

**PUBLIC NOTICE (CORRIGENDUM)**

**ADVERTISEMENT FOR ENLISTMENT OF CIVIL CONTRACTORS FOR CLASS-II IN  
THE ENGINEERING DEPARTMENT, CHANDIGARH ADMINISTRATION,  
U.T. CHANDIGARH.**

Applications for Renewal/New Enlistment of Contractors with Chandigarh Administration, U.T. Chandigarh for Class-II Category upto 1.00 Crore (Civil Works, Road Works & Bridge Works) which were due to be received in this office upto 4:00 PM on 20/08/2014, is hereby extended and shall now be received in the office of Executive Engineer, C.P. Division No.6, 2<sup>nd</sup> floor, Additional Deluxe Building, Sector 9-D, U.T. Chandigarh on **01/09/2014 upto 5.00 PM.**

Sr. No.	Category	Class	Tendering Limit	Processing Authority
1	Civil Works/ Road Works/ Bridge Work	Class-II	Upto Rs. 1.00 Crore	Executive Engineer, C.P. Division No. 6, Chandigarh

The prescribed application form alongwith terms and conditions and enlistment criteria may be downloaded from the website of Chandigarh Administration [www.chandigarh.gov.in](http://www.chandigarh.gov.in). If any clarification is required the same may be obtained from the office of the undersigned on any working day from 9:00 AM to 5:00 PM.

Executive Engineer,  
C.P. Division No.6,  
2<sup>nd</sup> Floor, Additional Deluxe  
Building, Sector 9-D,  
U.T. Chandigarh.  
Ph. No. 0172-2740094  
E-mail: [xencp6@gmail.com](mailto:xencp6@gmail.com)

## **Instructions Regarding Enlistment of Contractors Class –I & II in Engineering Department, U.T., Chandigarh.**

### **1. Applicability:-**

Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company, Cooperative Labour & Construction Society is entitled to get enlistment as a contractor in Engineering Department, U.T., Chandigarh under these instructions provided the eligibility and other conditions are satisfied. The enlisted contractors have to abide by all the instructions made herein and as amended from time to time during the currency of their enlistment.

No individual, or a firm having such individual as one of the partners, who is a dismissed government servant; or removed from the approved list of contractors, or demoted to lower class; or having business banned/suspended by any government department in the past; or convicted by a court of law shall be entitled for enlistment.

No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Government or Engineering Department, U.T., Chandigarh either as contractor or as employee of a contractor for a period of three year after his retirement from Government service unless he has obtained prior permission of Engineering Department, U.T., Chandigarh to do so. Even after enlistment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of Secretary Engineering, U.T., Chandigarh as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors.

A contractor is permitted to have enlistment in more than one category and under more than one enlistment authority but not in more than one class of the same category in Engineering Department, U.T., Chandigarh.

A contractor is not permitted to have enlistment in more than one name.

A partner of a firm or a director of a company enlisted as a contractor cannot be a partner/director in any other enlisted firm/company.

The enlistment of a contractor in Engineering Department, U.T., Chandigarh shall only entitle him to be considered for participating in tenders of that category subject to the conditions laid down in each individual Notice inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.

### **2. Enlistment Procedure:-**

The intending contractor shall have to submit the application in a prescribed form (Annexure-I) to the enlistment authority complete with all documents as per Annexure-II. The Application form is available on the website of the Chandigarh Administration, the same can be downloaded.

Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.

If the decision regarding enlistment is not conveyed within six months of date of receipt of application, for any reason not attributable to the contractor, a provisional enlistment for one year may be granted to the contractor. Such provisional enlistment may be cancelled without any notice if the contractor is subsequently found unfit for enlistment in the Department.

The enlistment authority shall have the right to independently verify the details furnished by the contractors and to get works done by the contractor inspected and/or to get such other reports as may be considered necessary

Ordinarily works executed in Engineering Department, U.T., Chandigarh need not be inspected. The inspection teams for inspecting the contractor shall furnish their report on Quality of construction, workmanship etc. & make specific recommendations to the enlistment authority. The inspections recommendations committee will consist of following:-

**(a) For Class I Enlistment**

- A Committee consisting of One Superintending Engineer and two Executive Engineers.

**(b) For Class II Enlistment**

- A Committee consisting of Two Executive Engineers and a Sub Divisional Engineer.

If the enlistment authority finds the contractor suitable for enlistment, it shall issue the enlistment order and otherwise, send a letter of rejection of the application to the contractor. The decision of the enlistment authority shall be final and binding on the applicant. Refund to the extent of 50% of the enlistment fee remitted with the application shall be made to such applicants.

**3. Period of enlistment:-**

The enlistment shall be valid for a period of two years. The enlistment can, however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of two years from the date of expiry of the previous enlistment/revalidation. The enlistment shall be open to review by the enlistment authority and liable to termination, suspension or any other such actions at any time if considered necessary by the enlistment authority, after issue, show cause notice.

**4. Enlistment Authority, Categories & Classes**

The Enlistment authority, categories and classes along with eligibility criteria are given in Table-I. Enlistment authority shall be the **Superintending Engineer, Construction Circle No.2, Chandigarh.**

**5. Jurisdiction and Tendering Limits:-**

The contractors enlisted as class-II shall be entitled to tender in the Engineering Department, U.T., Chandigarh and the tendering limit upto which they shall be eligible to tender shall be as given in Table-I. The contractor shall be

governed by rules provisions and instructions existing at a particular point of time irrespective of when he was enlisted.

## 6. Eligibility Criteria

The contractors shall have to satisfy the minimum eligibility criteria specified in Table-I, before they can be considered for enlistment.

The criterion for experience shall be the execution and completion of three or two works, satisfactorily as the case may be, of prescribed nature and magnitude on agreement basis, during the last five years. The works should have been executed in the same name & style in which the enlistment is sought.

The financial soundness shall be judged on the basis of the solvency certificate issued by the Bankers of the contractors on the format prescribed in Annexure-V. Such certificate shall be issued by a scheduled bank and shall be submitted, in original, in a Bank sealed cover, addressed to the enlistment authority.

The criteria for the experience and financial soundness existing on the date of receipt of application by enlistment authority as indicated for each class and category Table-I shall be applicable.

## 7. Enlistment Fee

The intending contractor shall forward the completed applications to the enlisting authority along with a **non-refundable enlistment fee** by crossed Demand Draft drawn in favour of the **Executive Engineer, C.P. Division No. 6, payable at Chandigarh**. For various categories and classes of enlistment, the fee is as below. This fee is to be submitted alongwith application form to the enlisting authority.

(A)	Class I	Rs. 25,000/-
(B)	Class II	Rs. 15,000/-

The fees for enlistment of Cooperative Labour & Construction Society shall be 25% of the above fees for each category.

**In the case of such applicant whose application of enlistment is rejected by the Enlistment authority, amount to the extent of 50% of the enlistment fee remitted with the application shall be refunded.**

The fees for revalidation of Enlistment shall be the same as per new enlistment. The contractors already enlisted shall have to pay the renewal fees upto 31/08/2014.

## 8. Income Tax Clearance

The contractor shall produce a valid Income Tax Clearance Certificate (ITCC), along with his application for enlistment. After enlistment, he shall have to apply to the Income Tax Department for issue of ITCC in the month of May every year and submit the same or an attested copy thereof to the enlistment authority by the end of June every year. Failure to submit the ITCC in this manner without any justifiable reason will render the contractor liable to be removed from the approved list of contractors. In case of partnership firms, the names of all the partners should be mentioned in the ITCC.

**9. Sales Tax Clearance**

The contractor shall produce a valid Sales Tax Clearance Certificate along with his application for enlistment. After enlistment he shall have to apply to the Sales Tax Department for issue of No Objection/Sales Tax Clearance Certificate in the month of May every year and submit the same or an attested copy thereof to the enlistment authority by the end of June every year. Failure to do so without any justifiable reason will render the contractor liable to be removed from the approved list of contractors. In case of partnership firms, the names of all the partners should be mentioned in the certificate.

**10. Change in Constitution of Firm**

The contractor/firm/LC Society shall not modify the existing partnership/membership or enter into any fresh partnership without the prior approval of the enlistment authority. Such proposal, if any, shall be submitted in advance giving full details of the intended partnership/sole proprietorship along with the draft partnership deed/affidavit and documents as per Annexure-VI. Any change in status of the contractor as an Individual or in constitution of the firm without prior approval of the enlistment authority will render the contractor/firm/LC Society liable to be removed from the approved list of contractors.

If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his (there) individual/joint capacity shall have to apply for enlistment afresh and shall be governed by the eligibility criteria given in Table-I.

If the partners are taken in the firm, the eligibility criteria mentioned in Table-I shall be applicable.

If the number of original partners of a firm reduces to less than half due to any reason including death of partner(s), the enlistment of the firm shall be withdrawn and the remaining/surviving partners shall have to seek fresh enlistment.

**11. Change in Address**

(a) While applying for enlistment, the contractor should mention address of his Registered office as well as Head Office, if different. All documents i.e. ITCC, Sale Tax Clearance Certificate, Solvency Certificate etc. should bear one such address, otherwise the same shall not be accepted.

(b) The contractor shall intimate the change of address, if any in advance or maximum within one month of such change. Failure to do so may result in removal of the name of the contractor from approved list of contractors.

**12. Near Relatives Working in Engg. Department, U.T., Chandigarh**

Individual Contractors / Partners in a Partnership firm / members of Co-operative L&C Society whose near relatives are Divisional Accountants or

Engineering Officers between the grades of Chief Engineer and Junior Engineer (both inclusive) in the Engineering Department, U.T., Chandigarh shall not be allowed to tender for works falling in the jurisdiction of the office responsible for award and execution of contract where the near relative is working. For this purpose, a near relative shall mean wife, husband, parents, grandparents, children, grand children, brothers, sisters, first uncles, aunty, first cousins and their corresponding in-laws.

**13. Review of Approved List of Contractors**

The contractor shall be required to secure works of appropriate magnitude in Engineering Department, U.T., Chandigarh and other Department of the U.T., Chandigarh during the revalidation/enlistment period. Contractors shall liable to be black listed for non-observance of enlistment rules. For this purpose the enlistment authority shall have the power to periodically review the approved list of contractors.

**14. Revalidation of Enlistment**

The validity of initial enlistment of the contractor shall be as given in para 3 above. It shall, however, be revalidated on merits, if desired by the contractor. Only the contractor who has secured at least one work of appropriate magnitude in Engineering Department, Chandigarh Administration during the period of enlistment or last revalidation period of enlistment as the case may be, shall be considered for revalidation.

Application for Revalidation.

The contractor shall apply for revalidation of his enlistment in the prescribed form (Annexure-VIII) along with all documents as per Annexure-IX, so as to reach the enlistment authority at least 2 months before expiry of his enlistment.

The fees for renewal in a particular category shall be 100% of the fee required for fresh enlistment of that category.

The revalidation application with all documents shall however be accepted upto the date of expiry of enlistment with late fee.

In cases where the application is received after date of expiry of enlistment/revalidation, but within three months of expiry, the application can be accepted with additional 20% of enlistment fees. Application received, thereafter, shall not be accepted and contractor should apply for fresh enlistment, as per instructions.

On receipt of application for revalidation, complete in all respects and with all necessary documents, provisional extension into three months from the date of expiry of the enlistment/date of issue of order/whichever is later may be issued.

**15. Performance Reports**

The contractor should fill the details of each of the work, of appropriate magnitude, secured by him during the list revalidation/enlistment period, in the proforma as given in Annexure-VII.

The list should include all works secured by him during the above mentioned period. In case, the contractor conceals any information, his revalidation will be liable to be cancelled.

The contractor should fill up the details in the proforma as given in 'Annexure-VII', in duplicate. For each work, separate proforma should be filled. One copy of all the proformas should be given to the concerned Executive Engineer of the division, in which the work was executed and the acknowledgement obtained on the second copy of the proforma. This 2<sup>nd</sup> copy should then be submitted to the enlisting authority along with the application for revalidation.

The Executive Engineer should fill up the proforma and submit to the Enlistment Authority through his SE, within two weeks of receipt of proforma.

#### **16. Revalidation Procedure**

The revalidation shall be done on the basis of review of the performance of the contractor pertaining to the period of enlistment/revalidation. Cases shall be categorized and action taken as below:

(i) Category 'A' Enlistment of such contractors, who secured work(s) of appropriate magnitude during the period of enlistment/revalidation shall be considered for revalidation for a period of five years subject to evaluation of their performance.

(ii) Category 'B' Enlistment of contractors, who secured work(s) of appropriate magnitude recently, in the final year of their enlistment, because of which the performance cannot be properly judged, shall be extended for one year for watching the performance and then revalidated for four years, if found satisfactory.

(iii) Category 'C' A contractor, who could not secure any work during the enlistment period but submitted three or more tenders (out of which at least 2 tenders should be during, the first four years of enlistment/ revalidation) for works of appropriate magnitude shall be eligible for extension of enlistment for one year, provided he was among the three lowest tenders in at least one work, so as to enable him to try to secure at least one work. After one year, he shall be regularized in the following manner:-

(a) If he has not been able to secure any work of appropriate magnitude during the extended one year his enlistment shall stand cancelled and he shall be entitled to apply for fresh enlistment only after one year of expiry of his extended enlistment.

(b) If he has secured at least one work of appropriate magnitude during the extended one year, he shall be granted extension of one more year so as to watch his performance. After this one year, when his performance report is available, the same shall be evaluated and if found satisfactory, the enlistment shall be revalidated for three years.

For the purpose of (iii) above, the contractor should submit certificate in original from the concerned Executive Engineer in the proforma as given in Annexure-X.

## 17. Contractor's Obligations

The contractor should fulfill all his obligations in a manner as specified, failing which he shall be liable for action as mentioned therein. Some of the obligations are summarized below.

- (a) Prior approval shall be obtained from the enlisting authority before changing the constitution of the firm/company.
- (b) Intimation of change of address should be given in advance or within one month.
- (c) He should secure at least one work of specified magnitude during the period of enlistment/revalidation.
- (d) He shall abide by these rules.
- (e) He should not indulge in unethical practices.
- (f) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.

## 18. Disciplinary Actions

The contractor shall have to abide by all the rules/instructions of enlistments and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works satisfactory, on time and with good quality. The enlisting authority shall have the right to demote a contractor to a lower class, suspend business with him for any period, debar him or remove his name from the approved list of contractors after issue of show cause notice. Decision of the department shall be final and binding on the contractor. The following actions of the contractor shall in general make him liable to disciplinary actions.

**i) Demotion to a lower class:** The contractor shall be liable to demotion to a lower class, by the enlisting authority, if the:

- (a) fails to execute a contract or executes it unsatisfactory or is proved to be responsible for constructional defects; or.
- (b) no longer has adequate equipment, technical personnel or financial resources; or
- (c) is litigious by nature; or
- (d) violates any important condition of contract or
- (e) is responsible for a conduct which may justify his demotion to a lower class.

**ii) Suspension of business:-**The enlistment authority may suspend business with a contract for indefinite period where, pending full enquiry into a allegations the enlistment authority is prima facie of the view that the contractor is guilty of an offence in relation to business dealings which, when established would result in his removal/banning business and it is not considered desirable to entrust new works or continue business with the contractor.

Removal from the approved list; the name of the contractor may be removed from the approved list of contractors by the enlisting authority, if he

- (a) has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or

- (b) is proved to be responsible for constructional defects in three or more works or.
- (c) has executed two or more works which was found to be substandard during the course of departmental enquiry against delinquent officials; or
- (d) persistently violates any important conditions of the contract or
- (e) fails to abide by the conditions of enlistment or
- (f) is found to have given false particulars at the time of enlistment; or
- (g) has indulged in any type of forgery or falsification of records or
- (h) changes constitution of the firm or individual without prior approval of the enlistment authority or
- (i) changes permanent address/business address without intimation to the enlistment authority or
- (j) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned or
- (k) persistently violates the labour regulations and rules, or
- (l) is involved in complaints of serious nature received from other departments which prima facie appear to be true; or
- (m) Default in settlement of tax dues like income tax contract Tax, sales tax, octroi, duties etc.

**19. Revision/Modification of the instructions.**

Secretary, Engineering, U.T., Chandigarh may modify add. delete and/or change any of the above instructions and same shall be binding on all enlisted contractors.

**Annexure-I**  
**ENGINEERING DEPARTMENT, U.T., CHANDIGARH**  
**APPLICATION FOR ENLISTMENT AS CONTRACTOR**

The applicant should study carefully the rules/instructions of Enlistment and the list of documents to be annexed with the application form before filling the form. Application found deficient in 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 .....
 (Attach separate paper for addresses of other offices & proof of residence)
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	Yes.....	No.....

enlisted with CPWD or any other department.

- (h) Member of parliament or any State Yes..... No.....  
 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 Yes..... No.....  
 posses valid license.
- 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 with the applicant is a near relative of the officer/official of Engineering Department, U.T., Chandigarh (See Rule 18 of the Enlistment Rules) If yes, give detail Yes..... No.....
- 16. Enlistment processing fee enclosed:-

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

17. Details of works completed, in progress 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 Engineering Department, U.T., Chandigarh 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 nor 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 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. (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.....

**Annexure-II**  
**Documents Attached for Enlistment**

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.		
(d)	In case of labour & Cooperative Societies necessary form issued by Registering Authority alongwith List of Members.		
2.			
3.	Power of attorney, if any (Sl.No.8), attested by Notary Public.		
4.	Solvency Certificate from scheduled bank in the performa given in Annexure-VI. 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)		
	Technical Staff (Sl.no.11)		
5.	(i) List of full time technical staff/Designers with qualification and experience of each. (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.		
6.	(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)		
7	Attested copies of valid Electrical Licenses (Sl.no.13(a) & (b)		
8	Attested copy of Enlistment order (Sl.no.14)		
9	List of all near relatives working in Engineering Department, U.T., Chandigarh including their addresses (Sl.no.15) See also Rule 18.0		
10	of Enlistment Rule.		
	Demand Draft for Enlistment Fee (Sl.no.16)		
11	Original or attested copies of certificates for works done, from concerned clients, in performa as given in Annexure-IV.  Attested copies of award letters for works included in Annexure-III.		
12	Valid & attested copy of income tax clearance		
13	Valid & attested copy of Sales Tax clearance		



**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	Quality of work (indicate grading) Amt. of work paid on reduced rates, if any.	Outstanding/very Good/Good/Satisfactory/Poor.
12	Did the contractor go for arbitration? If yes, total amount of claim Total amount awarded.	
13	Comments on the capabilities of the contractor.	
(a)	Technical Proficiency.	Outstanding/V.Good/Good/Poor.
(b)	Financial soundness	Outstanding/V.Good/Good/Poor.
(c)	Mobilization of adequate T & P	Outstanding/V.Good/Good//Poor.
(d)	Mobilization of manpower.	Outstanding/V.Good/Good /Poor.
(e)	General behaviour	Outstanding/V.Good/Good/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 Engineering Department U.T. Chandigarh ..... (Name of Category) Class.....

(Signature)  
For the Bank

Note:- (i) In case of partnership firm, certificate for include names of all partners as recorded with the Bank.

**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 Engineering Department, U.T., Chandigarh .....  
(Name of Category) Class.....

(Signature)  
For the Bank

**ANNEXURE-VI**

**List of Documents/Information Required to be submitted for Change of Constitution.**

**A. Documents to be submitted.**

1. Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
2. Attested copy/copies of valid ITCC(s) in respect of each proposed partner.
3. 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.
4. 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 Engineering Department, U.T., Chandigarh if yes, give details.
- (viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.

**Signature of the Contractor**

### Annexure-VII

**CONTRACTOR'S PERFORMANCE REPORT FOR WORKS COMPLETED OR UNDER EXECUTION, FOR REVALIDATION OF ENLISTMENT Part-1 (to be filled by the contractor)**

1. Name of the Contractor
2. Name of work.
3. Agreement no.
4. Name of division in which the work was executed.
5. Estimated cost put to tender.
6. Tendered Cost
7. Gross amount of final bill/work done till date.
8. Stipulated date of Start and Completion Actual date of completion or percentage progress.
9. Actual date of completion or percentage progress.
10. Amount of compensation levied for delay, if any.
11. Amount reduced rate items, if any.
12. Did the contractor go for arbitration?
13. If yes, total amount claimed & amount awarded.

**Signature of the contractor**

**Part II (to be filled by the department)**

**Note:-** This performance report, duly completed by EE&SE, should be forwarded to enlistment authority within two weeks of its receipt from the contractor.

Certified that details given by the contractor in part-1 have been verified and found to be correct/have been corrected wherever necessary.

**Signature of Executive Engineer**

3. Quality of work (Please grade as Very Good/Good/Satisfactory/Poor)

(a) Grading by EE

**Signature of Executive Engineer**

(b) Grading by SE

**Signature of Executive Engineer**

**ANNEXURE-VIII**  
**ENGINEERING DEPARTMENT, U.T., CHANDIGARH**  
**APPLICATION FOR REVALIDATION OF ENLISTMENT**

The applicant should study carefully the rules/instructions of Enlistment and the list of documents to be annexed with the application form before filling the form. Application found deficient in 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 .....
 (Attach separate paper for addresses of other offices & proof of residence)
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	Yes.....	No.....

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 Yes..... No.....  
posses valid license.
- 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 with the applicant is a near relative of the officer/official of Engineering Department, U.T., Chandigarh (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 drawn upon	In whose favour
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			& Branch		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 nor 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 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. (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.....

**Annexure-IX****Documents Attached for Revalidation Enlistment**

S.NO.	DOCUMENT	YES	NO
1.	Attested copy of Power of Attorney, if any		
2.	Solvency Certificate in original from scheduled bank in the performa given in the Enlistment Rules. The certificate should be on the bank's letter-head and in sealed cover.		
3.	Attested copy of valid Electrical License.		
4.	Attested copy of Enlistment order.		
5.	Attested copies of award letter s for works included in Annexure-III.		
6.	Attested and valid income Tax clearance certificate.		
7.	Attested and valid & attested copy of Sales Tax clearance.		
8.	Annexure-VII with acknowledgement of E.E.		

**Annexure-X****PROFORMA FOR GIVING CERTIFICATE FOR TENDERS SUBMITTED BY THE CONTRACTOR**

Sub: Revalidation of contractor Class-( ) in Engineer Department, U.T., Chandigarh

Certified \_\_\_\_\_ that \_\_\_\_\_ M/S

Shri. \_\_\_\_\_  
\_\_\_\_\_ have submitted tenders for the following works.

<b>Name of Work</b>	<b>Date of Tender</b>	<b>Estimated cost put to tender</b>	<b>Position of Tender</b>

Signature of Executive Engineer With full address and office seal

<b>Table-I</b>								
<b>ENLISTMENT OF CONTRACTOR (Committee Recommendations)</b>								
<b>Category</b>	<b>Class</b>	<b>Enlistment Authority</b>	<b>Tendering Limit</b>	<b>Past Experience of completed works (Contract agreement) in last 5 years</b>	<b>Financial Soundness</b>	<b>Engineering Establishment</b>	<b>T &amp; P Machinery</b>	<b>Enlistment Fee (For two years)</b>
							a well equipped Lab.	
Civil	II	Superintending Engineer	Upto Rs.1 Crores	3 Nos. completed work of 25 lacs. each	Solvency certificate of Rs. 50 lacs from the Bank	One graduate Civil Engineer with 1 year exp. and diploma holder in Engineer (Civil)	<b>Building Works.</b> Concrete Mixer with full bag capacity (2 No); Steel Centering & Shuttering 2000 sqm.; Building Hoists (1 Nos.); Vibrators (Needle & surface) with well equipped lab.) <b>Road Works.</b> Road Roller (3 No.); Truck or Tipper (3 No.); Water Tanker (2 No.); Front and Loader (1 No) & a well equipped Lab. <b>Bridge Works.</b> Concrete Mixer with integral weigh batching (1 No.); Truck/ Tipper (2 Nos.); Vibrators (Needle and Surface) with well equipped Lab.	Rs. 15000/-

**Note:- The agency should also furnish the following documents alongwith.**

- i. Performance Certificate in respect of completed project.
- ii. An Affidavit to the effect that there is no criminal case pending against the agency in any Court of Law nor any Vigilance case registered relating to the projects executed in the past shall be submitted.