works | Supply of Labour for execution of electric works |
| 7 | Man Power Supply for Security Services | Supply of Labour for execution of Security services |
| 8 | Transport Works | Auto, Utility Vehicle , DCM, Trolley to attend all break downs and Transportation of Departmental material. |
| 9 | Supply of Vehicles | Motor Cabs for the usage of Departmental Officers for field inspection and other day to day department activities. |
| 10 | O&M of Sub-Station | Maintenance works of 33/11 KV Sub stations equipments |
| 11 | Fabrication Works | Fabrication of steel works |
| 12 | Printing Works | Printing works |
| 13 | Spot Billing & Spot Collection | Spot Billing & Spot Collection works |
| 14 | Meter Testing & Meter Shifting | Meter testing and meter shifting works |

(d) Further, the experience certificate to be issued separately for each item of work (along with SAP Agreement numbers and released bill value only) for item wise work issued by:

| Sl.No | Item of work | Experience Certificate with value of work completed/ billed |
|--------------|-------------------------|--|
| 1 | Sl.No.1: Civil Works | Certificate issued by an Engineer not below the cadre of Executive Engineer |
| 2 | Sl.No.2 to 14 | Certificate issued by an Engineer not below the cadre of Divisional Engineer |

Sd/-

CHIEF GENERAL MANAGER/O&M