

**P.T.LEE CHENGALVARAYA NAICKER TRUST,**  
**2-3, E.V.K SAMPATH SALAI, VEPERY, CHENNAI – 600 007.**

APPLICATION FORM FOR REGISTRATION OF CONTRACTORS/ARCHITECTS

APPLICATION NO.	
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FROM:-	TO:-  The Secretary, P.T.Lee CN Trust, 2-3, E.V.K Sampath Salai, Vepery, Chennai – 600 007.
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Sir,

I / We herewith submit my / our application for registering my / our name  
in your register of Contractors/Architects for executing works in P.T.Lee Chengalvaraya  
Naicker Trust.

**SIGNATURE OF THE APPLICANT**

**ENCL:**

- 1. D.D for Rs.1000/- towards registration fees**
- 2. Details of Firm's Certificates**
- 3. Details of Machinery, etc.**
- 4. List of works undertaken in the past.**

**A.GENERAL**

1.	Name of the applicant and address (State whether the registration sought for is for)	
a.	An Individual	
b.	Joint Stock Company	
c.	Un-divided Hindu Family	
d.	Partnership firm	
e.	Proprietor ship firm	
	(Please tick the appropriate column. If a firm, the name of the partners together with the details of financial & other business interest of the partners should be separately furnished. Attested copies of memorandum of Articles of association in the case of companies or Registered partnership deeds in the case of firm to be enclosed. If a joint stock company, names of the directors should be furnished)	
2.	Name of the Registered office of the individual or company and place of business.	
3.	Permanent address to which all communications should be sent	
4.	Does the individual or company do any business other than <u>Contractors/Architects</u> works?	
5.	Demand Draft No. and date towards registration fee.	
6.	Has the applicant or in the case of firm, any of the partners or in the case of company any of the Directors being removed from the list of <u>Contractors/Architects</u> or blacklisted anywhere it any time? If so, for what reasons? (here give full details)	
7.	Has the applicant registered himself as a <u>Contractors/Architects</u> with PWD/Highways or any other public department, local authorities or other Government undertakings? If so, full details such as proof of registration and its current validity should be furnished in the enclosed format.	
8.	Whether the applicant is a director or a partner of any firm already registered in the board?	

9.	Whether agreement for any work was rescind by the concerned Authority (during last 5 years) if so, reasons in details.	
10.	Whether any work was abandoned by the <u>Contractors/Architects</u> (during last 5 years)? If so, reasons in details.	

**B. TECHNICAL**

11.	The nature of work, the applicant proposes to undertake (whether civil works / pipe laying works for Water Supply / Sewerage and erection of pumping machinery, etc. Please tick the box preferred.	A.		B.		
		Civil and Pipe laying (Water & Sewerage works)		Machinery / Erection /Electrical works		
12.	Experience of the applicant in the lime (list of works executed with total value of work would be separately enclosed along with attested copies of testimonials such as work orders, performance certificates, etc., for each work)	1.				
		2.				
		3.				
		4.				
		5.				
		6.				
		7.				
		8.				
13.	List of technically qualified permanent employees together with their qualifications and experience (copy of the qualification certificate along with consent letter should be furnished separately in the case of temporary employment)	S.No	Name	Qualification	Experience	
14.	Does the applicant maintain an office for preparing designs, drawings, estimates, tender documents, bills, etc.?					
15.	Does the applicant own a workshop or structural fabrication work and if so furnish details thereof.					

16.	Particulars of construction and other machinery, tools & plant and transport vehicles owned by the applicant	S.No	Details	Nos.
		a.	Mixer Plant	
		b.	Dewatering equipment	
		c.	Sheet piles	
		d.	Mobiles Crane	
		e.	Derrick	
		f.	Vehicles	
		g.	Other items (furnish separately)	
17.	Does the applicant own a plumbing or electrical or any other license connected with his business? If so, give details			
18.	Whether the applicant has registered himself as a <b>Contractors/Architects</b> under any other name.			

**C.FINANCIAL]**

19.	Name or names of the banker(s) with whom the applicant maintains accounts	
20.	Name of the persons holding the power of attorney in the case of partnership firm	
21.	Paid up capital of the applicant	
22.	Bank deposits during the last one year (Certificates of the bank to be produced)	
23.	Value of property owned as on date (A certificate to be produced from the Revenue Department)	
24.	Name & Designation of the Officer of the Revenue Department (person) issuing the property certificate.	
25.	Whether the applicant has enclosed attested copy of the current income tax clearance certificate?	
26.	Whether the applicant has enclosed attested copy of sales tax registration/verification certificate?	
27.	Annual turnover of the applicant	
28.	Monetary limits of contracts up to which the applicant will be able to undertake works.	

29.	Are any relatives of the applicant, or in the case of a partnership or limited company, any relatives of the partners or Directors, employed in Trust board? If so, give details.	
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I / We declare that the particulars furnished are true to the best of my / our knowledge

SIGNATURE OF THE APPLICANT

Place:

Date:

(Seal of the company in the case of firm)

INSTRUCTION TO APPLICANTS

- (01) Complete particulars should be furnished against each item
- (02) Application received without registration fees and other document will not be considered
- (03) Incomplete application will not be considered
- (04) The applicants should enclose only attested copies of all the certificates and documentary evidences attested by Gazetted Officers. If un-attested copies are received, originals should be produced for verification
- (05) Solvency should be furnished for Rs.5,00,000/- . The solvency should be in the name of the applicant or any of the partner and should be obtained from the Revenue Department official not below the rank of Tahsildar and issued not earlier than one year from the date of application.

SIGNATURE OF THE APPLICANT

**Form for list of works done during the last three years.**

<b>SI No</b>	<b>Department/ Organisation</b>	<b>Name of the work.</b>	<b>Estimated Cost.</b>	<b>Agreement Amount (Rs. in lakhs)</b>	<b>Agreement No.</b>	<b>Scheduled date of Commencement as per agreement</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

<b>Actual date of commencement</b>	<b>Scheduled date of completion as per agreement</b>	<b>Actual date of completion</b>	<b>Whether the work is completed in item</b>	<b>Cause of delay, if any</b>	<b>Litigation , if any</b>	<b>Remarks/ Comments of Engineer-in Charge with signature.</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>

**Signature of the Contractors/Architects**