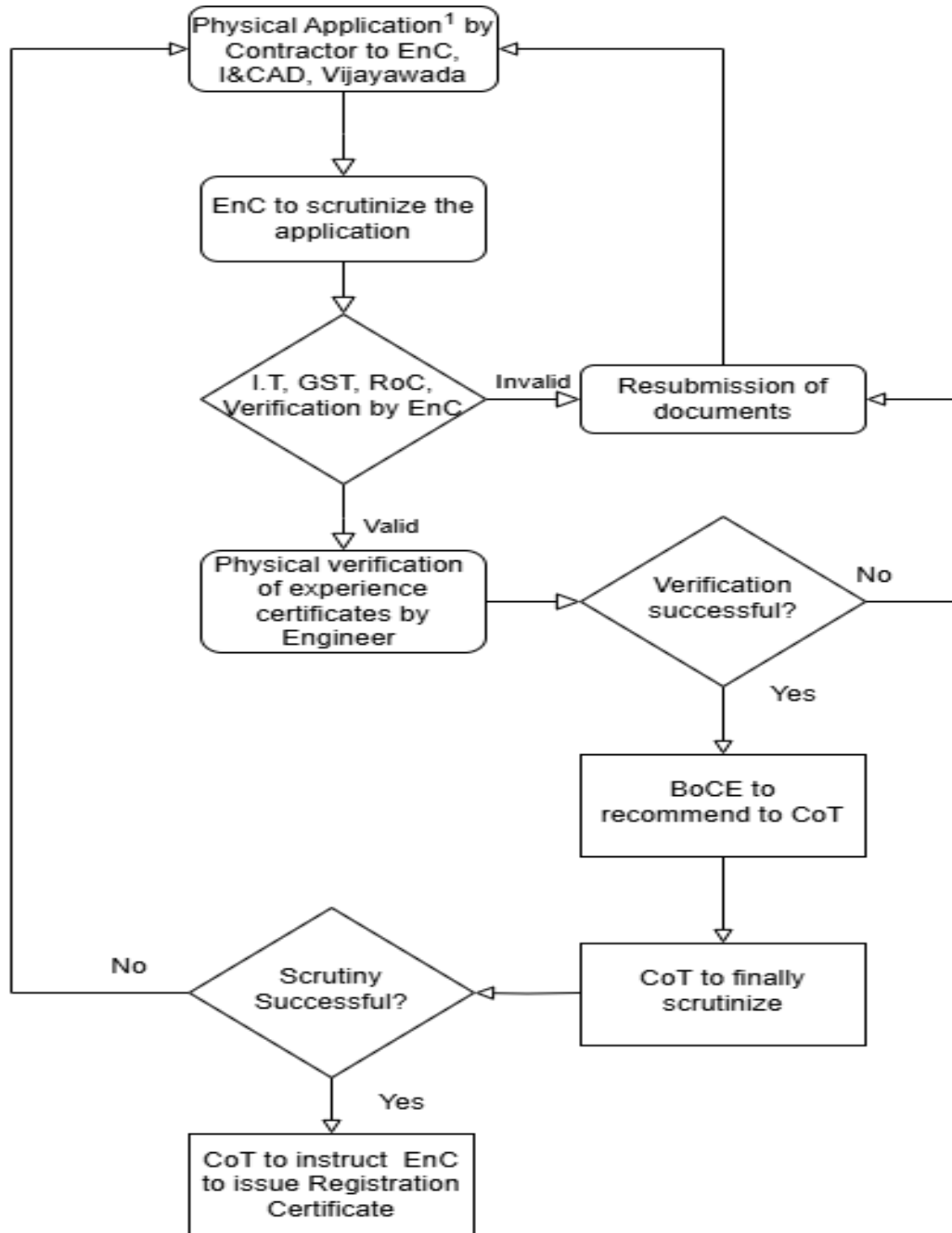


GOVERNMENT OF ANDHRA PRADESH,
Andhra Pradesh Capital Region Development Authority (APCRDA)



**PROCEDURE FOR REGISTRATION AS
A SPECIAL CLASS CONTRACTOR
WITH A.P. GOVERNMENT**

Flowchart outlining the process of registration for a special class contractor with A.P



Step-by-step procedure

1. Any firm/contractor who intends to register as a Special Class Contractor in A.P. shall submit the below documents physically to the Engineer-in-Chief, Irrigation & CAD Department 4th Floor, Jalasoudha, Irrigation Compound, Musium Road, Vijayawada - 520 002.

IMPORTANT PARAMETERS FOR REGISTRATION OF CONTRACTOR UNDER SPECIAL CLASS AS PER G.O. Ms. No. 130 I&CAD Dept. Dt:22-05-2007.(CIVIL & Electrical)		
Sl. No.	Parameters	Special Class Requirements
1	2	3
1	Application Form	Required
2	Court Fee Stamp	Rs.2/-
3	Biodata (Hard copy & Soft copy)	Required
4	Registration Fee	Rs. 10,000/-
5	Solvency Certificate: Civil	Rs.200.00 L
6	Experience Certificate in any one year during past 5 years	-
a)	Single work (Civil)	Rs.250.00 L
b)	Group of works (Civil)	Rs. 500.00 L
7	GST Registration Certificate	Required
8	GST Clearence Certificate	Required
9	PAN Card Copy	Required
10	Latest I.T. Return filed copy	Required
11	Self-Declaration on Non-Judicial Stamp Paper of Rs. 100/-	Required
12	In case of Firm (or) Company	-
a)	Firm Registration Certificate/Company Registration Certificate	Required
b)	Partnership Deed/Articles of Association	Required
c)	No changes in partners/Directors (Form-A/Form-32)	Required
13	Previous Contractor Regn. Certificate	Required
14	Registration fees payable at	PAO (Works & Projects) Vijayawada
15	Monetary Limits (Civil)	Up to any amount
16	Other requirements:	
17	Authority for Registration	C.O.T.
18	Note: Certificates duly attested by any Gazetted Officer or Notary.	Required
19	Embassy Attested Solvency, Experience, IT clearance, IT returns, Pan Card and other certificates (for foreign contractors/firms as per G.O Ms No. 131)	Required
20	Proof of registration in India as per Indian Contract Law	Required

2. After receiving the above application, the Engineer-in-chief (ENC) will scrutinize all the documents, cross-checking with the information available with other departments (Income Tax, GST, etc.)
3. To validate the experience in civil works, an engineer will physically approach and obtain a confirmation certificate from the concerned authority issuing such experience certificate to the applicant.
4. After completion of such required validation, the committee of Chief Engineers, headed by the ENC, will recommend the proposal for registration to the Commissionerate of Tenders (CoT), A.P., Vijayawada.
5. The CoT will scrutinize the proposal and upon an affirmative validation, permission will be accorded to the ENC for issuing the Special Class Registration Certificate to the Contractor.

The time required for the above process would be very minimal, if the documentation required is submitted by the applicant upfront.