

## ADVERTISEMENT OF ENLISTMENT OF CONTRACTOR

Subsequent upon adoption of CPWD Manual and CPWD Specifications instead of Punjab PWD Manual and specifications and common schedule of rates by the Engineering Department as per concurrence of the Administrator and further office order issued by the Secretary Engineering, Chandigarh Administration in this regard the Finance Deptt. U.T., Chandigarh, has accorded approval of Engineering Department, U.T., Chandigarh for revision of enlistment criteria-2009 in respect of Categories Class- III & IV P.H. Works of following categories vide his U.O. No.451-F & P.O.(5)-2009/5328 dated 7.8.2009 and U.O. No.F&PO(6)-2010/2392 dated 25.3.2010 and conveyed vide Chief Engineer, U.T., Chandigarh vide his memo No.G-1/10/2235-37 dated 29.3.2010 and No.2818-21 dated 16.4.2010 and No.4233-35 dated 31.5.2012. The contractors who are willing to get their enlistment registered with the Public Health Wing of Engineering Department, U.T., Chandigarh may apply on the prescribed application form. The applications are invited so as to reach in the office of the Executive Engineer, Project P.H. Division No.1/3/7/8, Chandigarh by **31.03.2015 upto 5.00 P.M.**

| Sr. No. | Category   | Class     | Tendering Limit | Processing Authority   |
|---------|--|-----------|-----------------|--|
| I       | <b>Public Health</b>                               |           |                 |  |
| i)      | Public Health                                      | Class III | Rs.20.00 lacs   | Executive Engineer, Project P.H. Division No.7, Sector-11, 2746512 |
| ii)     | Public Health                                      | Class IV  | Rs.5.00 lacs    | Executive Engineer, Project P.H. Division No.7, Sector-11, 2746512 |
| II      | <b>HVAC</b>  |           |                 |  |
| i)      | HVAC   | Class III | Rs.20.00 lacs   | Executive Engineer, Project P.H. Division No.7, Sector-11, 2746512 |
| ii)     | HVAC   | Class IV  | Rs.5.00 lacs    | Executive Engineer, Project P.H. Division No.7, Sector-11, 2746512 |
| III     | <b>Fire Fighting System</b>                        |           |                 |  |
| i)      | Fire Fighting System                               | Class III | Rs.20.00 lacs   | Executive Engineer, Project P.H. Division No.1, Sector-9, 2740349  |
| ii)     | Fire Fighting System                               | Class IV  | Rs.5.00 lacs    | Executive Engineer, Project P.H. Division No.1, Sector-9, 2740349  |
| IV      | <b>Solar Water Heating System</b>                  |           |                 |  |
| i)      | Solar Water Heating System                         | Class III | Rs.20.00 lacs   | Executive Engineer, Project P.H. Division No.1, Sector-9, 2740349  |
| ii)     | Solar Water Heating System                         | Class IV  | Rs.5.00 lacs    | Executive Engineer, Project P.H. Division No.1, Sector-9, 2740349  |
| V       | <b>Pumping machinery for W/S, Sewerage, S.W.D.</b> |           |                 |  |
| i)      | Pumping machinery for W/S, Sewerage, S.W.D.        | Class III | Rs.20.00 lacs   | Executive Engineer, Project P.H. Division No.3, Sector-9, 2740648  |
| ii)     | Pumping machinery for W/S, Sewerage, S.W.D.        | Class IV  | Rs.5.00 lacs    | Executive Engineer, Project P.H. Division No.3, Sector-9, 2740648  |
| VI      | <b>Medical Gases</b>                               |           |                 |  |
| i)      | Medical Gases                                      | Class III | Rs.20.00 lacs   | Executive Engineer, Project P.H. Division No.1, Sector-9, 2740349  |
| ii)     | Medical Gases                                      | Class IV  | Rs.5.00 lacs.   | Executive Engineer, Project P.H. Division No.1, Sector/9, 2740349  |

The enlistment will be valid for two financial years. The prescribed application form along with terms and conditions of enlistment/up gradation and enlistment criteria may be obtained from the office of the Executive Engineer, Project P.H. Division No.1/3/7 Chandigarh on any working day from 9.00 A.M. to 5.00 P.M. or down loaded from internet "chandigarh.gov.in".

Superintending Engineer,  
Project P.H. Circle, Chandigarh.

## Enlistment Rules-2009

### Engineering Department, Chandigarh Administration, U.T. Chandigarh

|   |  |
|---|--|
| <b>Category</b>                         | <b>Public Health</b>   |
| Class                                   | <b>III</b>   |
| Jurisdiction & Enlistment Authority     | Superintending Engineer (UT). (PH) Chandigarh for Public Health works  |
| Tendering limit                         | 20.00 Lacs   |
| Experience Required during last 5 years | Three works of 5.00 Lacs each with at least one Public Health work or unemployed graduate Engineer (C)             |
| Financial soundness                     | Banker's certificate of 20.00 Lacs   |
| Engineering Establishment               | (a) One diploma Engineer (C) with minimum experience of 3 years<br>(b) nil in case of unemployed graduate Engineer |
| T& P Machinery                          | Concrete mixers of full bag capacity 1Nos.   |
| Enlistment Processing Fee               | Rs. 5,000/- (Non refundable) for two years   |
| Processing Authority                    | Chandigarh Administration Executive Engineer PH-7 for Public health works  |

|   |   |
|---|---|
| <b>Category</b>                         | <b>Public Health</b>  |
| Class                                   | <b>IV</b>   |
| Jurisdiction & Enlistment Authority     | Superintending Engineer (UT). (PH) Chandigarh for Public Health works                               |
| Tendering limit                         | 5.00 Lacs   |
| Experience Required during last 5 years | Two works of 2.00 Lacs each with at least one Public Health work or unemployed Diploma Engineer (C) |
| Financial soundness                     | Banker's certificate of 5.00 Lacs   |
| Engineering Establishment               | Nil   |
| T& P Machinery                          | Nil.  |
| Enlistment Processing Fee               | Rs. 2,000/- (Non refundable) for two years  |
| Processing Authority                    | Chandigarh Administration Executive Engineer PH-7 for Public health works                           |

| Sr.No. | Name   | Description   |
|--------|--|---|
| 1.     | Category   | <b>HVAC</b>   |
| 2.     | Class  | <b>IV</b>   |
| 3.     | Jurisdiction & enlistment Authority.                 | Chandigarh Superintending Engineer (PH), UT Chandigarh                    |
| 4.     | Tendering Limit                                      | Rs.15 Lakhs.  |
| 5.     | Past Experience of completion works in last 5 years. | Three works of original/operation/maintenance nature of Rs.3.0 Lakh each. |
| 6.     | Financial soundness                                  | Bankers certificate of Rs.15 Lakhs.                                       |
| 7.     | Engineering Establishment.                           | NIL   |
| 8.     | T&P Machinery.                                       | NIL   |
| 9.     | Enlistment processing fee.                           | Rs.5,000  |
| 10     | Processing Authority                                 | Executive Engineer(PH)-7,UT Chandigarh                                    |

| Sr.No. | Name                                 | Description   |
|--------|--------------------------------------|---|
| 1.     | Category                             | <b>Fire fighting system (water based wet riser &amp; sprinkler)</b> |
| 2.     | Class                                | <b>III</b>  |
| 3.     | Jurisdiction & enlistment Authority. | Chandigarh Superintending Engineer (UT) PH, Chandigarh              |
| 4.     | Tendering Limit                      | Rs.20 Lakhs.  |

|    |  |  |
|----|--|--|
| 5. | Past Experience of completion works in last 5 years. | Three works of not less than Rs.8 lakhs each of fire fighting system works.  |
| 6. | Financial soundness                                  | Bankers certificate of Rs.20 Lakhs.  |
| 7. | Engineering Establishment.                           | One Diploma (E/M) qualified Engineer with not less than three years experience in the design, erection, testing and commissioning of fire fighting system.   |
| 8. | T&P Machinery.                                       | LT 1000 V meggar, Gas cutting and welding machine, Hydraulic pressure testing equipment Magnetic dial indicator, Hand operated crimping tool, Multimeter, Battery Tester, Portable electric welding machine. |
| 9. | Enlistment processing fee.                           | Rs.5000/-  |
| 10 | Processing Authority                                 | Executive Engineer(PH-1),UT, Chandigarh  |

| Sr.No. | Name   | Description  |
|--------|--|--|
| 1.     | Category   | <b>Solar water Heating System</b>  |
| 2.     | Class  | <b>III</b>   |
| 3.     | Jurisdiction & enlistment Authority.                 | Chandigarh<br>SE-PH,(UT), Chandigarh   |
| 4.     | Tendering Limit                                      | Rs. 20 Lakh.   |
| 5.     | Past Experience of completion works in last 5 years. | 3 works of similar nature Of 3 lacs each   |
| 6.     | Financial soundness                                  | Bankers Certificate of 20 lacs.  |
| 7.     | Engineering Establishment.                           | One diploma Engineer (Mech.)with 3 years experience.   |
| 8.     | T&P Machinery.                                       | Welding set gas, welding set electric, Brazing machine, bending machine, drilling machine, shearing machine, pipe cutting machine, hand drilling machine, concrete drilling machine, grooving machine, die set, work bench, air compressor, power press, lethe machine |
| 9.     | Enlistment processing fee.                           | Rs.5000/-  |
| 10.    | Processing Authority                                 | Executive Engineer (PH-1), UT, Chandigarh  |

| Sr.No. | Name   | Description  |
|--------|--|--|
| 1.     | Category   | <b>Solar water Heating System</b>  |
| 2.     | Class  | <b>IV</b>  |
| 3.     | Jurisdiction & enlistment Authority.                 | Chandigarh<br>S.E.PH(UT), Chandigarh   |
| 4.     | Tendering Limit                                      | Rs. 5 Lakh.  |
| 5.     | Past Experience of completion works in last 5 years. | 3 works of similar nature Of 1each   |
| 6.     | Financial soundness                                  | Bankers Certificate of 5 lacs.   |
| 7.     | Engineering Establishment.                           | One diploma Engineer(Mech.)  |
| 8.     | T&P Machinery.                                       | pipe cutting machine, hand drilling machine, concrete drilling machine, grooving machine, die set, work bench, |
| 9.     | Enlistment processing fee.                           | Rs.2000/-  |
| 10.    | Processing Authority                                 | Executive Engineer (PH1), UT, Chandigarh   |

| Sr.No. | Name   | Description   |
|--------|--|---|
| 1.     | Category   | <b>Pumping Machinery for water supply, sewerage &amp; Storm system</b>  |
| 2.     | Class  | <b>III</b>  |
| 3.     | Jurisdiction & enlistment Authority.                 | Chandigarh<br>SE-PH(UT), Chandigarh   |
| 4.     | Tendering Limit                                      | 20 lacs   |
| 5.     | Past Experience of completion works in last 5 years. | Three works of 3 lakhs each for providing, installation, testing & commissioning of pumping machinery   |
| 6.     | Financial soundness                                  | Bankers Certificate of 20 lacs.   |
| 7.     | Engineering Establishment.                           | One Diploma Engineer( M/E) with 3 years experience  |
| 8.     | T&P Machinery.                                       | Welding set gas, drilling machine, bench grinder, portable drilling machine, Chain Pulley-5 ton, tripod, Clamps M.S. of various sizes, vernier calipers, micrometer, Threading dies set, Jigs & fixtures. |
| 9.     | Enlistment processing fee.                           | Rs. 5000/-  |
| 10.    | Processing Authority                                 | Executive Engineer(PH-3), UT, Chandigarh  |

| <b>Sr.No.</b> | <b>Name</b>  | <b>Description</b>   |
|---------------|--|--|
| 1.            | Category   | <b>Pumping Machinery for water supply, sewerage &amp; Storm system</b>   |
| 2.            | Class  | <b>IV</b>  |
| 3.            | Jurisdiction & enlistment Authority.                 | Chandigarh<br>SE-PH(UT), Chandigarh  |
| 4.            | Tendering Limit                                      | 5 lacs   |
| 5.            | Past Experience of completion works in last 5 years. | Three works of 1 lakhs each for providing, installation, testing & commissioning of pumping machinery  |
| 6.            | Financial soundness                                  | Bankers Certificate of 5 lacs.   |
| 7.            | Engineering Establishment.                           | One Diploma Engineer( M/E).  |
| 8.            | T&P Machinery.                                       | Welding set gas, drilling machine, bench grinder, portable drilling machine, Chain Pulley-5 ton, tripod, Clamps M.S. of various sizes, vernier calipers, micrometer, Threading dies set, |
| 9.            | Enlistment processing fee.                           | Rs. 2000/-   |
| 10.           | Processing Authority                                 | Executive Engineer (PH-3), UT, Chandigarh  |

| <b>Sr.No.</b> | <b>Name</b>  | <b>Description</b>  |
|---------------|--|---|
| 1.            | Category   | <b>Medical Gases.</b>   |
| 2.            | Class  | <b>III</b>  |
| 3.            | Jurisdiction & enlistment Authority.                 | Chandigarh<br>SE(PH) (UT), Chandigarh   |
| 4.            | Tendering Limit                                      | 20 Lacs   |
| 5.            | Past Experience of completion works in last 5 years. | Three works of 6 lacs each including, laying of piping system & supply  |
| 6.            | Financial soundness                                  | Banker`s certificate of Rs. 20 lakhs  |
| 7.            | Engineering Establishment.                           | One diploma holders with minimum experience of 3 years.   |
| 8.            | T&P Machinery.                                       | Welding set Electrical, welding set Gas, Power drilling machine, Electric cutter for metal, Compact tool kit, O2 Cylinders. |
| 9.            | Enlistment processing fee.                           | Rs. 5000  |
| 10.           | Processing Authority                                 | Executive Engineer(PH-1), UT, Chandigarh  |

| <b>Sr.No.</b> | <b>Name</b>  | <b>Description</b>   |
|---------------|--|--|
| 1.            | Category   | <b>Medical Gases</b>   |
| 2.            | Class  | <b>IV</b>  |
| 3.            | Jurisdiction & enlistment Authority.                 | Chandigarh<br>SE(PH),(UT), chandigarh  |
| 4.            | Tendering Limit                                      | 5 Lacs   |
| 5.            | Past Experience of completion works in last 5 years. | Three works of 1 lacs each including, laying of piping system & supply                                       |
| 6.            | Financial soundness                                  | Banker`s certificate of Rs. 5 lakhs  |
| 7.            | Engineering Establishment.                           | One diploma Holder   |
| 8.            | T&P Machinery.                                       | Welding set Electrical, welding set Gas, Power drilling machine, Electric cutter for metal, Compact tool kit |
| 9.            | Enlistment processing fee.                           | Rs. 2000   |
| 10.           | Processing Authority                                 | Executive Engineer(PH-1), UT, Chandigarh   |

## APPLICATION FORM ENLISTMENT AS CONTRACTORS

Supporting Documents be annexed with the application form (Application found deficient in any respect are liable to be rejected without further correspondence).

| CLASS _____ | CATEGORY _____  |                                   |
|-------------|---|-----------------------------------|
| 1.          | Name of applicant .....   |                                   |
| 2.          | Nationality   | Indian ..... Other .....          |
| 3.          | Address   |                                   |
| (i)         | Regd Office .....   |                                   |
| (ii)        | Head Office .....   |                                   |
|             | (Attach separate paper for addresses of other offices)  |                                   |
| 4.          | Telephone Number .....  | Fax No.....                       |
|             | E-Mail Address .....  |                                   |
| 5.          | Constitution:   |                                   |
|             | Individual .....  | Sole Proprietorship Concern ..... |
|             | Partnership Firm .....  | Public Ltd. Company .....         |
|             | Pvt. Ltd. Company .....   |                                   |
| 6.          | If partnership firm, names of the partners/If company, name of directors.   |                                   |
|             | 1.....  | 2.....                            |
|             | 3.....  | 4.....                            |
|             | 5.....  | 6.....                            |
| 7.          | Is the individual/sole proprietor/any partner/director of company:  |                                   |
| (a)         | Dismissed Government Servant  | Yes..... No.....                  |
| (b)         | Removed from approved list of contractors   | Yes..... No.....                  |
| (c)         | Demoted to a lower class of contractors   | Yes..... No.....                  |
| (d)         | Having business banned/suspended by any Government in the past  | Yes..... No.....                  |
| (e)         | Convicted by a Court of law   | Yes..... No.....                  |
| (f)         | Retired engineer/official from engineering department of Govt. of India within last Two Years.  | Yes..... No.....                  |
| (g)         | Director or partner or any other Company/firm enlisted with CPWD or any other department.   | Yes..... No.....                  |
| (h)         | Member of parliament or any State Legislative Assembly  | Yes..... No.....                  |
|             | If answer to any of the above is 'Yes' furnish details on a separate sheet.   |                                   |
| 8.(a)       | Name of person holding power of attorney .....  |                                   |
| (b)         | Nationality   | Indian..... Other.....            |
| (c)         | Liabilities .....   |                                   |
| 9.          | Name of Bankers with full address .....   |                                   |
| 10.         | Place of business .....   |                                   |
| 11.         | Full time technical staff in applicant's employment (Refer Table I & fill up the columns below in respect of requisite trade and experience only) |                                   |
| (a)         | Graduate engineers with minimum_____ years' experience .....  |                                   |
| (b)         | Graduate engineers with minimum_____ years' experience(excluding (a) above) .....   |                                   |
| (c)         | Diploma engineers with minimum_____ years' experience .....   |                                   |
| (d)         | Diploma engineers with minimum_____ years' experience(excluding (a) above) .....  |                                   |
| (e)         | Furniture/Furnishing Designers of minimum_____ years' experience .....  |                                   |
| (f)         | Graduate in Agriculture Sciences of minimum_____ years' experience .....  |                                   |
| (g)         | Post Graduate in Agriculture Sciences of minimum_____ years' experience .....   |                                   |
| 12.         | Does the applicant have sufficient T & P, Machinery, Equipment and workshop as  | Yes..... No.....                  |

per requirements mentioned in the Enlistment Rules for Class & Category applied for  
(Attach details on separate sheet)

13. (For Electrical)
- (a) Does the applicant possess valid Electrical License. Yes..... No.....
- (b) Do the permanent electricians employed by contractor posses valid license. Yes..... No.....

- 14.(a) Whether already enlisted with CPWD or any other department Yes..... No.....
- (b) If yes, give details
- (i) Name of department .....
- (ii) Class & Category .....
- (iii) Enlistment authority & address .....
- (iv) Enlistment No. & date .....
- (v) Date of Validity .....
- (vi) Tendering limit .....

15. Is any person working wit the applicant is a near relative of the officer/official of CPWD  
(See Rule 17 of the Enlistment Rules) If yes, give detail Yes..... No.....

16. Enlistment processing fee enclosed:-

| Draft No. | Date | Amount | Issuing Bank & Branch | Branch drawn upon | In whose favour drawn. |
|-----------|------|--------|-----------------------|-------------------|------------------------|
|           |      |        |                       |                   |                        |

17. Details of works completed, in progress and secured during the last 5 years (to be filled in proforma as given in Annexure-III). This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.

18. Certificates from client in original or attested copy as per proforma given in Annexure-IV for all eligible works.

19. Certificates:

- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in CPWD as amended upto date and shall abide by them
- (ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am/we are liable to be debarred.
- (iii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name.
- (iv) (a) I Certify that I did not retire as a Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in any Engineering Department of the Government of India during the last two years. I also certify that I have neither such a person under my employment not shall I employ any such person within two years of his retirement except with the prior permission of the Government. (For individuals seeking enlistment in their own name)
- (b) We certify that none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering of Administrative duties in last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies).
- (Strike out whichever is not applicable).

Signature(s) of applicant (s):

| Name | Signature | Address |
|------|-----------|---------|
| 1.   |           |         |
| 2.   |           |         |
| 3.   |           |         |
| 4.   |           |         |
| 5.   |           |         |

Date:-

No. of Documents attached.....

| S.NO. | DOCUMENT   | YES | NO |
|-------|--|-----|----|
| 1.    | Proof of constitution (Sl.no.5):   |     |    |
| (a)   | In case of sole proprietorship/HUF: an affidavit executed before a 1 <sup>st</sup> class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF.  |     |    |
| (b)   | In case of partnership firm: (Submit attested copies)  |     |    |
| (i)   | Partnership deed attested by Notary Public.  |     |    |
| (ii)  | Form "A" of equivalent form issued by Registrar of Firms   |     |    |
| (iii) | Form "B" of equivalent form issued by Registrar of Firms   |     |    |
| (iv)  | Form "C" of equivalent form issued by Registrar of Firms   |     |    |
| (c)   | In case of Private/Public Ltd., Co., Article of Association duly attested by Notary Public.  |     |    |
| 2.    | Power of attorney, if any (Sl.No.8), attested by Notary Public.  |     |    |
| 3.    | Banker's/working capital certificate in original from scheduled bank in the performa given in Annexure-V. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority (Sl.no.9)   |     |    |
| 4.    | Technical Staff (Sl.no.11)   |     |    |
| (i)   | List of full time technical staff/Designers with qualification and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant).  |     |    |
| (ii)  | Attested copies of the degrees/diplomas of the technical staff/Designers.  |     |    |
| (iii) | Declaration from the technical staff/Designers that they are employed with the applicant.  |     |    |
| (iv)  | Documents like PF subscription, copy of Income Tax return with, IT form 16 etc conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant) (Affidavits sworn in before Ist class Magistrate both by the employer and the employees as proof of availability of technical staff may be acceptable as an alternate to above mentioned documents. |     |    |
| 5.    | (i) List of M/C, T & P i/c steel centering & shuttering, possessed by the Applicant. Full details and location of workshop including details of Machines & Equipment provided and proof of sufficient stock of Materials as required for furniture category (Sl.no.12)   |     |    |
| (ii)  | Copy of purchase documents etc(Onus of submitting adequate proof lies with applicant (Affidavit sworn in before 1 <sup>st</sup> class Magistrate by the firm as proof of possessing T & P/Machinery may be acceptable as an alternate to the above mentioned documents)  |     |    |
| 6.    | Attested copies of valid Electrical Licenses (Sl.no.13(i) & (ii))  |     |    |
| 7     | Attested copy of Enlistment order (Sl.no.14)   |     |    |
| 8     | List of all near relatives working in CPWD, including their addresses (Sl.no.15) See also Rule 17.0 of Enlistment Rule.  |     |    |
| 9     | Demand Draft for processing the case (Sl.no.16)  |     |    |
| 10    | Original or attested copies of certificates for works done, from concerned clients, in proforma as given in Annexure-IV.   |     |    |
| 11    | Attested copies of award letters for works included in Annexure-III.   |     |    |







**ANNEXURE-IV**

**Client's Certificate Reg. Performance of Contractor.**

Name & Address of the Client.....

Detail of works executed by Shri/M/S.....

|    |  |   |
|----|--|---|
| 1  | Name of work with brief particulars  |   |
| 2  | Agreement No. and Date   |   |
| 3  | Agreement Amount   |   |
| 4  | Date of Commencement   |   |
| 5  | Stipulated date of Completion  |   |
| 6  | Actual date of completion  |   |
| 7  | Details of compensation levied for delay (indicate amount) if any.   |   |
| 8  | Gross amount of the work completed and paid  |   |
| 9  | Name and address of the authority under whom works executed  |   |
| 10 | Whether the contractor employed qualified Engineer/Overseer during execution of work?  |   |
| 11 | (i) Quality of work (indicate grading)<br>(ii) Amt. of work paid on reduced rates, if any.   | Outstanding/very Good/Good/Satisfactory/Poor.   |
| 12 | (iii) Did the contractor go for arbitration?<br>(iv) If yes, total amount of claim<br>(v) Total amount awarded.  |   |
| 13 | Comments on the capabilities of the contractor.<br>a) Technical Proficiency.<br>b) Financial soundness<br>c) Mobilization of adequate T & P<br>d) Mobilization of manpower.<br>e) General behavior | Outstanding/very Good/Good/Satisfactory/Poor.<br>Outstanding/very Good/Good/Satisfactory/Poor.<br>Outstanding/very Good/Good/Satisfactory/Poor.<br>Outstanding/very Good/Good/Satisfactory/Poor.<br>Outstanding/very Good/Good/Satisfactory/Poor. |

Note: All Column should be filled in properly.

“Countersigned”

Signature of the  
Reporting Officer with Office  
Seal

Officer of the rank of Superintending Engineer or equivalent.

**ANNEXURE-V**

**Form of Banker's Certificate from a Scheduled Bank**

This is to certify that to the best of our knowledge and information M/S./Shri..... having marginally noted addressed, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs. .... (Rupees.....) This certificates is issued without any guarantee or responsibility on the Bank or any of the officers.

**This certificate is issued on the request of Shri/Smt/M/S.....  
for obtaining enlistment/revalidation of Enlistment in CPWD in.....  
(Name of Category) Class.....**

(Signature)  
For the Bank

- Note:-** (i) Banker's certificates should be on letter head of Bank, sealed in cover addressed to enlistment authority.  
(ii) In case of partnership firm, certificate for include names of all partners as recorded with the Bank.

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**FORM OF WORKING CAPITAL CERTIFCATE FROM A SCHEDULED BANK**

Certificate that Shri/Smt/M/S.....S/o,  
W/o.....and resident (s) of.....  
Has/have been maintaining a saving bank account/current account/fixed deposit account with this branch of bank since ..... And an amount not less than Rs.....(Rupees.....) has been available to the credit in his/their Account No..... for the last six months.

**This certificate is issued on the request of Shri/Smt/M/S.....  
for obtaining enlistment/revalidation of Enlistment in CPWD in.....  
(Name of Category) Class.....**

(Signature)  
For the Bank

## ANNEXURE-VI

### For Change of constitute-List of Documents/Information Required to be submitted.

**A. Documents to be submitted.**

1. Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
2. An undertaking sworn in before a 1<sup>st</sup> class Magistrate by all the partners to the effect that the new firm will take over all assets and liabilities.
3. Dissolution deed/consent of retiring partners/death certificate in case of death of a partner.

**B. Furnish the following details in respect of each partner with whom contractor's firm want to enter into partnership.**

- (i) Whether he is enlisted with CPWD/MES/Railway/P&T/State PWD.
- (ii) Whether he is a dismissed Govt. Servant.
- (iii) Whether he is a partner/director of any other firm enlisted with this Department/MES/Rly./P&T/State PWD.
- (iv) Whether he is member of Indian Parliament or State Legislature.
- (v) Whether his name has been blacklisted or removed from the approved of contractors or demoted to lower class or orders banning/suspending business with him, by any department in the past.
- (vi) Whether he is a dismissed/removed/retired Govt. Servant within 2 years.
- (vii) Whether he has any relative working in CPWD, if yes, give details.
- (viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.
- (ix) In addition Certificates as required under item 19 of Enlistment application form from new partners be given.

**C. Documents to be submitted after the proposal is agreed in principle by the competent authority.**

1. Copy of the partnership deed duly attested by the Notary Public.
2. Fresh Bankers certificate from banker of the contractor indicating new constitution.
3. Form A, B & C or equivalent as the case may be.
4. Acknowledgement from the Income Tax/Sales Tax department for having noted the change.

## ANNEXURE-VII

### Confidential performance report of contractor (ACRC)

#### PART-I

(To be filled in by the contractor in duplicate in respect of each work cost of which falls within the range prescribed for eligibility as per para 19 of enlistment read with Table-I. One copy be submitted to EE/AE and other, containing acknowledgement of receipt and seal of Division/Sib Division Office, be submitted to enlisted authority).

1. Period
2. Name & Address of contractor
3. Class, Category and Enlistment No:
4. Name & Address of enlistment authority.
5. Name of work
6. Name & Address of CPWD Division.

| Sl. | Item  |  |
|-----|---|--|
| 7.1 | Agreement No.   |  |
| 7.2 | Estimated Cost/Tender amount                            |  |
| 7.3 | Stipulated date of commencement & completion            |  |
| 7.4 | Percentage progress with date/actual date of completion |  |
| 7.5 | Gross amount of final bill/work done                    |  |
| 7.6 | Amount of compensation levied, if any                   |  |
| 7.7 | Amount of reduced rate items, if any                    |  |
| 7.8 | Did the contractor go for arbitration?                  |  |
| 7.9 | If yes, total amount claimed and amount awarded.        |  |

Signature of the contractor

#### PART-II

(To be filled by the department)

**8.0 Certified that details given by the contractor in part-I have been verified and found to be correct/have been corrected wherever necessary.**

Delay is partly/not/fully attributable to contractor.

Signature of Divisional/Sub Divisional Engineer

**9.0 Note: This performance report, duly completed by EE/AE handling the agreement, should be forwarded to reporting officer of corresponding class of enlistment. The counter signing office, after the report is duly completed, will forward the report to enlisted authority within two weeks of its receipt from the contractor.**

| Class                    | I   | II    | III | IV  | V   |
|--------------------------|-----|-------|-----|-----|-----|
| Reporting officer        | E.E | E.E   | A.E | A.E | A.E |
| Reviewing Officer        | S.E | S.E   | E.E | E.E | A.E |
| Counter Signing Officer  | C.E | C.E   | S.E | S.E | E.E |
| Report to be sent to O/O | D.G | A.D.G | C.E | C.E | S.E |

**PART-III**  
(Serial 1 to 6 are repeat information for proper linkage)

1. Period
2. Name & Address of contractor
3. Class, Category and Enlistment No:
4. Name & Address of enlistment authority.
5. Name of work
6. Name & Address of CPWD Division.

|        |                                      |  |
|--------|--------------------------------------|--|
| 10.1   | Quality of work                      | Outstanding/Very Good/Good/Satisfactory/Poor |
| 10.2   | Comments on capability of contractor | Outstanding/Very Good/Good/Satisfactory/Poor |
| 10.2.1 | Technical Proficiency                | Outstanding/Very Good/Good/Satisfactory/Poor |
| 10.2.2 | Financial soundness                  | Outstanding/Very Good/Good/Satisfactory/Poor |
| 10.2.3 | Mobilizations of T&P                 | Outstanding/Very Good/Good/Satisfactory/Poor |
| 10.2.4 | Mobilizations of man Power           | Outstanding/Very Good/Good/Satisfactory/Poor |
| 10.2.5 | General Behavior                     | Outstanding/Very Good/Good/Satisfactory/Poor |
| 10.2.6 | General Remarks                      | Outstanding/Very Good/Good/Satisfactory/Poor |

Reporting Officer (Designation and Address)

|        |                                      |  |
|--------|--------------------------------------|--|
| 11.1   | Quality of work                      | Outstanding/Very Good/Good/Satisfactory/Poor |
| 11.2   | Comments on capability of contractor | Outstanding/Very Good/Good/Satisfactory/Poor |
| 11.2.1 | Technical Proficiency                | Outstanding/Very Good/Good/Satisfactory/Poor |
| 11.2.2 | Financial soundness                  | Outstanding/Very Good/Good/Satisfactory/Poor |
| 11.2.3 | Mobilizations of T&P                 | Outstanding/Very Good/Good/Satisfactory/Poor |
| 11.2.4 | Mobilizations of man Power           | Outstanding/Very Good/Good/Satisfactory/Poor |
| 11.2.5 | General Behavior                     | Outstanding/Very Good/Good/Satisfactory/Poor |
| 11.2.6 | General Remarks                      | Outstanding/Very Good/Good/Satisfactory/Poor |

Reviewing Officer (Designation and Address)

|        |                                      |  |
|--------|--------------------------------------|--|
| 12.1   | Quality of work                      | Outstanding/Very Good/Good/Satisfactory/Poor |
| 12.2   | Comments on capability of contractor | Outstanding/Very Good/Good/Satisfactory/Poor |
| 12.2.1 | Technical Proficiency                | Outstanding/Very Good/Good/Satisfactory/Poor |
| 12.2.2 | Financial soundness                  | Outstanding/Very Good/Good/Satisfactory/Poor |
| 12.2.3 | Mobilizations of T&P                 | Outstanding/Very Good/Good/Satisfactory/Poor |
| 12.2.4 | Mobilizations of man Power           | Outstanding/Very Good/Good/Satisfactory/Poor |
| 12.2.5 | General Behavior                     | Outstanding/Very Good/Good/Satisfactory/Poor |
| 12.2.6 | General Remarks                      | Outstanding/Very Good/Good/Satisfactory/Poor |

Counter Signing Officer (Designation and Address)

General remarks may include excessive cutting/over writing in tenders, unsubstantiated allegations, misbehaviors, theft of Govt. material, responsiveness, litigative mindedness, conduct etc.

**ANNEXURE-VIII**  
**Central Public works Department**  
**APPLICATION FOR REVALIDATION OF ENLISTMENT**

**(The applicant should study carefully the Rules of Enlistment and the list of documents to be annexed with the application form before filling the form. Application found deficient any respect are liable to be rejected without any further correspondence.**

| Class.....  | Category.....                     |
|---|-----------------------------------|
| 1. Name of applicant .....  |                                   |
| 2. Nationality  | Indian..... Other.....            |
| 3. Address  |                                   |
| (i) Regd Office .....   |                                   |
| (ii) Head Office .....  |                                   |
| 4. Telephone Number .....   | Fax No.....                       |
| E-Mail Address .....  |                                   |
| 5. Constitution Individual .....  | Sole Proprietorship Concern ..... |
| Partnership Firm .....  | Public Ltd. Company .....         |
| Pvt. Ltd. Company .....   |                                   |
| 6. If partnership firm, names of the partners/If company, name of directors.  |                                   |
| 1.....  | 2.....                            |
| 3.....  | 4.....                            |
| 5.....  | 6.....                            |
| 7.(a) Name of person holding power of attorney .....  |                                   |
| (b) Nationality   | Indian..... Other.....            |
| 8. Name of Bankers with full address .....  |                                   |
| 9. Place of business .....  |                                   |
| 10. Full time technical staff in applicant's employment (Refer Table I & fill up Nos. of staff in respect of requisite trade and experience only)   |                                   |
| (a) Graduate engineers with minimum_____ years' experience .....  |                                   |
| (b) Graduate engineers with minimum_____ years' experience(excluding (a) above) .....   |                                   |
| (c) Diploma engineers with minimum_____ years' experience .....   |                                   |
| (d) Diploma engineers with minimum_____ years' experience(excluding (c) above) .....  |                                   |
| (e) Furniture/Furnishing Designers of minimum_____ years' experience .....  |                                   |
| (f) Graduate in Agriculture Sciences of minimum_____ years' experience .....  |                                   |
| (g) Post Graduate in Agriculture Sciences of minimum_____ years' experience .....   |                                   |
| 11. Does the applicant have sufficient T & P, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for Class & Category applied for (Attach details on separate sheet) | Yes..... No.....                  |
| 12. (For Electrical)  |                                   |
| (a) Does the applicant possess valid Electrical License.  | Yes..... No.....                  |
| (b) Do the permanent electricians employed by contractor posses valid license.  | Yes..... No.....                  |
| 13.(a) Details of enlistment with CPWD  | Yes..... No.....                  |
| (i) Enlistment No. & Date .....   |                                   |
| (ii) Valid upto .....   |                                   |

14. Is any person working with the applicant is a near relative of the officer/official of CPWD  
(See Rule 17 of the Enlistment Rules) If yes, give detail Yes..... No.....
15. Details of CPWD and Non CPWD works completed, in progress and secured during the last enlistment/revalidation period as per Annexure-III). This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required. Receipted whether above details enclosed.
16. Certificates:
- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in CPWD as amended upto date and shall abide by them
  - (ii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name.
  - (iii) I/We certify that the information given above is true to the best of our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.
  - (iv) I/We certify that I/none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government (Strike out whichever is not applicable)

Signature(s) of applicant (s):

| Name | Signature | Address |
|------|-----------|---------|
| 1.   |           |         |
| 2.   |           |         |
| 3.   |           |         |
| 4.   |           |         |
| 5.   |           |         |

Date:-  
No. of Documents attached.....



**ANNEXURE-IX**  
**Documents attached for revalidation**

| <b>S.No.</b> | <b>Document</b>   | <b>Yes</b> | <b>No</b> |
|--------------|---|------------|-----------|
| 1            | Attested copy of power of attorney, if any  |            |           |
| 2            | Banker's/working capital certificate in original from scheduled bank in the proforma given in the Enlistment Rules. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority.   |            |           |
| 3            | Technical Staff: (Sl.No.10)   |            |           |
| (i)          | List of full time technical staff/Designers with qualifications and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant.   |            |           |
| (ii)         | Attested copies of the degrees/diploma of the technical staff/Designers.  |            |           |
| (iii)        | Declaration from the technical staff/Designers that they are employed with the applicant.   |            |           |
| (iv)         | Documents like PF subscription, certificate of IT deduction at source, IT form 16 etc conclusively proving employment of technical staff with applicant (onus of submitting adequate proof lies with applicant) (Affidavits sworn in before Ist class Magistrate both by the employer and the employee as proof of availability of technical staff may be acceptable as an alternate to above mentioned documents.) |            |           |
| 4            |   |            |           |
| (i)          | List of Machinery, T & P i/c steel centering, possessed by the Applicant. Full details and location of workshop including details of machines & Equipment provided and proof of sufficient stock of Materials as required for furniture category (Sl.No.11)   |            |           |
| (ii)         | Copy of purchase document etc (onus of submitting adequate proof lies with applicant (Affidavit sworn in before Ist Class Magistrate by the firm as proof of possessing T & P/Machinery may be acceptable as an alternate to the above mentioned documents)   |            |           |
| 5            | Attested copies of valid Electrical License(s)  |            |           |
| 6            | Attested copy of Enlistment order.  |            |           |
| 7            | Annexure-III-List of works completed, in progress & secured during last enlistment/revalidation period.   |            |           |
| 8            | Attested copies of award letters for works included in Annexure-III (as per rule 19.1.1)  |            |           |
| 9            | Copies of Annexure-VII with acknowledgement of E.E/A.E  |            |           |
| 10           | Late fee (if applicable)  |            |           |

**ANNEXURE-X**

**Calculation Sheet for evaluation of contractors performance in CPWD for Revalidation.**

**Name of Contractor**

**Name of work**

| <b>Item No.</b> | <b>Parameter</b>        | <b>Calculation for points</b>  | <b>Score</b>   | <b>Max.</b> |
|-----------------|-------------------------|--|--|-------------|
| 1.              | Time Over run<br>TOR    | Stipulated Time ST;<br>Actual Time AT: TOR   | 20 if TOR= 1.0; 10 if<br>TOR=2.0<br>0 if TOR= 2.5;(-)5 if TOR=3.0  | 20          |
|                 | Levy of<br>Compensation | Compensation levied<br>for delay=C<br>Tendered Amount=E<br>Then B=(Cx100/E)<br>(No points awarded if<br>compensation Is not<br>decided)  | (+) 10 if B=0<br>(+) 0 if B= 1.5<br>(-) 5 if B=5<br>(-) 10 if B=10   | 10          |
|                 | No. of works in<br>CPWD | Number of works<br>completed in last<br>enlistment/revalidation<br>period  | 2 or more works=10<br>1 work=5   | 10          |
| 2               | Quality                 | Quality  | Outstanding=40, very<br>Good=30,<br>Good=20, Satisfactory=2,<br>Poor=(-) 10 Additional Point-If<br>Reduced Rates are sanctioned<br>=(-) 10 | 40          |
| 3               | Capability              | Confidential<br>Performance Report<br>(i) Technical<br>Proficiency<br>(ii) Financial Soundness<br>(iii) Mobilization of<br>Adequate T & P<br>(iv) Mobilization of<br>Man Power<br>(v) General Behavior<br>(vi) General Remarks | Outstanding=3, Very Good=2,<br>Good=1, Satisfactory=0.5<br>Poor=(-)3   | 3           |
|                 |                         |  | <b>GRAND TOTAL=P</b>   | <b>100</b>  |

- Note:- (i). Marks for values in between the stage is to be determined by straight line variation.  
(ii) Marks in respect of each parameter under different ACRC for same works are to be averaged out except for parameter under item No.1.  
(iii) Under each parameters, marks given will be over all average of all works.  
(iv) Eligibility criteria for revalidation of enlistment will be 50% marks under each item (Over all average of all works ) with over all minimum marks as 60%.

## **OTHER CRITERIAS:-**

1. The system of two/three bids would be adopted in cases of works of specialized nature and also in case the tender having value more than the maximum enlistment amount under different categories. The invitation of such bids shall be as prescribed. In all these cases the tender will be opened to all enlisted contractors of CPWD,HUDA,PUDA, railways, State PWDs, AAI, NHAI, DMRC or as amended from time to time with condition that the agencies have to submit their eligibility documents as laid down with the tender notice. The enlisted contractors of the Engineering Department shall also be eligible for participating in these tenders subject to the condition that they fulfill the prescribed eligibility criteria/qualification/parameters as mentioned in the Tender Notice.
2. The Inspection team required as per section 34.7 of CPWD Works Manual comprises of two Executive Engineers to be nominated by Chief Engineer in each class and category.
3. Advisory Committee required as per section 34.8 of CPWD works manual comprises of Superintending Engineer/Executive Engineer defined above as processing authority for each class/category and two Executive Engineer nominated by Chief Engineer (UT), Chandigarh as Inspection Team. The Superintending Engineers of Senior most Executive Engineer will head the Committee.
4. All other instructions, which are not covered under the proposed criteria will remain same as per CPWD works manual.