



**GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT & RURAL DEVELOPMENT DEPARTMENT  
LOCAL COUNCIL BOARD**

NO.AO-II/LCB/6-11/2016  
Dated Peshawar, the 29/02/2016

To

- 1- All the Tehsil Municipal Officers,  
Tehsil Municipal Administration in Khyber Pakhtunkhwa.
- 2- All the Town Municipal Officers,  
Town Municipal Administration in Khyber Pakhtunkhwa.

Subject **POLICY GUIDE LINES/TERMS & CONDITIONS FOR THE  
PROCEDURE OF REGISTRATION OF CONTRACTORS FOR LOCAL  
COUNCILS CONTRACTS FOR THE YEAR, 2016-17.**

I am directed to communicate that the Competent Authority in accordance with rules 39 of the TMAs rules of business, 2015 is pleased to approve the following Guidelines and terms and conditions for procedure of Registration of Contractors for the Local Councils contracts for the year **2016-17**.

**1) There shall be four classes of the contractors:**

- i) A-class contractors, who shall pay registration fee of Rs.50,000/-
- ii) B-class contractors, who shall pay registration fee of Rs.35,000/-
- iii) C-class contractors, who shall pay registration fee of Rs.25,000/-
- iv) D-class contractors, who shall pay registration fee of Rs.15,000/-

**2) The renewal fee shall be the same each year, if not revised earlier.**

**3) The registration fee shall be deposited into the funds of the Local Council Board Khyber Pakhtunkhwa, Peshawar through bank voucher.**

**4) The contractors enlisted after paying the prescribed registration fee shall participate in any type of auctions conducted by any Local Council in Khyber Pakhtunkhwa according to his enlistment.**

**5) The registration will be valid for and up to **30/06/2017** or till the time it is cancelled for any reason by the competent authority.**

**Registration criteria for A to C-class firms.**

**6) Only A-class to C-class firms will be registered if they provide the following information/documents at the time of registration:**

- a) Name of Managing Partner/Director must be shown on partnership deed on a stamped paper of Rs.50/-
- b) The name of each partner may also be shown with his full particulars and National Identity Card number.
- c) The National Identity Cards in respect of the partners/Managing partners/Directors of the firms (duly attested) be supplied while applying for registration as A-Class contractor.

- d) The partnership in the firm must be got attested by Notary Public and attached with the application.
  - e) Only the Managing partner/Director will be eligible for execution of the agreement deed with the concerned council and will also be held responsible for all liabilities in case of any default. In case the Managing partner dies, his heirs and partners will share the liability.
  - f) The value of the immoveable property shall be the following:
    - i) A-Class.....50-Lacs
    - ii) B-Class.....35-lacs
    - iii) C-Class.....25-lacs.
    - iv) D-Class.....15-lacs.
  - g) The property documents of managing partner/Director will only be required, because all the contracts will be awarded in the name of managing partner/director of the firm.
  - h) The registration to the individual person shall be allowed for all classes subject to completion of all codal formalities.
  - i) No registration shall be allowed to the firm for D-class. Anyhow in individual cases every person can apply for A-class, B-class, C-class and D-class registration.
- 7)** The persons who are applying for the registration shall produce under taking supported by two Local notable guarantors, having property to the tune of property required for the intended class of registration on stamped paper duly attested by the 1st class Magistrate
- 8)** The persons who are applying for the registration shall show their original National Identity Cards, and attested photo copy thereof will be retained.
- 9)** Since there are possibilities of the auctions taking place at different places on the same day and registered contractors will not be in a position to participate in the auctions at different places on the same day, therefore, in such situation the registered contractor on will issue an authority/attorney to various persons for the purpose on stamped paper, just to participate in the auction proceedings on behalf of the said contractor. If offer is accepted the agreement will be signed by the original contractor/managing partner in the case of firms.
- 10)**Registration/Renewal of contractors for the year, 2016-17 shall be started w.e.f. / /2016.
- 11)**The defaulting contractors and their partners will not be registered. Those defaulting contractors be considered for black listing who willfully failed to clear the dues of the councils concerned. In the following cases the contractors will not be black listed,If there is any stay order by any court of law.
- 12)** Those contractors/firms who have already been registered for the year, 2015-16 they shall get renewal of their certificate for the year, 2016-17, after paying the

prescribed registration fee provided they have not been black listed or they fall under the sub items (11) above. But subject to production of latest property certificate.

**13)** The limit for each class contract shall be as follows:

- |    |         |                        |
|----|---------|------------------------|
| a) | A-class | Rs.20 million & above. |
| b) | B-class | Rs.20 Million.         |
| c) | C-class | Rs.10 Million.         |
| d) | D-class | Rs.1.5 Million.        |

**14)** This shall be the responsibility of each Tehsil/Town Municipal Officer to furnish the names of their defaulter contractors to Local Council Board before registration each year.

**(MUHAMMAD KHALIQ)**  
**DEPUTY SECRETARY-III (LCB)**

Copy forwarded to:

- 1) PS to Senior Minister for LG&RDD Khyber Pakhtunkhwa, Peshawar.
- 2) PS to Secretary, LG&RDD Khyber Pakhtunkhwa, Peshawar.
- 3) PS to Secretary, Local Council Board Khyber Pakhtunkhwa.
- 4) All the Deputy Secretaries LCB Khyber Pakhtunkhwa, Peshawar.
- 5) The Director, Local Fund Audit Khyber Pakhtunkhwa, Peshawar.

**DEPUTY SECRETARY-III (LCB)**