

**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF TOURISM**

Passport Photograph

**APPLICATION FORM FOR REGISTRATION OF FRESH CONTRACTORS**

1. Name of Applicant/Firm:.....
2. Phone No:.....
3. Father's/Mother's Name:.....
4. Permanent Home Address:.....
5. Present Address of Communication:.....
6. Nationality/Community:.....
7. Schedule Tribe/Caste.....  
Or other backward classes (attached certificate):
8. Class of Registration applied for:.....
9. Details of Past Workdone.....  
And Agency underwhich works carried out:.....
10. Permanent Account Number(PAN Card):.....
11. Professional Tax Clearance Certificate from Respective.....  
Autonomous District Council :
12. Valid Trading License from District Council for Non-Tribal.....  
Contractors :
13. Labour License from Labour Department for Contractors:.....
14. Character Certificate from MP/MLA/MDC/DC/SDO (Civil):.....
15. Financial Soundness Certificate from any recognized .....  
Commercial Bank where the Person concerned is having an Account:
16. Security Deposit as Applicable.....  
(Eligible contractors will be notified):
17. Electors Photo Identity Card (EPIC) Copy:.....
18. Pass Port Size Photograph 2(two) Nos.....Duly Attested:
19. Experience Certificate from any Competent Authority:.....
20. Court Fee Stamp of Rs. 25/- (Rupees Twenty Five) only:.....
21. Goods & Service Tax No. (G.S.T):.....
22. Tax Payer Identification No. (TIN Card):.....
23. License issued under the Inter-State Meghalaya workmen Regulation of Employment & Conditions of Service)(Second Amendment) Rules 2011.

Shri/Smti.....hereby declare that  
the above information and statements furnished by me in supporting to my application are true to the best  
of my knowledge and belief.

Enclosure: Receipt for Rs. 100.00 (Rupees One Hundred) only

Signature of Applicant

**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF TOURISM**

No.M/D-Tour.82/2017/Pt-I/

Dated Shillong the 16<sup>th</sup> May 2025


**TERMS AND CONDITIONS REGARDING ELIGIBILITY OF CONTRACTORS FOR  
FRESH REGISTRATION IN CLASS I AND CLASS II**

In pursuance of Government letter's No.FEA.11/90/71, dt. 17.6.1994 and in exercise of powers delegated upon Heads of Department in matters of registration of Contractors in respect of construction works/works done departmentally, the following Terms and Conditions shall be followed in issue/allot of Registration Number in connection with construction work for development of Tourist Spot, etc.

1. Application fee receipt of Rs.100.00 (Rupees Hundred) only to be attached along with the application form.
2. For registration, contractors are required to successfully complete building as well as road works in the State PWD, MES, CPWD, etc. during previous 5(five) years, for their cases to be considered eligible for registration.
3. Experience Certificate for the last 3(three) years from the competent authority should be obtained before registration.
4. A Statement showing original works- works order/time of completion, to be duly certified by competent authority.
5. Number of machineries like concrete mixers/vibrators etc. used in building construction Works
6. Name of an Engineer/Sub-Engineer engaged- Certificate to be attached.
7. Renewal of registration should be made regularly and timely at the beginning of every financial year in case no renewal had been made for 2(two) successive years at a stretch, the Registration will consequently be treated as cancelled.
8. Classification of Contractors and their respective requirements categories are as follows:

Sl.No	Class of Contractors	Value of works	Fixed Deposit	Form of Deposit
1.	Class I	Above Rs. 6.00 Lakhs	Rs. 22,000/-	Fixed Deposit Receipt from any Banks
2.	Class II	Upto R. 6.00 Lakhs	Rs. 7,000/-	-do-

9. In case of indigenous Meghalaya **Scheduled Tribe, Scheduled Caste** and other backward classes of Meghalaya, **Fixed Deposit of Registration will be 50%** of the amount as shown above.

  
Director of Tourism  
Meghalaya, Shillong.

**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF TOURISM**

Pass port Photograph

No.M/D-Tour.82/2017/Pt-I/

Dated Shillong the 16<sup>th</sup> May, 2025

**APPLICATION FORM FOR RENEWAL CONTRACTORS**

Name of Applicant/Firm: .....

1.Phone No:.....

2. Father’s/Mother’s Name: .....

3. Permanent Home Address.....

4. Present Address of Communication:.....

5. Nationality/Community: .....

Class of Registration applied for.....

Last year Registration No. to be attached. ....

Professional Tax Clearance Certificate from Respective Autonomous District Council.....

Valid Trading License from District Council for Non-Tribal Contractors .....

Labour License from Labour Department for contractors:.....

Pass Port Size Photograph 2(two) Nos Duly Attested:.....

Court Fee Stamp of Rs. 25/- (Rupees Twenty Five) only:.....

Permanent Account Number (Pan Card).....

Goods & Service Tax (G.S.T) No.....

Shri/Smti.....hereby declare that the above information and statements furnished by me in supporting to my application are true to the best of my knowledge and belief.

Enclosure: Receipt for Rs. 100.00 (Rupees One Hundred) only.

Signature of Applicant

**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF TOURISM**


No.M/D-Tour. 82/2017/Pt-I/

Dated Shillong the 16<sup>th</sup> May, 2025

**TERMS AND CONDITIONS REGARDING ELIGIBILITY OF CONTRACTORS FOR  
RENEWAL IN CLASS I AND CLASS II**

In pursuance of Government letter's No.FEA.11/90/71, dt. 17.6.1994 and in exercise of powers delegated upon Heads of Department in matters of registration of Contractors in respect of construction works/works done departmentally, the following Terms and Conditions shall be followed in issue/allot of Registration Number in connection with construction work for development of Tourist Spot, etc.

1. Application form is to be supplied to interested applicants at the rate of Rs.100.00 (Rupees Hundred) only.
2. Renewal of registration should be made regularly and timely at the beginning of every financial year in case no renewal had been made for 2(two) successive years at a stretch, the registration will consequently be treated as cancelled.

  
Director of Tourism  
Meghalaya, Shillong.

**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF TOURISM**

Passport Photograph

No.M/D-Tour.82/2017/Pt-I/

Dated Shillong the 16<sup>th</sup> May, 2025

**APPLICATION FORM FOR UPGRADATION FROM CLASS II TO CLASS I  
CONTRACTORS**

Department:.....

Name of Applicant/Firm:.....

Father's/Mother's Name:.....

Permanent Home address:.....

.....

Address of Communication:.....

.....

Nationality/Community:.....

Class of Registration applied for:.....

Last year Registration No. to be attached.

Professional Tax Clearance Certificate from Respective.....

Autonomous District Council :

Valid Trading License from District Council for Non-Tribal.....

Contractors :

Labour License from Labour Department for Contractors:.....

Pass Port Size Photograph 2(two) Nos.....

Duly Attested:

Court Fee Stamp of Rs. 25/- (Rupees Twenty Five) only:.....

Security Deposit is applicable:.....

(Eligible contractors will be Notified)

Shri/Smti.....hereby  
declare that the above information and statements furnished by me in supporting to my  
application are true to the best of my knowledge and belief.

Enclosure: Receipt for Rs. 100/- (Rupees One Hundred) only.

Signature of Applicant

**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF TOURISM**

No.M/D-Tour.82/2017/Pt-I/

Dated Shillong the 16<sup>th</sup> May 2025


**TERMS AND CONDITIONS REGARDING ELIGIBILITY OF CONTRACTORS FOR  
UPGRADATION FROM CLASS II TO CLASS I**

In pursuance of Government letter's No.FEA.11/90/71, dt. 17.6.1994 and in exercise of powers delegated upon Heads of Department in matters of registration of Contractors in respect of construction works/works done departmentally, the following Terms and Conditions shall be followed in issue/allot of Registration Number in connection with construction work for development of Tourist Spot, etc.

1. Application fee receipt of Rs.100.00 (Rupees Hundred) only to be attached along with the application form.
2. No Class II contractors will be considered for Upgradation to Class I category, unless and until they have taken up works for a minimum period of not less than 3(three) consecutive years. In case no works have been allotted to them during the aforesaid period, a certificate to the effect that they have tendered work in PWD during the three consecutive three years/should be produced, thereby proving the good intention to execute work if given allotment.
3. Renewal of registration should be made regularly and timely at the beginning of every financial year in case no renewal had been made for 2(two) successive years at a stretch, the Registration will consequently be treated as cancelled.
4. Classification of Contractors and their respective requirements categories are as follows:

Sl.No	Class of Contractors	Value of works	Fixed Deposit	Form of Deposit
1.	Class I	Above Rs. 6.00 Lakhs	Rs. 22,000/-	Fixed Deposit Receipt from any Banks
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Director of Tourism  
Meghalaya, Shillong.