

CONTRACTOR REGISTRATION AND APPROVAL GUIDELINES / FAQs

List of contents

1. Contractor registration procedure is done in which website?
2. Which documents are required and what are their sizes?
3. What does “other department” mean?
4. What to do with the acknowledgement number?
5. Does one have to visit the office after online registration is done?
6. How to upload multiple documents when only one field is provided?

Q1. What is the procedure of Contractor registration? Which website should we go to?

Answer 1 :

- i. Search and visit the portal : “irrigationassam.in”.
- ii. After entering the portal click on “Click here for Contractor Registration”.
- iii. It will take you to the guideline page. After thoroughly reading the guidelines select the type of registration listed at the bottom of the page.
- iv. After selecting the type of registration start filling up the form.
- v. Upload necessary documents (in pdf format) and upload photograph (in jpeg or png format only).

The bar will turn green when upload has been completed.

- vi. Click on “Save” to proceed.
- vii. You will receive an “acknowledgement”. Print the acknowledgement and save the acknowledgement number.
- viii. You can use this acknowledgement number to know the status of your application later.
- ix. To check the status of your application :
 - (a) Search and visit the portal : “irrigationassam.in”.
 - (b) After entering the portal click on “Check Contractor Registration Status”.
 - (c) Enter acknowledgement number (point vii) and click check application status
 - (d) There are two status namely “Pending” and “Accepted”.
- x. Original documents are to be produced at General Branch of the Office of the Chief Engineer (Irrigation Department) within 15 days from the date of online application for physical verification. They are to furnish photocopy of uploaded documents (self attached) to the General Branch.

Q2. Which documents are required and what are their sizes?

Answer 2 :

a) The maximum permissible size of all documents is :- 2 MB

In case the file size is more than 2 MB, compress the documents using “PDF COMPRESSOR” websites or softwares.

b) All the documents must be in PDF format.

c) You have to upload a recent photograph in “Jpeg” or “Png” format. The maximum permissible size is 500 KB.

All required documents shall be colour scanned in original and then uploaded in specified attachment tab.

The following documents will be required during the registration process

- i. Registration certificate of “other department” (if the individual/company/partnership are registered in some other government works department. Ref Q3).
- ii. GST certificate.
- iii. Registration Certificate of firm /company.
- iv. Memorandum of Association.
- v. Article of Association.
- vi. Power of Attorney.
- vii. Tools and Machinery Document (Merging of files required).
- viii. Affidavit of Engineers (Merging of files required).
- ix. Labour License.
- x. Bank Solvency Certificate.
- xi. Old Work Order (Merging of files required if more than one).
- xii. Graduation Certificate (if applicable).
- xiii. Caste Certificate (if applicable).
- xiv. Processing Fee Draft Copy (when applicable).
- xv. Security Fee Draft Copy (when applicable)

Q3. What does “other department” mean?

Answer 3 :

Work orders and work done/work completion certificates as prime contractor in other Government Department./Government undertaking/Board/ Committee/Government Corporation/Central Public enterprise under Government of India reflecting nature of work demonstrating experience for last three years.

Q4. What to do with the acknowledgement number?

Answer 4 :

Refer Answer 1 point (vii), (viii) & (ix)

- a. You will receive an “acknowledgement”. Print the acknowledgement and save the acknowledgement number.
- b. You can use this acknowledgement number to know the status of your application later.
- c. To check the status of your application :
 - (i) Search and visit the portal : “irrigationassam.in”.
 - (ii) After entering the portal click on “Check Contractor Registration Status”.
 - (iii) Enter acknowledgement number (point vii) and click check application status
 - (iv) There are two status namely “Pending” and “Accepted”

Q5. Does one have to visit the office after online registration is done?

Answer 5 :

Refer to Answer 5 point (x)

- i. Original documents are to be produced at General Branch of the Office of the Chief Engineer (Irrigation Department) within 15 days from the date of online application for physical verification. They are to furnish photocopy of uploaded documents (self attached) to the General Branch.

Q6. How to upload multiple documents when only one attachment tab is provided?

Answer 6 :

In cases where there are more than one documents to be uploaded, however only attachment tab is provided. In those cases the multiple documents needs to be merged using “PDF MERGER” websites or softwares. Refer to A2 point number (vii) , (viii) & (xi)