

**GOVERNMENT OF ASSAM
OFFICE OF THE CHIEF ENGINEER: PWD (ROADS),
ASSAM, CHANDMARI GUWAHATI-3**

File No : CE/ADT(II)/164/2014/Pt/62,

Dated, Guwahati, the 9th April 2025

OFFICE ORDER

In pursuance of Govt. letter eCf No.311153 dated 08-08-2023 and Govt. ECF No. 454744/1, dated 12.07.2024 and after careful consideration, it has been decided to introduce new procedure of Registration of Contractor and also Renewal/Upgradation of already registered Contractor under Public Works Roads Department modifying some criteria of earlier circular circulated vide this office order No.CE/ADT(II)/164/2014/Pt/34 dt. 08/04/2022 in the new system as follows:

1. Registration of Contractor From Class-III up to Class-I(A) will be completed through an 'on-line' process (<https://www.apwd.in>).
2. Registration of Contractor under Class-III Category will be carried out by the Divisional Engineers of the Department i.e. Executive Engineers.
3. Registration of Contractor under Class-II Category will be carried out by the Superintending Engineers of all Circle offices of the Department.
4. Every year Registration/Renewal of Registration procedure will be started as per Circular issued by the concerned authority in due course.
5. Registration of Contractors under various categories shall remain valid for a period of 3 (three) years. During this period, Contractor registered in lower class may get themselves registered/upgraded in upper class by depositing additional Fee as per prevailing rates of Upgrade class with required documents fulfilling all criteria, if they so desired. For that purpose necessary Notice will be issued by the concerned authority in due course specifying the date of starting and ending of the process of registration. On-line standard application with all required information shall be uploaded in www.apwd.in. All required documents shall also be scanned in original and attached along with application in proper Tab.
6. Requirement of documents for Registration for particular Class :

A). 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.

B. For Up-gradation of Registration :

1. Pan Card
2. Police Verification / Valid passport

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

9. *Work orders and work done/ work completion certificates as prime Contractor for last five years demonstrating experience of works of value:-*

- i) Rs.25.00L(twenty five lakhs) for up-gradation from Class-III to Class-II.
 - ii) Rs.50.00L(fifty lakhs) for up-gradation from Class-II to I(C).
 - iii) Rs.100.00L(One Crore) for up-gradation from Class-I(C) to I(B).
 - iv) Rs.200.00L(two Crore) for up-gradation from Class-I(B) to I(A).
- (At least one single work of value above 100.00L)

10. Declaration with pass certificate of key personnel :

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

11. Machineries : (either owned or lease/hire) :

- (i). For up-gradation from Class-III to Class-II:-
 - (i)Truck, (ii)Concrete Vibrator, (iii)Pump Set, (iv) Concrete Mixture Machine (v)Road Roller : 8 to 10 tone capacity
- (ii). For up-gradation from Class-II to Class-I(C) :
 - (i)Truck, (ii)Concrete Vibrator, (iii)Pump Set, (iv) Concrete Mixture Machine, (v)Road Roller : 8 to 10 tone capacity, (vi)Generator Set.
- (iii). For up-gradation from Class-I(C) to Class-I(B) :
 - (i)Truck, (ii)Concrete Vibrator, (iii)Pump Set, (iv)Concrete Mixture Machine, (v)Road Roller : 8 to 10 tone capacity, (vi)Generator Set , (vii)Stone crusher machine, (viii)Concrete cube testing machine, (ix)Machineries for well sinking for foundations, (x)Steel shuttering,(xi) Tripper, (Xii) Steel staging.
- (iv). For up-gradation from Class-I(B) to Class-I(A):
 - (i)Truck, (ii)Concrete Vibrator, (iii)Pump Set, (iv)Concrete Mixture Machine, (v)Road Roller : 8 to 10 tone capacity, (vi)Generator Set , (vii)Stone crusher machine, (viii)Concrete cube testing machine, (ix)Machineries for well sinking for foundations, (x)Steel shuttering,(xi) Tripper (xii) Pile driving machine, (xiii)Excavator cum loader, (xiv)Hot mix plant, (xv)Spot mix plant,(xvi) Steel staging .

C. 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. Police Verification report/Valid Passport.
7. Cast Certificate (if applicable)
8. *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 five years.*
9. **In case of Partnership Firm :**
 - (a). Firm Registration Certificate.
 - (b). Partnership Deed.
 - (c). Power of Attorney
10. **In case of Company :**
 - (a). Certificate of Incorporation.
 - (b). Memorandum of Association & Article of Association.
 - (c). Power of Attorney

11. Declaration with pass certificate of key personnel :

- (i) For Class--I(C) – One Diploma Engineer(Civil) and one Graduate Engineer (Civil).
- (ii) For Class-- I(B) – Two Diploma Engineer(Civil) & one Graduate Engineer (Civil).
- (iii) For Class--I(A) – Two Diploma Engineer(Civil) & two Graduate Engineer(Civil).

12. Machineries : (owned and lease/hire) :

- (i). For Class-II :-(i)Truck, (ii)Concrete Vibrator, (iii)Pump Set, (iv) Concrete Mixture Machine (v) Road Roller : 8 to 10 tone capacity.
- (ii). For Class-I(C) :
 - (i)Truck, (ii)Concrete Vibrator, (iii)Pump Set, (iv) Concrete Mixture Machine, (v)Road Roller : 8 to 10 tone capacity, (vi)Generator Set.
- (iii). For Class-I(B) :
 - (i)Truck, (ii)Concrete Vibrator, (iii)Pump Set, (iv)Concrete Mixture Machine, (v)Road Roller : 8 to 10 tone capacity, (vi)Generator Set , (vii)Stone crusher machine, (viii)Concrete cube testing machine, (ix)Machineries for well sinking for foundations, (x)Steel shuttering,(xi) Tipper truck, (xii)Steel Staggering.
- (iv). For Class-I(A) :
 - (i)Truck, (ii)Concrete Vibrator, (iii)Pump Set, (iv)Concrete Mixture Machine, (v)Road Roller : 8 to 10 tone capacity, (vi)Generator Set , (vii)Stone crusher machine, (viii)Concrete cube testing machine, (ix)Machineries for well sinking for foundations, (x)Steel shuttering,(xi) Tripper (xii) Pile driving machine, (xiii)Excavator cum loader, (xiv)Hot mix plant, (xv)Spot mix plant, (xvi) Steel Staggering.

(D)For unemployed graduate Engineers intending to register as Contractor with the department :

- i) Registration will be allowed to graduate engineers in the class IB category directly with limit of tendered value up to Rs.5.00 Crore.
- ii) Rebate of 50% will be allowed for graduate engineers on registration fees which are Rs.1.00 Lakh for Class IC and Rs.2.00 Lakh for class IB.
- iii) The above relaxations will not be allowed after the contractor gets benefit for one or more works with cumulative value of Rs.5.00 Cr. Within 3 years from the date of issue of this

notification. If he/she does not get the above mentioned benefit within 3 years from the issue of this notification, he/she would be eligible for getting the said benefit for the next 3 years provided he/she continue the registration as class IB Contractor or class IC Contractor as the case may be.

iv) Documents required:

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. Police Verification report/Valid Passport.
7. Qualification Certificate and one Court Affidavit for un-employment.
8. 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.
9. Machineries under possession: (Owned/Leased/Hired):

(i)Truck

(ii)Concrete Vibrator,

(iii)Pump Set,

(iv)Concrete Mixture Machine,

(v)Road Roller : 8 to 10 tone capacity

(vi)Generator Set ,

(vii)Stone crusher machine

(viii)Concrete cube testing machine

(ix)Machineries for well sinking for foundations,

(x)Steel shuttering

(xi) Tipper Truck,

(xii)Steel staggging.

It is to be noted that the above relaxations will be applicable for engineers passed from Indian Institute of Technology(IIT), National Institute of Technology (NIT) and engineering colleges of Assam only.

E. 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. Police Verification report/Valid Passport.
7. Qualification Certificate (pass certificate from AICTE's Approved Institution and one Court Affidavit for un-employment.
8. Machineries : (either owned or lease/hire) ::
(i)Truck, (ii)Concrete Vibrator, (iii)Pump Set, (iv) Concrete Mixture Machine (v) Road Roller : 8 to 10 tone capacity.

F. (I)For fresh registration , up-gradation of registration and renewal of Registration:- All required documents should be colour scanned in original and then uploaded in specified attachment tab in Registration/Renewal approval form. Original documents are to be produced at Audit-II Branch within 15 days from the date of online application for physical verification. They are to furnish photocopy of uploaded documents (self attested)to the Audit -II Branch.

7. **Registration Fee:**
- For Class -III: Rs. 25,000.00
 - For Class - II: Rs. 50,000.00
 - For Class - I(C): Rs. 1,00,000.00
 - For Class - I(B): Rs. 2,00,000.00
 - For Class - I(A): Rs. 5,00,000.00

The Registration Fee shall be deposited by e-payment mode for each category through the departmental portal <https://apwd.assam.gov.in>

8. Enhancement of Financial limit of Contractors under P.W.D. in different Class/ Category issued vide Govt. No.DAR.132/2018/2, dt.20/07/2018.

Sl. No	Category of contractor	Limitation for submission of Tender
1	Class - III	Rs. 25 Lakhs
2	Class - II	Rs. 1.00Cr.
3	Class - IC)	Rs. 2.00Cr.
4	Class - I(B)	Rs. 5.00 Cr.
5	Class - 1(A)	No limit

Note:- All other terms, conditions, Rules etc. which are not included in this circular shall remain same as per earlier circular issued vide this office No.CE/ADT(II)/ 37/77/29, dtd. 22.06.1977.


(Sanjiv Shyam)

Chief Engineer(Roads),P.W.R.D
Assam,Chandmari,Guwahati-3.

Memo No : CE/ADT(II)/164/2014/Pt/62-A,
Copy to :-

Dated, Guwahati, the 9th April, 2025

- The Commissioner & Special Secretary to the Govt. of Assam, PWRD, Dispur, Guwahati-6 for favour of kind information.
- The Chief Engineer, P.W.D., Border Roads & NEC works /ARIASP & RIDF Assam, Chandmari, Guwahati - 3 for information.
- All Addl. Chief Engineers, PWD (Roads), Assam for information.
- The Addl. Chief Engineer, (P), of this office for information & necessary action.
- The Superintending Engineer, (P) of this office for information & necessary action.
- All Superintending Engineers, PWD (Roads), Assam for information & necessary action.
- All Executive Engineers, PWD (Roads), Assam for information & necessary action.
- All Technical Branches of this office for information.
- I.T., Nodal Officer of this office for information & necessary action.
- Notice Board.


(Sanjiv Shyam)

Chief Engineer(Roads),P.W.R.D
Assam,Chandmari,Guwahati-3.