



**Contractor Registration Application Form**  
**(For New/Renewal/Change of Class/Change of voltage grade/Change of area of Operation/Inclusion of additional Item of work)**

Please tick (✓) type of registration required and strike whichever is not applicable

**Please read the Information Booklet carefully before filling the form.**

Fee Amount	Bank	Branch	D.D.No.	Date
Rs.				

a. Name of the Contractor (Individual/Proprietor/Firm/Company/ Society/Cooperative Society):

(As it appears in the Licenses/Registrations/Certificates)  
(Attach 2 Nos Passport size photographs taken not before 6 months)

b. Address for communication

House/Flat/Plot Number	
Floor/Street Number	
Apartment/Village Name	
Area/Mandal Name	
City/Town/District	
PIN	

Telephone Number	
Mobile/Cell Number	
Email Address	

c. Status of the Contractor: (Please tick (✓) whichever is applicable)

Individual/ Proprietary	Unregistered Partnership Firm	Registered Partnership Firm	Private Limited company	Public Limited company	Societies/ Cooperativ e society	Govt./ Quasi Govt	Others

1 If Individual or Proprietor

- i) Technical Qualification, if any : Yes / No  
tick (✓) whichever is applicable and strike whichever is not applicable. If yes, enclose copy of engineering degree certificate issued by recognized University
- ii) Social Status of the Individual or Proprietor : SC / ST / Others  
tick (✓) whichever is applicable and strike whichever is not applicable. If SC/ST enclose copy of community certificate

2 i) If Partnership firm/ company/Society/Co-operative Society

Sl.No.	Names of Partners/Directors	Sl.No.	Names of Partners/Directors
1		4	
2		5	
3		6	

tick (✓) against the person who is authorized to represent the firm/company/society to sign the documents and furnish copies of certificate of registration from registrar of firms/companies/ societies, partnership deed, memorandum and articles of association.

- ii) Does the contractor comes : Yes / No  
under purview of Industrial Act?

If yes, Enclose a copy of certificate of registration issued from the Department of Industries

Registration/ License No.	Date of registration	Type of Industry tick (✓) whichever is applicable				
		SSI	Ancillary	SSSBE	Tiny	Others



d. Item of works (tick (√) against the Item of Works for which registration is sought)

Sl.No.	Item of works	tick (√) against the Item of Works for which registration is sought
1.	Erection of new 33/11 KV Sub-Stations	
2.	Repairs to sick Power Transformers	
3.	Repairs to sick DTRs and other electrical equipment	
4.	Construction & Maintenance of civil structures	
5.	Manufacturing of PSCC poles	
6.	Erection & Maintenance of Lines and network equipment	
7.	O&M of Sub-Station	
8.	Spot Billing and spot collection	
9.	Software & hardware maintenance	
10.	Man Power Supply and Supply of equipment on hire basis along with manpower.	
11.	Fabrication Works	
12.	Transport Works	
13.	Supply of Vehicles	
14.	Meter Testing & Meter Shifting	
15.	Any other items not covered above (Specific work to be mentioned in the application)	

e. Class of Registration applied for : Class-I / Class-II / Class-III  
tick (√) whichever is applicable and strike whichever is not applicable

f. Area of Operation(Please tick (√) whichever is applicable)

Entire APEPDCL	Srikakulam circle	Vizianagaram circle	Visakhapatnam circle	Rajahmundry circle	Eluru circle	Corp. office unit

g. Are you already registered in APEPDCL/ other Companies? : Yes / No

If yes, furnish the following details.

Sl.No.	Name of the Circle/Organization	Registration No.	Item of work	Class of registration	Monetary limits	Validity period
1)						
2)						

h. Details of Solvency

Issuing Authority	Name of Bank/ Tahasildar	Issue date	Amount of Solvency
Bank/ Tahasildar			

i. Details of Experience

Sl.No.	Name of the work	Place of work	Agt. No. & Date (Optional)	Value of work done in Rs.	Period of work	
					From	To
1)						
2)						

j. Self certified T&P certificate enclosed : Yes / No

k. Number of repair/testing sheds available :



with full addresses.

In case of registration for Items of work against Sl. Nos 2 & 3 i.e., Repairs to sick Power Transformers, repairs to sick DTRs and other electrical equipment.

Sl. No.	Address	Repair Capacity	Service Connection Details				
			Section	Area Code	Cat	SC No.	Contracted load
1)							

l. Number of Vehicles available :

In case of registration for Items of work against Sl. Nos 11 & 12 i.e., Transport works, Supply of Vehicles.

Sl. No.	Vehicle Particulars		Year of Mfg.	Whether valid certificates of the following enclosed (√)				
	Type	Number		Registration	Insurance	Fitness	Permit	Pollution under control
1)								

m. Other details of Contractor

Sl.No.	License/Registration	Details
1)	Details of License issued by AP Electrical Licensing Board	License No.
		Grade
		Upto KV
		Validity period
2)	Central Excise Registration details under Service Tax Law	Registration No.
3)	VAT Registration under AP VAT Act, 2005	Tax Identification No. (TIN)
4)	Income Tax	PAN No.

n. Whether the contractor will come under the purview of "Chapter V of the Finance Act' 1994 read with the Service Tax Rules' 1994. : Yes / No

(If yes, please furnish the copy of registration certificate or else furnish the undertaking letter in the prescribed format)

o. Whether the Contractor or representatives of the Firm/ Company do have any relatives in APEPDCL? : Yes / No

If yes, please furnish the details

Sl. No.	Name of the Officer/ Employee	Designation and place of Working	Relationship
1)			
2)			
3)			



p. Have you at any time been Removed/Demoted/Suspended/Blacklisted? : Yes/No  
If yes, give the details

Sl.No.	Name of the organization	Registration No.	Class	Date and Period of Removal/ Suspension/ Blacklisted	Reasons
1)					

**DECLARATION**

I/We declare that the particulars given in this application are true to the best of my/our knowledge and belief and understand that it is liable for cancellation of registration if proved, otherwise.

**Place :**

**Date :**

**SIGNATURE OF CONTRACTOR**

**Name :**

**Authority :**

**Note: This form shall be signed by the person competent as detailed below**

- (a) Proprietorship business : Individual/Sole proprietor of the business
- (b) Partnership firm : By the partner who holds general power of attorney authorizing him to sign for and on behalf of the firm in contractual obligations (power of attorney with certified copy there of to be enclosed)
- (c) Companies : By Managing Director or any Director who holds general power of attorney in his favour from the firm giving him authority to do so (power of attorney with certified copy there of to be enclosed)



**List of enclosures with the application form**

Description of enclosure	tick (✓) if enclosed	Description of enclosure	tick (✓) if enclosed
D.D.		Solvency Certificate	
2 Nos Pass Port size photographs		T&P Certificate	
Copy of Engineering degree certificate		Experience Certificates	
Copy of Community certificate		Copy of vehicle RC book	
Copy of Certificate of registration from registrar of Firms/Companies/ Societies		Copy of Pollution under control certificate	
Copy of Memorandum and Articles of Association		Copy of Insurance policy	
Copy of Certificate of Incorporation		Copy of License issued by AP Electrical Licensing Board	
Copy of Partnership deed		Copy of State Permit	
Power of attorney for authorized persons of the contractor to sign contract documents		Copy of VAT registration	
Copy of Certificate for permanent registration from the Department of Industries		Copy of Income Tax PAN	
Copies of Certificate of registration issued by other companies		Copy of Central Excise registration	
Original proceedings of registration issued by APEPDCL for renewal			

**FOR OFFICE USE**

Application is verified and proposed to accord

- a New/Renewal Registration as Class I / II / III for a period of three years from \_\_\_\_\_ to \_\_\_\_\_.
- b Change of Class from Class I / II / III to Class I / II / III.
- c Change of area of operation from \_\_\_\_\_ Circle to Entire DISCOM
- d Inclusion of additional Item of works viz., \_\_\_\_\_.
- e Rejection on reasons \_\_\_\_\_.

Contractor's particulars are entered in register vide Sl.No. \_\_\_\_\_.

AE/AAE      ADE/      DE/      SE/GM      CGM/O&CS

Proceedings No. \_\_\_\_\_

- i) The Registration No. assigned \_\_\_\_\_.
- ii) Contractor's particulars entered/updated on \_\_\_\_\_.
- iii) Registration Certificate/Rejection letter sent to Contractor vide D.No. \_\_\_\_\_ Dt. \_\_\_\_\_.
- iv) DDs sent to the ..... vide PCB folio/ U.O.Note Nos. \_\_\_\_\_ Dt. \_\_\_\_\_