



CONTRACTOR REGISTRATION FORM

DHA Islamabad - Rawalpindi

Category Applied: C-A() C-B() C-1() C-2() C-3() C-4() C-5() C-6() C-7()

1. Name of Company:

2. Address:

3. Email:

4. Tel:

5. Fax:

6. Type of Business:

Listed Company

Non-listed Company

Partnership

Sole proprietorship

Others (Please Specify): _____

7. NTN: _____

8. GST No.: _____ (If registered)

9. PEC Reg No. : _____

10. PEC Category: _____

11. Authorised Signatories: (authorized to signs bids/offers/contracts & receive cheques)

S.No.	Name & CNIC	Desgn.	Contact No.	Specimen signatures

Note: Use duly signed & stamped separate sheet if required.

12. Bank Name: _____

Branch Address: _____

Bank Account No.: _____

Account Title: _____

13. Plant and Machinery available with the contractor/firm

S.No.	Name of Machinery	Model	Make	Registration / Engine No.	Number of Units

Note: Use duly signed & stamped separate sheet if required.

14. List of Engineering Staff employed by contractor/firm

S.No.	Name and CNIC	Designation	Qualification	Date since employed

Note: Use duly signed & stamped separate sheet if required.

15. Declaration

I _____ CNIC _____ Desgn. _____ of Messrs _____ do hereby declare and confirm that the information provided herein is true, accurate and correct to best of my knowledge and belief and nothing has been concealed intentionally. I agree that this registration, if accepted, shall be valid from the date of approval and it does not constitute an assumed obligation whatsoever by DHA. I also confirm that in the event of any changes of status or changes in the elements of the aforementioned information, details shall be provided as and when changes take place.

Signature

Stamp

Date

16. Checklist of Documents to be attached.

- Certificate of Incorporation / Partnership Deed/Undertaking in case of sole proprietorship
- Articles / Memorandum of Association & Form A (In case of company)
- Copy of license issued by Pakistan Engineering Council with valid expiry limit (Renewed copy if expired)
- NTN Certificate and Sales Tax Registration Certificate (if registered under Sales Tax)
- CNIC of directors/members/partners and authorised signatories.
- Pay Order in the favour of DHA Islamabad of the respective amount mentioned at point 14.
- Renewal fee shall be recoverable if not paid on annual basis
- Company financial statements/balance sheet (Audited Reports) for the last two fiscal years. In case of audit accounts are not available; a business Profit & Loss statement is required to be submitted on the company letter head along with copies of Final Income Tax Returns for the last two years.
- Company profile along with past experience over the last two years stating major contracts, with values and corresponding client name.

Note: All parts of the registration form must be completed, and all above requirement must be fully complied with. Incomplete forms will not be processed.

Registration with DHA, if accepted, does not constitute any obligation on part of DHA to guarantee any tender invitation, contractual awards or any order for product or service. It must not be treated as prequalification.

Please send this form to following address through registered post or courier service:

ED Tech & Chief Engr
 Chief Engr Branch
 Defence housing Authority, Islamabad-Rawalpindi
 Defence Mall, Defence Avenue, Phase-I
 Islamabad, Pakistan
 For queries: UAN: 111-555-400 Ext: 158

17.

PEC Registered Category	Limit of Award of Contract (Mn)	Enlistment Fee		Annual Renewal Fee	
		Corporate	Non Corporate	Corporate	Non Corporate
C A	No Limit	150,000	300,000	15,000	30,000
C B	4000	125,000	250,000	12,500	25,000
C-1	2500	100,000	200,000	10,000	20,000
C-2	1000	87,500	175,000	8,750	17,500
C-3	500	75,000	150,000	7,500	15,000
C-4	200	50,000	100,000	5,000	10,000
C-5	65	25,000	50,000	2,500	5,000
C-6	25	12,500	25,000	1,250	2,500
C-7	5	25,000	50,000	2,500	5,000

For Official Use Only:VerificationRemarksRecommendationCE Br.

Registration No. Allotted: _____

Category Allotted:

Date Received by DHA: _____

Date Evaluated: _____

Registration intimated on: _____

Rejection intimated on: _____

Desg: ED Tech & CE

Sign:

Stamp: