

Intl Memo no. 912/122 - Construction

Date: 27-07-2020

Subject: New contractor registration form.

Several new contractors are approaching us for work and several project managers are not aware of the contractors who are working at our sites.

Availability of additional contractors and knowledge about existing contractors at all sites will be of great use to all project managers. Accordingly, this standard operating procedure is being issued to standardize the procedure for registering existing and new contractors.

E&D team to maintain a file of all contractors. Sites should send a scanned copy of the form enclosed herein for registration of existing/new contractors.

Existing contractors must be registered before 1-8-2020.

Soham Modi.

Intl Memo no. 912/122 – Annexure – A
CONTRACTOR REGISTRATION FORM

Name of contractor			
Name of company/firm			
Present Address:			
Mobile no.			
Email id			
Aadhar card no.			
Pan No.			
GST no.			
Bank a/c no.			
Nature of work:			
Details of equipment available			
Labour license no.:			
PF account no.:			
ESI no.:			
Remarks:			
Referred by:			
Prepared by	Date	Sign	

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