

\*\*\*\*\*HARD COPY FILES ARE NOT REQUIRED TO BE SUBMITTED TO  
WORK CONTRACTS DEPARTMENT\*\*\*\*\*

### **GENERAL INSTRUCTIONS**

1. All pages of the uploaded documents should be signed by the Proprietor / Partner / Director / Company Secretary/Power of Attorney. For Power of Attorney holder, attested copy of Power of attorney should be attached. Further all pages of the document should be notarized and coloured scan copy to be attached.
2. Agency should ensure the signature with stamp on all pages of the documents and to be uploaded wherever required
3. Ensure notary seal with Notary's name & Govt. registration number, notary signature, and date of notarization.
4. If the documents submitted by the Contractors online are found to be incorrect / fraudulent / forged, Contractors shall be blacklisted / banned as per the Procedure in vogue in VSP.
5. Registration of any Agency / Firm / Company is done entirely at the discretion of VSP and VSP reserves the right to reject or accept the Registration in any Category / Sub-Category and to remove and / or to cancel the Registration without assigning any reason.
6. VSP reserves the right to add, delete, or amend any of the conditions regarding the registration of contractors.
7. If the Contractor is debarred / blacklisted, Registration automatically stands cancelled for the same period from the date of issue of letter of debarring / blacklisting the Contractor and has to apply again & afresh for Registration after debarring / blacklisting period is over.
8. The time frame for entire exercise for fresh enlistment or renewal will be a **180 days** from the date of receipt of an online application. Priority for evaluation will be given for renewal applications. Fresh application evaluation will be taken up only after completion of renewal applications. The processing of contractor registration applications includes:
  - Scrutiny of the application w.r.t. the submission of all the requisite documents as per procedure.
  - Incomplete applications are liable to be rejected without any intimation.
  - On the strength of the credentials submitted by the applicants (like purchase orders, work Completion certificates, contractor registration certificates, details of statutory documents sought), the application and suitability of applied sub-categories will be examined by the contractor registration committee.
  - Any information/clarification found deficient and is required by evaluation committee during evaluation must be provided expeditiously.
  - Minimum value of one work executed in the last 7 yrs., of relevant sub-category irrespective of the duration of the completion period” is 50% of the highest eligible value of the respective class (as listed there in the table below) for relevant BoQs of the sub-category.

For CLASS of Registration	Minimum value of one work executed in the last 7 (Seven) years, irrespective of the duration of the completion period	Average annual turnover during the last 3 (Three) years to be not less than
C	Rs. 25L	Rs. 15L
D	Rs. 17.5L	Rs. 10.5L
E	Rs. 12.5L	Rs. 7.5L
F	Rs. 8.0L	Rs. 4.8L
G	Rs. 5L	Rs. 3L
H	Rs. 2.5L	Rs. 1.5L
I	Rs. 1.0L	Rs. 0.6L

- Registration will be valid for a period of three (3) years from the date of issue of the Registration letter. For government establishments and undertakings, registration will be permanent.
  - All the applicants to note the following points in the case of deficient document:
  - The processing time for evaluation of applications-with deficient documents- will be longer than applications without deficient documents. Hence, it is advised to attach all necessary documents in the first place itself, to avert longer processing time / rejection of applications because of document deficiency.
  - The deficient documents sought, must be submitted online only with in the due date mentioned in the e-mail/website seeking the same. No time extension/relaxation will be given under any circumstances.
  - The specific deficient documents sought must bear the authorized signatory's signature, notary's sign with date and seal with registration number. Absence/Illegibility of any of the above-mentioned details may result in the rejection of your application.
  - The deficient document so submitted in compliance with the above points, if after the scrutiny of the committee is found to be irrelevant and/or insufficient in regard of what was sought by the convener, such documents will be processed as per rules and no further requests will be sent to the agency to make good of the deficient documents.
  - Successful registration is no guarantee of any future award of work.
9. The decision of RINL/VSP in respect of registration/rejection shall be final.
  10. RINL/VSP, prefers to do business with contractors having proven performance track record, Technical and Financial soundness, established quality systems & standards adhering to Ethical (Moral & Social) values, compliance to all statutory regulations and requirements.
  11. It will be the responsibility of contractors to update all time dependant data. However, data regarding name of the company, address, status of the firm, pan, gst and bank details cannot be updated without sufficient proof. For updating the above details contractors have to apply, along with relevant documentary evidence.

## Documents Required (Colour Scanned and Notarized and Full pages)

- a. Income Tax PAN Number (Copy attested by Notary & Agency Signature)
- b. GST Registration Certificate (Copy attested by Notary & Agency Signature)
- c. For Status of the Firm the following are to be uploaded as Applicable:
  - i. Proprietorship: A copy of Notarized Sole Proprietorship Affidavit to be uploaded

OR

- ii. For Partnership Firm: A copy of Notarized Partnership Deed along with Firm Registration Certificate. Note: If the Partnership Firm is re-constituted, the latest Notarized Re-constituted Partnership Deed along with Firm Registration Certificate of the reconstituted firm are to be uploaded.

OR

- iii. For Limited Companies: A copy of Notarized of Memorandum of Association & Articles of Association along with certificate of incorporation – whichever is applicable.

- d. PF/RPFC Registration Certificate (Copy attested by Notary & Agency Signature)
- e. ESI Registration Certificate (Copy attested by Notary & Agency Signature)
- f. Boiler License Certificate, if applicable (Copy attested by Notary & Agency Signature)
- g. Electrical License Certificate, if applicable (Copy attested by Notary & Agency Signature)
- h. Solvency Certificate from any Scheduled Commercial Bank with minimum value of Rs.1, 00,000 (**Issued on or after 01.04.2025**) (Copy attested by Notary & Agency Signature)
- i. Copy of registration certificate (P-series) for renewal applications
- j. For Proof of Turnover, the following are to be Uploaded (Copy attested by Notary & Agency Signature)

1. If the annual Turn-over is more than Rs.100.00 Lakhs, Audited Profit & Loss Account statements & balance sheets certified by Practicing Chartered Accountant with Stamp and Membership No. & Unique Document Identification Number (UDIN) are to be uploaded for last three Financial years
2. If the annual Turn-Over is upto Rs.100.00 lakhs, either Turn-over certificate in the prescribed format of RINL duly signed by a Practicing Chartered Accountant/ Cost Accountant with Stamp and Membership No. & UDIN or T.D.S.certificate(s) comprising of the Gross bill values issued by the Deductor(s) for the work done. for last three Financial years are to be upload

- k. Attested Work Orders/Purchase Orders along with work completion certificate, from Central Govt. / State Govt. / Public Sector Undertaking or public / private limited company of works done for them. WO/POs with date of completion of **work within last seven (7) years from the last date of previous month** of the date of application only shall be accepted as a valid document in support of work experience. The above documents are to be attested by Notary. If the Work Orders/Purchase Orders submitted were issued by RINL, the same need not be notarised.
- l. Work Orders should be uploaded along with corresponding work completion certificates indicating the Final value of the work done including all deviations, extra items, escalations, if any against subject work with Bill of Quantities inclusive of all taxes & duties excluding Goods & Services Tax (GST. In case of work executed outside VSP and where the total amount includes GST, Contractors shall make efforts to get the value of GST indicated separately in the Work Completion Certificate

**PROOF OF PARTICIPATION DOCUMENT:** For renewal of enlistment, the agencies **must have participated against at least one tender enquiry served by VSP in the relevant subcategory during last three years.** The documentary evidence like proof of participation or copy of Work Order of **execution of specific Short Open Tender (SOT) sub-category job needs to be submitted by the Contractor.**

**If Contractor fails to fulfill the above condition then their application shall be considered fresh application only, enlistment fees as of fresh application shall be applicable and shall be processed accordingly**

**Renewal applications not accompanied by documentary evidence of participation or execution will be treated as fresh only**

**NO DEFICIENT DOCUMENT WILL BE SOUGHT FOR PROOF OF PARTICIPATION FURTHER OR ACCEPTED LATER.**

**ORIGINAL VERIFICATION:** Successful Contractors will be enlisted only if documents/details uploaded are matching with physical documents during original verification. Documents uploaded may be kept available and to be produced as and when required by VSP.

**PAYMENT:**

**Processing Fee:** The contractor has to pay a non-refundable processing fee of Rs. 1100/- for each sub-category applied in online mode. In case Contractor desire to apply for multiple sub categories then the Contractor has to pay a processing fee of Rs. 1100/- for each sub-category multiplied by the number of sub-categories applied.

**Enlistment Fees:** A successful contractor can seek to enlist for any number of sub-categories as per the recommended class on payment of enlistment fees.

Enlistment fee for each sub-categories recommended corresponding to the class to be paid as per the below table

<b>CLASS</b>	<b>Non-refundable enlistment fee for one sub category</b>
C	Rs. 8,000
D	Rs. 7,000
E	Rs. 6,000
F	Rs. 5,000
G	Rs. 4,000
H	Rs. 3,000
I	Rs. 1000

**GST**: GST Extra as applicable

**NOTE: Agencies whose applications are rejected for a specific sub-category cannot re-apply for the same sub-category within six (6) months from the date of rejection communication. Hence Agencies are requested to take utmost care while applying.**

**Undertaking**

**Name of Agency: XXXXXX**

1. I/We have fully read and understood the instructions and pre-requisites for applying for sub-category registrations , and further agree to the above Conditions for Registration.
2. I/We have uploaded all the Requisite Documents (Agency Signed, stamped) in the application file on behalf of the agency.
3. Copies of all the necessary documents and Work Completion Certificate have been notarized and uploaded here with.
4. I/We agree that if the details/documents provided in the online application do not match the details in the physical documents during original verification, my/our application may be rejected.

**Place:**

**Date:**

**Agency Signature**