

**PUBLIC NOTICE FOR ENLISTMENT OF CLASS-I & CLASS-III ELECTRICAL CONTRACTORS**

Consequent upon approval to the "Enlistment Rules, 2021 for Enlistment of Contractors in Engineering Department, Chandigarh Administration" by the Secretary (Engineering) U.T., Chandigarh, the applications for enlistment of Electrical Contractors in the below-mentioned categories are hereby invited on the prescribed application-forms available on the website <http://chdengineering.gov.in>:-

Sr. No	Category	Class	Tendering Limit	Processing Fees
1.	Internal & External Electrical Installations	Class-I	Upto Rs.15.00 Crore	Rs.15,000/-
2.	Internal & External Electrical Installations	Class-III	Upto Rs.1.30 Crore	Rs.5,000/-

The applicants are required to pay the processing fee (as mentioned against each category) in shape of Banker Cheque/ Demand Draft in favour of the **Executive Engineer, Electrical Division No. 1, U.T., Chandigarh** payable at Chandigarh. The complete application-form alongwith requisite documents and relevant processing fee must reach in the office of Executive Engineer, Electrical Division No.1, 4<sup>th</sup> Floor, Deluxe Building, Sector-9D, Chandigarh upto **30.08.2024 by 04.00 PM.**

— Sd —  
Executive Engineer,  
Electrical Division No.1,  
U.T. Chandigarh.  
Phone No:172-2740307

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## **Rules for Enlistment of Contractors in Engineering Department, Chandigarh Administration with amendments.**

### **1.0 Title, extent and commencement**

- 1.1 These rules may be called the Rules for Enlistment of Contractors in Engineering Department, Chandigarh Administration with amendments.
- 1.2 They shall hereinafter be referred to as Enlistment Rules, 2021 for the sake of brevity.
- 1.3 They are applicable to Engineering Department, U.T. Chandigarh.
- 1.4 They shall come into force with effect from approval by Secretary Engineering, U.T., Chandigarh on \_\_\_\_\_, 2022.

### **2.0 Definitions**

In these rules, unless the context otherwise requires:

- 2.1 “building” means a residential or non-residential structure consisting of foundation, walls, floors, roofs, and finishing, civil and may include Public Health Services and electrical services, executed under a contract.
- 2.2 “building work” means construction of a residential or non-residential structure, consisting of foundation, walls, floors, roofs, finishing, civil and may include electrical services and P.P.H. Services, complete, executed under a single contract with E&M component. In addition, building work shall also include boundary wall, repair and maintenance, additions, alterations, renovations, up-gradations & may include Public Health or electrical installations, electrical and mechanical services of buildings but excluding standalone works of supply of materials, housekeeping, sweeping, care taking, watch & ward, operation and maintenance of electrical and mechanical services through original equipment manufacturers and any other works involving labour component only.
- 2.3 “category” means category of enlistment under these rules. These categories are B&R (Buildings & Roads), Public Health, Electrical and Horticulture.
- 2.4 “class” means class of enlistment, in each category, under these rules.
- 2.5 “contractor” means an individual, partnership firm, limited liability partnership or company executing or intending to execute the work under a contract.
- 2.6 “enlistment” means enlistment of contractors in accordance with these rules.
- 2.7 “horticulture works means any one or more of the following works: landscaping, plantation or transplantation of trees, grassing, nursery work, or maintenance of trees and lawns, floral interior / exterior decoration having his/her own nursery etc. but excluding standalone supply of seeds, saplings, good earth, manure, fertilizer, cut flowers, horticulture tools and equipment, labour etc.
- 2.8 “Road works” means any one or more of the following works: construction of road including re-carpeting and road maintenance, bridges, flyovers, elevated road or rail corridor, road over bridge, foot over bridge, approaches of bridge or flyover, culvert, subway, underpass, tunnel, runway, sky-walk, river training work, other cross drainage works etc. but excluding standalone earth filling, supply of earth, supply of road metal, supply of other constituent construction materials like cement, steel, asphalt, stone chips etc.
- 2.9 “tendering limit” means the upper limit determined by the estimated cost put to tender of a work of specified category, up to which an enlisted contractor can tender, subject to the eligibility conditions specified in the notice inviting tenders.
- 2.10 “work” means the work contracted with the owner to be executed under a single contract.

### **3.0 General**

- 3.1 The objective of enlistment of contractors is to have a ready list of suitable and competent contractors for Chandigarh Administration works so as to minimize the requirement of verification of their credentials at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in Chandigarh Administration and perform satisfactorily.
- 3.2 The enlistment of a contractor in Chandigarh Administration shall only entitle him to participate in the tenders, subject to the conditions of each notice inviting tender. It does not confer any right or claim on him to qualify him or to award work to him.

- 3.3 These rules may be revised or repealed by new rules. The enlistment of a contractor shall be governed by the revised or new rules existing at the relevant time, if any, and not by the rules prevailing at the time of enlistment.
- 3.4 The term Chandigarh Administration shall include all wings of Engineering Department. U.T. Chandigarh.
- 3.5 The contractors who have applied for enlistment and their applications are still under process, shall now be enlisted under Buildings & Roads Public Health, Electrical and Horticulture category, if found eligible.
- 3.6 The enlisted contractors can tender within their tendering limit for works irrespective of jurisdiction of the enlisting authority.
- 3.7 The contractors enlisted in a particular category are not allowed to participate in tenders of other categories.

#### 4.0 Repeal and savings

- 4.1 All existing rules regarding enlistment and revalidation of contractors in Chandigarh Administration are hereby repealed.
- 4.2 Notwithstanding such repeal, the contractors already enlisted on the basis of rules hitherto in force shall continue to enjoy the status of enlisted contractors of Chandigarh Administration till the period of validity of such enlistment, including revalidation or extension granted before coming into effect of the Enlistment Rules, 2021. However, all other conditions of enlistment shall be applicable as per the Enlistment Rules, 2021.
- 4.3 Validity of enlistment of contractors as applicable in Chandigarh Administration stands cancelled on enlistment under these rules or upto 31.03.2022 whichever is earlier.
- 4.4 The applications already received shall be processed as per these enlistment rules. For this purpose, the date of receipt of request to consider earlier applicable shall be considered. The fee already deposited shall be valid.

#### 5.0 Enlistment categories, classes and tendering limit

The contractors shall be enlisted in the categories, classes and tendering limit mentioned in Rules 5.1, 5.2 & 5.3.

##### 5.1 Buildings & Roads category/Public Health Category/Electrical Category

Various classes of enlistment in this category are I, II, III, IV and V. Those contractors who have works experience as defined for “building work” and/or “road work” and Public Health work/EI work satisfy the prescribed criterion corresponding to the class can be enlisted in the said class under this category. Enlisted contractors can bid up to the tendering limit given in Table1.

##### 5.2 Horticulture category

The classes of enlistment in horticulture category are Class I, II, III and IV. Those contractors who have works experience as defined for “horticulture work” and satisfy the prescribed criterion corresponding to the class can be enlisted in the said class under this category. Enlisted contractors can bid up to the tendering limit given in Table1.

##### 5.3 Tendering limit

The enlisted contractors shall be eligible to bid for specified category works where the estimated cost put to tender is not more than their tendering limit, without pre-qualification or eligibility bid, but subject to bidding capacity, unless otherwise specified in the bid document. The tendering limits of all categories and classes of contractors are given below in Table1. These tendering limits may be revised or changed from time to time.

**Table1: Tendering limits of enlisted contractors in Rs crore**

S No	Class	Buildings & Roads, Public Health & Electrical	Horticulture
1	I	15	0.80
2	II	4	0.40
3	III	1.30	0.20
4	IV	0.40	0.10
5	V	0.10	Not applicable

## **6.0 Eligibility criteria for enlistment**

6.1 The status of an applicant for enlistment as a contractor in Chandigarh Administration may be one of the following.

- (a) An individual, who is a citizen of India.
- (b) Sole proprietorship
- (c) Partnership firm
- (d) Limited liability partnership
- (e) Private limited company
- (f) Public limited company

- 6.1.1 No individual or firm, limited liability partnership, private or public limited company having such individual as one of its partners or directors, who is a dismissed government servant; or demoted to a lower class of enlistment; or removed from the enlistment; or having business banned by any government department or public sector undertaking or local body or autonomous body in the past; or convicted by a court of law, shall be entitled for enlistment. However, enlistment may be considered where disciplinary action was taken against the contractor for a specified period and such period is already over.
- 6.1.2 No engineer or any other official employed in engineering or administrative duties in any engineering department of the Government of India/State Government /Central and State PSUs is allowed to work in Chandigarh Administration either as a contractor or as an employee of a contractor for a period of one year after his retirement from service unless he has obtained prior permission of his employer Government to do so.
- 6.1.3 A partner of a firm or a director of a company enlisted as a contractor cannot be a partner or director in any other firm/company in that category in Chandigarh Administration.
- 6.1.4 A contractor is permitted to have enlistment in more than one category but not in more than one class in the same category.
- 6.1.5 A contractor is not permitted to have enlistment in more than one name in a category.
- 6.1.6 Opportunity to unemployed engineers and architects  
Unemployed graduates in any stream of engineering / architecture from a recognized Institution or University can directly apply as individual for enlistment in Class V Buildings & Roads/Public Health/E.I. category. The work experience criterion and financial soundness shall not be applicable for them if they are seeking enlistment for the first time.
- 6.1.7 For retired Chandigarh Administration/Central Government/State Government / Central PSU engineers or architects seeking enlistment for the first time as individual, after one year of their retirement or voluntary retirement from service, enlistment can be considered in any class in Buildings & Roads, Public Health & Electrical category without work experience but with prescribed financial soundness, subject to Vigilance Clearance from their cadre controlling authority.
- 6.1.8 Opportunity to unemployed agriculturist and horticulturist  
Unemployed persons having degree in BSc (Agriculture) or BSc(Horticulture) from a recognized Institution or University can directly apply as individual for enlistment in Class IV Horticulture category. The work experience criterion and financial soundness shall not be applicable for them if they are seeking enlistment for the first time.
- 6.1.9 For retired Chandigarh Administration/Central Government /State Government / Central PSU agriculturist and horticulturist seeking enlistment for the first time as individual, after one year of their retirement or voluntary retirement from service, enlistment can be considered in any class in Horticulture category without work experience but with prescribed financial soundness, subject to Vigilance Clearance from their cadre controlling authority.

6.1.10 Persons enlisted under Rules 6.1.6, 6.1.7, 6.1.8 and 6.1.9 cannot change status for the period of first enlistment. For re-validation, they shall have to meet the pre-requisites of the appropriate category including experience. They can change status at the time of revalidation as per prescribed provisions.

## 6.2 Work experience

6.2.1 The criterion for work experience shall be of completed works, as given in Rule 6.2.7 and 6.2.8 of these rules, of the prescribed nature and magnitude executed on independent contract basis during the last seven years (works executed on labour rate contracts will not be considered). The value of works executed during the last 7 years shall be brought to current value by enhancing the actual cost of work at simple rate of 7% per annum, calculated from the date of completion of work to the date of submission of application. The works should have been executed in the same name and style in which the enlistment is sought by the applicant, except under special circumstances as stated in these rules separately.

6.2.2 Experience gained by executing work on back-to-back contract basis is acceptable. Back-to-back contract means work awarded by owner to first agency and then by the first agency to the second agency. To get the weight-age of experience, following conditions must be fulfilled.

(a) Work should be actually executed by the second agency with due concurrence of the owner as tri-partite agreement. It should be backed by valid agreement and experience certificate.

(b) Payments received by second agency should be reflected in bank accounts and income tax statements.

(c) Owner of the project and first agency should jointly certify the experience certificate.

6.2.3 Experience of a petty contractor, labour rate contractor, work shall not be accepted.

6.2.4 Experience for the purpose of these rules in respect of an associate contractor, sub-contractor or those executing work on subletting may be allowed only if the conditions of sub-contract / sub-letting have been incorporated in the original agreement between the client/owner and first agency and the experience certificate is jointly issued by first agency and owner/client.

6.2.5 Experience of works on foreign soil shall not be accepted.

6.2.6 The applicant shall furnish the list of completed works in Annexure-III. He shall also furnish award letters and copy of final bills of the works mentioned in Annexure-III. Completed works with time overrun (TOR) more than 1.0 shall not be considered for enlistment, where TOR means actual time of completion divided by the time of completion of the work stipulated in the agreement plus extended time period without levy of compensation. The contractor's performance on the completed works shall be evaluated after physical inspection on the basis of parameters given in Annexure-IV. The nature and amount of work experience required for different categories and classes of enlistment is given below.

6.2.7 The magnitude of work experience required for Buildings & Roads, Electrical and Public Health category for various classes is given in Table 2.

**Table 2: Magnitude of work experience for Building & Roads, Electrical and Public Health category**

Number of completed work	Magnitude of each completed work				
	Rs. In lac				
	Class				
	I	II	III	IV	V
Three	110	35	10	3	0.80
<b>Or</b>					
Two	160	50	15	4	1
<b>Or</b>					
One	320	100	30	8	2



- 6.2.8 The nature and magnitude of work experience required for horticulture category, class I, II, III, and IV are given in Table 3.

**Table 3: Magnitude of work experience for Horticulture category**

Number of completed work	Magnitude of each completed work			Rs. In lac
	Class			
	I	II	III	IV
Three	11	6	3	N.A.
Or				
Two	16	8	4	N.A.
Or				
One	32	16	8	N.A.

### 6.3 Financial Soundness

#### 6.3.1 Buildings & Roads, Electrical Category and Public Health Category

The minimum requirements for financial soundness of the applicant shall be as per Table 4.

Table 4 : Minimum requirements for financial soundness – Buildings & Roads Category

Criterion	Minimum amount Rs. In lac				
	I	II	III	IV	V
Net worth certificate	150	40	13	4	1
Average Annual Turnover	320	100	30	8	2
Banker's Certificate	320	100	30	8	2

#### 6.3.2 Horticulture Category

The minimum requirements for financial soundness of the applicant shall be as per Table 5.

Table 5 : Minimum requirements for financial soundness – Horticulture

Criterion	Minimum amount Rs. In lac			
	I	II	III	IV
Net worth certificate	4	2	1	N.A.
Average Annual Turnover	16	8	2	N.A.
Banker's Certificate	16	8	2	N.A.

- 6.3.3 For Class I and Class II, irrespective of category, Banker's Certificate **or** Net worth Certificate and average Annual Turnover Certificate on works during the last three financial years from a Chartered Accountant are required.
- 6.3.4 For Class III, IV and V, irrespective of category, Banker's Certificate **or** Net worth Certificate **or** Average Annual Turnover Certificate on works during the last three financial years from a Chartered Accountant are required.
- 6.3.5 For enlistment under Rule 6.1.7 and 6.1.9 only Banker's Certificate is required.

- 6.3.6 Average Annual Turnover Certificate shall be in the format prescribed in Annexure V-2. This certificate shall be duly signed and issued by the certified Chartered Accountants on their letterhead. The relevant year shall be the financial year ending on 31<sup>st</sup> March of the year preceding the calendar year of application or 31<sup>st</sup> March of last financial year if audited balance sheet is submitted. This certificate shall be verified by officers (member secretary etc.) using UDIN website. The value of annual turnover figures shall be brought to current value by enhancing the actual turnover figures at simple rate of 7% per annum.

*Illustration 1:* Date of application is 21.05.2021 with unaudited balance sheet of last financial year. Relevant year of turnover shall be 2019-20, 2018-19, 2017-18. Figures of turnover of 2019-20 shall be enhanced by 7%. Figures of turnover of 2018-19 shall be enhanced by 14%. Figures of turnover of 2017-18 shall be enhanced by 21%.

*Illustration 2:* Date of application is 21.05.2021 with audited balance sheet of last financial year available. Relevant year of turnover shall be 2020-21, 2019-20, 2018-19. Figures of turnover of 2020-21 shall not be enhanced. Figures of turnover of 2019-20 shall be enhanced by 7%. Figures of turnover of 2018-19 shall be enhanced by 14%.

- 6.3.7 Banker's Certificate shall be issued by a Scheduled Bank on its letter head addressed to the enlisting authority in the format prescribed in Annexure V-1, The amounts of Banker's Certificate and Average Annual Turnover Certificate are given in Table 4 for Buildings & Roads category and in Table 5 for Horticulture category.

- 6.3.8 The Networth Certificate shall be in the format prescribed in Annexure V-3. These certificates shall be duly signed and issued by the certified Chartered Accountants on their letter heads. In the Net worth Certificate, the Chartered Accountant should also certify that "the net worth of the applicant has not eroded by more than 50% in the last three years ending on 31<sup>st</sup> March. The relevant year shall be the financial year ending on 31<sup>st</sup> March of the year preceding the calendar year of application or 31<sup>st</sup> March of last financial year if audited balance sheet is submitted.

Networth certificate shall be verified by officers using UDIN website. The amount of Networth Certificate is given in Table 4 for Buildings & Roads category and in Table 5 for Horticulture category.

#### **6.4 Engineering establishment, tools, plants, and machinery**

The applicant shall submit an undertaking in the application form (Annexure-I) to hire or otherwise procure the required engineering establishment, tools, plants, and machinery, if not already available with him. In case the contractor fails to deploy the requisite engineering establishment, tools, plants, and machinery, either owned or hired as per requirement of work, then the contractor shall be liable for disciplinary action under these Enlistment Rules.

#### **6.5 Electrical license**

If the applicant does not possess electrical license in his own name, he shall submit an undertaking in the application form to associate an agency having valid electrical license of appropriate voltage in its name issued by the Chandigarh Administration concerned under Section 45 of the Indian Electricity Rules, 1956 as amended from time to time, for execution of work which requires such a license. Such associate agency shall keep valid electrical license throughout the period of execution of work by getting it renewed at suitable intervals. In the event of any default on the part of the contractor in this regard, his enlistment is liable to be cancelled.

- 6.6 All the contractors are required to possess valid GST registration on the date of application for enlistment.



### 6.7 Concessions to SC/ST contractors

The SC/ST contractors have to submit the following concessional amount of Banker's Certificate for enlistment.

**Table 6: Concessional Banker's Certificate amount for SC/ST contractors**

S No	Class and Category	Banker's Certificate
1	Class-V Buildings & Roads /Public Health /E.I. category	Rs.2.00 lakh
2	Class-III Horticulture category	Rs.2.00 lakh

### 6.8 Criteria for evaluation of application

The enlistment shall be done on the basis of evaluation of performance of the applicant on the completed works listed in Annexure-III. The criteria for evaluation are given in Annexure-VII. The eligibility criteria for enlistment shall be minimum 60% marks in each parameter (work experience, contract performance, time overrun, quality of works) and minimum 70% marks overall.

### 7.0 Enlistment procedure

7.1 The applicant is advised to carefully read the "Instructions for applicants" at the end of these Rules.

7.2 The enlistment shall be done in the prescribed categories and classes by the enlisting authorities specified in Rule 7.4. The applicant shall apply to the enlisting authority that has jurisdiction over the area where registered office of the applicant is located.

### 7.3 Enlistment fee

The applicant shall have to pay the enlistment fee prescribed in Table 7 below in favour of "Executive Engineer", officer to whom application is to be submitted. The enlistment fee is non-refundable. The applicants are, therefore, advised to ensure that they fulfill the prescribed eligibility requirements of enlistment before applying .

**Table7: Enlistment fee in Rs.**

S No	Class	Category	Category
		Buildings & Roads/Public Health/Electrical	Horticulture
5	Class-I	15,000	4,000
6	Class II	10,000	3,000
7	Class-III	5,000	2,000
8	Class-IV	3,000	1,000
9	Class-V	1,000	Not applicable

7.4 The prescribed application form along with all supporting documents shall be submitted to the enlisting authority specified in Table 8 below along with the enlistment fee.

**Table8 : Enlisting authorities**

**a) B&R and Horticulture Category**

S. No.	Class	Category		Enlisting authority		Officers to whom application is to be submitted (Member Secretary)	
		Building & Roads (Rs. In crores)	Horticulture (Rs. In crores)	Building & Roads	Horticulture	Building & Roads	Horticulture
1	I	15	0.80	SE C-I	SE C-II	EE CP-4	EE (Hort.)
2	II	4	0.40	SE C-II	SE C-II	EE CP-2	EE (Hort.)
3	III	1.3	0.20	SE C-I	SE C-II	EE CP-5	EE (Hort.)
4	IV	0.40	0.10	SE C-II	SE C-II	EE CP-3	EE (Hort.)
5	V	0.10	-	SE C-II	-	EE CP-3	-

**b) Electrical Category**

S.No.	Class	Category	Enlisting authority	Officers to whom application is to be submitted (Member Secretary)
		Electrical works (Rs. In crores)		Electrical
1	I	15	SE (Elec.)	EE E-1
2	II	4	SE (Elec.)	EE E-2
3	III	1.3	SE (Elec.)	EE E-1
4	IV	0.40	SE (Elec.)	EE E-3
5	V	0.10	SE (Elec.)	EE E-3

**c) Public Health Category**

S.No.	Class	Category	Enlisting authority	Officers to whom application is to be submitted (Member Secretary)
		Public Health works (Rs. In crores)		Public Health
1	I	15	SE (PH)	EE PH-7
2	II	4	SE (PH)	EE PH-7
3	III	1.3	SE (PH)	EE PH-1
4	IV	0.40	SE (PH)	EE PH-1
5	V	0.10	SE (PH)	EE PH-8

- 7.5 Applications received without enlistment fee shall be summarily rejected. The applicants will be provided one opportunity to clarify and attend to shortcomings which shall be intimated through portal only. In the event of no response or incomplete response within 15 days of the issue of the letter by the Member Secretary seeking any clarification and/or document, the application will be rejected.
- 7.6 The enlisting authority shall have the right to independently verify the details furnished by the applicant, to get completed works inspected, and to obtain such reports as may be considered necessary like inspection/performance reports of completed works, details of registration or incorporation, Form 16A (Tax Deducted at Source by Client) and/or Form 26 AS (Annual Tax Statement), PAN, etc.
- 7.7 All verifications, submission of inspection reports related to works etc. are to be pursued by the applicant. The applicant shall provide all the necessary documents of work and help for inspection of the work to the inspecting authority after the receipt of intimation for inspection of work from the enlisting authority and shall accompany and facilitate the team of officers for inspection of work. Inspection Report containing the grading on quality and other performance parameters will be issued by the inspection team in Annexure-IV. The details of inspection team are given in paragraph 3.0 of the Guidelines for Departmental Officers. Any delay on account of such verification and reports will not make the applicant entitled for any type of relief.
- 7.8 If the enlisting authority finds the applicant eligible for enlistment, it shall issue the enlistment order. Otherwise, it shall send a letter of rejection to the applicant. Where the application is rejected, the applicant may apply for review to the enlisting authority within 60 days of the issue of letter of rejection. The decision of the enlisting authority on the review application shall be final and binding on the applicant.
- 7.9 While applying for enlistment, the applicant should mention the address of his registered office as well as head and branch office, if different from registered office. All documents including Bankers' Certificate should bear one of the above-mentioned addresses; otherwise, these documents shall not be accepted.
- 7.10 The Chief Engineer, U.T., Chandigarh reserves the right to notify the period during which no application for enlistment in any category or class will be received in any other manner. For any clarification or interpretation of any of the provisions of these Rules, the matter shall be referred for decision to the Chief Engineer, U.T., Chandigarh along with the comments of the enlisting authority concerned. The Chief Engineer, U.T., Chandigarh shall be the competent authority to make necessary amendments in these Enlistment Rules as deemed fit, and to relax any condition(s) in the eligibility criteria for enlistment in any category or class or in an individual case.

## **8.0 Validity of enlistment**

The enlistment shall be valid for a period of five years from the date of issue of order or as mentioned in the enlistment order. The enlistment shall be open to review by the enlisting authority and liable to suspension, cancellation, or any other such action at any time, if considered necessary by the enlisting authority, after issue of show causes notice.

## **9.0 Change of name, address, constitution, and status of enlisted entities**

- 9.1 The contractors enlisted under Rule 6.1.6 to Rule 6.1.9 cannot change their name, constitution, and status. They can, however, change their address as per Rule 9.3 below for which they may apply in Annexure VI.
- 9.2 The change in the name of an enlisted entity is permissible with the prior approval of the enlisting authority. After obtaining such prior approval, the contractor shall proceed to get the name of the entity changed from all other authorities concerned. He shall then intimate the changed name of the entity to the enlisting authority not later than one month of such change along with acknowledgement of noting down of such change in name from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the enlistment. The application for change in the name shall be made in Annexure VI.
- 9.3 The change in the addresses of an entity is permissible. The contractor shall intimate the change in the addresses of registered office or head office not later than one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the enlistment.
- 9.4 Change in constitution of a partnership firm or company
  - 9.4.1 The enlisted partnership firm shall not modify the existing partnership or enter into partnership with new partners without the prior approval of the enlisting authority. If new partners are taken in an enlisted partnership firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 6.1 of these Enlistment Rules. Application for such prior approval shall include full details of the intended modifications along with draft partnership deed. The change in the constitution of the firm shall be intimated to the enlisting authority within one month of the registration with the Registrar of Firms, failing which the enlistment is liable to be cancelled.
  - 9.4.2 In the case of companies, the word “partner” in Rule 9.4.1 above shall be substituted with director.
  - 9.4.3 The application for change in constitution shall be made in Annexure VI with supporting documents.
- 9.5 Change in status (see Rule 6.1)
  - 9.5.1 An enlisted entity (other than those covered by Rule 9.1 above) may apply to the enlisting authority for prior approval for change in its status on the basis of work experience of the original entity. All other criteria for enlistment under these Rules shall remain the same.
  - 9.5.2 The application for change in the status shall be made in Annexure VI along with supporting documents mentioned therein.

**9.6 Merger and disassociation of enlisted entities**

- 9.6.1 9.6.1 Merger and disassociation of enlisted entities is permitted, for which the enlisted entities shall apply in Annexure VI for prior approval of the enlisting authority.
- 9.6.2 Merger of an entity, whether enlisted or not, into an existing enlisted entity would entail change in constitution of the existing enlisted entity(ies). If the merger is between two enlisted entities, the continuing entity shall apply for prior approval of the enlisting authority, stating clearly that the assets and liabilities of the other have been taken over by it. If the merger is between an enlisted and a non-enlisted entity, the enlisted entity shall apply in Annexure VI.
- 9.6.3 In the case of disassociation of an enlisted entity into two or more entities by a legally valid agreement / board resolution, the existing enlisted entity, shall be deemed to have change in its constitution and shall apply for prior approval in Annexure VI. New entities formed after disassociation can seek fresh enlistment, within 365 days of such disassociation, by applying in Annexure I with works experience of original enlisted entity, prior to disassociation, and with financial experience proportionate to the shareholding of partners / directors in the original enlisted entity, migrating to new entity.
- 9.6.4 The work experience and financial experience gained only during the term of the originally enlisted entity before its merger / disassociation can be carried forward by its individuals / sole- proprietors / partners / directors, and that too only once.

**10.0 Contractors' near relatives working in Chandigarh Administration.**

The contractors whose near relatives are employed in any capacity in **Chandigarh Administration** will not be allowed to tender for works if the Division or Circle responsible for award and execution of contract is the one where the near relative is working. For this purpose of this Rule, a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.

**11.0 Review of enlistment**

The contractors are expected to bid for works of appropriate magnitude during the enlistment period. Their application for re-validation / fresh enlistment shall be rejected if they fail to bid for any Chandigarh Administration works during the enlistment period of 5 years.

**12.0 Enlisted contractors' obligations**

The contractor shall fulfill all his obligations under these Rules in the prescribed manner, failing which he shall be liable for disciplinary action as mentioned therein. Some of the obligations are summarized below.

- (a) An enlisted entity shall not change its status without the prior approval of the enlisting authority.
- (b) The enlisted partnership firm shall not modify the existing partnership or enter into fresh partnership without the prior approval of the enlisting authority.
- (c) An enlisted entity shall not change its name without the prior approval of the enlisting authority.
- (d) Intimation of change of address should be given within one month of such change along with acknowledgement of noting down such change from Bank, Income Tax, GST authorities, etc.
- (e) If the contractor does not possess electrical license in his own name, he shall associate an agency having valid electrical license of appropriate voltage in its name issued by the any Chandigarh Administration under Section 45 of the Indian Electricity Rules, 1956 as amended from time to time, wherever required for execution of electrical works.
- (f) He is expected to bid for and secure works of appropriate magnitude during the enlistment period.
- (g) He shall abide by the Enlistment Rules and amendments issued by the competent authority.
- (h) He shall not indulge in unethical practices and maintain good conduct.

- (i) He shall execute the works awarded to him with due diligence and strictly as per the conditions of the contract and specifications.
- (j) He shall submit the performance report of each work executed by him in the approved format duly filled with all the required details to the respective Executive Engineer within 3 months of completion of the work.
- (k) He shall have obligation to rectify construction or structural defects observed after completion of work for a period of minimum 5 years from the date of completion of the work.

### 13.0 Disciplinary action

13.1 The contractor shall abide by all the rules of enlistment, and also by the terms and conditions of notice inviting tenders and contract. He shall execute the works with due diligence and strictly as per the contract conditions and specifications. Where the contractor has made himself liable for disciplinary action, the enlisting authority shall have the right to suspend business with him for a specified period, or to cancel his enlistment, based on the recommendations of Empowered Committee. The composition of Empowered Committee shall be as given below. The Chairman may co-opt one or more members as per requirement. The enlisting authority may change the composition of the Empowered Committee for administrative reasons, and his decision shall be final and binding upon all concerned. The EC shall complete its report within three months.

The composition of empowered committee is as below:-

- |  |   |                  |
|--|---|------------------|
| 1. Chief Engineer-cum-Spl. Secy. (Engg.), U.T. | = | Chairman         |
| 2. S.E (W&E)/EE (W&E)                          | = | Member           |
| 3. Enlisting Authority                         | = | Member Secretary |

Note : The contractors shall abide by all rules of the Enlistment and the enlistment authority of the class against which the contractor is liable for action is constituted as Member Secretary.

13.2 The enlisting authority shall initiate disciplinary case against an enlisted contractor either suo-moto or on the receipt of a written request from an officer not below the rank of Executive Engineer, and forward it to the Empowered Committee for consideration. The Empowered Committee shall consider the disciplinary case on the basis of documents, facts, and circumstances, shall issue a show cause notice to the contractor, and allow him personal hearing if necessary, and forward its recommendations to the enlisting authority. The enlisting authority shall take a decision on the basis of the recommendations of the Empowered Committee. The decision of the enlisting authority shall be final and binding on the contractor.

13.3 Where disciplinary action has been taken against a contractor, the order shall be uploaded immediately on Chandigarh Administration website so that the field offices have access to the information across the country.

13.4 The disciplinary action against an enlisted contractor may lead to penalties mentioned in Rule 13.6 and 13.7

13.5 Consequent to imposition of any penalty under Rule 13.6, the contractor shall be debarred from any enlistment with Chandigarh Administration in future



### **13.6 Cancellation of enlistment**

The enlistment of contractor may be cancelled if any of the following is established by enquiry:

- (a) fails to execute a contract or executes or executed it unsatisfactorily; or
- (b) violates any conditions of the contract; or
- (c) fails to abide by the conditions of enlistment; or
- (d) is found to have given false particulars at the time of enlistment; or
- (e) has indulged in any type of forgery or falsification of records; or
- (f) changes constitution of the firm without the prior approval of the enlisting authority; or
- (g) changes the name of the entity without the prior approval of the enlisting authority; or
- (h) changes permanent address/business address without intimation to the enlisting authority; or
- (i) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- (j) violates the labour regulations and rules; or
- (k) is involved in complaints of serious nature received from any source, which have been proved; or
- (l) defaults in settlement of tax dues like income tax, GST, etc.; or
- (m) ceases to fulfill eligibility criteria based on which enlistment was done; or
- (n) is considered as not required to be in list of Chandigarh Administration contractors for any other reason considered fit by the enlisting authority; or
- (o) does not start the work after the same is awarded to him on two occasions; or
- (p) fails to rectify construction/structural defects within a reasonable time not exceeding 2 months, pointed out to him by the engineer-in-charge during the period of 5 years from the date of completion of works.
- (q) converts his individual enlistment into any other status before a period of three years from the date of enlistment, where the enlistment was done on the basis of him being an unemployed or retired engineer or architect or horticulturist.

### **13.7 Suspension of business**

Whenever report related to misbehavior, direct or indirect involvement in threatening, making false complaints, filing legal suites for frivolous reasons, or any behavioral act, omission or commission damaging the reputation of department/officer, or any other type of complaint listed at Sl. No 13.6 (a) to (q), contractor withdraws or modifies bid during the period of eligibility or fails to deposit PG after opening of tender, is received from any officer of Chandigarh Administration not below the rank of Executive Engineer against an enlisted contractor and is considered serious by the enlisting authority, he shall be served with suitable show cause notice by the enlisting authority, and thereafter action for suspension of business may be taken by the enlisting authority, as deemed fit, pending full enquiry into the allegations.

The suspension of business shall automatically lapse at the end of 6 months from the date of suspension if the enquiry is not completed and final decision is not taken by the enlisting authority within this period.

The enlisting authority shall issue order for further suspension of business with the contractor for a specified period (not exceeding the remaining period of enlistment and not less than 25% of the remaining period of enlistment) if any of the charges are established on enquiry by the Empowered Committee, however, for complaints listed at S. No. 13.6 (a) to (q), there shall be no suspension post establishment of charges upon enquiry by the Empowered Committee and under such eventuality the enlistment of the contractor shall be cancelled as per Rule 13.6. The suspension of business would entail ban on participation in the tendering process and award of contract for works during the period of suspension. It is made clear that if the contractor stood lowest in tenders received prior to the date of suspension of business, the work shall not be awarded to him, and the tenders shall be rejected and re-invited. Running contracts shall, though, remain unaffected by this suspension

#### **14.0 Re-validation**

The enlisted contractor may apply for re-validation at any time but not after the expiry of the current enlistment. Enlisted contractors are advised to apply for re-validation in Annexure I with works executed by them, six months prior to expiry of their enlistment order. Re-validation shall be effective from the date of expiry of existing enlistment or date of re-validation whichever is later. Rules for re-validation are same as that for enlistment.

## **INSTRUCTIONS FOR APPLICANTS**

### **Procedure for submission of forms**

- The application shall be submitted along with self-attested copies of required documents.

### **Procedure for payment of enlistment fee**

- Demand Draft in the favour of officer to whom application is to be submitted.

### **Procedure for obtaining prior approval for change in the status or constitution or name**

Application for obtaining prior approval for change in the status or constitution or name may be made in Annexure-VI. The application shall be submitted along with self-attested copies of required documents.

### **Rejection of application for enlistment**

1. Applications received without enlistment fee shall be summarily rejected. No notice shall be given in such cases.
2. The enlistment fee is non-refundable. The applicants are, therefore, advised to ensure that they fulfill the prescribed eligibility requirements of enlistment before applying and submitting fee. The enlisting authority shall not be responsible for refund of enlistment fee paid more than once on account of multiple transactions.
3. The applicants will be provided one opportunity to clarify and attend to shortcomings which shall be intimated at their given address. In the event of no response or incomplete response within 15 days of the issue of the letter by the concerned officer seeking any clarification and/or document, the application will be rejected.

### **Helpline number**

In case of any difficulty, the applicants may call office landline number of the officer to whom application is to be submitted during office hours from 1000 hours to 1700 hours on all working days (except Saturdays, Sundays, and holidays).

**Annexure-I**

*(Refer to Rule 6.0, 7.0 and 14.0)*

**Application for Enlistment and re-validation in all categories and classes  
(Supporting documents annexed with the application form should be listed in Annexure-II)**

Class .....  
Category .....

1. (a) Name of the applicant .....
- (b) Status of entity (Individual/Sole Proprietorship/Partnership Firm/Limited Liability Partnership/Company) .....
- (c) Registration Number for Firm (LLPIN for LLP and CIN for Company).....
2. Nationality.....
3. Address  
(a) Registered Office.....  
(b) Head Office (if different from Registered office) .....
4. Contact Details  
(a) Telephone Number.....  
(b) Fax Number.....  
(c) Mobile Number.....  
(d) Website URL (If any).....  
(e) Email Id.....
5. (a) PAN (Individual / Firm / LLP/ Company).....  
(b) GST registration number.....
6. Name, scanned passport size photograph and signature of the Individual(s)/ Partner(s)/Director(s) (Size of photograph should be 2.5 X 3.5 cm having white background and printed name at bottom)

Sl. No.	Name	Photo	Signature

# RULES FOR ENLISTMENT OF CONTRACTORS IN CHANDIGARH ADMINISTRATION, 2021

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 court of law : Yes ..... No .....
- (f) Retired engineer/official from Engineering Department of Chandigarh Administration within last one year : Yes ..... No .....
- (g) Director or partner of any other company/firm enlisted with (Chandigarh Administration) or any other organization : 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 (if any) : .....
- (b) Nationality : .....
- (c) Liabilities (if any) : .....
9. (a) Name of the banker : .....
- (b) Full address : .....
- (c) Phone number : .....
- (d) e-mail account : .....
10. (a) Whether already enlisted with Chandigarh Administration or any other Department : Yes/No
- (b) If yes, give details in table below:

S No	Class/Category	Department Name	Enlistment Authority and address	Enlistment Number and date	Validity Date	Tendering Limit (in Rs. lakhs)

10.0); Yes/No

11. (a) Is any person working with the applicant a near relative of the official of Chandigarh Administration (See Rule 11(b) If yes, give details (Name, Designation, PIMS ID).....  
.....
12. Enlistment fee details:
- (a) Demand Draft Number .....
- (b) Transaction Date .....
- (c) Amount .....
13. Details of completed works secured during the last 7 years, eligible for work experience (to be filled in the proforma given in Annexure-III. This list should include required number of works with gross value of work done (including enhancement) more than the lowest required magnitude of works for the class in which registration is required.
14. Certificates (Strike out whichever is not applicable):
- (a) I/We (including all partners) certify that I/we have read the Rules for Enlistment of Contractors in Chandigarh Administration as amended up to date and shall abide by them.
- (b) I/We certify that I/we are not registered and will not get myself/ourselves registered as contractor(s) in the Department under more than one name in the same category.
- (c) I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.
- (d) I/We certify that,
- (i) The constituents of the Firm/LLP/Company reflected in Sl. No. 1(b) and 7 above are as applicable on the date of this application which tallies with the record of the registering authority. I/none of the partners/directors retired from Government service during the last one year.
- (ii) I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.
- (e) I/We undertake that I/we will hire or otherwise arrange the tools and plants required for the works procured as a result of this enlistment if I/we do not have our own tools and plants. I/we further undertake that I/we will hire or otherwise arrange the required Engineering Establishment required for the works procured as a result of this enlistment if I/we have not already employed the required Engineering Establishment.
- (f) I/We undertake that, if I/we do not possess in my/our name a valid electrical license as required, I/we shall associate an agency having such a license for execution of work which requires such a license.
- (g) I/We have attached Annexure-II duly completed.
- (h) I/We undertake that the works have not been got executed through another contractor on back-to-back basis.
- (i) I undertake that I am unemployed engineer/ architect/ horticulturist (submit on affidavit executed before the executive magistrate/ first class magistrate/ notary)



## RULES FOR ENLISTMENT OF CONTRACTORS IN CHANDIGARH ADMINISTRATION, 2021

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In the following table in case of partnership firm or limited liability partnership or company all partners or either all Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

S. No	Name	Address	Mobile number	Aadhar Number	PAN
1					
2					
3					
4					
5					

**Place**

**Signature / Digital Signature of applicant**

**Date**

**(Authorized Signatory)**

**Annexure-II**  
(Refer to S No 14(g) of Annexure-I)

**List of Documents Attached for Enlistment**

**Name of entity:**

**Category:**

**Class:**

S No	Document Description	Annexure	Whether enclosed	
			Yes	No
1	Proof of constitution {(Annexure-I, S No 1(b))}			
(a)	In case of sole proprietorship: an affidavit executed before the Magistrate not below the rank of Executive Magistrate/ First class Magistrate that the applicant is the sole proprietor of the firm.	None		
(b)	In case of partnership firm: Certification of Registration, Partnership Deed, and prescribed documents indicating change in address or constitution of Partnership Firm.	None		
(c)	In case of Limited Liability Partnership: Certificate of Incorporation, Partnership Deed and prescribed documents indicating change in address or constitution of LLP.	None		
(d)	In case of Private/Public Limited Company: Certificate of Incorporation, Articles of Association and prescribed documents indicating change in address or constitution of Board of Directors.	None		
2	Power of attorney, if any, Annexure-I, S No 8 (a) or Board Resolution, if any.	None		
3	Self-attested copy of enlistment order, if any {Annexure-I, S No 10 (a) & 10 (b)}.	None		
4	List of all near relatives working in Chandigarh Administration {Annexure-I, SNo 11(a) & 11 (b)} (See also Rule 10.0 of Enlistment Rules)	None		
5	List of completed works (see Rule 6.0) in Annexure-III	Annexure III		
6	Self-attested copies of award letters and final bill for completed works included in Annexure-III (See Rule 6.0).	None		
7	a) Banker's Certificate from Scheduled Bank in original (in Annexure V-1) <b>or</b> Networth Certificate in original (in Annexure V-3).	V-1 V-3		
	b) Average Annual Turnover Certificate on works during the last three financial years in Annexure V-2.	V-2		

**Annexure-III**  
(Refer to Rule 6.0)

**Details of Completed Works:** Eligible works completed during the last seven years

1	Name of work/project & location	
2.	<b>Name of agency</b>	
3	Agreement number	
4	Agreement amount	
5	Gross value of completed work	
6	Stipulated date of start	
7	Date of completion a. Stipulated date of completion b. Actual date of completion c. Justified extended date of completion, if any	
8	Details and cost of services included (a) Civil (water supply, sanitary installation, drainage and water proofing work, etc.) (b) Electrical (internal electrical installation, firefighting, fire alarm, HVAC, lift, electrical substation, and DG set, etc.) (c) Number of storeys constructed.	
10	Amount of compensation levied for delayed completion if any a. Whether case of levy of compensation for delay has been decided or not Yes/No b. If decided, amount of compensation levied for delayed completion, if any	
11	Details of litigation/arbitration, if any	
12	Details of owner	
	(a) Name	
	(b) Address	
	(c) Phone	
	(d) e-mail	

Certificate: This is to certify that no adverse action has been taken by the department concerned against me/us. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

Self-attestation by Applicant

Owner's Signature with seal and designation

(Project Manager or Executive Engineer or Equivalent)

Notes: - 1. Scan of original documents to be uploaded in the portal

2. This proforma shall be filled up separately for all three (maximum) eligible works proposed for works experience. Applicants are requested to take photocopies of this proforma as per requirement.

**Annexure-IV**

(To be filled in by inspection team in reference to rule 3.0 and 3.2 in Guidelines for departmental officers)

**Assessment of quality certificate of completed work (Inspection report)**

1. Name of work/project & location
2. Name of Agency
3. Agreement number
4. Agreement amount
5. (a) Gross value of completed work (approx.)  
(b) Gross amount of work paid  
(c) Amount of work done but not paid
6. Stipulated date of start
7. Date of completion
  - a. Stipulated date of completion
  - b. Actual date of completion
  - c. Justified extended date of completion if any
8. Type of building and number of storeys including basement, stilt
9. Road/ bridge lane length
10. Details of services included with amount.
  - a. Civil (water supply, sanitary installation, drainage, and water proofing work etc.)
  - b. Electrical (internal electric installation, firefighting, fire alarm, HVAC, lift, electrical substation and DG set etc.)
11. Amount of compensation levied for delayed completion, if any
  - a. Whether case of levy of compensation for delay has been decided or not Yes/No
  - b. If decided, amount of compensation levied for delayed completion, if any
12. Detail of litigation/Arbitration, if any.
13. Details of owner

Sl. No.	Details	Civil	Electrical	Architecture	Horticulture
a)	Name of division/circle				
b)	Address of division				
c)	Phone				
d)	e-mail				

14. Inspection report by inspecting officer.

a. (Building work)

S No	Description	Marks
Quality of components of work		
1	Cement concrete and reinforced cement concrete	
2	Stonework	
3	Woodwork	
4	Flooring	
5	Roofing	
6	Finishing of walls	
7	Water supply and sanitary installations	
8	Aluminum and steel work	
9	Bulk services like road, sewage treatment plant, tube well sump etc.	
10	Steel structure work	
11	Retaining wall and Reinforced Earth Wall	
12	Expansion joint	
13	Seepage and leakage	
14	Lines and levels	
15	Structural defects and distress	
16	Quality of works inside shaft	
17	Quality of works in wet areas like toilet, kitchen , labs etc.	
18	Elevation of building	
19	Green features in the building	
20	Workmanship in general	
21	Special technology used, if any	
	Total marks	

b. (Road work)

S No	Description	Marks
Quality of components of work		
1	Cement concrete and reinforced cement concrete	
2	Stonework	
3	Steel structure work	
4	Retaining wall and Reinforced Earth Wall	

5	Bituminous work	
6	Finishing of road surface	
7	Shoulders	
8	Footpath	
9	Cross drainage/surface drainage work	
10	Quality of protection works in hill roads	
11	Crash barrier, central verge	
12	Road marking	
13	Road signage	
14	Expansion joint	
15	Profile and surface of flyover/bridge	
16	Seepage and leakage	
17	Lines and levels	
18	Structural defects and distress	
19	Workmanship in general	
20	Special technology used, if any	
	Total marks	

c. Electrical & Mechanical Works (Building)

S No	Description	Marks
Quality of components of work		
1	Internal Electrical installation	
2	Outdoor street lighting	
3	Bulk services like underground cabling etc.	
4	Fitting, fixtures, switchboards etc.	
5	Metering location layout of fittings and cables	
6	Earthing	
7	Lightening arrester	
8	Workmanship in general	
9	Special technology used, if any	
	Total marks	



d. (Public Health Works).

S No	Description	Marks
Quality of components of work		
1	Public Health service water supply and sanitation installation.	
2	Fixtures	
3.	Leakages	
4.	Storm water drainage	
5	Sewerage system	
6	Underground reservoir	
	Total marks	

e. Horticulture work (Building/Infrastructure/horticulture)

S No	Description	Marks
Quality of components of work		
1	Development of lawns and gardens (general layout, slope for drainage of water)	
2	Tree plantation (general layout, spacing, choice of species)	
3	Plantation of shrubs (general layout, spacing, choice of species)	
4	Hedge/edge/plants (general layout, spacing, choice of species)	

5	Flowerpots/Indoor foliage plants	
6	Irrigation facilities – Sprinkle/drip	
7	Drainage of area	
8	Composting and disposal of organic waste	
9	General health of plants	
10	Pest /insets/disease control measures	
11	Vertical wall/terrace/hanging/water/bog/zen garden	
12	Hydroponics	
13	Automation of garden	
14	Cacti and succulents	
15	Type of plantation, collection of plants, varieties and diversity	
16	Quality of existing garden features of lawn, trees, shrubs, hedges/edges, etc.	
17	Whether any water logging found in the garden area	
18	Technical proficiency	
19	Horticulture and landscaping	
20	Workmanship in general	
	Total marks	

Notes:

1. Each attribute shall be assessed on maximum marks of 10. Those attributes which are not applicable, will not be considered for calculating marks. Relevant documents and photographs must be attached along with the inspection report.
2. Work with TOR of more than 1 shall not be considered for enlistment. TOR means actual time of execution divided by time of completion stipulated in the agreement plus extended time period without levy of compensation.
3. Inspecting authority may modify the above attributes by addition/deletion depending upon nature of the work being inspected.
4. Chandigarh Administration officers to take action within 21 days.

Signature of the inspecting officer(s)

(Name, Date & Seal)

**Annexure-V-1**

*(Refer to Rule 6.3)*

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

This is to certify that to the best of our knowledge and information Shri/Smt/M/s.....  
having registered address .....  
a customer of our bank, is/are respectable and can be treated as reliable for any engagement up to a limit of Rs.....  
(Rupees.....).  
This certificate 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 in Chandigarh Administration in  
.....  
(Name of category), in Class.....

(Signature)  
For the Bank

**Note:**

1. Banker's certificates should be on the letter head of the bank, addressed to enlisting authority.
2. In case of partnership firm, the certificate shall include names of all partners as recorded with the bank.

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**Annexure-V-2**

*(Refer to Rule 6.3)*

**Form of Certificate of Annual Turnover on works from Chartered Accountant**

Certified that following is the annual turnover on works of the individual/firm/company as per returns filed with Income Tax Department for the past 3 (three) financial years.

Name and registered address of individual/firm/company: .....  
.....

S No	Financial Year	Annual Turnover on Works in Rs. lakhs

Unique Document Identification Number (UDIN) .....

(Signature of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI

Date and seal

**Annexure-V-3**

*(Refer to Rule 6.3)*

**Form of Certificate of Net Worth from Chartered Accountant**

It is to certify that as per the audited balance sheet and profit & loss account during the financial year ....., the net worth of Shri/Smt/M/s .....  
(Name & Registered Address of individual/firm/company), as on ..... (the date of certificate) is Rs.....after considering all liabilities. It is further certified that the net worth of the individual/firm/company has not eroded by more than 50% during the last three years ending on 31<sup>st</sup> March ..... (the relevant year as per Rule 6.3.6).

Unique Document Identification Number (UDIN) .....

(Signature of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI

Date and seal

**Annexure-VI**

*(Refer to Rule9.0)*

**Application for change of name, address, constitution and status (see Rule 6.1), merger and disassociation of enlisted entity**

**(Please fill in the applicable parts and strike out inapplicable parts)**

**Part A**

**Details of enlistment of the exiting entity**

1. Name .....
2. Address .....
  - (a) Registered office .....
  - (b) Head office .....
3. Contact details .....
  - (a) Phone number .....
  - (b) Mobile number .....
  - (c) e-mail account .....
4. Status (individual/sole proprietorship/partnership firm/limited liability partnership/company) .....
5. Name(s) of the individual/partners/directors of the entity

S No	Name	Share	Aadhar Number	PAN
1				
2				
3				
4				
5				

6. Category of enlistment .....
7. Class of enlistment .....
8. PAN .....
9. GST Registration number.....



**Part B**

**Application for prior approval for change of constitution or status (See Rule 6.1) of the existing entity**

(Give details of the proposed entity)

Prior approval required for: Change of status Yes/No or Change of constitution Yes/No

1. Name.....
2. Address.....
  - (a) Registered office.....
  - (b) Head office.....
3. Contact details.....
  - (a) Phone number.....
  - (b) Mobile number.....
  - (c) e-mail account.....
4. Status.....
5. PAN.....
6. Names of the partners/directors of the proposed entity

S No	Name	Share	Aadhar Number	PAN
1				
2				
3				
4				
5				

7. Is any partner/director of the proposed entity
  - (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 organization in the past : Yes ..... No .....
  - (e) Convicted by a court of law : Yes ..... No .....
  - (f) Retired official from Government of India within last one year : Yes ..... No .....
  - (g) Director or partner of any other company/firm enlisted with CPWD or any other organization : 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 the person holding power of attorney (if any) .....
- (b) Nationality .....
- (c) Liabilities (if any) .....
9. (a) Name of the bank .....
- (b) Phone number .....
- (c) e-mail account .....
10. (a) Is any person working with the applicant a near relative of Chandigarh Administration official (See Rule 10.0)
- (b) If yes, give details (name, designation, PIMS ID)
11. Certificates (strike out whichever is not applicable):
- (a) I/We (including all partners) certify that I/we have read the Rules for Enlistment of Contractors in Chandigarh Administration as amended up to date and shall abide by them.
- (b) I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.
- (c) I/We certify that
- (i) I/none of the partners/directors have retired from Government service during the last one year.
- (ii) I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.

Signature(s) of applicant(s):  
in case of individual or sole proprietor

In case of partnership firm or limited liability partnership or company all partners or either all Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

S No	Name	Address	Mobile number	Aadhar Number	PAN	Signature	Date
1							
2							
3							
4							
5							

List of documents:

- (a) To be submitted along with application for prior approval
  - (i) Copy of proposed partnership deed/proposed memorandum of articles, duly signed.
  - (ii) An affidavit sworn before a First-class Magistrate/ Executive Magistrate by all the partners/directors to the effect that the new entity shall take over all the assets and liabilities of the existing entity.
  - (iii) Consent of retiring partners/death certificate of partner.
- (b) To be submitted after obtaining prior approval of the enlisting authority.
  - (i) Copy of registered partnership deed/memorandum of articles.
  - (ii) Certificate from the banker indicating new status or constitution.
  - (iii) Acknowledgment from the Income Tax and GST Departments for having noted the change.

**Part C**

**Application for prior approval for change in the name of an entity**

1. Name as per enlistment order.....
2. Proposed name .....

List of documents

- (a) To be submitted along with application for prior approval None
- (b) To be submitted after obtaining prior approval of the enlisting authority.
  - (i) An affidavit sworn before a First Class Magistrate/ Executive Magistrate by the individual/all the partners or directors to the effect that the entity has changed its name from ..... to .....
  - (ii) Copy of registered partnership deed/memorandum of articles with the new name.
  - (iii) Acknowledgment from the banker for having noted the change in name.
  - (iv) Acknowledgment from the Income Tax and GST Department for having noted the change in name.

Signature(s) of applicant(s):

On this line in case of individual or sole proprietor: .....

In the following table in case of partnership firm or limited liability partnership or company all partners or either all Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

S No	Name	Address	Mobile number	Signature	Date
1					
2					
3					
4					
5					

**Annexure-VII**  
(Refer to Rule 6.8)

**Criteria for evaluation of contractors' performance for enlistment**

**Name of the applicant:**

**Category:**

**Class:**

S No	Parameter and evaluation criteria	Maximum marks	Marks obtained
1	<b>Work experience</b> (a) 18 marks for minimum eligible value (b) 30 marks for twice the minimum eligible value or more Marks for intermediate values shall be determined by straight line variation	30	
2	<b>Contract performance</b> (a) 30 marks for completion of work without litigation (b) 18 marks for completion of work with litigation (c) Zero mark for rescission of contract	30	
3	<b>Time over Run</b> TOR= Actual time for completion/stipulated period of completion of work plus extended time period without levy of compensation. In case, levy of compensation is not decided, extended time period without levy of compensation shall be nil. (a) 10 marks if $TOR \leq 0.8$ (b) 8 marks if $0.8 > TOR < 1$ (c) 6 marks if $TOR = 1$ (d) Zero mark if $TOR > 1$	10	
4	<b>Quality of completed works</b>	30	

**Notes:**

1. If the work experience consists of more than one completed works, the marks under each parameter shall be worked out separately for each work, and average marks shall be considered for final evaluation.
2. The eligibility criteria for enlistment shall be minimum 60% marks in each parameter and minimum 70% marks overall.

## **GUIDELINES FOR DEPARTMENTAL OFFICERS**

### **1.0 General**

The enlistment of contractors in various classes and categories shall be regulated as per Enlistment Rules, 2021 unless otherwise stated in these Rules.

### **2.0 Buildings & Roads, Public Health, Electrical and Horticulture category, and re-validation**

The enlistment rules 2021 as applicable in CPWD have been extended to Chandigarh Administration with certain amendments as per the circumstances prevailing in city Chandigarh. As such enlistment has been notified individually for each branch i.e. for Building & Roads, Public Health, Electrical & Horticulture works. Moreover, the validity of enlistment of the existing contractors shall cease on enlistment under these rules or up to 31.3.2022 whichever is earlier. Moreover, the contract agencies who have already submitted their applications for enlistment shall be considered on request to consider as per new enlistment rules fulfilling the eligibility criteria and the fees once paid as applicable shall be considered for their enlistment in the said category.

The process of revalidation has been restored with modified provisions. The enlisted agencies may seek re-validation of their enlistment any time before the end of validity period of existing enlistment.

### **3.0 Inspection of works**

#### **3.1 Inspection teams**

The eligible completed works of the applicant shall be inspected by a team consisting of Engineering Department officers. They shall inspect the works and furnish the report on quality of work and performance of the contractor within 21 days of the request received from the enlisting authority.

The officer to whom application for enlistment is to be submitted is authorized to constitute a committee for inspection of works and furnish the report on quality of work and performance of the contractor.

#### **3.2 Inspection Reports**

- (a) The inspection team shall inspect the site and submit the inspection report through portal to the enlisting authority. It shall make categorical comments and recommendations in the prescribed Annexure-IV.
- (b) Inspecting officers will also ascertain from the copy of agreement, architectural/structural drawings, and other documents like Form 26AS (Annual Tax Statement for applicant's PAN) that the work being inspected has actually been done by the applicant.
- (c) It will be obligatory on the part of inspecting officer to send the inspection report to enlisting authority immediately, but not later than 21 days of the request received from Member Secretary. In case, the applicant fails to present the solicited documents to the inspection team within 15 days of request from Member Secretary, the inspection team shall state so in their report. After 21 days it will be deemed that the work is inspected and evaluation shall be done on full marks basis. The inspecting officers shall be liable for disciplinary action for delay.

#### 4.0 Advisory Committee

The advisory committee shall assist the enlisting authority in scrutinizing the cases, evaluate performance reports of contractors, inspection reports of officers ,and make recommendations regarding eligibility of the contractor for enlistment. The Member Secretary shall carryout all the documentation/correspondence with the applicants, bank, different departments, etc. its composition is given below.

**Table 9: Advisory committee composition**

Sr. No.	Class	Building & Roads		Horticulture	
		Chairman	Member	Chairman	Member
1	I	EE CP-4	1. E.E. CP 4 2. E.E. CP 6 3. E.E. E-2 4. EE PH-7 5.. DAO o/o EE CP-4	EE (Hort. )	EE (Hort.) EE CP-6 DAO o/o EE(Hort.)
2	II	EE CP-2	1. E.E. CP 2 2. E.E. CP 1 3. E.E. E-1 4. EE PH-1 5. DAO o/o EE CP-2	EE (Hort. )	EE (Hort.) EE CP-6 DAO o/o EE(Hort.)
3	III	EE CP-5	1. E.E. CP 5 2. E.E. CP 4 3. E.E. E-3 4. EE PH-1 5. DAO o/o EE CP-5	EE (Hort. )	EE (Hort.) EE CP-6 DAO o/o EE(Hort.)
4	IV	EE CP-3	1. E.E. CP 3 2. E.E. CP 4 3. E.E. E-3 4. EE PH-8 5. DAO o/o EE CP-3	EE (Hort. )	EE (Hort.) EE CP-6 DAO o/o EE(Hort.)
5	V	EE CP-3	1. E.E. CP 3 2. E.E. CP 4 3. E.E. E-3 4. EE PH-8 5. DAO o/o EE CP-3	EE (Hort. )	EE (Hort.) EE CP-6 DAO o/o EE(Hort.)

**Electrical Category – Advisory committee composition**

Sr. No.	Class	Chairman	Member
1.	I	EE E-1	1. E.E. E-1 2. E.E. E-2 3. E.E. E-3 4. DAO o/o EE E-1
2	II	EE E-2	1. E.E. E-1 2. E.E. E-2 3. E.E. E-3 4. DAO o/o EE E-2
3	III	EE E-1	1. E.E. E-1 2. E.E. E-2 3. E.E. E-3 4. DAO o/o EE - 1
4	IV	EE E- 3	1. E.E. E-1 2. E.E. E-2 3. E.E. E-3 4. DAO o/o EE -3
5	V	EE E- 3	1. E.E. E-1 2. E.E. E-2 3. E.E. E-3 4. DAO o/o EE -3

**Public Health Category – Advisory committee composition**

Sr. No.	Class	Chairman	Member
1	I	EE PH-7	1. E.E. PH-7 2. E.E. PH-3 3. DAO o/o PH - 7
2	II	EE PH-7	1. E.E. PH-7 2. E.E. PH-3 3. DAO o/o PH - 7
3	III	EE PH-1	1. E.E. PH-1 2. E.E. PH-8 3. DAO o/o PH - 1
4	IV	EE PH-1	1. E.E. PH-1 2. E.E. PH-8 3. DAO o/o PH -1
5	V	EE PH-8	1. E.E. PH-1 2. E.E. PH-8 3. DAO o/o PH - 8

Note: Enlisting authority can appoint any member or substitute any member to complete the quorum.



**5.0 Scrutiny of cases**

As soon as an application is received from the contractor for enlistment, it should be scrutinized and if some document/information is missing, the applicant shall be intimated of the deficiencies within 15 days. In the event of no response or incomplete response within 15 days of the issue of the letter by the enlisting authority seeking any clarification and/or document, the application will be rejected. If all the documents are complete, an acknowledgment shall be issued to the contractor within 15 days of receipt of complete application. No application received without the prescribed enlistment fee or without Annexure-I shall be processed, and the applicant shall be intimated accordingly within 15 days of receipt of application. The enlistment process shall be completed within 2 months of the receipt of complete documents.

**6.0 Change in name, address, constitution, and status of enlisted contractors**

The prior approval for change of status, constitution, and name of enlisted contractors shall be issued by the enlisting authority within 60 days from the date of receipt of request from the contractor provided the requisite documents as per Annexure-VI are in order. Similarly, the order accepting the change of status or constitution, or name shall be issued by the enlisting authority within 60 days from date of receipt of the application provided requisite documents as per Annexure-VI are in order.

**7.0 Register of enlisted contractors**

Digital register of enlisted contractors shall be maintained showing the enlistment of various contractors in different classes and categories. Whenever contractors are, temporarily suspended, or removed from the list of approved contractors, a remark shall be made in the register against the contractors concerned by the Member Secretary. All Member Secretary must ensure to fill up details of enlisted/suspended contractors on the website. There is a 'List of Contractors' on the website which has to be updated on fortnightly basis.

**8.0 Re-issue of enlistment order**

Some categories have been renamed and some have been merged under these Rules. Re-issuing of enlistment order is not required due to such renaming and merger.

**9.0 Enlistment/ rejection orders**

Enlistment/debarment order must also be uploaded in the list of contractors in Chandigarh Administration website by Member Secretary. Hard copy must invariably be sent to the contractor by SPEEDPOST.