Quick Reference Guide for Contractor Registration Application

Roads and Buildings Department

By

SoftTech Engineers Limited.

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Introduction:

Overview of the Contractor Registration Module.

The Contractor Registration Module is a comprehensive and user-friendly system designed to streamline and simplify the process of registering contractors within the construction industry. This module serves as a centralized platform that facilitates the interaction between contractors, regulatory bodies, and project owners. Its primary purpose is to ensure that registered contractors meet specific standards and qualifications, promoting transparency, accountability, and efficiency in the construction sector.

How to open application:

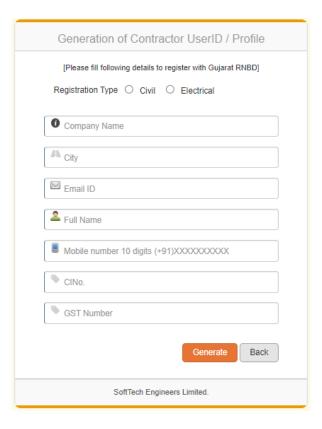
- Contractor Registration application is to be open in browser. It is compatible in following browsers:
 - o Chrome
 - Firefox
 - Microsoft edge
- To access application in the browser, click on below link www.rnbcontractor.com
- For any query related to User-Id and Password contact Helpdesk no.: 9714105866

Login Process (For New Contractor)

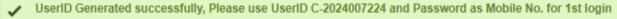
How to log in to the system



- Generate New User Id
- Fill following details to register with Gujarat Roads and Buildings Department
- Click on Generate Button



• User-ID Generated successfully

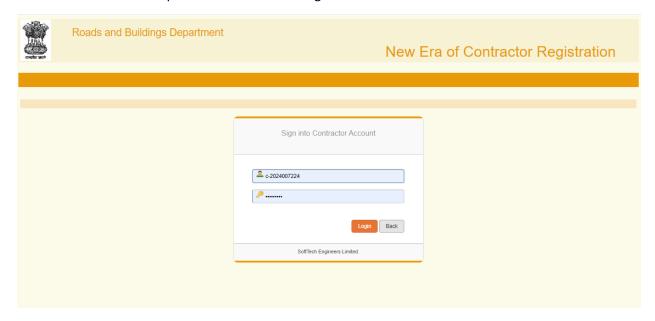


Save User Id

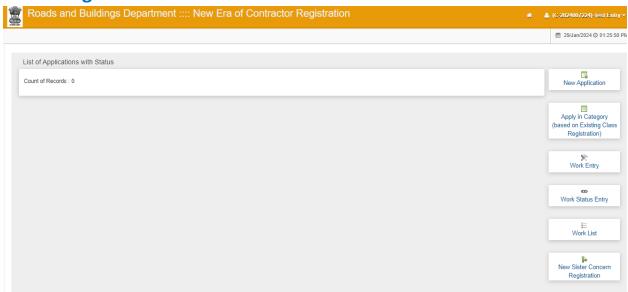
- Password is Registered Mobile number
- Login Using User-Id and Password is Mobile Number

Login Process (For Existing Contractor)

- User-Id and Password distributed on registered Email-id and Mobile Number
- For any guery related User-Id and Password Contact to Division office
- Enter Username and password and click on Login Button



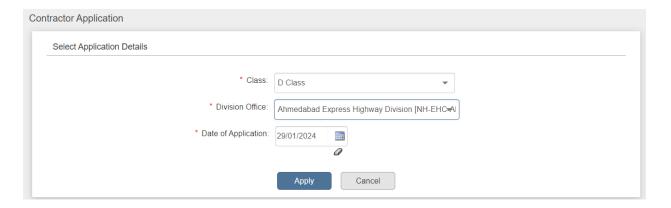
Home Page



• Click on new Application

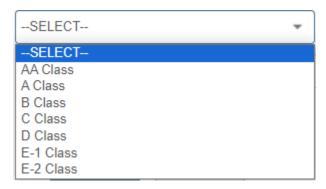


Application Details



Class & Category

Select class & Category in which user want to register.



• Division Office

Select Division office in which user want to register.

--SELECT--

Ahmedabad Express Highway Division [NH-EHC-AHD(DVO)]

Arvalli (R&B) Division, Modasa [SH-AHD-1-MODASA(DVO)]

Arvalli Panchayat (R&B) Division, Modasa [PR-AHD-Modasa(DVO)]

Banaskantha Panchayat (R&B) Division, Palanpur [PR-GNDR-PLNPR(DVO)]

Bhuj (R&B) Division, Kutch [SH-AHD-2-BHUJ(DVO)]

Capital Project Division No. 1 [CP-GND-DIV1(DVO)]

Capital Project Division No. 2 [CP-GND-DIV2(DVO)]

Capital Project Division No. 3 [CP-GND-DIV3(DVO)]

Capital Project Division No. 4 [CP-GND-DIV4(DVO)]

City (R&B) Division, Ahmedabad [CP-AHD-AHDC(DVO)]

City (R&B) Division, Vadodara [SH-VAD-VADCITY(DVO)]

Dang Panchayat (R&B) Division, Ahwa [PR-SRT-DANG(DVO)]

Devbhumi (R&B) Division, Dwaraka [SH-RAJ-1-DWR(DVO)]

DevbhumiDwarka Panchayat (R&B) Division, Khambhaliya [PR-Raj-1-DEVDWRK(DVO)]

District (R&B) Division, Vadodara [SH-VAD-VADDIST(DVO)]

Gir-Somnath Panchayat (R&B) Division, Veraval [PR-Raj-2-GIR(DVO)]

Gujarat State Road Development Corporation Division [GSRDC(DVO)]

High Court (R&B) Division, Ahmedabad [CP-AHD-HC(DVO)]

highway design and road safety Division [SH-DC-GND-RDSAFE(DVO)]

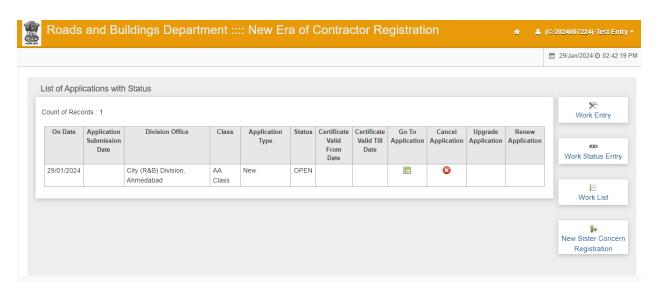
• Date Of Application

* Date of Application:



Apply

List of Applications with Status



On Date	Application Submission Date	Division Office	Class	Application Type	Status	Certificate Valid From Date	Go To Application	Cancel Application	Upgrade Application	Renew Application
29/01/2024		City (R&B) Division, Ahmedabad	AA Class	New	OPEN		→ =	8		

- Go To Application
- The forms will be different for each Class and Category
- View and Edit form
- Fill all the details
- Click on Save Button

Form 3(B) Open

List Of Tools & Plants Machinery

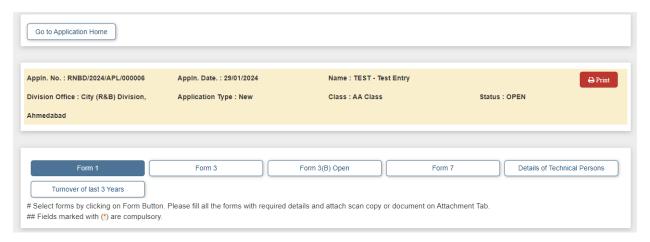
After filling the form click on Validate Button Application Home Forms Validation Attachment Proforma **Authority Comments** Appln. No.: RNBD/2024/APL/000006 Appln. Date.: 29/01/2024 Name: TEST - Test Entry Print Division Office : City (R&B) Division, Application Type : New Class : AA Class Status : OPEN Ahmedabad Form Validate View / Edit Form 1 **=** APPLICATION FOR APPROVED CONTRACTOR WITH GUJARAT STATE (RNB DEPARTMENT) Form 3 == 4 Statement Showing Works / Which Were On Hand And Works Tendered For The Works Awarded In The Last Three Years To Be Submitted By The Contractor To The Register Authority.

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List of Forms

Fill all the form one by one



if user passing all requirement, then fill all form one by one.

Form 1

APPLICATION FOR APPROVED CONTRACTOR WITH GUJARAT STATE (RNB DEPARTMENT) (Referred To In Rule No 5)

1b	Full Address	
2	Nature Of Firm :	Co-operative Society Individual Partnership Firm Partnership LLP Private Limited Company Trust
[Pro	oof In Original With Stamp & Sign To	Be Uploaded]
3	Name of Person Holding the power of attorney	
[Ori	ginal with stamp & sign to be upload	ded]
4	Name of Partners/Directors/Trustees	: Name of Partners/Directors/Trustees
[Ori	ginal with stamp & sign to be upload	ded. Partners/Directors/Trustees Form]
5a	Name of banker	:
5b	Full address of banker	:
6	Place of Business	:
8(A)	No of works completed and in progres in the last 3 years.	s :
[Ori	ginal with stamp & sign to be upload	ded. As per Form No 3 / Form No 7]
8(B)	Technical Qualification and Experience of the proprietor or partners and leadin Technical Employees in the Firm	
(A)	Name in full	

(B)	Qualification	:	BE / B-Tech Civil Engineer or Equivalent Diploma in Civil Engineering or Equivalent
(c)	Status	:	Employed Partner Proprietor
(D)	Experience in years	:	TC, TL, TH, HTO. 9,99,99,99,99,999.
(E)	From which date appointed in the firm in case of employees		
(F)	Date of joining the firm	:	
8(C)	Details of Turnover - Average of past 3 years.	:	As per statement attached Not applicable
[Orig	ginal CA Certificate To Be Uploade	d w	rith stamp & sign]
8(D)	Value of workshop, Machine, Tools, a plants held by the applicant as per statement	nd	:
	ting location and site of workshop to be given. As per Form No 3 (B)]		d also full details regarding machines, Tools
9	whether the applicant maintains an office capable of preparing bills.	:	
10	Area in which the contractor wants to work	:	
11a	Whether enlisted in any other department	:	YES / NO
11b	If yes, which class showing amount qualified to tender	:	

13	if the Engineer is unemployed year in which he obtained his qualification with the name of District and No. and date of the enrolment, his name as unemployed Engineer, with respective Employment exchange office	:		
	Passed BE Civil/DEC in year	:		
	Reg with Univ Employment Bureau, Dist. Employment Exchange valid up to	:		
14	Permanent Account Number.	:		
[Orig	ginal with stamp & sign to be upload	ed]		
15	Has the applicant or his partners or shareholders been blacklisted etc in past by any Government Department or any other body	:	YES / NO	
16-A	Bank Solvency	:		
	Affidvait shall be attached :	Y	'ES / NO	
	Name of bank			
	Address of bank	:		
	Amount of solvency :			(In Lakhs)
and	id Original Solvency certificate from sign.]			led with stamp
ĮAM	ount of solvency should be At least	300	UUUUUJ	

Date of Solvency Certificate	:
16-B Narmada Bond / Narmada FDR	: (In Lakhs)
[Temporary Receipt to be uploaded in	Original with stamp and sign]
[Narmada Bond / Narmada FDR should	ld be At least 3000000]
17 Date of submission of application	:
[This will be replaced by actual date o	f submission]
18 Fee details	:
[Original D.R. with stamp & sign to be	uploaded]
D.R. No.	: *
Dated	
Fee paid : [Original Fee Receipt / D.R. to be upload	TC, TL, TH, HTO. 9,99,99,99,99,99,999. Thirty-Three Thousand aded with stamp & sign]
Details of works if any abandoned by t contractor	he :
Amount of arrears, if to be paid to government as per the demand from any Government Department or Corporation	TC, TL, TH, HTO. 9,99,99,99,99,999.
1 I/we hereby certify that i/we am/are no partners in the firms blacklisted or connected with the firm blacklisted in Gujarat State, Maharashtra State, C.P.W.D., M.E.S. or Railways	ot : YES / NO

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3 We the partners of this firm, hereby given as undertaking that we are jointly and severally responsible to meet all the liabilities over and above the business of this firm and make good the above financial loss sustained by Government of Gujarat as a result of our abandoning the Government works entrusted to us i.e. this firm 4 I/we/our firm has/have not applied anytime for the grant of registration or upgradation of this kind except Roads and Buildings Department/Irrigation Department or such an application previously submitted after 1-1-1981 has not be accepted (previously). (The name(s) or the department(s) except other department to which the application has been submitted should be struck off) Photo : [Photo to be uploaded.] Signature :: [Sign to be uploaded.]	2	At present i/we am/are not partners in any firms or following firms which are registered as approved Contractos firms in Gujarat, Maharashtra, C.P.W.D, MES or Railways	YES / NO
anytime for the grant of registration or upgradation of this kind except Roads and Buildings Department/Irrigation Department or such an application previously submitted after 1-1-1981 has not be accepted (previously). (The name(s) or the department(s) except other department to which the application has been submitted should be struck off) Photo : [Photo to be uploaded.] Signature :	3	given as undertaking that we are jointly and severally responsible to meet all the liabilities over and above the business of this firm and make good the above financial loss sustained by Government of Gujarat as a result of our abandoning the Government works	YES / NO
[Photo to be uploaded.] Signature :	4	anytime for the grant of registration or upgradation of this kind except Roads and Buildings Department/Irrigation Department or such an application previously submitted after 1-1-1981 has not be accepted (previously). (The name(s) or the department(s) except other department to which the application	: YES / NO
Signature :		Photo :	
	[Pho	oto to be uploaded.]	
[Sign to be uploaded.]		Signature :	
	[Sig	ın to be uploaded.]	

Form 3

Statement Showing Works / Which Were on Hand and Works Tendered For The Works Awarded In The Last Three Years To Be Submitted By The Contractor To The Register Authority.

Refer To Rule No 5 B (II)

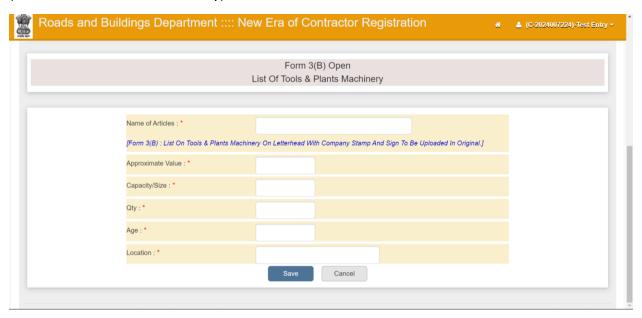
1	Work Type	: Bridge Building Other Road Road-Br	idge
1	Work Type (In case of Other Work Type)	:	
1	Name of work	: *	
	arate Form 3(A) / Completion certificate stamp and sign]	e with full details as per format to be up	loaded in original
2	Name of Division/ Corporation/ Board	: *	
2 a	Type of organization	: Board Corporation / GOG / GOI / G Limited / Private / PSU / Semi Gov	
3	Estd cost of work tendered	:	(In Lakhs)
4	Tendered Amount	:	(In Lakhs)
[(50%	% will be considered for Private Work)]		
5	Whether contract awarded or not	: * YES / NO	
6	Date of award if contract awarded	:	
7	Target date of completion of work as per contract	:	

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7a	Whether work completed or not	*	YES / NO	
7b	Date of completion of work if completed	:		
8	Amount of work completed	:		(In Lakhs)
9a	Timelimit Original in Y-M-D	:		
9b	Time limit extended Y-M-D	:		
10	Period, rate and amount of compensation in levied	f :		
11	Reasons for delay in completion of work	:		
12	Remarks latest position of work should be specified here	:		

Form 3 (B) Open

(List of Tools & Plants Machinery)



Form 7

Annual Return For Period Ending March To Be Submitted Before 30th April By A Registered Contractor To The Registering Authority Showing Work In Hand And Work Tendered For During The Period Of Last Three Financial Years

Refer To Rule No 5 (J)

1	Name of Work	:	
[Orig	inal Work Order OR Form 3(A) from con	npe	tent authority to be uploaded with stamp & sign]
2	Name of Division	:	
2b	Organisation type	:	Board Corporation / GOG / GOI / Government / Limited / Private / PSU / Semi / Government
3	Amount put to tender	:	
4	Tendered Amount	:	
5	Date of award of contract awarded	:	
6	Stipulated time limit date of completion	:	
7	Present stage of work	:	
8	Remark	:	
9a	Timelimit Original in Y-M-D	:	
9b	Time limit extended Y-M-D	:	

Details of Technical Persons

This Is to Certify That the Below Mentioned Technical Persons Are Employed In My/Our Company/Firm Since The Date And Salary Mentioned Against Each

1	Name In Full	. *
2	Birth Date	:
[Ori	iginal Proof With Stamp & Sign To B	e Uploaded]
3	Technical Qualification	* BE / B-Tech Civil Engineer or Equivalent Diploma in Civil Engineering or Equivalent
[Fro	om Recognized Institute Only]	
[Ori	iginal Proof With Stamp & Sign To B	e Uploaded]
4	Date of Appointment	:
5	Monthly Pay	: *
6	Benefits in addition to Pay	:
7	Current Address	: *
8	Permanent Address	:
9	University / Institute for Degree / Diploma	:
10	Year of Passing Degree/ Diploma	: *
11	Number of Attempts at Degree / Diploma	

12	Years of Experience in Contruction work	:
13	Number of Years Served in Current Organization	
14	PAN Card Number	:
[Ori	ginal Proof With Stamp & Sign To Be	e Uploaded]
15	Aadhar Card Number	:
[i.e.	9999 9999 9999]	
[Ori	ginal Proof With Stamp & Sign To Be	· Uploaded]
16	Attach Form 16 :	YES / NO
17	Attach Form 26 (AS) :	YES / NO
18	Undertaking As per Proforma	: YES / NO
19	Biodata as per Proforma	YES / NO
20	Contractors Affidavit as per Proforma	: YES / NO
21	Employee Certificate as per Proforma	: YES / NO

Turnover of last 3 Years

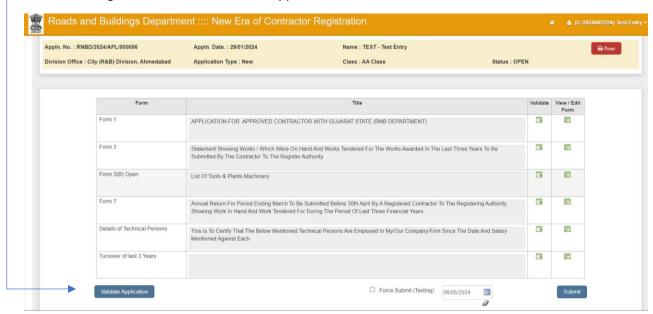
• Enter Last three assessment years turnover

	Year *	Amount *
1	2022-2023	
2	2021-2022	
3	2020-2021	
		Avg. 0

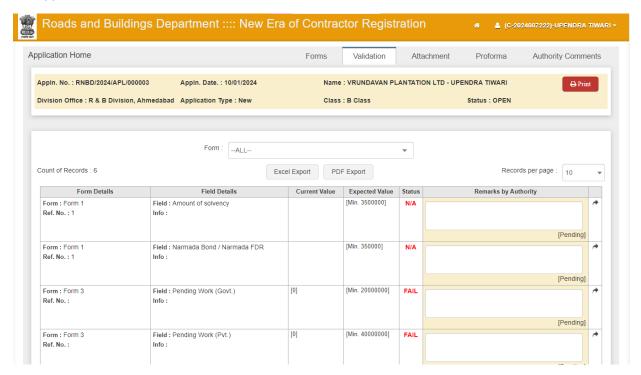
Validation (Verification done by the system)

(Minimum requirement for apply application)

After filling all forms click on Validate application Button, User can validate Particular form also.

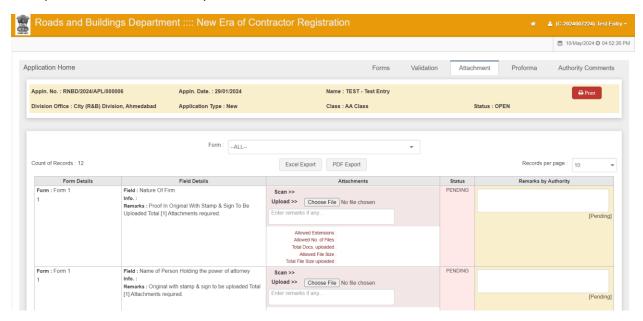


 After clicking Validate application match the minimum requirements or expected value for this application

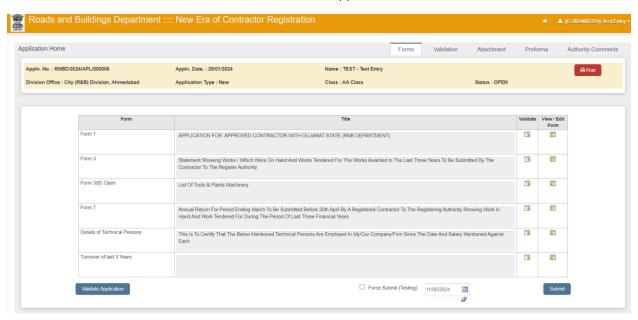


Attachment (Document Upload)

- Click on choose File → Select File → Click on Upload Button
- Upload all documents one by one then Go back to Forms

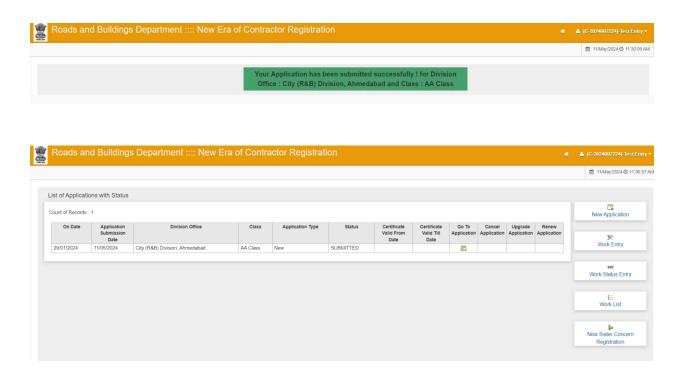


• Then Click on Print button to download Pdf File of Application



- After submitting application user cannot change any details
- Then click on submit button.

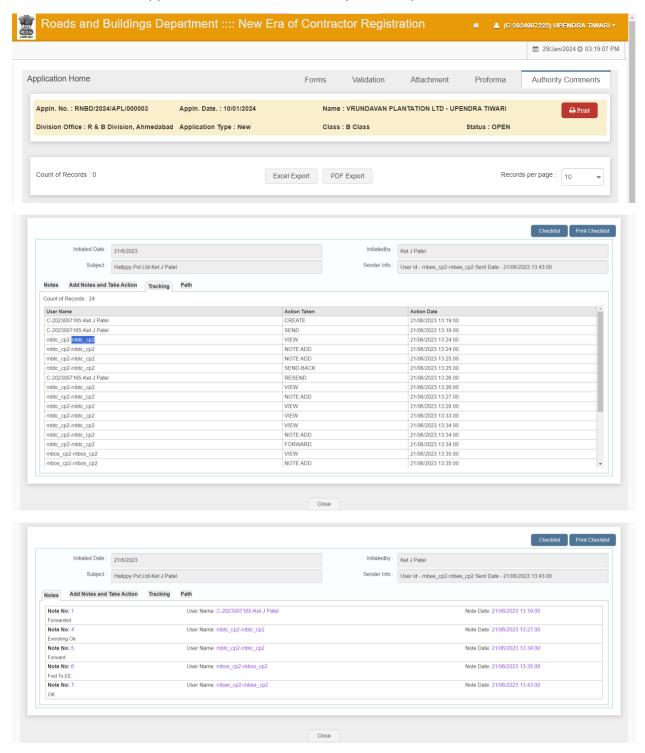
Your application has been submitted successfully

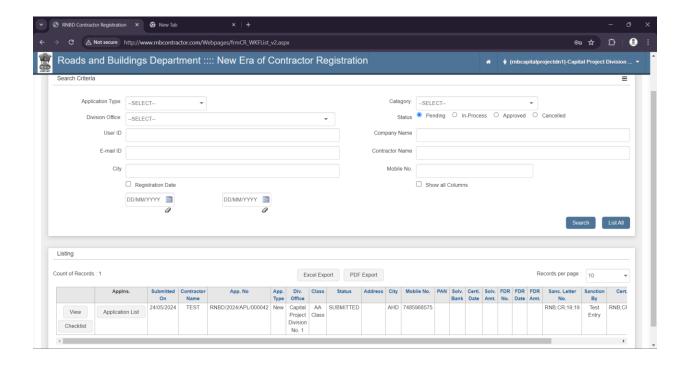


Authority Comments

(After submitting application Click on view application → Authority Comments)

Here user can track application and see comment by Authority





Upgrade Application to Special Category

Click here -





- Select class and Click on Apply
- Other process will be same as new application

Renewal Application

Click here



Other process will be same as new application.

Electrical

List of documents required for registration.

- 1. Bank Solvency and Sardar Sarovar Narmada Nigam F.D.R.
- 2. Proprietorship
- 3. Partnership
- 4. Registrar of Firm Latter
- 5. Engineer, Diploma / Electrical Certificate, Marksheet or School L.C.
- 6. Affidavit or Engineer Biodata with Photo
- 7. Work completion Certificate From 3A
- 8. Work in progress (Work on Hand)

Sr	Class	Fees for	Renewal	Bank	Narmada	Work Limit	Last Three	Work on	Diploma	Degree
no.		Application	Fees	Solvency	Bond / 10%		Year Turn	Hand	Elec.	Elec.
					of Solvency		Over			
1	Α	18,000	7,500	75 Lac	7.50 Lac	700 Lac	300 Lac	600 Lac	5	2
2	В	13,000	7,500	35 Lac	3.50 Lac	300 Lac	100 Lac	200 Lac	3	2
3	С	7,500	5,000	25 Lac	2.50 Lac	150 Lac	30 Lac	60 Lac	3	1
4	D	7,500	5,000	12 Lac	1.20 Lac	100 Lac	15 Lac	30 Lac	2	
5	E-1	4,500	2,500	2 Lac	20,000	50 Lac	5 Lac	10 Lac	1	1
6	E-2	4,500	2,500	1 Lac	10,000	15 Lac			1	1

Civil

List of documents required for registration.

(As per G. R. No. RGN/6089/(8)/Part-1-C Dt.6.8.2011)

- 1. Bank Solvency and Sardar Sarovar Narmada Nigam F.D.R.
- 2. Proprietorship
- 3. Partnership
- 4. Registrar of Firm Latter
- 5. Engineer, Diploma / Electrical Certificate, Marksheet or School L.C.
- 6. Affidavit or Engineer Biodata with Photo
- 7. Work completion Certificate From 3A
- 8. Work in progress (Work on Hand)

Sr	Class	Fees for	Renewal	Bank	Narmada	Work	Last Three	Last Three Year		Work on Hand		Diploma	Degree
no.		Application	Fees	Solvency	Bond /	Limit	Year Turn	Turn Over				Civil.	Civil.
					10% of	In Lac	Over	GOV	PVT	GOV	PVT		
					Solvency		In Lac	In Lac	In Lac	In Lac	In Lac		
1	AA	33,000	8,000	300 Lac	30 Lac	Unlimited	500	1,500	3,000	1,000	2,000	5	3
2	Α	18,000	7,500	75 Lac	7.5 Lac	700	300	900	1,800	600	1,200	5	2
3	В	13,000	7,500	35 Lac	3.5 Lac	300	100	300	600	200	400	3	2
4	С	7,500	5,000	25 Lac	2.5 Lac	150	30	90	180	60	120	3	1
5	D	7,500	5,000	12 Lac	1.2 Lac	100	15	45	90	30	60	2	2
6	E-1	4,500	2,500	2 Lac	20,000	50	5	15	30	10	20	1	1
7	E-2	4,500	2,500	1 Lac	10,000	15	3	9	18	5	10	1	1