

**ASSAM POLICE HEADQUARTERS  
ULUBARI : : GUWAHATI**

No. G/XIII/32/2016-17/32

Date: 28-03-2017

**NOTICE INVITING  
APPLICATION  
FOR  
REGISTRATION / EMPANELMENT OF CONTRACTORS  
IN  
ASSAM POLICE HEADQUARTERS  
FOR PROCUREMENT OF STORES AND MINOR REPAIRING / CONSTRUCTION  
OF VALUE LESS THAN RS. 5.00 LAKHS**

**Address for Communication:**

Inspector General of Police (Admn.),  
Assam Police Headquarters,  
Ulubari, Guwahati, Assam-781007

Telephone: 0361-2526077  
Fax: 0361-2525397  
E-mail: digp-adm@assampolice.gov.in

## NOTICE INVITING APPLICATION

### FOR REGISTRATION / EMPANELMENT OF CONTRACTORS

No. G/XIII/32/2016-17/32

Date: 28-03-2017

1. Inspector General of Police (Admn.), Assam Police Headquarters, Ulubari, Guwahati-781007, Assam invites application for Registration / Empanelment from reputed contractors / firms having annual turnover of minimum Rs. 3.00 Lakhs in any financial year during the last five financial years.
2. All documents alongwith application form (**Annexure – A**) can be downloaded from the [www.assampolice.gov.in](http://www.assampolice.gov.in). Applicant who have downloaded these documents containing the detailed terms and conditions, from the website shall submit their application at the office of the Inspector General of Police (Admin.), Assam, Ulubari, Guwahati with the copies of following documents / fess. Application should be submitted before the scheduled date and time of submission. Applicant intend to apply for all the 3 (three) categories mentioned in the guidelines are required to submit their application separately for all the categories. The interested firm / person should go through the detailed guidelines before submitting the application which is available at [www.assampolice.gov.in](http://www.assampolice.gov.in).
  - (i) Latest annual returns filed before Income Tax Authorities.
  - (ii) Latest VAT / Service Tax Registration certificate as applicable.
  - (iii) TIN / GRN as applicable.
  - (iv) Firm registration by competent authority.
  - (v) Proof of Address in the form of Passport / Electricity Bill / Voter ID / Driving License etc.
  - (vi) Trade license as applicable.
  - (vii) Labour Registration for works.
  - (viii) Registration Certificate issued by District Industries and Commerce centre, if any.
  - (ix) Memorandum and Articles of Association, if any.
  - (x) Names of groups in which registration is sought.
  - (xi) 3 (three) copies of recent passport size photograph (3.5 cm x 3.5 cm).
  - (xii) The annual financial turn over for last 5 (five) years dully certified by Chartered Accountant.
  - (xiii) The applicant shall submit Registration Fee of Rs. 10,000/- in the form of Bank Draft from any nationalized / scheduled bank and drawn in favour of Inspector General of Police (Admin.), Assam and payable at Guwahati. (Rs. 5,000/- for MSME registered contractors / firms as per Procurement Preference Policy, 2015) for each group. The firms will have to produce certificate issued by Director of Industry & Commerce, Govt. of Assam or other appropriate authority

as per Procurement Preference Policy, 2015 if they want to claim benefits for being in the category of Micro, Mini, Small enterprise.

3. The Assam Police HQ may, for any reason, whether at its own initiative or in response to a clarification requested by prospective contractors, modify the necessary documents by amendment. If any modifications are given effect, the same shall be placed at the website [www.assampolice.gov.in](http://www.assampolice.gov.in). All the prospective contractors who have downloaded the document will be notified of the amendment in the website [www.assampolice.gov.in](http://www.assampolice.gov.in) and will be binding upon them. All the prospective contractors are requested to keep themselves informed regularly regarding the amendment if any, in the website.
4. Interested and eligible applicant may obtain further information or clarification from the office of the Inspector General of Police (Admn.), Assam Police Headquarters, Ulubari, Guwahati-781007. Phone: 0361-2526077, Fax: 0361-2525397, e-mail: [digp-adm@assampolice.gov.in](mailto:digp-adm@assampolice.gov.in).

Sd/-

Inspector General of Police (Admn.),  
Assam : : Ulubari : : Guwahati

**Date: 28-03-2017**

**Memo No. G/XIII/32/2016-17/32-A**

As directed, copy to:-

1. The Commissioner & Secretary to the Govt. of Assam, Home & Political Department, Dispur, Guwahati for favour of kind information.
2. The Addl. Supdt. of Police (C), Assam Police Headquarters, Ulubari, Guwahati for information & necessary action. He is requested to upload the required documents in the Assam Police Website.
3. The Office Notice Board.

Sd/-

Inspector General of Police (Admn.),  
Assam : : Ulubari : : Guwahati

**GOVERNMENT OF ASSAM**  
**ASSAM POLICE HEADQUARTERS**  
**ULUBARI :: GUWAHATI**

No. G/XIII/23/2016-17/23

Dated Guwahati the 28<sup>th</sup> March, 2017

**GUIDELINES FOR REGISTRATION/EMPANELMENT OF CONTRACTOR**  
**IN ASSAM POLICE**

In order to establish reliable sources for **procurement of Stores commonly required for government use and Minor Repairing/ Construction works of value less than Rs. 5.00 lakhs in Assam Police HQ and various subordinate establishments under it**, the guidelines for registration/empanelment of contractor for consideration of procurement of Stores / Execution of Works through Limited Tender Enquiry is outlined hereunder:

- 1. Eligibility:** A contractor is required to fulfil and follow all applicable rules, regulations and conditions to transact business with the Government and he should be technically capable and financially sound to deliver the required Stores or to executes the works. The Contractor should have the annual turnover of minimum Rs. 3.00 lakhs in any financial year during the last 5 (Five) financial years. New contractor will be considered for registration at any point of time. The contractor with whom government transactions have been banned or who has been black listed/suspended due to any reason will not be eligible for registration. Applicant who does not furnish the required documents or information will also not be eligible for registration.

If the APHQ engages a consultant to prepare a project report, that consultant will not be eligible to quote against the tender enquiry subsequently floated by that purchasing authority for purchase of Stores for that project.

- 2. Classification of Contractor & Group:** Stores usually purchased/ works executory for Police Departments are classified in **GROUPS** as follows.

<b>GROUPS</b>	
A	Procurement of Goods and Services etc.
B	Repairing, Renovation, Construction and Purchase of building materials.
C	Purchase of Spare Parts and Repairing of Vehicles.

- 3. Registration:** Application for registration/ empanelment will be submitted in prescribed form (Annexure-A) with self attested copies of following documents. .

- Latest annual returns filed before Income Tax Authorities.
- Latest VAT / Service Tax Registration certificate as applicable.
- TIN / GRN as applicable.
- Firm registration by competent authority.
- Proof of Address in the form of Passport/Electricity Bill/Voter ID/Driving License etc.
- Trade license as applicable.
- Labour Registration for works
- Registration Certificate issued by Dist Industries and Commerce centre, if any.
- Memorandum and Articles of Association.(If any)
- Names of Groups in which registration is sought.
- 3 (Three) copies of recent passport size photograph (3.5 C.M × 3.5 C.M.)
- The annual financial turn over for the last 5 (Five) years dully certified by Chartered Accountant.

Applicant for registration will have to submit registration/ empanelment fee of Rs. 10,000/- (Rs. 5,000 for MSME registered contractors as per Procurement Preference Policy, 2015) for each group.

Firms will have to produce certificate issued by Director of Industry & Commerce, Govt. Of Assam or other Appropriate authority as per Procurement

Preference Policy, 2015 if they want to claim benefits for being in the category of Micro, Mini, Small enterprise.

Registration shall be granted to the firms, who fulfil all the specified requirements. The initial registration will be valid for a period of 3 (three) year from the date of registration. Firms whose registration is refused will be informed of the fact briefly stating the reasons thereof. The process for scrutiny and finalisation on an application for Registration of Contractor/Supplier will be completed within 30 to 45 days from the date of such application.

The approved contractor will be known as “Registered/ Empanelment Contractor”. The Assam Police authority will utilise the services of the registered contractor as and when necessary. Such registered contractor will be prima facie eligible for consideration for procurement of Stores and execution of work through Limited Tender Enquiry.

A **Registration Certificate (ANNEXURE-‘B’)** with a Unique Registration Number (URN) will be issued to the registered contractor. Such registered contractor will have to quote the URN without fail in all their tenders and quotations to the tendering authority.

- 4. Security Deposit:** All the successful contractors who have been qualified for registration will have to deposit Security Deposit of Rs. 25,000/- only in the form of NSC/FDR of Bank/Irrevocable Bank Guarantee from any Post Office/Nationalized/Scheduled Bank with validity of **36 months** and pledged in favour of Deputy Inspector General of Police, (Admin.), Assam and payable at Guwahati. The security deposit will not accrue any interest.
- 5. Renewal of Registration:** All registered/ empanelment contractor will have to renew their registration on expiry of the period of current registration. The registration will be renewed in two yearly basis. Contractor against whom any punitive action has been taken, shall not be eligible for re-registration for a period of three years. Application for renewal will be made in simple letter form with non-refundable renewal fee of Rs. 1000/- for each group along with Self attested copy of the Latest registration/renewal certificate.

The renewal fee will be accepted with a penalty of Rs. 500/- per month for a maximum period of next 6 months from the date of expiry of earlier registration/renewal. Those failing to renew their registration will have to apply afresh for registration, if they so desire.
- 6. Mode of payment:** The registration fee, renewal fee, penalty etc will be deposited in the Govt exchequer in the head of account “0055-Polce 103-Fee, fines and forfeitures”
- 7. Maintenance of Register:** Group-wise Register of eligible and qualified contractor will be maintained at Assam Police HQ. The name of each registered firm shall be published in the website of Assam Police Headquarter.
- 8. Registration Authority:** The Deputy Inspector General of Police (Administration) of Assam Police Headquarters will be the Registration Authority for registration of all contractors. Additional Director General of Police (Administration), Assam will be the appellate authority.
- 9. Cancellation of Registration:** The authority reserves the right to cancel the registration of contractor at any point of time. A registered contractor is liable to be removed from the list of approved contractors, when,
  - i. fails to renew registration within the prescribed time
  - ii. makes any false declaration to Government
  - iii. Supplies Stores / Execute works of inferior quality.
  - iv. Fails to render services (including after sales and maintenance services)
  - v. fails to execute a contract or fails to execute it satisfactorily
  - vi. Fails to submit the required documents/information for review of registration, where required.
  - vii. Adopts unethical business practices.

viii. any other ground which, in the opinion of the registering authority, is not in public interest

**10. Blacklisting and Banning of Business with Firms:** A Registered/Empanelment Contractor may be ordered to be blacklisted, suspended or banned, in public interest by Registration authority as in Para 7 above for reasons mentioned in Para 9 (ii), (iii), (iv), (v), (vi) and (vii).The list of firms blacklisted/banned shall be displayed in the website of Assam Police.

**11. Award of Contract :** All such registered Contractor may be engaged by Department for works or supply of store amounting to less than Rs. 5.00 lakhs or less than an amount as prescribed by the Govt, from time to time through Limited Tender Process. However, the Registering authority are not bound to allot works only to the Registered Contractors.

**12. Applicability of Govt Rules, orders etc:** The above conditions are subject to the CVC guidelines for procurement and Act, Rules, Policy and orders etc. of Government for procurement of Goods and services in Government departments. Authority reserves the right to delete, add or modify the above mentioned terms and conditions without any prior consultation with registered contractors.

**13.** Only the court within the Guwahati city will have the jurisdiction to adjudicate in case of any dispute arising out of the process of registration.

**Sd/-**  
**Director General of Police**  
**Assam : : Guwahati**

**GOVERNMENT OF ASSAM  
ASSAM POLICE HEADQUARTERS  
ULUBARI:: GUWAHATI**

**REGISTRATION CERTIFICATE**

Recent Passport  
Size Photo  
(3.5 CM x 3.5 CM)

Registration No.

Valid up to:

Ref.: Application no.

Dated :

This is to certify that :

**M/S**.....

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.....

**is registered as a contractor of Assam Police for procurement of Stores commonly required for government use and Minor Repairing/ Construction works of value less than Rs. 5.00 lakhs in Assam Police HQ and various subordinate establishments under it and classified for the following category(s) of work.**

Registered Group:

Sl. No	<u>Registered Group</u>
1	
2	
3	

**Inspector General of Police (Admin.),  
Assam : : Ulubari : : Guwahati**

**DOCUMENTS REQUIRED FOR REGISTRATION/RENEWAL**

**1. Registration:** Application for registration will be submitted in prescribed form (Annexure-A) with self attested copies of following documents.

- Latest annual returns filed before Income Tax Authorities.
- Latest VAT / Service Tax Registration certificate as applicable.
- TIN / GRN as applicable.
- Firm registration by competent authority.
- Trade license as applicable.
- Labour Registration for works
- Registration Certificate (if registered in Dist Industries and Commerce centre)
- Memorandum and Articles of Association.(If any)
- Complete list of stores in which registration is sought.
- 3 (Three) copies of recent passport size photograph.

**2. Renewal:** Application for renewal will be made in simple letter form with non-refundable renewal fee of Rs. 1000/- for each group along with following documents in addition to the requisite documents stated at clause (3).

- List of contracts won and executed during the current registration period (within and outside the State).
- List of contracts won and executed during the current registration period (For Assam Police).
- Attested copy of the Latest registration/renewal certificate. The renewal fee will be accepted with a penalty of Rs. 500/- per month for a maximum period of next 6 months from the date of expiry of earlier registration/renewal. Those failing to renew their registration will have to apply afresh for registration, if they so desire.



**ASSAM POLICE HEADQUARTERS ULUBARI, GUWAHATI**  
**CONTRACTOR FRESH / RENEWAL/REGISTRATION FORM**

Recent Passport  
Size Photo  
(3.5 CM x 3.5 CM)

A) Registration Applied For (Groups) :  **A**  **B**  **C**  
(Tick the appropriate box)

1. Name of Contractor :

2. Type of Contractor      Individual      Partnership Firm  
    Proprietorship                              Company  
      
(Tick the appropriate box)

3. Name of Father/Husband in case of Individual :

4. Date of Birth :

5. Address (Permanent) :

6. Present Address :

7. Financial Year :

8. PAN Card No :

9. VAT No./Service Tax No :

10. Bank Account No. with Bank & Branch name :

11. Name of the Authorized signatory in  
    Connection of Firm/Proposals/Company/  
    Individual :

12. Signature of the above  
    Authorized signatory :

13. Details of Registration/  
    / Renewal Fees :

Financial Instrument (Name & No.) :

Amount : (Rs.)

B) Existing Details of the Contractor (Applicable for renewal or Registration only)

Contractor ID :

Manual R/No if any :

Registration Date :

C) Address of registered Office (Mandatory for Partnership Firm / Company :

Village / Lane	:	<input type="text"/>	House No.	:	<input type="text"/>
City / Town	:	<input type="text"/>	P.O.	:	<input type="text"/>
P.S.	:	<input type="text"/>	District	:	<input type="text"/>
PIN	:	<input type="text"/>	State/Country	:	<input type="text"/>

D) Address of Individual / Proprietor in case of Proprietorship Firm. For Partnership Firm/Company include addresses of all owners.

	Address 1	Address 2	Address 3
Name	: <input type="text"/>	<input type="text"/>	<input type="text"/>
Age	: <input type="text"/>	<input type="text"/>	<input type="text"/>
House No.	: <input type="text"/>	<input type="text"/>	<input type="text"/>
Village/Lane	: <input type="text"/>	<input type="text"/>	<input type="text"/>
Town/City	: <input type="text"/>	<input type="text"/>	<input type="text"/>
P.O.	: <input type="text"/>	<input type="text"/>	<input type="text"/>
P.S.	: <input type="text"/>	<input type="text"/>	<input type="text"/>
District	: <input type="text"/>	<input type="text"/>	<input type="text"/>
PIN	: <input type="text"/>	<input type="text"/>	<input type="text"/>

Note : Attach extra sheet if necessary to include name and address of all members in a partnership Firm / Company. For Public Ltd. Company included only major stakeholders.

E) Authorized Signatory Details

Name	:	<input type="text"/>	House No.	:	<input type="text"/>
City / Town	:	<input type="text"/>	P.O.	:	<input type="text"/>
P.S.	:	<input type="text"/>	District	:	<input type="text"/>
PIN	:	<input type="text"/>	TEL/L.L. No.	:	<input type="text"/>
Mobile No.	:	<input type="text"/>	Fax	:	<input type="text"/>
E-mail ID	:	<input type="text"/>	Nationality	:	<input type="text"/>

F) Necessary documents to be submitted as per Annexure – C.

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**FOR OFFICE USE ONLY**

Reference Applicable No. :-

CONTRACTOR ID/UNIQUE REGISTRATION NO (URN) ISSUED :-