

**MUMBAI PORT TRUST**  
**CIVIL ENGINEERING DEPARTMENT**

REGISTRATION OF CONTRACTORS  
FOR CIVIL ENGINEERING WORKS  
(CYCLE 2019 to 2023)

**FORM OF APPLICATION**  
**(Valid for Offline/Physical submission Only)**

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**APPLICANT'S NAME:**

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Instructions to Applicants:

1. Please read carefully the "Rules for Registration of Contractors for Civil Engineering Works" before filling the "Form of Application".
2. All the information to be furnished shall be as on the date of submission of application.
3. All documents, statements annexures etc. should be serially numbered and pinned together. Photo copies of certificates will be accepted subject to showing the originals at the time of submission.
4. Submit the application in duplicate i.e. original plus Photo copy.
5. Show the completed form to the Office Supdt., (Accounts) for verifying that the application is complete, and thereafter present the form along with Demand Draft/Pay Order for Rs.23,600/- to Imprest Clerk and obtain receipt from him.
6. Information furnished in the form shall be typed or written legibly in ink.
7. If you want to correct, do not erase or over-write. Cancel the mistake and write correct information above it, with your initial, date of correction.
8. Do not leave blank space or mark dash against any query. Write 'Nil', if you think the query is not applicable to your case.
9. Add continuation sheets were necessary giving page numbers and cross reference.
10. Wherever there is \* mark, score out whatever is inapplicable.

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**NOTE: This Page is for office use only.**

Form No. \_\_\_\_\_ Issued on \_\_\_\_\_ Issued to \_\_\_\_\_  
Rs.2,100/-  
including GST towards cost of "Form of Application and Rules for Registration" received  
vide Receipt No. \_\_\_\_\_ dated \_\_\_\_\_  
Date : \_\_\_\_\_

**Imprest Clerk**

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The form has been completely filled and enclosures have been correctly and fully  
attached. Photo copies of certificates have been compared with the originals. Imprest  
Clerk to please accept the Scrutiny Fee of Rs.23,600/-.  
Date : \_\_\_\_\_

**Office Superintendent (Accounts)**

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Scrutiny Fee of Rs.23,600/- received vide Receipt No. \_\_\_\_\_ dated \_\_\_\_\_

**Imprest Clerk**

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Application form is accepted. Application is for Class \_\_\_\_\_  
Speciality \_\_\_\_\_ Form of given Sr. No. \_\_\_\_\_  
and forwarded to \_\_\_\_\_ for scrutiny.

Date : \_\_\_\_\_

**Office Superintendent (Accounts)**

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**To,**

**The Chief Engineer,  
Mumbai Port Trust  
Port Bhavan, 3rd floor,  
Shoorji Vallabhdas Marg,  
Mumbai – 400 001.**

Sir,

Having read the Amended Rules of Registration for Civil Engineering contractors, we hereby apply for registration in the following Class/es and Speciality/ies.

Class (Refer Rule No.1)	Speciality No. & Description (Refer Rule No.4)
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We furnish below information about ourselves:

- I (a) Name of the Firm :
- (b) Full Address :
- (c) Landline No. :  
Fax No. :  
Mobile No. :  
E-Mail :
- (d) Normal office timing :
- (e) Particulars of the signatory to the application
- Name :
- In the capacity : \*Proprietor/\*Partner/  
\*Power of Attorney Holder
- Address :
- Landline No. :  
Mobile No. :
- (f) Permanent Income Tax No. (PAN No.) of the firm :

(g) Goods & Service Tax (GST) No. :

(h) In case of Labour Co-op. Society :

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Name	Address
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President :  
Secretary :  
Treasurer :

Members of the Managing Committee:  
1.  
2.  
3.  
4.

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II (a) Status of firm :

- \* Public Ltd. Co./\*Pvt. Ltd. Co./ LLP
- \* Registered Partnership firm /Proprietary Firm/
- \* Labour Co-op. Society

(b) Networth of firm :

(c) Working Capital of firm :

(d) Overdraft facility :

(e) Extent of Turnover on civil engineering contract works during each of last three accounting years preceding:

Year	Turnover (Rs. In lakhs)
1. _____	_____
2. _____	_____
3. _____	_____

III Estimated cost of balance of works in hand (Rs. In lakhs) : \_\_\_\_\_

IV Number of works completed by the firm during each of the last seven accounting years:

Year	No. of works completed			
	For MbPT	For other Public Sector Body	For Private Party	Total
1				
2				
3				

V. Particulars of qualified professionals managing the firm (other than employees):

Name	Age	Qualification	Years of experience in Civil Engg. Works	Position in management Owner/Partner/ Director

VI. Details of the Banker

Name of the Bank : \_\_\_\_\_

Address of Bank : \_\_\_\_\_

Type of account (Savings/Current) : \_\_\_\_\_

Account No. : \_\_\_\_\_

9 Digit MICR Code No. of the Bank : \_\_\_\_\_

(Attach Photocopy of Blank Bank Cheque)

VII. Whether the firm is willing to be considered for registration in : **\*Yes / \* No**

a Class lower than applied for :

VIII. Preferred mode of lodgment of Earnest Money Deposit :

- With each tender/
- Permanent Earnest Money Deposit.

IX. Whether applicant was/is registered with MbPT/other public bodies :

Organisation & Deptt.	Class of Registration	Speciality of Registration	Eligibility to tender for works costing upto (Rs. Lakhs)	Period for which registered
MbPT				
<u>Other Public Bodies:</u>				
1				
2				
3				
4				

X. Whether the firm or a firm in which I was/am one of the Director/Partner has been black listed at any time by any public body ? : **\*Yes / \* No**

XI. Whether the firm has any pending disputes or court case concerning a contract with any public body ? : **\*Yes / \* No**

XII. Whether the firm has invoked arbitration clause of the contract for settlement of disputes during last 5 years ? : **\*Yes / \* No**

XIII. Whether the firm has been given any certificates of commendation for exceptionally good/speedy performance by any Employer? : **\*Yes / \* No**

XIV. Whether any case has been filed by Labour/ Labour law enforcement authority against the firm ? : **\*Yes / \* No**

XV. Details of my/our sister concerns/firms having common proprietor/common Partner(s)/Common Director(s).

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**DECLARATION**

1. I/We certify that I/We have not and will not seek registration in the department in the name of another firm in which I/We are proprietor/Common Partner(s)/Common Director(s).
2. I/We have noted that the MbPT is at liberty at its discretion to :
  - (a) register the firm in lower class.
  - (b) refuse to register the firm and the MbPT is not bound to give any reason for the particular decision.
3. I/We have enclosed the scrutiny fee of Rs.10,000/- by way of \* Demand Draft No. \_\_\_\_\_ / \* Pay Order No. \_\_\_\_\_ / \* \_\_\_\_\_.
4. I/We enclosed photo copies of the following documents :  
(Please tick documents applicable and give page number) :

Document No.	Description	Applicable to	Attached at page No.
1	Power of Attorney of signatory to application	All except sole proprietor	
2	Articles of Association	Public Ltd./ Pvt. Ltd. Company	
3	Deed of Partnership	Partnership Firms	
4	Agreement (if any) between family members	HUF	
5	Certificate of Registration with Registrar of Firms/Co./MSME	Pvt. Ltd./Public Ltd. Co.	
6	Documents pertaining to Labour Co-op. Societies	Labour Co-op. Society	
	(a) Certificate of registration issued by registrar of Labour Co-op. Societies		
	(b) List of members with their details		
	(c) Copies of photo IDs of the members		
	(d) Copies of Bank A/cs. of the members		
	(e) Copy of accident insurance policy		

<b>Document No.</b>	<b>Description</b>	<b>Applicable to</b>	<b>Attached at page No.</b>
	(f) Undertaking by the society		
	(g) Certificate regarding its capacity and financial resources from registrar of Labour Co-op. Societies		
	(h) Settlement of professional capacity from govt./public body		
<b>Document No.</b>	<b>Description</b>	<b>Applicable to</b>	<b>Attached at page No.</b>
7	Annual Report with Balance Sheet, Profit & Loss statement of last 3 yrs	All	
8	Chartered Accountant's certificate concerning Networth/Working Capital of the firm	All	
9	Solvency certificate issued by the Competent Officer of Govt. of Scheduled Bank	All	
10	Letter from Bank/s concerning overdraft facilities	All	
11	Certificate from Bank/s in which the firm has business account	All	
12	Certificate of Registration with Public Bodies	All	
13	Certificates given by Public Body for exceptionally good performance	All	
14	Income Tax clearance Certificate	All	
15	Copy of Challan under which payment last made under Maharashtra Sales Tax / VAT on Works Contract Act	All	
16	Turnover on Civil Engineering Contracts during each of last 3 years (as per Proforma A)	All	
17	Estimated cost of balance of works in hand and certificates attached (as per Proforma B)	All	
18	Statement of works completed during last 7 years for MbPT and parties other than MbPT and certificates attached therefor (as per Proforma-C)	All	
19	List of major general tools, plant, machinery etc. owned by the firm (as per Proforma D)	All	



<b>Document No.</b>	<b>Description</b>	<b>Applicable to</b>	<b>Attached at page No.</b>
20	Particulars of asphaltic plant, equipment owned by the firm (Proforma E)	Firm seeking registration in Speciality of Asphaltic Paving under Class A	
21	Undertaking from asphaltic plant owner to supply premixed asphaltic materials	Firms seeking regn in Speciality of Asphaltic Paving under Class B,C & D only	
<b>Document No.</b>	<b>Description</b>	<b>Applicable to</b>	<b>Attached at page No.</b>
22	Particulars of RMC plant, equipment owned by firm (proforma F)	Firms seeking registration in speciality of concrete paving & under class A only	
23	Undertaking from RMC plant owner to supply RMC	Firms seeking registration in speciality of concrete paving & under class B, C & D only and other specility under class A, B, C & D only	
24	Stand by arrangement for hire of following equipment at short notice		
	(a) Milling machine	Firms seeking Registration under Specialty – I	
	(b) Concrete mining machine	Firms seeking Registration under Specialty-II,III,IV&V	
	(c) Lorries	Firms seeking Registration under Specialty – VI	
	(d) Hydraulic / pneumatic jacks, crow bars and selected equipment.	Firms seeking Registration under Specialty – VII	
25	Technical qualification and experience of the leading employees of the firm (as per Proforma G)	All	
26	Balance Sheet for last three years	All	

NOTE: Firms answering "Yes" to queries at Sr. Nos. X, XI, XII, XIII & XIV should attach copies of relevant documents.

Dated : \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Name of Signatory)

In the capacity of \_\_\_\_\_

**TURNOVER OF CIVIL ENGINEERING CONTRACT  
WORKS DURING EACH OF LAST 3 ACCOUNTING YEARS**

1. Use a separate sheet for each separate accounting year.
2. The total of this statement must agree with the figures mentioned against Item No.II (e) of the form.

Statement for the year: \_\_\_\_\_

Sr. No.	Tender No. & Name of the work	Employer's Name	Status of work during the year * in progress/ *completed	Amount received during the year (Rs. in Lakhs)
1	2	3	4	5
			<b>Total</b>	

Certified that the above information is true and correct.

\_\_\_\_\_  
Name & Signature of  
Chartered Accountant

\_\_\_\_\_  
Name & Signature of Applicant

Date : \_\_\_\_\_

**TURNOVER OF CIVIL ENGINEERING CONTRACT  
WORKS DURING EACH OF LAST 3 ACCOUNTING YEARS**

1. Use a separate sheet for each separate accounting year.
2. The total of this statement must agree with the figures mentioned against Item No.II (e) of the form.

Statement for the year: \_\_\_\_\_

Sr. No.	Tender No. & Name of the work	Employer's Name	Status of work during the year * in progress/ *completed	Amount received during the year (Rs. in Lakhs)
1	2	3	4	5
			<b>Total</b>	

Certified that the above information is true and correct.

\_\_\_\_\_  
Name & Signature of  
Chartered Accountant

\_\_\_\_\_  
Name & Signature of Applicant

Date : \_\_\_\_\_

**TURNOVER OF CIVIL ENGINEERING CONTRACT  
WORKS DURING EACH OF LAST 3 ACCOUNTING YEARS**

1. Use a separate sheet for each separate accounting year.
2. The total of this statement must agree with the figures mentioned against Item No.II (e) of the form.

Statement for the year : \_\_\_\_\_

Sr. No.	Tender No. & Name of the work	Employer's Name	Status of work during the year * in progress/ *completed	Amount received during the year (Rs. in Lakhs)
1	2	3	4	5
			<b>Total</b>	

Certified that the above information is true and correct.

\_\_\_\_\_  
Name & Signature of  
Chartered Accountant

\_\_\_\_\_  
Name & Signature of Applicant

Date : \_\_\_\_\_

**STATEMENT OF BALANCE WORKS IN HAND**

1. Attach, after this form, certificates from the Employers named in Col.3 for each of the works, as per Proforma on next page (sheet 2).
2. Total of Column 7 must agree with the figure mentioned against item No.III of the form.
3. In Column 8, mentioned the capacity in which the work is carried out such as Principal Contractor/sub-contractor.

Sr. No.	Tender No. & Name of the work	Employer's Name	Tender Cost (Rs. in Lakhs)	Date of award	Expected date of completion	Value of work yet to be done (Rs. in Lakhs)	Role of applicant (See Note 3 above)
1	2	3	4	5	6	7	8
<b>TOTAL</b>							

**Date:** \_\_\_\_\_

Name & Signature of Applicant

PROFORMA "B"  
Sheet 2

Form of certificate for value of balance work  
(Separate certificate for each work)

CERTIFICATE

M/s. \_\_\_\_\_  
have been awarded a contract under Tender No. \_\_\_\_\_ for the work of  
\_\_\_\_\_ vide this office letter  
No. \_\_\_\_\_ dated \_\_\_\_\_.

The work is in progress.

The particulars of the contract are :

1. Contract price : \_\_\_\_\_  
(Rs. In lakhs)
2. Scheduled date of : \_\_\_\_\_  
Completion
3. Anticipated date of : \_\_\_\_\_  
Completion
4. Value of balance of : \_\_\_\_\_  
the work yet to be  
done (Rs. In lakhs)

\_\_\_\_\_  
SIGNATURE

Name : \_\_\_\_\_

and

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Seal of office

**PROFORMA "C"**  
**(For registration under Speciality \_\_\_\_\_)**  
**Sheet 1**

**STATEMENT OF SIMILAR WORKS COMPLETED  
DURING THE LAST 7 ACCOUNTING YEARS**

1. Attach certificate for each work from the Employer named in Column 3, as per the proforma on next page.
2. In Column 9, the capacity in which the work is carried out such as Principal Contractor/sub-contractor.
3. Please prepare separate sheet for each of speciality for which registration is sought.

Sr. No	Tender No. & Name of the work	Name of Employer	Final value of completed work (Rs. in Lakhs)	Date of award	Date of completion		Penalty levied, if any, (Rs. in Lakhs)	Role of applicant
					Stipulated	Actual		
1	2	3	4	5	6	7	8	9
TOTAL								

**Note: Sum of the final value of works executed (Ref Total of column 4 of above table) shall be atleast Rs.75 lakh/35 lakh/15 lakh/5 lakh depending upon the class of registration sought for.**

Date : \_\_\_\_\_

Name & Signature of Applicant



**Form of certificate for works completed for parties other than MbPT**

**(Separate certificate for each work)**

**CERTIFICATE**

M/s. \_\_\_\_\_ were awarded a contract under  
Tender No. \_\_\_\_\_ for the work of \_\_\_\_\_  
vide this office letter No. \_\_\_\_\_ dated  
\_\_\_\_\_.

The particulars of the contract are :

1. Final Value of work : \_\_\_\_\_  
(Rs. in lakhs)
2. Scheduled date of : \_\_\_\_\_  
Completion
3. Actual date of : \_\_\_\_\_  
Completion
4. Penalty levied, : \_\_\_\_\_  
if any

\_\_\_\_\_  
SIGNATURE

Name : \_\_\_\_\_  
and  
Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Seal of office

**PROFORMA "D"**

**LIST OF MAJOR GENERAL TOOLS, PLANT AND MACHINERY, SURVEY INSTRUMENTS AND TESTING EQUIPMENT IN WORKING CONDITION AND OWNED BY THE APPLICANT**

<b>Sr. No.</b>	<b>Description &amp; Capacity</b>	<b>No. of Units</b>	<b>Present Age</b>	<b>Present Location</b>	<b>Proof of ownership to be enclosed</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

Date : \_\_\_\_\_

\_\_\_\_\_

Name & Signature of Applicant

**PROFORMA “E”**

**DETAILS REGARDING ASPHALTIC PLANT**

- (1) This Proforma to be filled in only by firms seeking registration under the Specialty “Asphaltic Paving” under Classes A only
- (2) \*A plant will be deemed to be owned by a applicant firm either if it is fully owned jointly or individually by the partner/s of the firm and forms a part of the partnership assets of the firm.

OR

\*A plant owned by sister concern will be deemed to be owned by the applicant provided the applicant or any partner of the applicant firm has minimum 26% equity / Shareholding as partner or Director.

1. Location of the plant with full address :

\_\_\_\_\_

2. No. of shifts and hours normally worked by the plant :

\_\_\_\_\_

3. Quantity of premixed asphaltic materials produced by the plant during last 3 accounting years.

Year	Quantity Produced	
	Asphaltic concrete (in tonnes)	Asphaltic macadam (in tonnes)

4. Approximate area of roads surfaced/resurfaced during each of last 7 accounting years with the plant and equipment and with asphaltic materials produced in the plant.

Year	Area in Sq. M.

(Attach certificates of employers for whom the works under Sr.No.4 were done)

5. Whether the plant is attached with laboratory for testing asphaltic mixes and their ingredients :

\* Yes/\*No

Location and Address of Laboratory : \_\_\_\_\_

\_\_\_\_\_

Details of major testing equipments in the laboratory :

Sr. No.	Equipment	No. of Units	Type of Test done

Certified that the asphaltic plant belongs to the applicant firm/belongs to sister concern in which the applicant firm or any of its partner of its partner has 26% Equity / Shareholding as a partner or Director.

\_\_\_\_\_  
Name & Signature of  
Chartered Accountant

\_\_\_\_\_  
Name & Signature of  
applicant.

Date : \_\_\_\_\_

**PROFORMA “F”**

**DETAILS REGARDING READY MIX CONCRETE (RMC) PLANT**

1. This Proforma to be filled in only by firms seeking registration under the Specialty “READY MIX CONCRETE (RMC) PLANT” under Classes A Only.
2. \*A plant will be deemed to be owned by a applicant firm either if it is fully owned jointly or individually by the partner/s of the firm and forms a part of the partnership assets of the firm.

OR

\*A plant owned by sister concern will be deemed to be owned by the applicant provided the applicant or any partner of the applicant firm has minimum 26% equity / Shareholding as director.

3. Location of the plant with full address :

\_\_\_\_\_

4. No. of shifts and hours normally worked by the plant :

\_\_\_\_\_

5. Quantity of Ready Mix Concrete produced by the plant during last 3 accounting years:

Year	Quantity Produced	
	Grade of Ready Mix Concrete	Qty of Ready Mix Concrete (in cu.m.)

6. Approximate area of roads laid during each of last 7 accounting years with the plant and equipment and with RMC produced from the plant.

Year	Area in Sq. M.

(Attach certificates of employers for whom the works under Sr.No.4 were done)

7. Whether the plant is attached with laboratory for testing Concrete and their ingredients : **\*Yes / \* No**

Location and Address of Laboratory : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Details of major testing equipments in the laboratory :

Sr. No.	Equipment	No. of Units	Type of Test done

Certified that the RMC plant belongs to the applicant firm/belongs to sister concern in which the applicant firm or any of its partner of its partner has 26% Equity / Shareholding as a partner or Director.

\_\_\_\_\_  
 Name & Signature of Chartered Accountant

\_\_\_\_\_  
 Name & Signature of applicant.

Date : \_\_\_\_\_

**PROFORMA "G"**

**TECHNICAL QUALIFICATIONS & EXPERIENCE OF THE LEADING  
EMPLOYEES OF THE FIRM**

<b>Sr. No.</b>	<b>Name</b>	<b>Age</b>	<b>Position in firm</b>	<b>Working with the firm since</b>	<b>Technical Qualifications</b>	<b>Details of experience</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

**NOTE:-** Attach Bio-data of the Engineers in Employment.

Date : \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Applicant