

No..... INSTITUTE OF FOREST GENETICS
AND TREE BREEDING , COIMBATORE 2.

APPLICATION FOR REGISTRATION OF CONTRACTORS.

(Period from 01-09-2016 to 31-08-2021)

Rs. 230/- (Rs.200/-+ S.charges Rs.30/-)

Office of the Director, Institute of Forest Genetics & Tree Breeding, Coimbatore

INSTITUTE OF FOREST GENETICS & TREE BREEDING

(Indian Council of Forestry Research & Education)

An autonomous body of Ministry of Environment & Forests, Govt. of India

Forest Campus, Cowly Brown Road, R .S. Puram, Coimbatore-641002.

Ph : EPABX - (0422) 2484100, FAX: 2430549, website: www.ifgtb.icfre.gov.in

APPLICATION FORM FOR ENLISTMENT OF CONTRACTORS (BUILDING WORKS)

(Valid for three months from the date of issue)

Issued to _____ on _____

Issued by _____

To be submitted to _____

(To be filled by the Office)

Signature of the Head of Office
Institute of Forest Genetics & Tree Breeding
Coimbatore 2.

INSTRUCTIONS

- A. Please read the rules for enlistment for the desired class carefully.
- B. All relevant certificates in the Prescribed Form should be attached with the application.
- C. No column should be left blank.

ACKNOWLEDGEMENT

(To be retained with the application)

INSTITUTE OF FOREST GENETICS & TREE BREEDING

(Indian Council of Forestry Research & Education)

An autonomous body of Ministry of Environment & Forests, Govt. of India

Forest Campus, Cowly Brown Road, R .S. Puram, Coimbatore-641002.

- 1. Name of the applicant _____
- 2. Class / Category of the contractor applied for _____

Receipt No.

Dated:

Signature

Office seal

FORM -1**APPLICATION FORM FOR ENCLISTMENT OF CONTRACTOR**Space for
photograph

Class applied for : I / II / III / IV / V (BW)				
1	Name of the applicant			
2	Nationality (Indian / Others)			
3	Full address (A) Regd. Office			
	(B) Head office			
4	Telephone number (with STD Code)	Office		
		Fax		
		Mobile		
5	Constitution of Firm (in Case the firm is private or public Limited concern or a registered partnership firm, attach Attested copy of Deeds or Articles of Association)	1. Individual		2. Sole proprietorship
		3. Private Ltd.Co.		
		4. Partnership Firm		5. Public Ltd.Co.
	If the firm is private or public Limited concern or a registered partnership firm, names of Partners / If Com- any, names of Directors			
		1		
		2		
		3		
		4		
		5		
	6			
6	Detail of permanent Engineering Organisation capable of dealing with			

	works in all stages and has sufficient machinery and tools etc, at the disposal of applicant?		
7	Detail of employment Graduate Engineer in Civil Engineering discipline with not less than the required years experience to deal with works in all stages by the applicant?		
8	Details of enlistment, if already enlisted with IFGTB,ICFRE / Civil wing or any other Department	a. Name of the department	
		b. Class	
		c. Enlisting Authority & Address	
		d. Enlistment Ref	
		e. Validity upto	
		f. Tendering Limit	
9.	List of works executed (to be shown separately as per the prescribed form).		
10	Whether any person working with the applicant has his near relative (s) directly recruited or on deputation in ICFRE-IFGTB is / are posted in any capacity either non-executive or executive employee in the IFGTB Civil Zone in which the applicant is seeking enlistment ? If yes, details thereof.		
11.	A list of those persons who are working with the applicant in any capacity and who are near relative to any officer of ICFRE-IFGTB should be submitted		
12	Whether the applicant i.e. individual / Sole proprietor	(YES / NO)	

	/ any partner / Director of Company		
	a. Is a partner(s) of any firm enlisted in the Department?	(YES / NO)	
	b. Is a Member (s) of the Indian Parliament or any State Legislature?	(YES / NO)	
	c. Is / are dismissed Government Servants (s)	(YES / NO)	
	d. Has been black listed by any department in the past?	(YES / NO)	
	e. Has been removed from the approved list by any department in the past	(YES / NO)	
	f. Has been demoted to lower class by any department in the past?	(YES / NO)	
	g. Has been banned / suspended from business by any department in the past	(YES / NO)	
	h. Has under his employment a dismissed govt. servant	(YES / NO)	
	i. Has retired Civil Engineer / Engineering official from Govt. of India under his employment	(YES / NO)	
	If answer to any of the above queries is YES, annex the details separately		

CERTIFICATE

- I. I/We certify that I/read the rules for Enlistment of Contractors, 2004 and am/are prepared to abide by them as amended from time to time.
- II. I / We certify that I / We will not get myself / ourselves registered as contractor(s) in the Department under more than one name.
- III. I / We certify that I / We will not get myself / ourselves registered as contractor(s) in the Department under more than one time.

IV. I certify that I did not retire / We certify that none of the partners / directors retired as an Engineer or Gazetted rank or as any Gazetted officer employed in Engineering or Administrative duties in Engineering Department of the Govt. of India during the last two years. I / We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government.

Delete whichever is not applicable

Signature of the applicant		
Name	Signature	Address

Works completed during last five years by the contractor

Sl. No	Name of work	Date of start	Date of completion		Reasons for delay & compensation levied if any	Tendered cost	Actual cost	Name and address of client
			Stipulated	Actual				

Signature of the contractor

A list of works on hand

Form III

Sl. No.	Name of work	Date of completion	Date of completion		Tendered cost	Actual cost	Name and address of client
			Stipulated	Actual			

Signature of the contractor

Form IV

List of Machinery tools and plants owned by the Contractor

Category	Machinery	Yes / No	Category	Machinery	Yes / No
Class I	Steel centering & shuttering		Class II	Steel centering & shuttering	
	Builder's			Builder's	
	Concrete mixer of full bag capacity			Concrete mixer of full bag capacity	
*	Vibrators		*	Vibrators	
	Steel scaffolding			Steel scaffolding	
	Standby Gen sets			Standby Gen sets	
	Pumpsets			Pumpsets	
Class III	Steel centering Shuttering		Class IV	Steel centering Shuttering	
	Concrete mixers of full bag capacity			Concrete mixers of full bag capacity	
	Vibrators			Vibrators	
	Steel scaffolding			Steel scaffolding	

Signature of the contractor

Form V

List of Technical / Managerial, key personnel in employment with the Contractor

Sl. No.	Position of Technical / Managerial personnel	Number of personnel

Signature of the contractor

**FORMAT OF BANKER'S CERTIFICATE FROM A SCHEDULED
BANK**

(To be addressed to the designated Enlistment Authority)

This is to certify to the best of our knowledge and information that
M/s/Sh. having marginally noted address , a
customer of our bank are/is respectable and can be treated as good for any
engagement upto a limit of Rs/- (Rupees-----
-----).

This certificate is issued without responsibility on the bank or any of the officers.

Signature with seal
For the Bank

*Note: In case of partnership firm, certificate to include names of all partners as
recorded with bank.*

FORM OF SOLVENCY CERTIFICATE FROM A SCHEDULED BANK
(To be addressed to the designated Enlistment Authority)

Certified that Shri M/s S/o
..... has / have been maintaining a saving bank
account / current account / fix deposit account with this branch of bank since
..... and an amount not less than Rs. (Rupees
.....) has been available to the credit in his / her / their account No.
..... for the last six months.

Signature

For the Bank
Signature with seal
For the Bank

Note: In case of partnership firm, certificate to include names of all partners as recorded with bank.

FORM OF SOLVENCY CERTIFICATE BY TAHSILDAR

I..... TAHSILDAR of
..... do hereby Certify,
on being satisfied by the examination of Revenue and other records and Local enquiries that
.....
(here the name and address of the Contractor should be mentioned) is solvent to the extent of
Rs..... (Rupees
.....)

Signature of the Tahsildar

Date: Tahsildar

Place: Seal of the Officer

NAME OF THE DISTRICT

**INSTITUTE OF FOREST GENETICS AND TREE BREEDING
TERMS AND CONDITIONS FOR THE REGISTRATION
OF THE CONTRACTORS**

Institute of Forest Genetics & Tree Breeding, Coimbatore (IFGTB) desires to register the names of the contractors on its roll for awarding its Civil/Electrical works, concerning the period from **01-09-2016 to 31-08-2021**, in respect of which Format is floated, with terms and conditions mentioned herein below:-

1. CLASSIFICATION:

The Registration of the name of the contractor on the roll of the Institute of Forest Genetics & Tree Breeding, Coimbatore (IFGTB), shall be as per the following Classes/Category of contractors.

Class I Qualified to tender for works up to any amount

Class II Qualified to tender for works whose estimated cost does not exceed Rs.25.00 Lakhs.

Class III Qualified to tender for works whose estimated cost does not exceed Rs.10.00 Lakhs.

Class IV Qualified to tender for works whose estimated cost does not exceed Rs.5.00 Lakhs.

- a) BE Civil/Electrical Engineering graduates, who wish to register in IFGTB, as a contractor can do so directly register for Class III Category. But he/she should submit a xerox copy of BE Certificate with his/her attestation along with application. The Solvency Certificate is not necessary.
- b) Diploma holder in Civil/Electrical Engineering who wish to register in IFGTB, as a contractor can directly register for Class III Category. But he/she shall submit a xerox copy of Diploma Certificate with his/her attestation along with application. He/She should submit solvency as Rs.1.00 Lakhs in original along with the application. The applicant should submit a Certificate, declaring of his/her unemployment, on a Stamp Paper of Rs.50/- Attested by a Notary.

2. LIMITATION OF PARTICIPATION:

The Contractors registered under Class I to Class-IV, respectively could place his/her tender floated by the IFGTB up to the ceiling limits mentioned respectively in Para 1 above.

3. REGISTERING AUTHORITY:

The Authority for registering the names of the contractors in respect of all Classes/Category shall be the Officer-in Charge on behalf of the Director IFGTB, Coimbatore 641 002. The decision taken by the Registering Authority, on application as to the Registration, shall be final.

4. APPLICATION:

- a) The Contractor who intend to register his/her name in the IFGTB is to obtain a prescribed application form, from the Registering Authority by paying Rs.200/- in the Form of challan Union Bank of IFGTB R.S.Puram Branch at Coimbatore, in favour of the "Director, IFGTB, Coimbatore 641 002"
- b) Those who are already registered in PWD and other Government organization shall submit the application forms to the Registering Authority. All intending applicants who are already registered other than in IFGTB i.e., Government organizations, should compulsorily get themselves registered in IFGTB before executing agreement in the particular classes. However they can participate in all the tender invited by IFGTB.

5. REGISTRATION FEE:

The Registration Fee of Rs.3000/-, Rs. 1000/-, Rs. 500/- and Rs.200/- is prescribed towards Registration for Class-I/Class-II/Class-III and Class-IV respectively. The said fee shall be paid respectively by way of Demand Draft drawn on any bank, branch at Coimbatore, in favour of "Director, Institute of Forest Genetics & Tree Breeding, Coimbatore" and the DD to be enclosed along with the application.

6. WORK DONE CRITERIA:

The contractor who intends to get his/her name registered/renewed, shall have to enclose "Work Done Certificate" concerning the below mentioned (Civil/Electrical) works obtained from the Government/Semi Government Organisations. Only Certified and Approved copies of "Work Done Certificate" are considered for registration. The works other than the works mentioned herein below will not be considered.

- a. Maintenance of Residential and Non residential buildings works of Government organisations.
- b. Drain/ water supply, sanitation project works and such other civil works.
- c. Industrial buildings, power houses, , channels, etc.,

7. QUALIFICATION:

The following qualifications are prescribed with regard to the Registration of the different classes/categories of contractors.

(i) FOR REGISTERING AS CLASS-I CONTRACTOR:

- a) To register/renew as a Class-I contractor, he/she should have completed in all respect atleast one work of the nature mentioned at para 6 above, costing more than Rs.50.00 lakhs during the preceding five (5) years. Or;
- b) In the alternative, the average turnover of works executed by him/her, during the preceding five (5) years should not be less than Rs.25.00 lakhs, and atleast 2 works costing more than Rs.25.00 Lakhs each should have been completed in all respects.

(ii) FOR REGISTERING AS CLASS II CONTRACTOR:

- a) To register/renew as a Class-II contractor should have completed atleast one work mentioned in para 6 above, costing more than Rs.25.00 lakhs during the preceding five (5) years. Or;
- b) In alternative the average turnover of works executed by them during the preceding five (5) years should not be less than Rs.25.00 Lakhs and atleast 5 works costing more than Rs.5.00 Lakhs each should have been completed in all respects.

(iii) FOR REGISTERING AS CLASS-III CONTRACTORS:

- a) To register/renew as a Class-III Contractor should have completed at least one work mentioned in para 6 above, costing more than Rs.10.00 lakhs during the preceding five (5) years. Or;
- b. In alternative the average turnover of works executed by him/her during the preceding five (5) years should not be less than Rs.10.00 lakhs and atleast 5 works costing more than Rs.2.00 Lakhs each should have been completed in all respects.

(iv) FOR REGISTERING AS CLASS-IV CONTRACTORS: The Registration under this category will be taken up only on the receipt of application in the prescribed form, without insisting any previous experience.

8. THE CONTRACTOR APPLYING FOR REGISTRATION, SHALL HAVE EMPLOYED TECHNICAL STAFF AS UNDER

Class I: - Atleast two graduate Engineers and two Diploma holders in Civil/Electrical Engineering.

Class II:- Atleast one Graduate Engineer or two Diploma holders in Civil /Electrical Engineering. The proof of the compliance of the above, is required to be enclosed to the prescribed application form, viz., the certified copy of the testimonials of the Engineer and also copy of the order of appointment letter to be enclosed.

9. CONTRACTOR APPLYING FOR REGISTRATION/ RENEWAL SHALL HAVE TO BE SOLVENT TO THE EXTENT INDICATED BELOW:

Class I	Not less than Rs. 25.00 lakhs	()	The Solvency Certificate of the
Class II	Not less than Rs. 7.00 lakhs	()	Competent Authority
Class III	Not less than Rs. 2.00 lakhs	()	should be enclosed and it
Class IV	Not less than Rs. 25,000.00	()	should be valid for one year initially

10. PROCEDURE FOR REGISTRATION.

The applicant contractor shall submit the application in the prescribed form (Form I) to the Registering Authority together with the following documents:

- a) Demand Draft towards Registration Fee.
- b) A list of work executed by the contractor during last five (5) years accompanied by at least one certificate in Form II.
- c) A list works on hand in Form III).
- d) A list of machinery tools and plants owned by the contractor in Form IV.
- e) A list of Technical/Managerial, key personnel in employment with the contractor in Form V
- f) Solvency Certificate to be obtained from Tahasildar /Nationalized or schedule Bank in Form VI & VII respectively.
- g) Latest Income Tax clearance certificate / Copy of Pan Card obtained from Income Tax Authorities.
- h) Latest Sales Tax clearance Certificate obtained from Sales Tax Authorities.
- i) Copy of Partnership Deed in case of firms/companies.
- j) Certificate of Registration issued under "Partnership Act" or "Company Act" in case of firms / companies.
- k) Registration certificate as per the Provident Fund Act.
- l) Registration certificate/ Pass Book, if the contractor registered in PWD or other Government Organizations.
- m) Three passport size photographs of the applicant in the case of individual applicant and that of Managing Partner in case of Partnership firm/Company.

- n) Address Proof: Election ID, Adhaar Card, Ration Card, Pan card, Driving Licence, any two of the mentioned are mandatory.
- o) Change of address, Telephone number, if any should be communicated to the Registering/ Renewal Authority from time to time. In the case of firms which is registered as a partnership firm under the Indian Partnership Act, 1932, a declaration from all the partners is to be enclosed to the effect that no change shall be made in the constitution of the firm given at the time of application for registration/renewal without the prior consent of the registering authority and changes made otherwise would not be binding on IFGTB.
- p) Declaration Certificate in Rs. 50/- on a stamp paper in the form of an affidavit, that he/she has not been black listed, as per form VIII.

11. The Registering Authority

- a) The Registering Authority may in writing could give his consent for a change in the constitution of the firm, given at the time of application for registration/renewal, provided all the partners were to give their consent in writing for adjustment of dues to IFGTB, out of the assets for the partnership firm.
- b) The Registering Authority could allow a period of three months before entrusting the work to the contractor for furnishing necessary clearance certificate, so far as Sales Tax & Income Tax matters are concerned.
- c) Wherever the contractor is not dealing in materials on which sales Tax is levyable and the contractor is not liable under the rules in force to possess a sales tax Registration certificate and is therefore unable to obtain a Sales Tax Clearance certificate, may obtain necessary endorsement for the purpose of registration as a contractor.
- d) The Registering Authority shall satisfy himself about the suitability of the contractor to the work to be entrusted, before issuing an order of registration/renewal.
- e) If there were to be any adverse remarks, in the annual confidential reports of a contractor, such remarks shall be communicated him/her for guidance and correction.
- f) Prescribed application form should be submitted for registration together with 3 passport size photographs of the contractor, in whose name the registration is sought for.
- g) A registration certificate would be issued with the following information, retaining one copy with the Registering Authority.
- h) In case of partnership firm the photograph of the partners is required to be furnished and a photograph of the Managing Partner shall have to be affixed to the Registration Certificate.

12. RULES FOR REGISTRATION:

- a) Once Registering Authority registers the name of the contractor, such registration would be in force for a period of five (5) years viz., during Block period from 2016-2021.
- b) In case of partnership/company, if there were to be any change in the name of the firm/company or changes in the names of the partners/ Directors, the same shall have to be reported to the Registering Authority immediately.

- c) The Registering authority reserves the right to refuse registration/renewal of any applicant/ contractor, if the applicant / contractor has not complied with the rules in respect of registration.
- d) Any government / under taking government / boards and corporation officials/officers are barred in applying for registration
- e) Contractor desirous of continuing Registration shall have to apply for renewal in the prescribed form, for a further period of five (5) years with necessary accompaniments to the Registering Authority, 3 months before the expiry of validity of Registration.
- f) Where there is delay on the part of the contractor in applying for renewal a penalty equal to the Registration fee shall be levied.
- g) The registration authority reserves the right to reject an application for Registration / Renewal without assigning any reason.
- h) There is no direct registration of the contractor for Class-II & above.
- i) Even inspite of registration of the name of the contractor in any Governmental Organization or with its undertakings or with any individual, within the state or outside the state or with the Central Government or with its undertakings, still in order to get works in IFGTB, the applicant contractor is required to get his name registered with the Registering Authority, in a particular Class or category and such registration shall have to be valid and effective at the time of the execution of the agreement.
- j) The name of the contractor once registered under Class IV, III, II, & I in IFGTB, a Registration Certificate would be issued for the block period of 5 years. There will no transfer or change from lower class to higher class or vice-versa till the expiry of one year from the date of registration, even if the contractor is qualified for promotion.
- k) In case of missing of Registration Certificate and if the contractor intends to obtain a duplicate registration such contractor to produce original acknowledgement issued by the Jurisdictional Police Authority showing of filing of a complaint of loss of registration Certificate alongwith an application disclosing the registration number already held and the date of issue, to enable to issue a duplicate registration Certificate.
- l) Contractor is required return his/her old registration passbook / Registration Certificate while registering to a higher class/category.
- m) In case of partnership firm, the firm shall have to declare the names of each partner and their respective addresses. All the members of the partnership shall have to declare that rules and regulations relating to their firm will not be changed without the written consent from the Registering Authority.

13. SUSPENSION OF BUSINESS:

Suspension of business in the matter of works taken on contract, of a particular contractor could be ordered by the Registering Authority, pending enquiry, upon the receipt of the report from the concerned Executive Engineer, (for all classes of contractors) where prima-facia it were to be found that there are grounds to proceed in ordering for an investigation of an episode, leading to a criminal offence in the matter concerning business dealings, which if established would result in his/her removal from the rolls of contractors of IFGTB/Black listing. The period of such suspension of business shall not exceed six months in any case.

14. REMOVAL FROM THE ROLLS OF THE CONTRACTORS OF IFGTB:

The powers in the matter of removal of the name of the contractor from the rolls of IFGTB, shall vest with the Registering Authority. The name could be removed from the rolls for any one of the following reasons:-

- a) The defects in the construction were to be revealed or noticed, before the expiry of the prescribed period of maintenance and if, it were to be proved that, the concerned contractor is responsible. Or;
- b) The contractor is found to have given false information at the time of registration, and the contractor thereby failed to abide by the conditions of registration. or;
- c) The contractor has been declared or is in the process of being declared as a bank corrupt/ insolvent/has wound up the business or dissolved. Or;
- d) The contractor persistently violated the provisions of Labour Laws, Rules & Regulations. Or;
- e) Failure on the part of the contractor to furnish the required initial security deposit and entering into an agreement with Institute of Forest Genetics & Tree Breeding, Coimbatore within the period specified therein, after the award of the work. Or;
- f) If the contractor purchases the tender form and submits an incomplete tender, resultant position of which would be of non-consideration of tender and if it were to repeated for three times, in such an eventuality, removal would be for a period not less than two years from the date of order of removal. Or;
- g) Has no longer the adequate equipment/s, technical personnel/s, or financial resources; or
- h) Violates any important condition of the contract; or
- i) Fails to submit tender to the works advertised, for a period of two years continuously; or
- j) Fails to earn good reports continuously for a period of three years; or
- k) Fails to furnish required income tax clearance; or
- l) Is in the opinion of the registering authority guilty or misconduct in connection with the execution of Government Works/IFGTB Works or such conduct is to calculates to impede or results in impeding the progress of Government /IFGTB works;

15. BLACK LISTING:

The registering authority shall have the right to blacklist a contractor on any one of the following reasons:-

- a) There are sufficient reasons to believe that the contractor or his employee has been guilty of malpractices such as bribery, corruption, fraud including substitution of or interpolation in tenders, smuggling pilferage, unauthorized use of or disposal of IFGTB materials issued for a specific work.
- b) The contractor or his/her partner or his/her representative has been convicted by a court of Competent jurisdiction for offences in relation to business dealings.
- c) The contractor continuously refuses to pay the corporation dues without showing the adequate reasons.
- d) The contractor has shown a persistent tendency and reluctance in executing an accepted work or all the items of works, as per the terms of agreement.

- e) The contractor even after giving due notice, in the matter of removal of sub standard or defective work, were not to do it, and allowed the sub standard or defective work to withstand.
- f) If the contractor purchases the tender form and submits an incomplete tender, or were to bid without prescribed EMD, the resultant position of which would be of non-consideration of tender and if it were to be repeated for three times, in such an eventuality, removal would be for a period not less than two years from the date of order of removal. Or; Note: Before action is to be taken to blacklist a contractor by the Registering Authority, the contractor will be given reasonable opportunity to explain his/her stand.

16. TRANSFER TO HIGHER CLASS:

- a) A contractor who desire to transfer to a higher class/category shall submit an application alongwith necessary documents.
- b) Transfer from one class/category to another class/category, would be made on merits taking into account the cost of works on hand and the average annual turnover.
- c) Transferring from lower Class/category to higher class/category would be considered only after the concerned contractor completing minimum one year from the date of registration in the lower class/category.

17. APPEALS:

The Appeal would lie before the Director, Institute of Forest Genetics & Tree Breeding, Coimbatore within 30 days from the date of the order, against the decision of the Registering Authority relating to registration/renewal/suspension/Removal from the roll/Black-listing/Transfer.

18. AMENDMENT:

The Institute of Forest Genetics & Tree Breeding, Coimbatore reserves the right to amend/ substitute/add any of the condition herein contained in the interest of the IFGTB.

19. Registration Certificate Registration Certificate would be issued by the Registering Authority, to the applicant contractor whose name has been ordered to be registered with Photo with signature of the contractor, which would be valid up to **31-08-2021**.

20. RENEWAL:

- a) Every registration/renewal, granted/renewed effected or made under these rules shall be valid from the date of registration/renewal for a block period of five (5) years. i.e. from **01-09-2016 to 31-08-2021**.
- b) Such registration/renewal for a block period of five years will be subject to all the conditions laid down.

- c) Application for registration/renewal is required to be submitted with required documents three (3) months before the expiry of the period of registration.
- d) Registering authority would ensure that, all applications for registrations are disposed of by **20th November 2016**. Fresh registration made during the block period would expire at the end of the block period of **5 (five) years, viz., 31-08.2021**. The solvency certificate should be produced at the time of first registration & at the time of renewal.
- e) The production of works qualification certificate need not be insisted at the time of renewal of registration. The competent authority accepting the registration should not delay the registration due to omission of certain documents while submitting application for renewal in time so that the contractors are not denied the benefit for tendering for works, due to these procedural delays.

Note: The registering authority is empowered to grant time for the production of such documents upto a maximum of three months and failure to produce the documents within the granted grace time would automatically cancel the registration or renewal.

- 21. Penalty for delay in applying for renewal any registration: Where there is delay on the part of the contractor in applying for renewal, a penalty equal to the fee for renewal of registration is liable to levied i.e. when there is a delay in applying for renewal, a renewal fee at double the rate shall be charged.

Note:- a. The Registering Authority shall communicate adverse remarks if any, in the annual confidential report to the contractor for guidance and correction.

- b. The Annual confidential report shall be sent to the Registering Authority every odd year of the block period at the time of furnishing the statement of income tax department in order to assess the performance.

22. Cancellation of Registration in IFGTB

- a) Registered contractor willing to cancel his/her Registration, should submit an application with a notice of 30 days, addressed to the Registering Authority with original Contractor Licence, Pass book
- b) No Dues certificate from the concerned Department i.e The Institute of Forest Genetics & Tree Breeding, Coimbatore