

Govt. of Assam
Office of the Chief Engineer :: Irrigation Department :: Chandmari :: Guwahati-3
(Mechanical Branch)

No. CEI (Mech)24/2021/5

Dated, Guwahati the 18th November' 2021

To

The Secretary to the Govt. of Assam
Irrigation Department, Dispur
Guwahati-6

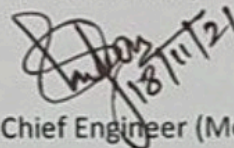
Sub: Submission of minutes of the meeting held on 16th November'2021 held in the office chamber of Secretary to the Govt. of Assam, Irrigation Department, Dispur, Guwahati-6

Sir,

With reference to the above I have the honour to submit herewith the minutes of the meeting held on 16th November'2021 held in the office chamber of Secretary to the Govt. of Assam, Irrigation Department, Dispur, Guwahati-6 in connection with the registration/renewal/upgradation of contractors in Irrigation Department, Assam for favour of your kind disposal.

Encl: Minutes of the meeting as stated above

Yours faithfully

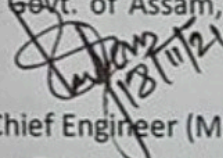

Additional Chief Engineer (Mechanical)
Irrigation Department, Assam
Chandmari, Guwahati-3

Memo No. CEI (Mech)24/2021/5-A

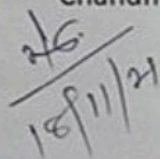
Dated, Guwahati the 18th November' 2021

Copy to :-

1. The Chief Engineer, Irrigation Department, Assam, Chandmari, Guwahati-3, for favour of kind information.
2. The P.S to the Principal Secretary to the Govt. of Assam, Irrigation Department, Dispur, Guwahati-6, for kind appraisal of the Principal Secretary to the Govt. of Assam, Irrigation Department.


Additional Chief Engineer (Mechanical)
Irrigation Department, Assam
Chandmari, Guwahati-3

o/c



GOVERNMENT OF ASSAM
IRRIGATION DEPARTMENT, WORKS BRANCH
BLOCK-B, 2nd FLOOR, JANATA BHAWAN
DISPUR :: GUWAHATI-6

Minutes of Meeting

To sort out the modalities of registration/renewal of contractors a Departmental Committee was constituted vide IGN (W) 173/2021/1 Dated 12th Nov'2021 with the following members

- | | |
|---|---------------------------|
| 1) Secretary to the Govt. of Assam Irrigation Department | as Chairmen |
| 2) Chief Engineer, Irrigation Department, Govt. of Assam | as Member Secretary |
| 3) Additional Chief Engineer (Mechanical) Irrigation Department | as Member (Nodal Officer) |
| 4) Deputy Secretary (W), Irrigation Department | as Member |
| 5) Deputy Secretary Budget, Irrigation Department | as Member |
| 6) Financial Adviser, Irrigation Department | as Member |
| 7) Under Secretary (W), Irrigation Department | as Member |

On 16th Nov'2021 under the Chairmanship of Secretary, Irrigation in presence of the above mentioned members a meeting was held to discuss the modalities of on-line Fresh Registration/Up-gradation of Registration/Renewal of Registration of Contractors [Class-III, Class-II, Class-I(A), I(B) & I(C)] under Irrigation Deptt, Assam.

The Committee after threadbare discussion reviewed the proposal submitted by the Chief Engineer, Irrigation under the framework of new Assam Public Procurement Act'2017 and Assam Public Procurement Rules'2020 to make the Contractors registration system more specific in the interest of the projects and to maintain registered contractors' panel centrally from a single platform to make the system more user friendly and to maintain transparency in the whole process. Accordingly some earlier eligibility criteria of offline registration have been modified in the draft proposal of online registration submitted by Chief Engineer, Irrigation. The Committee's recommendations on the draft proposal submitted by the Chief Engineer Office are as follows:

- 1) The clause relating to police verification report/valid passport may be removed.
- 2) The work orders and work done/work completion certificate as prime contractors should be one year instead of three years as proposed and value/amount in Rupee will be same.
- 3) The registration of contractors which is already in the Department in off line mode will be in force as he/she may be presently executing some works in the department. So he/she will renew his registration in new online process after expiry of his/her offline registration. Henceforth all prospective bidders will have to enroll in the online registration process.
- 4) A Contractors Registration Cell in the office of Chief Engineer may be created headed by a nodal officer not below the rank of Superintending Engineer for maintenance and functioning of the registration process.
- 5) In respect of work completion certificate, the work done in different terrain of Assam may be given due consideration in new online registration process.

The proposed new registration process may be incorporated in INO Portal after all modalities of new registration process are framed up.

The following documents are to be up-loaded by Contractors depending upon the category of registration:

A. For Fresh Registration :

1. PAN Card.
2. GST Registration Certificate.
3. Up-to date Labour license (for Construction works)
4. Up-to date Bank solvency certificate.
5. Attach photograph.
6. Caste Certificate (if applicable).
7. Work orders and work done/work completion certificates as prime contractor in other Govt. Deptt./Govt. undertaking/Board/ Committee/Govt. Corporation/Central Public enterprise under Govt. of India reflecting nature of work demonstrating experience for last one years.
8. In case of Partnership Firm :
 - (a) Firm Registration Certificate.
 - (b) Partnership Deed.
 - (c) Power of Attorney.
9. In case of Company :
 - (a) Certificate of Incorporation.
 - (b) Memorandum of Association & Article of Association.
 - (c) Power of Attorney.
10. Declaration with pass certificate of key personnel :
 - (i) For Class-I (C) :- One Diploma Engineer and one Graduate Engineer
 - (ii) For Class-I (B) :- Two Diploma Engineer & one Graduate Engineer
 - (iii) For Class -I (A) :- Two Diploma Engineer & Two Graduate Engineer

[50% key personnel should be from Mechanical & Electrical Engineering, where at least 1 graduate engineer should be from Civil Engineering]

12. Machineries :- (either owned or lease/hire) :

- (i) For Class-II :- (i) Truck/ Tractor (ii) Concrete vibrator (iii) Pump Set (iv) Concrete Mixture Machine (v) Welding Generator/ Transformer (vi) Machine Tools & Plants (vii) Electrical Tools & Kit
- (ii) For Class-I (C) : (i) Truck/ Tractor (ii) Concrete vibrator (iii) Pump Set (iv) Concrete Mixture Machine (v) Welding Generator/ Transformer (vi) Machine Tools & Plants (vii) Electrical Tools & Kit (viii) Dumper
- (iii) For Class-I (B) : (i) Truck/ Tractor (ii) Concrete vibrator (iii) Pump Set (iv) Concrete Mixture Machine (v) Welding Generator/ Transformer (vi) Machine Tools & Plants (vii) Electrical Tools & Kit (viii) Dumper (ix) Rig Machine/ Air Compressor (x) Concrete cube testing machine, (xi) Machineries for well sinking for foundations, (xii) Steel shuttering, (xiii) Steel staging.
- (iv) For Class-I (A) : (i) Truck/ Tractor (ii) Concrete vibrator (iii) Pump Set (iv) Concrete Mixture Machine (v) Welding Generator/ Transformer (vi) Machine Tools & Plants (vii) Electrical Tools & Kit (viii) Dumper (ix) Rig Machine/ Air Compressor (x) Concrete cube testing machine, (xi) Machineries for well sinking for foundations, (xii) Tripper, (xiii) Steel staging.

3). For Renewal of Registration:

1. Previous Registration Certificate.
2. GST Registration Certificate.
3. Up-to date labour license (for Construction works).
4. Up-to date Bank solvency certificate.
5. Attach photograph.
6. In case of Partnership Firm:
 - (a) Firm Registration Certificate.
 - (b) Partnership Deed.
 - (c) Power of Attorney.
7. In case of Company :
 - (a) Certificate of Incorporation.
 - (b) Memorandum of Association & Article of Association.
 - (c) Power of Attorney

C. For Up-gradation of Registration :

1. Previous Registration Certificate.
2. GST Registration Certificate.
3. Up-to date labour license (for Construction works).
4. Up-to date Bank solvency certificate.
5. In case of Partnership Firm :
 - (a) Firm Registration Certificate.
 - (b) Partnership Deed.
 - (c) Power of Attorney.
6. In case of Company :
 - (a) Certificate of Incorporation.
 - (b) Memorandum of Association & Article of Association.
 - (c) Power of Attorney.
7. Work orders and work done/work completion certificates as prime contractor for last one year demonstrating experience of works of value :-
 - (i) Rs. 25.00 L (Twenty Five Lakhs) for up-gradation from Class-III to Class-II.
 - (ii) Rs. 50.00 L (Fifty Lakhs) for up-gradation from Class-II to Class-I (C)
 - (iii) Rs. 100.00 L (One Crore) for up-gradation from Class-I (C) to Class-I (B)
 - (iv) Rs. 200.00 (Two Crore) for up-gradation from Class-I (B) to Class-I (A)

Security Money Deposit for Contractors in Irrigation :

- Class-III = Rs. 7,500.00
Class-II = Rs. 15,000.00
Class-I (C) = Rs. 25,000/-
Class-I (B) = Rs. 50,000/-
Class-I (A) = Rs.1,00,000/-

[Only unemployed Engineer would get relaxation of 50% on Security Deposit]

8. Declaration with pass certificate of key personnel :

- (i) For up-gradation from Class-II to Class-I (C) :- One Diploma Engineer and one Graduate Engineer
- (ii) For up-gradation for Class-I (C) to Class-I (B) :- Two Diploma Engineer & one Graduate Engineer
- (iii) For up-gradation from Class-I (B) to Class-I (A):-Two Diploma Engineer & Two Graduate Engineer

9. Machineries :- (either owned or lease/hire) :

(i) For up-gradation from Class-III to Class-II :-

- (i) Truck/ Tractor (ii) Concrete vibrator (iii) Pump Set (iv) Concrete Mixture Machine (v) Welding Generator/ Transformer (vi) Machine Tools & Plants (vii) Electrical Tools & Kit

(ii) For up-gradation from Class-II to Class-I (C) :

- (i) Truck/ Tractor (ii) Concrete vibrator (iii) Pump Set (iv) Concrete Mixture Machine (v) Welding Generator/ Transformer (vi) Machine Tools & Plants (vii) Electrical Tools & Kit (viii) Dumper

(iii) For up-gradation from Class-I (C) to Class-I (B) :

- (i) Truck/ Tractor (ii) Concrete vibrator (iii) Pump Set (iv) Concrete Mixture Machine (v) Welding Generator/ Transformer (vi) Machine Tools & Plants (vii) Electrical Tools & Kit (viii) Dumper (ix) Rig Machine/ Air Compressor (x) Concrete cube testing machine, (xi) Machineries for well sinking for foundations, (xii) Steel shuttering, (xiii) Steel staging.

(iv) For up-gradation from Class-I (B) to Class-I (A) :

- (i) Truck/ Tractor (ii) Concrete vibrator (iii) Pump Set (iv) Concrete Mixture Machine (v) Welding Generator/ Transformer (vi) Machine Tools & Plants (vii) Electrical Tools & Kit (viii) Dumper (ix) Rig Machine (x) Air Compressor (xi) Concrete cube testing machine, (xii) Machineries for well sinking for foundations, (xiii) Steel shuttering, (xiv) Tripper, (xv) Steel staging.

D. For Fresh Registration under Class-II category for Un-employed Diploma Engineer :

1. PAN Card.
2. GST Registration Certificate.
3. Up-to date Labour license (for Construction works)
4. Up-to date Bank solvency certificate.
5. Photograph.

6. Qualification Certificate (pass certificate from AICTE's Approved Institution) and one Court Affidavit for un-employment along with Employment Exchange Registration Certificate

7. Machineries :- (either owned or lease/hire) : (i) Truck/ Tractor (ii) Concrete vibrator (iii) Pump Set (iv) Concrete Mixture Machine (v) Welding Generator/ Transformer (vi) Machine Tools & Plants (vii) Electrical Tools & Kit

E. For Fresh Registration under Class-I (C) category for Un-employed Graduate Engineer :

1. PAN Card.
2. GST Registration Certificate.
3. Up-to date Labour license (for Construction works)
4. Up-to date Bank solvency certificate.
5. Photograph.

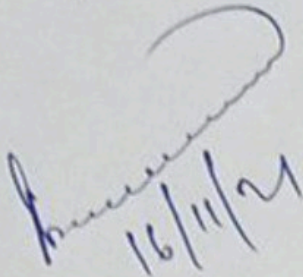
6. Qualification Certificate (pass certificate from AICTE's Approved Institution) and one Court Affidavit for un-employment along with Employment Exchange Registration Certificate.

7. Declaration with pass certificate of key personnel : Un-employed Graduate Engineer other than BE/B.Tech (Civil) will have to upload declaration from one diploma Engineer (Civil) and one Graduate Engineer (Civil) as key personnel with pass certificate of key personnel.

8. Machineries :- (either owned or lease/hire) : (i) Truck/ Tractor (ii) Concrete vibrator (iii) Pump Set (iv) Concrete Mixture Machine (v) Welding Generator/ Transformer (vi) Machine Tools & Plants (vii) Electrical Tools & Kit (viii) Dumper

F. (i) For Fresh Registration, up-gradation of Registration and Renewal of Registration :
All required documents shall be colour scanned in original and then uploaded in specified attachment tab Registration/Renewal approval form.

(ii) Original documents are to be produced at registration cell within 15 days from the date of online application for physical verification. They are to furnish photocopy of uploaded documents (self-attached) to the registration cell

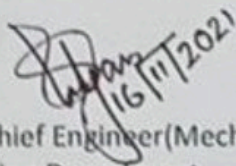


16/11/21

Secretary to the Govt. Of Assam
Irrigation Department
Dispur, Guwahati-06
cum Chairman

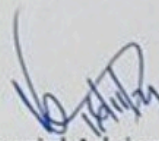


Chief Engineer
Irrigation Department
Chandmari, Guwahati-03
cum Member Secretary

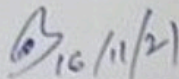


16/11/2021

Additional Chief Engineer (Mechanical)
Irrigation Department
Chandmari, Guwahati-03
cum Member (Nodal Officer)

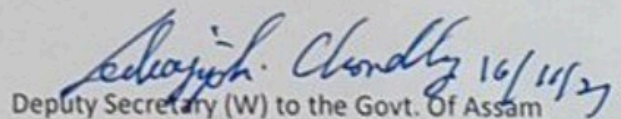


Financial Adviser
Irrigation Department
Dispur, Guwahati-06
cum Member



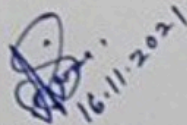
16/11/21

Deputy Secretary (Budget) to the Govt. Of Assam
Irrigation Department
Dispur, Guwahati-06
cum Member



16/11/21

Deputy Secretary (W) to the Govt. Of Assam
Irrigation Department
Dispur, Guwahati-06
cum Member



16.11.2021

Under Secretary (W) to the Govt. Of Assam
Irrigation Department
Dispur, Guwahati-06
cum Member