

**GOVERNMENT OF ASSAM
DIRECTORATE OF AGRICULTURE**

NOTICE

Application in prescribed form are hereby invited affixing non-refundable court fee. Stamp of Rs. 8.25 (Rupees Eight & twenty five paise) only for New/Renewal/up gradation registration of contractors for Class – I & II only for the year 2021-24 under Agriculture Department, Assam. Processing fee Rs.200/ for Class-I & Rs.100/ for Class-II/New/upgradation only by Treasury Challan payable to the Revenue Head of Account “0401-800 other deposit” in any treasury of the state of Assam. Application form will be received by the undersigned upto 5 P.M on 15 / 11 /2021. No application will be entertained beyond this date.

TERMS AND CONDITIONS

1. The application form for the new registration/renewal/up gradation of contractor will be issued from office of the Directorate of Agriculture (Engg. Section) only.
2. If a contractor is selected for new registration/up-gradation following non interesable amount of registration fee should be deposited in the form of fixed deposit, NSC etc. Pledged in favour of Chief Engineer, (Agriculture) Assam, Khanapara, Ghy-22 before registering his/her name in appropriate category.

Category	Refundable registration fee (Rs.)	Non-refundable Processing fee (Rs.)	Value of Entitled to submit tender
For Class – I	20,000/-	As stated above	Unlimited (subject to capabilities)
For Class – II	10,000/-		Upto 50.00 Lakhs

3. The above amount of registration fee will be reduced to 50% in case of SC/ST/ Other Backward class and Degree & Diploma holder in engineering profession.
4. The registration fee can be forfeited in case of bad conduct, bad workmanship and cancellation of registration & black listed or any outstanding demand of Govt. etc.
5. In the event of the application being submitted by a firm, it should enclosed a certified copy of its constitution and certified copy of Power of Attorney authorizing a person of the of the farm (court affidavit) to operate any contract if allotted.
6. The following documents should be submitted by the applicant.
 - a. Attested copy of PAN card & GST/VAT Registration fees/GRN No. from the proper authority.
 - b. List of Tools & Plants (Affidavit should be submitted) such as truck, concrete mixture machine, vibrator machine, water pump, generator, piling equipments, concrete cube test machine mason tools and carpenter tools etc.
 - c. Bank A/C and furnish certificate regarding financial position and capability from Bank.
 - d. Character certificate from three Gazetted Officers.
 - e. Labour license certificated (Upto date)
 - f. Work experience certificate for Class-I Rs. 50.00 Lakhs or more in single work for civil constructional work and for Class-II Rs. 25.00 Lakhs or more in single work for civil constructional work for up-gradation and new registration. The experience certificate must be issued by Govt. department not below the rank of Executive Engineer. Timely completion of work (From previous record) will be considered as qualification for up-gradation / renewal and new registration. (Work completion certificate as per enclosed Performa Annexure-I and related work order also must be furnished along with).
 - g. Technical and other staff position for class- I & II Contractor (At least one Degree Engineer and one Diploma Engineer for Class –I and for Class- II One Degree Engineer or Diploma Engineer) certificate should be enclosed with declaration.
 - h. Previous Registration certificate.
 - i. Coloured Pass Port photographs 2 (two) copies to be paste on the form.
 - j. Qualification certificate.

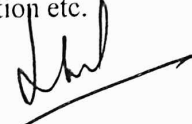
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- k. Police verification report of the contractor/proprietor of the firm from the local Police station.
- l. Age proof certificate (his/her age should not be less than 18 years and Home and Present address proof documents).
- m. Upto date Anti-termite license to be submitted or agreement with such license holder firms/contractors to be submitted.
- n. Upto date Electrical license to be submitted or agreement with such license holder firms/contractors to be submitted.
- o. MV tax clearance must be submitted.
- p. Annual turnover from CA to proof the capability and financial position, for class-I minimum Rs.1.00 crore and for class-II Rs.50.00 Lakhs
- q. Furnishing any wrong or misleading information or incomplete application will be automatically rejected.

7. Chief Engineer, Agriculture will be the final authority for registration of contractor. (New registration/renewal/up-gradation) under Class-I & II category contractor.

8. The undersigned reserves the right to reject or accept any or all application for registration without assigning any reason thereof.

9. The Departmental Registered Contractor whose Registration and /or work order was cancelled due to any reason, blacklisted / penalised need not apply for renewal/upgradation etc.



Chief Engineer, Agriculture
Assam, Khanapara, Guwahati-22

Dated... 21/09/2025... (as DOA)

Memo No.: Agri/Engg/4458/Regd./2016-17/77

Copy to:-

1. The Director of Agriculture, Assam, Khanapara, Guwahati-22 for favour of information.
2. The Director of Horticulture & FP, Assam, Khanapara, Guwahati-22 for favour of information.
3. The Assistant Director of Agriculture (Information) Directorate of Agriculture, Assam, Khanapara, Guwahati-22. He is requested to arrange to publish the notice in two local Popular news paper on or before.....2021 in one issue only.
4. The Superintending Engineer (Agri) Bongaigaon, for information & necessary action.
5. The Executive Engineer (Agri) All / Asstt. Executive Engineer (Agri)..... for information and necessary action. He is requested to wide circulation of the notice to all officers of Agriculture Department of the District.
6. Notice Board.
7. News Papers.
8. Web site.


Chief Engineer, Agriculture
Assam, Khanapara, Guwahati-22

Form of Application for Renewal / Up-Gradation of Contractor Registration under Agriculture Department, Assam

- 1 Name of Applicant (in block letter) :
- 2 Fathers Name (In case of individual & In case of Firm deeds and certified copy of power of attorney) :
- 3 Date of birth :
- 4 Home Address Vill- :
- (Documents of proof to be submitted) P. O.- :
- P. S.- :
- Dist.- :
- Pin :
- Mob. No. :
- 5 Place of Birth :
- 6 Present Address Vill- :
- (Documents of proof to be submitted) P. O.- :
- P. S.- :
- Dist.- :
- Pin :
- Mob. No. :
- E-mail ID. :
- 7 i) Community' :
- ii) Caste (Certificate to be submitted) :
- 8 Nationality :
- 9 Bankers Name with A/C No. Along with IFSC code(Xerox copy of pass book to submit) :
- 10 Class for which renewal/up-gradation registration is sought for in case of upgradation previous Registration No. In Agril. Deptt. :
- 11 Details of past works carried out with (work order & completion certificate of Engineer not below E.E. to furnish) :
- 12 Date from which working :
- 13 Details of contractors organization and Tools & Plant available at the disposal of Contractor. (Affidavit) :
- 14 PAN Card No :
- 15 GST No. :
- 16 Labour Licence :
- 17 Educational Qualification :
- 18 Earlier Registration Certificate No. :
- 19 a) Electrical Supervisory License :
- b) Anti termite license :
- 20 MV Tax clearance :
- 21 Financial soundness certificate from Bank :
- 22 Technical Staff with pay roll. :
- 23 Police verification report of the contractor (Not below the rank of DSP) :

I Shri..... do hereby agree to accept the decision of the department regarding cancellation of my petition for Renewal/Upgradation of registration as a contractor of Agriculture department if any false information or fraud documents furnished by me detected along with this application.

N.B. Xerox copy of all mentioned documents must be furnished.

Signature of applicant

CHECK LIST for Renewal

1. Caste Certificate
2. Address proof with E-mail ID.
3. Educational Qualification certificate.
4. (a) Bankers Name, A/c No along with IFSC code
(b) Financial soundness certificate from bank
5. Court Fee of Rs. 8.25/-
6. PAN Card. (Xerox copy)
7. GST certificate.
8. Up-to Date Labour Licence.
9. Tools & Plant under possession.
10. Work done certificate with work order.
11. Up-to Date Electrical Supervisory Licence.
12. Up-to Date Anti-Termite Licence.
13. M.V. Tax clearance
14. Technical staff with pay roll.
15. Previous Registration License (Yellow card) for renewal only
16. 3 copies of Passport size photograph

Form of Application for New Registraton of Contractor under Agriculture Department, Assam

- 1 Name of Applicant (in block letter) :
- 2 Fathers Name (In case of individual & In case of Firm deeds and certified copy of power of attorney) :
- 3 Date of birth :
- 4 Home Address Vill- :
(Documents of proof to be submitted) P. O.- :
P. S.- :
Dist.- :
Pin :
Mob. No. :
- 5 Place of Birth :
- 6 Present Address Vill- :
(Documents of proof to be submitted) P. O.- :
P. S.- :
Dist.- :
Pin :
Mob. No. :
E-mail ID. :
- 7 i) Community :
- ii) Caste (Certificate to be submitted) :
- 8 Nationality :
- 9 Bankers Name with A/C No. Along with IFSC code(Xerox copy of pass book) :
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- 11 Details of past works carried out with (work order & completetion certificate of Engineer not below E.E. to furnish) :
- 12 Date from which working :
- 13 Details of contractors organization and Tools & Plant available at the disposal of Contractor. (Affidavit) :
- 14 PAN Card No :
- 15 GST certificate with No. :
- 16 Labour Licence :
- 17 Educational Qualification :
- 18 Earlier Registration Certificate No. in other Department :
- 19 a) Electrical Supervisory License :
- b) Anti termite license :
- 20 MV Tax clearance :
- 21 Financial soundness certificate from Bank :
- 22 Tech. Staff with pay roll. :
- 23 Police verification report of the contractor (Not below the rank of DSP) :

I Shri..... do hereby agree to accept the decesion of the department regarding cancellation of my petition for New regsitration as a contractor of Agriculture department if any false information or fraud documents furnished by me detected along with this appliaction.

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CHECK LIST for New Contractor

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2. Address proof with E-mail ID.
3. Educational Qualification certificate.
4. (a) Bankers Name, A/c No along with IFSC code
(b) Financial soundness certificate from bank
5. Court Fee of Rs. 8.25/-
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7. GST certificate.
8. Up-to Date Labour Licence.
9. Tools & Plant under possession.
10. Work done certificate with work order.
11. Up-to Date Electrical Supervisory Licence.
12. Up-to Date Anti-Termite Licence.
13. M.V. Tax clearance
14. Technical staff with pay roll.
15. 3 copies of Passport size photograph
16. Police verification report. (Not below the rank of DSP)

Annexurte-II
WORK COMPLETION CERTIFICATE

- 1 Name of work :
- 2 A.A. No. & Date :
- 3 Administrative Approval Amount :
- 4 (a) Tender No. :
- (b) Work value :
- (c) Work order No. :
- 5 Name of Contractor :
- 6 Date of Commencement :
- 7 Date of Completion :
- 8 Item of works with quantity :
- 9 Name and Signature of the Measuring Officer with designation :
- 10 (a) Upto date Bill value :
- (b) Payment already made :
- (c) Present Bill value :

Certified that the work has been physically verified by me and found 100% completed by the Contractor in all respect as per specification, drawing & Tender Agreement.

Executive Engineer.....
..... Division