

## CONTRACTOR REGISTRATION CHECKLIST (CIVIL, MEP)

SN	Description	M: Mandatory O: Optional	Provided
1	Trade/Commercial license	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	VAT/TRN Registration Certificate	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Chamber Of Commerce Membership Certificate	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Commercial Registration Certificate with Percentage of National ownership	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Legal authorized signatory & POA with 3 years validity	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Legal Partnership Certificate	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Classification by DED or DMT	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Official List of employees & labours issued by MOHRE in PDF format	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	List of Machinery, Tools and equipments	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	ADCE Contractor Registration Form (Index + 10 pages)	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	ADCE previous Certificate (if any)	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Company Profile with Index page	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	Organizational Chart with Engineers & key personnel CV, valid passport copies with visa or EID, degree equivalency from MOE	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
14	List of Ongoing and Executed projects (last 5 years) listing Owner, Consultant, scope of services, Bldg. configuration and Cost	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
15	Audited Financial Statement for the last 3 years	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
16	Referral/Completion Certificate/appreciation letters from reputed Owners/Consultant for completed projects	<b>O</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
17	Certificates (QA QC, HSE, ISO)	<b>O</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
18	Company Electronic stamp	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
19	ADCE/ADCP Terms of use	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
20	Labour Compensation Insurance	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
21	Bank letter with IBAN	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No