



टेकेदरों को सूचीबद्ध करने हेतु नियम

**Rules
for Enlistment of
Contractors
in
CPWD
2019**



CENTRAL PUBLIC WORKS DEPARTMENT
Ministry of Housing and Urban Affairs

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Government of India
Ministry of Housing and Urban Affairs
Central Public Works Department

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Rules for Enlistment of Contractors in CPWD, 2019

1.0	Title: These rules shall be called the “Rules of Enlistment of Contractors in CPWD, 2019” and shall come into force with effect from the 1 st Day of June, 2019
2.0	Short Title: Hereinafter these rules shall be referred to as “Enlistment Rules 2019” for the sake of brevity.
2.1	Term ‘CPWD’ where ever occurring, includes PWD (NCTD), CCU of Ministry of Environment, Forest and Climate Change and any other unit encadered with CPWD.
3.0	Repeal and Saving:
3.1	All rules regarding enlistment/revalidation of contractors in CPWD existing before coming into force of Enlistment Rules 2019 are repealed by Enlistment Rules 2019.
3.2	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 CPWD till the period of validity of such enlistment, including revalidation/extension granted before coming into effect of the Enlistment Rules 2019. However, all other provisions, including further revalidation of their enlistment, shall be applicable as per the Enlistment Rules, 2019
3.3	<p>The validity of enlistment of Civil Road work, Horticulture, Furniture, in all classes, Class V (Civil Category), and Nursery Category, whose validity of enlistment/revalidation is expiring during the period 28/2/2019 to 31.03.2020 (both days inclusive) stands extended upto 31.03.2020. Similarly, the validity of Contractors whose applications for revalidation have been received upto 31/5/2019, within the time frame stipulated in ER 2017, also stands extended upto 31/3/2020 and such applications shall not be processed.</p> <p>Notwithstanding the above, contractors whose applications for revalidation are received upto 31.05.2019 and who are willing for revalidation for 5 years/2 years duration, as per Rule 17.0 of Enlistment Rules-2019, then their applications will be processed as per Enlistment Rules, 2019. All new applications for revalidation received after 31.05.2019 will be processed as per Enlistment Rules, 2019.</p> <p>The applications received for fresh enlistment/up-gradation after 27.03.2019 will be processed as per Enlistment Rules, 2019.</p>
4.0	Applicability: CPWD enlists contractors in various Classes in different Categories viz Composite, Road, Furniture, Horticulture and Nursery Category. It is done to have a ready list of suitable and competent contractors for CPWD works so as to minimize requirement of verification of credentials of contractors at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in CPWD and perform satisfactorily. Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Limited Liability Partnership, Public Limited Company or a Private Limited Company may apply for enlistment as a contractor in CPWD under these Rules provided the eligibility criteria and other conditions are satisfied. The enlisted contractors have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.
4.1	No individual, or a firm/LLP/company having such individual as one of the partners/directors, 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 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, cases where disciplinary action was taken against the contractor for a specified period and such penalty period is already over, his case for enlistment / revalidation can be considered.
4.2	No Engineer or any other official employed in Engineering or Administrative duties in any Engineering Department of the Government of India is allowed to work in the CPWD either as contractor or as employee of a contractor for a period of one year after his retirement

	from Government service unless he has obtained prior permission of Government of India 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 Government of India as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors.
4.3	A contractor is permitted to have enlistment in more than one category but not in more than one class in the same category .
4.4	A contractor is not permitted to have enlistment in more than one name in a category.
4.5	A partner of a firm or a director of a company enlisted as a contractor in a category cannot be a partner/director in any other enlisted firm/company in CPWD in that category.
4.6	A contractor can, unless he intends to apply for revalidation, submit, on lapse of the previous enlistment, a fresh application for Enlistment, only if he fulfils all the eligibility criteria for the respective class and category and provided he has participated in tendering process in CPWD on at least 3 occasions during the validity period of his previous Enlistment.
4.7	The application for enlistment in higher Class in any particular category by a contractor, already enlisted in lower class in the same category, will be considered as the application for “Up-gradation of enlistment”.
5.0	Scope - The enlistment of a contractor in CPWD shall only entitle him to be considered for participation in tenders subject to the conditions laid down in each individual Notice Inviting Tender. It shall not confer any right on him either to be necessarily qualify in the tender process or qualify for award of work.
6.0	<p>Enlistment Categories/Classes, Enlistment Authorities, and Procedure –</p> <p>The enlistment shall be done by the Enlistment Authorities in the categories and classes mentioned in 6.1 below. Registered office of the contractor shall be located within the same area as jurisdiction of Enlistment Authority for class and category in which enlistment is sought. The contractor may go through the instructions given at the end of these rules.</p> <p>(i) The existing Class-V (Civil) Category stands converted into Class V Composite Category with the same tendering limit. The existing Class-V Civil Contractors can participate in tenders called for composite work upto their tendering limit till the validity period of their existing enlistment/revalidation or till the extension granted as per 3.3 above. While applying for revalidation, the Class-V Civil Contractors will have to apply for revalidation in Class-V Composite category. The existing Class-V Civil Contractors will have to submit the undertaking and obtain the valid Electrical License or associate the agency having valid Electrical License as per Rule 12.0 of these Enlistment Rules so as to participate in the tenders called for composite work upto their tendering limit.</p> <p>(ii) The existing ‘Civil Road only’ category is re-designated as ‘Road’ Category. All fresh enlistment/up-gradation/revalidation in this category will be done in the name of ‘Road’ Category.</p> <p>(iii) Two new Classes i.e. Class III & Class IV have been introduced in the ‘Road’ Category. In case, tenders of Road works, invited under ‘Road’ Category involve electrical works also, the eligible contractor will have to submit the undertaking and obtain valid Electrical License or associate the agency having valid Electrical License as per Rule 12.0 of these Enlistment Rules so as to participate in the tenders called under Road Category upto their tendering limit.</p>
6.1	(i) For Fresh Enlistment of Class-I(Super), Class I(AAA), Class I (AA), Class I(A) Composite category and Class I all Categories - the contractor shall submit the application online in the prescribed form for enlistment . After approving the online application as FINAL, the applicant may take the printout of the application (Annexure-I & II), sign it and send it along with all supporting documents as per Annexure-II along with system generated electronic receipt of submission of online processing fee, to the office to which application is to be submitted as mentioned below:-

(ii) For all other categories of enlistment the application form in prescribed form (Annexure- I and Annexure-II) along with all supporting documents is to be submitted to authority given below with all documents as per Annexure II along with system generated electronic receipt of submission of online processing fee.			
Jurisdiction of Enlistment Authority	Enlistment Authority	Officer to which application is to be submitted	Officer/DDO in whose favour Online processing fee is to be paid
1	2	3	4
A. Category :- Class-I(Super), Class I(AAA), Class I (AA) and Class I(A) Composite			
All India	DG, CPWD, 101-A, Nirman Bhawan, New Delhi Ph: 011-23062556, 23061317 email : cpwd_dgw@nic.in	SE (C&M), CPWD, Room No., 335-A, A Wing, Nirman Bhawan, New Delhi-110011	AE(Cash), CSQ, Nirman Bhawan, New Delhi.
B. Category :- Class- I & Class-II of all Categories (Composite Category, Road Category, Furniture Category and Horticulture Category)			
Respective Project Region	Authority heading the respective Project Region	As notified by the respective enlistment authority.	AE(Cash), CSQ, Nirman Bhawan, New Delhi.
C. Category Class-III & Class-IV of all Categories (Composite, Road, Furniture and Horticulture), Class-V Composite Category & Nursery Category			
Respective Region	Authority heading the respective Region	As notified by the respective enlistment authority.	AE(Cash), CSQ, Nirman Bhawan, New Delhi.
6.2	Applications received without Processing fee as per Rules or without Annexure-I as applicable and Annexure-II, duly signed, shall not be processed and the applicant shall be intimated accordingly. Incomplete applications and applications not accompanied with required documents are liable to be rejected. Applicants will be given opportunity to clarify and attend to shortcomings which shall be intimated at their given address. In the event of no response or incomplete response upto 5 weeks of issue of the letter by enlisting authority for any clarification, and/or seeking any document, the application will be filed as declined.		
6.3	All verifications, submission of inspection reports related to works etc. are to be pursued by the applicant. Any delay on account of delay in verification, submissions of reports etc will not entitle applicant for any type of enlistment or any other relief.		
6.4	The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get completed works and works under execution inspected and/or to obtain such reports as may be considered necessary like Inspection/Performance reports of completed and ongoing works, details of Registration or Incorporation, Form 16A (Tax		

	Deducted at Source by Client) and/or Form 26 AS (Annual Tax Statement for applicants PAN number) in regard to execution of works.					
6.5	If the enlistment authority finds the contractor suitable for enlistment, it shall issue the enlistment order and, otherwise, send a letter of rejection/declination to the contractor. The decision of the enlistment authority shall be final and binding on the contractor.					
6.6	The DG, CPWD reserves right to notify period in any class or category on All India/Regional/State/Location basis or any other manner during which no applications for enlistment/revalidation will be received. For any clarification or interpretation of any of the provisions of the Rules, the matter shall be referred to DG, CPWD with the comments of the concerned Enlistment Authority. DG, CPWD shall be the competent authority to decide and make necessary amendments in the Enlistment Rules, as deemed fit.					
6.7	The enlisted contractors in particular categories are not allowed to participate in standalone tenders of other categories unless enlisted in that category.					
7.0	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 revalidation shall be for a period of five years or two years from the date of expiry of the previous enlistment/revalidation, depending on revalidation as per Division 'A' or Division 'B' of Rule 17.0 of this Enlistment Rules-2019. The enlistment shall be open to review by the enlistment authority and liable to termination, suspension or any other such action at anytime, if considered necessary by the enlistment authority, after issue of show cause notice.					
8.0	Jurisdiction and Tendering Limits of Contractors - Within a category and a class, registered contractors shall be allowed to tender for works within their tendering limit in all regions irrespective of jurisdiction of the Enlistment Authority. Tendering limit for different categories and classes up to which they shall be eligible to tender shall be as per Table below:					
	Class	Category				
		Composite	Road	Horticulture	Furniture	Nursery
	I(Super)	Rs. 500 crore	NA			
	I(AAA)	Rs. 200 crore				
	I(AA)	Rs. 100 crore				
	I(A)	Rs. 50 crore				
	Class-I	Rs. 30 crore	Rs. 30 crore	Rs. 1.80 crore	Rs. 2.2 crore	NA
	Class II	Rs. 10.5 crore	Rs. 10.5 crore	Rs. 60 lakh	Rs. 70 lakh	
	Class-III	Rs. 3.0 crore	Rs. 3.0 crore	Rs. 30 lakh	Rs. 25 lakh	
	Class-IV	Rs. 100 lakh	Rs. 100 lakh	Rs. 15 lakh	Rs. 8 lakh	
	Class-V	Rs. 30 lakh				
						Rs. 35 lakh
9.0	The Administration of these rules shall be governed by the provisions existing at the particular point of time irrespective of when the enlistment was done.					

<p>10.0</p>	<p>Eligibility Criteria - The contractors shall have to satisfy the minimum eligibility criteria specified below, before they can be considered for fresh enlistment /up-gradation/ revalidation. All contractors are expected to keep abreast with enlistment/revalidation rules modified from time to time.</p> <p>The criteria for evaluation of performance of the contractor for the fresh enlistment or up-gradation shall be as per Annexure X for the works executed in last 7 years. The performance of the contractor in the ongoing work of prescribed nature shall be made as per Annexure-IV A for the work having magnitude (contract amount) equal to lower value mentioned in Rule 10.1.1 or more.</p>				
<p>10.1</p>	<p>Experience - The criterion for experience, in case of enlistment/up-gradation shall be the completion of requisite number of works, as given in 10.1.1 of these rules, of 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 executed works in last 7 years shall be brought to current costing level by enhancing the actual value of work at simple rate of 6.5% per annum, calculated from the date of completion 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 firm. In case, the applicant is an ‘Individual’ or Sole Proprietorship firm, the work experience gained from the works completed by the Sole Proprietorship firm or in ‘Individual’ capacity respectively and/or as Partner of earlier firm, provided he/she has left or disassociated himself/herself from his/her earlier firm, shall be considered in the same proportion of share of the applicant in that partnership firm.</p> <p>Graduate Engineer (excluding those employed with Govt. Organizations/PSUs/Institutions etc) of any engineering stream and graduated from a recognized Institution/University can directly apply for Enlistment in Class V Composite Category in lieu of experience of works. Such applicant will be enlisted in ‘Individual’ Category.</p> <p>The applicant shall furnish list of completed works in Annexure (III-1) and list of work of works not yet completed (i.e. works in progress) in Annexure (III-2) as well as Client’s Certificate regarding Performance of contractor in proforma Annexure-IV along with the award letters and copy of final bill of the works reflected in Annexure-III-1 and copy of award letters for works in Annexure-III-2.</p> <p>For purpose of nature of work experience, the works are defined in following categories.</p> <table border="1" data-bbox="268 1581 1474 2020"> <tr> <td data-bbox="268 1581 379 1843"> <p>i.</p> </td> <td data-bbox="379 1581 1474 1843"> <p>Civil Building Work: Civil building work means construction of building under one agreement including civil items relating to foundation, structure, envelope & partition, joinery, finishing and at least one of the items of</p> <ol style="list-style-type: none"> a) Water supply and sanitary installation b) Drainage work c) Water proofing work </td> </tr> <tr> <td data-bbox="268 1843 379 2020"> <p>ii.</p> </td> <td data-bbox="379 1843 1474 2020"> <p>Composite Work of Building: The composite work of building means Civil building work including internal electrification and at least one or more of the E&M services mentioned below under one agreement</p> <ol style="list-style-type: none"> 1. Fire fighting 2. Fire alarm 3. HVAC 4. Lift 5. Electrical Sub Station </td> </tr> </table>	<p>i.</p>	<p>Civil Building Work: Civil building work means construction of building under one agreement including civil items relating to foundation, structure, envelope & partition, joinery, finishing and at least one of the items of</p> <ol style="list-style-type: none"> a) Water supply and sanitary installation b) Drainage work c) Water proofing work 	<p>ii.</p>	<p>Composite Work of Building: The composite work of building means Civil building work including internal electrification and at least one or more of the E&M services mentioned below under one agreement</p> <ol style="list-style-type: none"> 1. Fire fighting 2. Fire alarm 3. HVAC 4. Lift 5. Electrical Sub Station
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	<p>6. DG Set. However, the total cost of the any one or more of the above six E&M Services should be minimum of 5% of the value of the eligible work required.</p>
iii.	<p>Civil Work: Civil work will mean all other Civil construction work (excluding Composite Work of building and Civil building work) including works of additions/ alterations/ renovations/ up-gradations / maintenance. Cost of maintenance work shall be considered as 50% of the value of work done. Exclusions: Maintenance work does not include works of supply, sweeping, care taking, watch & ward and other similar works involving labour component only.</p>
iv.	<p>Road Work : (a) Definition of Road Work for enlistment in Class-I & Class-II Road Category is as below: 1. New bituminous/concrete road, bridge or flyover construction. 2. C/o bridge/flyover approaches 3. Strengthening of road involving predominantly works of WBM/WMM//BM/BC, and not repair of pot-holes only. (b) Definition of Road Work for enlistment in Class-III & Class-IV Road Category will also include the works mentioned below in addition to works at Sl. iv a (1 to 3) mentioned above. ; 1. Re-carpeting of existing bituminous road 2. A/R & M/O Works pertaining to road and annual/periodical repairs of road surface including patch repairs. However, amount of these works shall be considered as 50% of the value of the work done.</p>
v.	<p>Electrical Work: Any Electrical work either internal or external electrification and includes additions/ alterations/ renovations/ up- gradations / maintenance works. Cost of Maintenance work shall be considered as 50% of the value of the work done. Exclusions: Maintenance work does not include works of operation of E&M Services</p>
vi.	<p>E&M Services: The work of supply, installation, testing and commissioning of Fire fighting, Fire alarm, HVAC, Lift, Electrical Sub Station or DG Set including maintenance work. The cost of maintenance work shall be considered as 50% of the value of work done. Exclusions: Maintenance work does not include works of operation of E&M Services.</p>
vii.	<p>Horticulture Work: Horticulture works means all horticulture activities like plantation, landscaping related to horticulture, grassing and other horticulture related works including maintenance works . The cost of the maintenance work shall be considered as 50% of the value of work done.</p>
viii.	<p>Furniture Work: Furniture work means supply, supply and fixing, manufacturing and supply of custom/factory made furniture or modular furniture including maintenance work. The cost of maintenance work shall be considered as 50% of the value of work done.</p>
10.1.1	<p>Nature and amount of experience required for different Class & Categories.</p> <p>(i) Category: Composite Class-I(A), I(AA), I(AAA) and I(Super Amount in crore of Rs.</p>

Nature of work	I(Super)	I(AAA)	I(AA)	I(A)	
Two Works (Composite Work of Building/Civil Building Work) of value each	150	60	30	15	
Or					
One Work (Composite Work of Building/Civil Building Work) of value.	300	120	60	30	
Note :- The experience of Civil Building Works shall only be considered provided the applicant have executed at least one Composite Work of Building, of the lowest magnitude of required eligible work mentioned above, consisting of minimum one Building of G+4 storey, either as the eligible work or as part of some other work under different agreement. For this purpose, each basement/stilt floor will be considered as a storey.					
(ii) Category: Composite Class- I, II, III, IV and V Amount in lakh of Rs.					
Nature of work	I	II	III	IV	V
Two works (Composite Work of Building/Civil Building Work/Civil Work/Electrical Work/E&M Services) of value each	900	315	90	30	9
Or					
One Work (Composite Wok of Building/Civil Building Work/Civil Work/Electrical Work/E&M Services) of value	1800	630	180	60	18
Note : For Class I & II Composite Category, the experience of above works shall only be considered provided the applicant has executed at least one Civil Building work of the lowest magnitude mentioned in the relevant Class above consisting of minimum one building of two storeys, either as the eligible work or as part of some other work under different agreement. For this purpose, each basement/stilt floor will be considered as a storey.					
(iii)Category: Road Class- I, II,III and IV Amount in lakh of Rs.					
Nature of work	I	II	III	IV	
Two Road Works of value each	900	315	90	30	
Or					
One Road Work of value	1800	630	180	60	
Note: For nature of eligible works for different classes of Road Work, Rule 10.1 may be referred.					
(iv)Category: Horticulture Class- I, II, III and IV Amount in lakh of Rs.					
Nature of work	I	II	III	IV	
Two Horticulture Works of value each	54	18	9.0	4.5	
Or					
One Horticulture Work of value	108	36	18	9.0	

	(v) Category: Furniture Class- I, II, III and IV	Amount in lakh of Rs.			
	Nature of work	I	II	III	IV
	Two Furniture Works of value each	66	21	7.5	2.4
	Or				
	One Furniture Work of value	132	42	15	4.8
	(vi)Category: Nursery				
	Two works of Nursery activities each costing Rs. 10.5 lakh				
	Or				
	One work of Nursery activities costing Rs. 21.00 lakh				
10.1.2	Engineering Establishment and T&P Machinery The contractor shall submit an undertaking in the application (Annexure-I) in respect of Engineering Establishment and T&P Machinery required upon the contracts. In case, it is observed that the contractor does not deploy the requisite T&P/Machinery, either owned or hired as per requirement of work or the contractor does not deploy the requisite Technical staff , then the contractor is liable for disciplinary action under this Enlistment Rules.				
10.2	Financial Soundness : The Financial Soundness shall be judged on the basis of <ul style="list-style-type: none"> (i) For Class-I(Super), Class I(AAA), Class I(AA) and Class I(A) Composite Category: <ul style="list-style-type: none"> (a) Banker's Certificate or Net Worth Certificate of 15% of upper tendering limit under the respective enlistment Class, issued by the certified Chartered Accountant (on the format prescribed in Annexure V-3) during last three years and (b) Average Annual turnover on Construction works during last three years duly certified (on the format prescribed in Annexure-V-2A) by the certified Chartered Accountant on the basis of Return submitted to the Income Tax Department: (ii) For Class-I and II of all categories: <ul style="list-style-type: none"> (a) on the basis of Banker's Certificate or Net Worth Certificate of 15% of upper tendering limit under the respective enlistment class & category issued by the certified Chartered Accountant (on the format prescribed in Annexure V- 3) during last three years and (b) Average Annual turnover on respective category of Construction works/Road Work/Furniture Work/Horticulture Work during last three years duly certified (on the format prescribed in Annexure-V-2-A, V-2-B, V-2-C and V-2-D) by the Chartered Accountant on the basis of Return submitted to the Income Tax Department: (iii) For Class-III and IV of all categories and Class-V Composite Category: <ul style="list-style-type: none"> (a) on the basis of either Banker's Certificate or (b) Net Worth Certificate for 15% of upper tendering limit under the respective class & enlistment category issued by the certified CA (on the format prescribed in Annexure V- 3) during last three years or (c) Average Annual Turnover during last three years duly certified by the Chartered Accountant. (iv) For Nursery category: <ul style="list-style-type: none"> (a) on the basis of either Banker's Certificate or Net Worth Certificate for 15% of upper tendering limit issued by the certified CA (on the format prescribed in Annexure V- 3) during last three years or 				

(b) at least half acre of land, either owned or on lease, under plantation of Nursery continuously for last three years or more.

Graduate Engineers (excluding those employed with Govt. Organizations/PSUs/Institutions etc) applying for fresh enlistment in Class-V Composite Category are not required to submit the Banker's Certificate or Working Capital Certificate .

Banker's Certificate shall be issued by the Bankers of the contractor on the format prescribed in Annexure-V-1. Such certificate shall be issued by a Scheduled Bank on its letter head and shall be submitted, in original, addressed to the Enlistment Authority.

Annual Turnover Certificate and Net Worth Certificate shall be duly signed and issued by the certified Chartered Accountants on their letter head. In the Net Worth Certificate, the C.A. should also certified that "the Net Worth of the company has not eroded by more than 30% in the last three years ending on (the relevant date).

Requirements of Banker's Certificate and Average Annual Turnover are as below:-

Table- 1 Banker's Certificate Amount.

Class	Category				
	Composite	Road	Horticulture	Furniture	Nursery
I(Super)	200 crore	NA			
I(AAA)	80 crore				
I(AA)	40 crore				
I(A)	20 crore				
Class-I	12 crore	12 crore	0.72 crore	0.88 crore	NA
Class II	4.2 Crore	4.2 Crore	24 lakh	28 lakh	
Class-III	1.2 Crore	1.2 Crore	12 lakh	10 lakh	
Class-IV	40 lakh	40 lakh	6 lakh	3 lakh	
Class-V	12 lakh				
					14 lakh

Table-2 Average Annual Turnover during last three Financial years

Class	Category				
	Composite	Road	Horticulture	Furniture	Nursery
I(Super)	250 crore	NA			
I(AAA)	100 crore				
I(AA)	50 crore				
I(A)	25 crore				
Class-I	15 crore	15 crore	0.9 crore	1.1 crore	NA
Class II	5.25 Crore	5.25 Crore	30 lakh	35 lakh	
Class-III	1.50 Crore	1.50 Crore	15 lakh	12.5 lakh	
Class-IV	50 lakh	50 lakh	7.5 lakh	4 lakh	
Class-V	15.00 lakh				
					17.5 lakh

10.3	The criteria for processing the applications for fresh enlistment shall be as per Enlistment Rules 2017, applicable on date of application, for applications received (or uploaded online upto 27.03.2019 in case of Class I and above category) upto 27.03.2019. However, the applications for fresh enlistment/up-gradation received/uploaded online after 27.03.2019 will be processed as per Enlistment Rules, 2019.																																																						
10.4	All the contractors are required to possess valid GST registration on the date of application for Enlistment/Revalidation.																																																						
11.0	<p>Processing fee – For various categories and classes, the contractor shall have to pay Online, Processing fee as prescribed in Table - below. <u>The Processing fee is non refundable.</u> The contractors are, therefore, advised to fully assess their fulfillment of the criteria/requirements of enlistment/up-gradation/revalidation before applying and making the online payment. The Enlistment Authority shall not be responsible for refund of processing fees paid more than once on account of multiple transactions.</p> <p>Procedure for submitting Online processing fee is described in "Instructions for applicants"</p> <p>Table: Processing Fee (in Rs.)</p> <table border="1" data-bbox="268 719 1457 1205"> <thead> <tr> <th rowspan="2">Class</th> <th rowspan="2">Composite</th> <th colspan="4">Category</th> </tr> <tr> <th>Road</th> <th>Horticulture</th> <th>Furniture</th> <th>Nursery</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4000</td> </tr> <tr> <td>I(Super)</td> <td>100000</td> <td colspan="4" rowspan="4">NA</td> </tr> <tr> <td>I(AAA)</td> <td>75000</td> </tr> <tr> <td>I(AA)</td> <td>50000</td> </tr> <tr> <td>I(A)</td> <td>40000</td> </tr> <tr> <td>Class-I</td> <td>35000</td> <td>35000</td> <td>10000</td> <td>12000</td> <td rowspan="5">NA</td> </tr> <tr> <td>Class II</td> <td>25000</td> <td>25000</td> <td>5000</td> <td>5000</td> </tr> <tr> <td>Class-III</td> <td>15000</td> <td>15000</td> <td>3000</td> <td>3000</td> </tr> <tr> <td>Class-IV</td> <td>5000</td> <td>5000</td> <td>2000</td> <td>2000</td> </tr> <tr> <td>Class-V</td> <td>3000</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Class	Composite	Category				Road	Horticulture	Furniture	Nursery						4000	I(Super)	100000	NA				I(AAA)	75000	I(AA)	50000	I(A)	40000	Class-I	35000	35000	10000	12000	NA	Class II	25000	25000	5000	5000	Class-III	15000	15000	3000	3000	Class-IV	5000	5000	2000	2000	Class-V	3000			
Class	Composite			Category																																																			
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Class-III	15000	15000	3000	3000																																																			
Class-IV	5000	5000	2000	2000																																																			
Class-V	3000																																																						
12.0	Electrical License - The contractors of all composite categories shall submit an undertaking, provided they do not possess Electrical License in their own name, that they shall associate with an agency having valid electrical license from the competent authority in its name, for execution. Such agency shall keep valid license throughout the period of execution by getting it renewed at suitable intervals. In event of any default on the part of the contractor in this regard, its enlistment shall be cancelled. For applying for tenders for a work in state they shall have to similarly associate an agency possessing valid electrical license of appropriate voltage issued by State Govt. under Clause 45 of compilation of rule of Indian Electricity Rules 1956 or as amended from time to time.																																																						
13.0	<p>Change in Constitution of firm - The contractor/firm shall not modify the existing partnership or enter into fresh partnership or change the name of the firm without the prior intimation to the enlistment authority. Such intimation, 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. The change in the status of the contractor as an 'Individual' or in constitution of the firm or change in the name of the firm will have to be intimated to the enlistment authority within one month of the approval of the competent authority i.e Ministry of Corporate Affairs/Registrar of Companies as the case may be, failing which, the contractor/firms shall become liable to be removed from the approved list of contractor.</p> <p>In case the Graduate Engineer (excluding those employed with Govt. Organizations/PSUs/Institutions etc), enlisted either in class-IV Composite Category (existing contractors) or enlisted in Class-V Composite Category converts their 'Individual' enlistment into Sole Proprietorship firm or Partnership firm before a period of 5 years from the date of</p>																																																						

	enlistment, then their enlistment shall be withdrawn.
13.1	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 (their) individual/joint capacity shall have to apply for the enlistment afresh on the basis of work experience gained as a separate entity.
13.2	If new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 4.0 of these enlistment Rules.
13.3	<p>In case of the change of constitution of the firm due to death of partner(s) or any other reason, number of original partners reduces to less than half of the original number or the share if balance partners reduces to less than half of the original constitution, the enlistment of the firm shall be withdrawn.</p> <p>Similarly, in case of resignation/death of the partner(s), on whose experience the firm was originally enlisted, the eligibility criteria (Financial as well as work experience) of the remaining partners shall be assessed by the Enlistment authority. The enlistment of the firm shall be withdrawn if the remaining partners do not fulfill the aforesaid eligibility criteria.</p> <p>Original partners means constituents at the time of Enlistment and those partners which were added during change of constitution and have remained as constituent for more than 5 years in the partnership firm.</p>
13.4	Conversion of partnership firm to LLP and vice versa shall not be permitted.
14.0	Change in Address - While applying for enlistment, the contractor should mention address of his Registered office as well as Head/Branch Office, if different. All documents including Bankers' Certificate, etc. should bear one of the above addresses, otherwise the same shall not be accepted.
14.1	The contractor shall intimate the change, if any, in any of the addresses referred in 14.0 above, in advance or maximum within 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 removal of his name from the approved list of contractors.
15.0	Near Relatives Working in CPWD - Contractors whose near relatives are employed in any capacity in the Central Public Works Department will not be allowed to tender for works if the Division/Circle responsible for award and execution of contract is the one where the near relative is working. For this purpose a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.
16.0	Review of Approved List of Contractors -The contractor shall be required to secure works of appropriate magnitude in CPWD during the revalidation/enlistment period. Contractors shall be liable to be weeded out for non-observance of enlistment rules. For this purpose the enlistment authority shall have the power to periodically review the approved list of contractors.
17.0	<p>Revalidation of enlistment – Enlisted contractors, including revalidated contractors, who have completed or secured works of appropriate nature and appropriate magnitude (lowest of the cost of eligible work for the category and class given in Rule 10.1.1) either</p> <ul style="list-style-type: none"> (i) in CPWD or (ii) in Central or State Government Department or Autonomous body or Public Sector Undertaking, provided, however, that the contractor has participated in tendering process for at least three works in the CPWD having Estimated Cost equal to or more than the appropriate magnitude, for which participation certificate from the concerned Executive Engineer/DDH shall be provided. <p>may apply for revalidation of enlistment under one of the two divisions as detailed below:-</p> <p>Division A:- Enlistment of such contractors who satisfy one of the following two criterion</p>

	<p>shall be considered for revalidation for a period of five years .</p> <p>(i) Securing two works of appropriate nature and magnitude during last enlistment/revalidation period and at least one of them has been completed 100% and the second having value of work done completed more than 50% of the appropriate magnitude.</p> <p>(ii) Securing and completion of one work of value two times the appropriate magnitude (for class V Composite contractor, it shall be 1.5 times).</p> <p>Division B:- Enlistment of contractors, who secured only one work of appropriate nature and appropriate magnitude during last enlistment/revalidation period and even that work is not completed, shall be extended for a period of two years. Revalidation for the balance period of years shall be granted, only when the contractor satisfies the criterion laid down in Division A above i.e. execution of requisite works in the extended period of two years also. The work completed/secured of the appropriate magnitude as an associate contractor of the main contractor, to whom a composite contract was/has been awarded, shall also qualify for consideration of revalidation. The value of executed works in last 5 years shall be brought to current costing level by enhancement, as provided in Rule 10.1, of the actual value of work, calculated from the date of completion to the last date of validity of enlistment/revalidation .</p> <p>In case the works of appropriate magnitude have been completed/in progress in govt. departments as mentioned above other than CPWD, the department will get the work inspected from appropriate authority of CPWD and evaluation of the performance in Annexure X and Annexure-IV A shall be done based on this inspection report.</p>
18.0	<p>Application for Revalidation -</p> <p>The contractor shall apply for revalidation of enlistment in the prescribed form ‘Annexure VIII’ along with all documents as per Annexure IX so as to reach the Enlistment Authority at least 6 but not more than 9 months before expiry of his enlistment with 50% processing fee. The revalidation application with all documents shall however be accepted up to the date of expiry of enlistment/revalidation with full processing fee as mentioned in Rule 11.</p>
18.1	<p>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 processing fee alongwith late fee equal to processing fee. The total fee in such cases shall be equal to double of the processing fee. Applications received, thereafter, shall not be accepted and contractor should apply for fresh enlistment, as per Enlistment Rules.</p>
18.2	<p>Processing fee for revalidation is payable in the same form and in favour of the same authority as given in Rule 6.1.</p>
19.0	<p>Performance Reports:</p> <p>The Contractor should fill up the details of each work, secured by him during the last revalidation/enlistment period, in the proforma as given in Annexure VII.</p>
19.1	<p>The Annexure-III-1 and Annexure-III-2 should include all works (completed as well as work in progress) secured by him during the last revalidation/enlistment period. In case, the contractor hides any information, his revalidation will be liable to be cancelled.</p>
19.2	<p>The contractor should fill up the details in Part-I of the proforma as given in Annexure VII, in duplicate. For each work, separate proforma should be filled. One copy of all the proforma should be submitted to the reporting officer and the acknowledgement obtained on the second copy of the proforma. The 2nd copy should be submitted to the enlisting authority along with the application for revalidation.</p>

	<p>It shall be mandatory for the contractor to submit the performance report (PR) of each work executed by him in the approved format duly filled with all the required details to respective Executive Engineer within 3 months of completion of work under intimation to enlisting authority as laid out in the preceding para. However, there shall be no bar for Departmental officers to take cognizance of bad performance of the contractor where he deliberately avoids submission of PR.</p> <p>If the quality of work assessed in annexure-VII is not satisfactory during currency of the validity of enlistment, then a show cause notice shall be issued to the contractor by the Enlistment Authority as to why his name should not be deleted from the approved list of the contractors & the decision taken by the Enlistment Authority on the recommendations of Empowered Committee considering explanation of the contractor, if any, regarding suspension of contractor for participating in CPWD tenders, shall be final and binding.</p>
20.0	<p>Inspection Reports</p> <p>The agency shall provide all the necessary documents of work executed by him to the inspecting authority after receipt of intimation for inspection of work from department and shall accompany and facilitate the team of CPWD officers for inspection of work. Apart from completed works, the ongoing works will also be inspected by team of CPWD Officers. Necessary Inspection Report will be issued by Inspecting team in Annexure-IV-A/Annexure-VII. The grading of Quality and Capability of contractor in the Annexure-X will be based on the said Inspection reports of the ongoing works/completed works.</p>
21.0	<p>Revalidation Procedure:- The revalidation shall be done on the basis of review of performance of the contractor for works executed during the period of enlistment/revalidation as well as on the basis of inspection of ongoing works. This shall be based on evaluation (as per Annexure X and Annexure-VII) of performance reports/Inspection reports of works given in Annexure-III (1 & 2) & eligibility as per Rule 17.0 or as decided by the enlisting authority.</p>
22.0	<p>Contractor's obligations - The contractor should fulfill all his obligations under these rules in time and manner as specified, failing which he shall be liable for the action as mentioned therein. Some of the obligations are summarized below:-</p> <ol style="list-style-type: none"> a) In principle approval shall be obtained from the enlisting authority before changing the name or constitution of the firm/company. b) Intimation of change of address should be given in advance or within one month along with acknowledgement from Banker, Income Tax and GST authorities. c) He shall submit an undertaking both at enlistment/revalidation, to associate with an agency having a valid electrical license of appropriate voltage issued by appropriate authority if he does not possess it in his own name. d) He should secure works of specified magnitude during the period of enlistment /revalidation as provided in Rule 17.0 above e) He shall abide by these enlistment rules. f) He should not indulge in unethical practices and maintain good conduct. He shall provide satisfactory explanation within 7 days wherever any action or bid or tender in whole or part appears unrealistic or unreasonable. g) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications. h) Contractor shall submit the performance report of each work executed by him in the

	<p>approved format duly filled with all the required details to respective Executive Engineer within 3 months of completion of work under intimation to enlisting authority.</p> <p>i) Enlisted contractors shall have obligation to rectify/attend construction/structural defects observed after completion of work for a period of minimum 5 years from the date of completion of the work.</p>
23.0	<p>Disciplinary Actions -The contractor shall abide by all the rules of enlistment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall execute the works as per contract conditions and specifications. 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 indefinitely or for a period as decided by enlisting authority after issue of show cause notice. The matters related to disciplinary action(s) will be examined by the Empowered Committee. The composition of Empowering Committee will be as below.</p> <p>(a) For Class 1(Super), Class 1(AAA), Class 1(AA) and Class 1(A), Composite Category Contractors.</p> <p>(i) ADG(Works), CPWD, Nirman Bhawan, New Delhi - Chairman (ii) DDG(HQ), CPWD, Nirman Bhawan, New Delhi - Member (iii) CE(CSQ)(Civil), CPWD, Nirman Bhawan, New Delhi - Member Secretary</p> <p>The Chairman may co-opt one or more Members as per requirements.</p> <p>(b) For all other Categories and Classes, the respective SDGs/ADGs of the Project Regions/ Regions shall constitute the Empowered Committees at their level for Category and Class under their jurisdiction of enlistment. The decision will be taken by Enlistment Authority on the recommendations of Empowered Committee. Decision of the Enlistment Authority shall be final and binding on the contractor. The name of the contractor who has been suspended or banned shall be included immediately in the list of suspended / banned category of contractors uploaded on CPWD Website so that the field offices have an immediate access to the information across the country and tenders of such contractors are not entertained. The following actions of the contractor shall, in general, make him liable to disciplinary actions.</p>
23.1	<p>Demotion to a lower class -The contractor shall be liable to demotion to a lower class, by the enlisting authority, if he:</p> <p>a) no longer owns adequate equipment, technical personnel or financial resources or neither deploys them on works on hire basis as against undertaking given by the contractor at the time of enlistment; or</p> <p>b) his staff misconducts or misbehaves with CPWD officials on more than one occasion.</p> <p>c) is responsible for a conduct which may justify his demotion to a lower class; or</p> <p>d) any other reason which in view of enlisting authority is adequate for his demotion to a lower class.</p>
23.2	<p>Suspension of Business : Whenever adverse reports related to adverse performance, misbehavior, direct or indirect involvement in threatening, making false complaints, filing legal suites for frivolous reasons, suppression of facts/information while bidding for works , hampering tender process or execution of contract or any act, omission or commission etc.</p>

	<p>damaging the reputation of department /officer or any other type of complaint considered fit by enlistment authority is received from any officer of CPWD/PWD (Govt. of Delhi), Ministry of Environment, Forest and Climate Change for CCU works), not below the rank of Chief Engineer, in respect of any class/categories of contractor. The contractor shall be served with suitable show cause notice by the Enlistment authority and thereafter action for suspension of business be taken by the Enlisting Authority, as deemed fit, pending full enquiry into the allegations and decision by the Empowered Committee.</p> <p>If any of the charges are established then this would result in banning of business with the contractor for the period as decided by Enlistment Authority on the recommendations of Empowered Committee. The suspension shall automatically lapse at the end of 6 months from date of suspension if the Enlistment Authority does not decide within this period.</p>
23.3	<p>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:</p> <ul style="list-style-type: none"> 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 and not complying to the instructions of removal of defects given in writing on two occasions, in one or more works; or C. persistently violates any important conditions of the contract; or D. fails to abide by the conditions of enlistment; or E. is found to have given false particulars at the time of enlistment; or F. has indulged in any type of forgery or falsification of records; or G. changes constitution of the firm or Individual or changes the name of the firm without in principal approval of the enlistment authority; or H. changes permanent address / business address without intimation to the enlistment authority; or I. is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or J. persistently violates the labour regulations and rules; or K. is involved in complaints of serious nature received from other departments which prima facie appear to be true; or L. Default in settlement of tax dues like Income tax, Contract tax, , GST, Octroi, duties etc.; or M. has already been demoted for other reason(s); or N. Ceases to fulfill eligibility criteria based on which enlistment/revalidation was done; or O. is considered as not required to be in list of CPWD contractors for any other reason considered fit by enlistment authority; or P. Does not start the work after the same is awarded to him on three occasions; or Q. Fails to rectify construction/structural defects within a reasonable time not exceeding 3 months, pointed out to him/her by Engineer-in-Charge during the period of 5 years from the date of completion of works.
24.0	<p>Demotion to a lower class on request: - In case, the contractor himself seeks demotion to a lower class on account of non fulfillment of revalidation criterion, the enlisting authority of Class in which he is enlisted, on being satisfied prima-facie, of the contractor fulfilling the requirements of enlistment to a lower class, may revalidate the enlistment in the lower class for a period of one year to enable the contractor to obtain fresh enlistment in such lower class with concerned enlisting authority.</p> <p>To avail this provision, the Contractor's application must reach the enlistment authority</p>

<p>before three months period from date of expiry of enlistment/revalidation. There can be two type of cases:</p> <p>Type I – Contractor applies for revalidation for full term of 5 years but when not found fit for revalidation, he requests demotion to lower class.</p> <p>Type II – At the time of submission of application for revalidation, he is aware that he is not eligible for revalidation of enlistment for 5 years and in place of 5 years he requests for enlistment in lower class for a period of 1 year.</p> <p>For such case falling under Type I, contractor has to pay no fee or late fee or double the late fee for revalidation as the case may be. The fee paid shall be non refundable, in case either he is not found eligible for revalidation of enlistment for full term or even if he is enlisted in lower class for a period of one year.</p> <p>For cases falling under Type II, contractor has to pay proportionate fee @ 20% of enlistment fee as applicable to the class in which he desires enlistment for a period of one year. To continue his enlistment further, he has to submit fresh application before the competent authority to obtain fresh enlistment and he has to pay full enlistment fee as applicable.</p>

INSTRUCTIONS FOR APPLICANTS

- A. For all Class-I categories as well as for Composite Category Classes I(A), I(AA), I(AAA) and I(Super).

Online application is to be submitted for all Class-I categories as well as for composite category Classes I(A), I(AA), I(AAA) and I(Super). After applying online application as FINAL take the printout of the application through the Menu option Printout of the application option, sign it and send it to the authority given in Rule 6.1 by Speed Post only, along with all Supporting documents in ORIGINAL or Self-attested as required.

Procedure for online Submission of Forms

1. Before applying Online, please download the Annexure -I and Annexure -II forms from the download link, fill it properly and check it and then apply it Online through this system.
 2. Online Entry of Annexure-I and Annexure-II may be done for applying this online Application.
 3. System will accept the Images (Photo* and Signatures) of the Partners / Directors only the JPG/JPEG format* Each Image size is accepted up to 80 Kilo Byte (KB) only.
 4. System will accept all the Supporting documents (e.g. Annexure-III, Annexure-IV) only in the PDF format.
 5. After entering the details in the Annexure -I and Annexure -II, press the option DRAFT, in the Annexure -II form, by which the System will generate the DRAFT report for rechecking your entries. A Unique Application Number is automatically generated by this System. You should remember your Application Number as well as your Password for further modifications as well as for taking prints of the Submitted Application.
 6. Application Number and the Password may be kept secret; Application Number must be mentioned in all your future communications to CPWD.
 7. After checking the Draft, select the option FINAL in order to finale your application.
 8. Before submitting the application as FINAL you can edit your application and make changes if required in the Annexure-I and Annexure -II through the MODIFICATION option in the Main Menu.
 9. Once YOU submit the application as FINAL no further changes is allowed.
 10. Once you enter the option FINAL, then the CPWD logo will appear on your printout along with FINAL displayed in the top right corner of the page.
 11. Application will be processed only after submission of application as FINAL.
- B. For all other classes and categories offline application completed and duly signed is to be submitted in Annexure-IA to the authority given in Rule 6.1 by Speed Post only, along with all Supporting documents in ORIGINAL or Self-attested as required.

Procedure for online Submission of Processing fees

1. Log on to home page of NTR Portal on <https://bharatkosh.gov.in>
2. Go to “ Quick payment” link on the home page
3. Select the Ministry/Department “030-URBAN DEVELOPMENT AND URBAN POVERTY ALLEVIATION” from the drop down menu
4. Select the Purpose as “ Revalidation of contractor/EMD forfeit/Late fees for performance Guarantee” from the drop down menu.
5. Click NEXT and Select the DDO as “244189-AE(CASH),CSQ,NIRMAN BHAWAN,NEW DELHI” from the drop down menu.
6. Enter the amount of Processing fees in the Amount window.
7. Under Remarks write “ Processing fees for Enlistment/Revalidation/Upgradation (as the case may be) with Class and category
8. After filling all the mandatory fields in " Depositors detail" Click Next
9. Confirm the Information entered in the preview and click the Confirm button
10. After confirmation , the portal will open the Payment Gateway.
11. Make payment using the Payment Gateway and download the system generated electronic receipt .

REVALDATION / CHANGE OF CONSTITUTION / CHANGE OF ADDRESS

For revalidation, in all classes and categories, offline application along with all supporting documents in ORIGINAL or Self-Attested, as required for revalidation (Annexure-VIII) to be submitted to the authority given in Rule 6.1 by Speed Post only.

For change of constitution/ change of address in all classes and categories, offline application along with all supporting documents in ORIGINAL or Self-Attested, required as per Annexure VI to be submitted to the authority given in Rule 6.1 by Speed Post only.

ANNEXURE- I (Refer Rule 6.1)
(Refer Rule 6.1)

Application for Enlistment in All Categories and Classes

(Supporting Documents annexed with the application form should be listed in Annexure-II.)

- CLASS:
- CATEGORY:
- JURISDICTION:
1. (a) Name of the Applicant
 - (b) Nature of Entity (Individual/ Sole Proprietorship Firm/Partnership Firm Firm/LLP Firm/ Company)
 - (c) Registration No. for Firm/LLPIN for LLP /CIN for Company
 2. Nationality
 3. Address
 - (i) Registered Office :.....
 - (ii) Head Office: (if different from Registered office:
 4. Contact Details:
 - (i) Telephone Number
 - (ii) Fax Number
 - (iii) Mobile Number
 - (iv) Website URL (If any)
 - (v) Email Id
 5. PAN Number (Individual / Firm / LLP/ Company)
 6. Name, scanned passport size photo and signature of the Individual(s)/ Partner(s) / Director(s) (Size of photo should be 2.5 X 3.5 cm having white background and printed name at bottom)

1.	2.	3	4
Paste photo	Paste photo	Paste photo	Paste photo
Name	Name	Name	Name

7. Is the Individual / Sole Proprietor / any Partner / Director of company:

- viii) Dismissed Government Servant:
 Yes No
- ix) Removed from approved list of contractors:
 Yes No
- x) Demoted to a lower class of contractors:
 Yes No
- xi) Having business banned/suspended by any Government in the past:
 Yes No
- xii) Convicted by Court of Law:
- xiii) Retired Engineer/official from Engineering Department of Government of India within last one year:
 Yes No
- xiv) Director or Partner of any other company/firm enlisted with CPWD or any other department:
 Yes No
- xv) 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. Name of the Banker with full address, Banks Official E mail Id and phone number :

10 (a) Whether already enlisted with CPWD or any other Department: Yes/No

10 (b) If Yes, give details in table below:-

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

11 . (a) Is any person working with the applicant a near relative of the officer/official of CPWD [See Rule 15 of the Enlistment Rules]

11. (b) If Yes, give details (Name, Designation, PIMS ID)

12 . Enlistment Processing Fee Enclosed Details:

Transaction Reference Number:

Transaction Date:

Amount:

13. Details of works completed, in progress and secured during the last 7 years (to be filled in the Proforma as given in Annexure-III (1 and 2). This list should include all the works whose gross amount of works done including enhancement is more than the lowest required magnitude for the class in which registration is required.

14 . Performance Certificates from clients in original or self-attested copy as per proforma given in Annexure-IV for works selected for evaluation of contractors performance (as

15. Certificates (*Strike out whichever is not applicable*):

i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in CPWD as amended up to date and shall abide by them.

ii) 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.

iii) I/We certify that the information given above is true to the best of our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

iv) I/We certify that

a) 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 as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last One year.

b) That we have neither under our employment any such person nor shall we employ any person within One year of his retirement except with the prior permission of the Government.

v) I/We undertake that I/We will, if we do not own, hire or otherwise arrange the required tool and plant required for the works we procure as a result of this enlistment. I/We undertaken that I/We will, if we do not employ, hire or otherwise arrange the required Engineering Establishment required for the works we procure as a result of this enlistment.

vi) I/We undertake that, if we do not possess in my/ our name a valid electrical license as required, I/we shall associate with an agency having such a license for execution of work which requires such a license.

vii) I/We have attached Annexure-II duly completed and signed.

viii) I/We undertake that the works have not been got executed through another contractor on back to back basis.

Signature(s) of applicant(s) as applicable:

(Sole Proprietor OR All Partners OR Either All Directors or the Chief Managing Director if authorised specifically by a Board Resolution)

Sl.	Name	Signature & Date	Address
1.			
2.			
3.			
4.			

ANNEXURE-II {Refer Annexure-I Sl. 15 (vii)}**List of Documents Attached for Enlistment****For online applications, downloaded copy duly completed to be used**

Document Code	Annexure No.	Document Description	User Status	
			Yes	No
1		Proof of constitution {(Annexure-I Sl. No. 1(b))}		
a)		In case of sole proprietorship/HUF: an affidavit executed before the Magistrate not below the rank of Executive Magistrate, that the applicant is the sole proprietor of the firm/Karta of HUF		
b)		In case of Partnership Firm; Certificate of Registration, Partnership Deed and prescribed documents indicating approval of change in address or constitution of Partnership Firm duly self-attested.		
c)		In case of Limited Liability Partnership, Certificate of Incorporation, Partnership Deed and prescribed documents indicating approval of change in address or constitution of Partnership duly self-attested.		
d)		In case of Private/Public Limited Company, Certificate of Incorporation, Articles of Association and prescribed documents indicating approval of change in address or constitution of Board of Directors duly self-attested.		
2		Power of attorney, if any (Annexure-I Sl.no.8a) or Board Resolution, if any, self-attested		
3	Proforma V-1/ V-2-A/V-2-B/ V-2-C/ V-2-D, V-3 (as applicable under Rule10.2)	(A) Banker's Certificate from Scheduled Bank in original (in proforma V-I) or net worth certificate in original (in proforma V-3). (B) Certificate regarding Annual turnover on works as per applicable class and category of the firm in the last three financial years as per Annexure V-2-A/ V-2-B/ V-2-C/ V-2-D		
4		Self-Attested copy of Enlistment order if any {Annexure-I, Sl. No. 10 (a) & 10 (b)}		
5		List of all near relatives working in CPWD {Annexure-I, Sl. No. 11(a) & 11 (b)} See also Rule 15.0 of Enlistment Rule		
6	III	Annexure-III-1 (Completed Works) and III-2 (works under progress). (See Rule 10.0).		
7	IV	Original or self-attested copies of certificates for works done, from concerned Clients, in proforma as given in Annexure-IV (Annexure- I, Sl. No. 14) (see also Rule 10.0)		
8		Self-Attested copies of Award Letters and Final Bill for works included in Annexure-III-1 (See Rule 10.1).		
9		Self-Attested copies of Award Letters for Works included in Annexure – III-2 (See Rule 10.1)		

Signature(s) of applicant(s) as applicable:

(Sole Proprietor OR All Partners OR Either All Directors or the Chief Managing Director if authorized specifically by a Board Resolution)

Sl.	Name	Signature & Date	Address
1.			
2.			
3.			
4.			

ANNEXURE-III-1 (Completed Works) (Refer Rule 10.1)

- (1) In case of enlistment- Works completed during the last seven years or
- (2) In case of revalidation- List of works completed during last enlistment/revalidation period (It is mandatory to submit details of all the works completed irrespective of its cost)

S. No.	Name of work & Agreement No.	Date of start	Date of completion		Reasons for delay & compensation levied, if any	Tendered Amount	Gross Amount of the completed work	Name, designation & complete address of the authority for whom the work was executed	Whether any litigation involved including arbitration
			Stipulated	Actual					

Certificate:

This is to certify that no adverse action on any of the above mentioned works has been taken by the concerned department against me/us. I/we understand that if any information is found incorrect, our enlistment is liable to be cancelled.

Applicant's Signatures (As per Annexure-1)

ANNEXURE-III-2 (Work Under Progress) (Refer Rule 10.1)

- (1) In case of enlistment- Works in progress and secured during the last seven years or
- (2) In case of revalidation- List of works in progress and secured during last enlistment/ revalidation period

(It is mandatory to submit details of all such works irrespective of its cost)

S. No.	Name of work & Agreement No.	Date of start	Date of completion		Reasons for delay	Tendered Amount	Gross Amount of work paid	Percentage progress	Name, designation & complete address of the authority for whom the work is being done	Whether any litigation involved including arbitration
			Stipulated	Target						

Certificate:

This is to certify that no adverse action on any of the above mentioned works has been taken by the concerned department against me/us. I/we understand that if any information is found incorrect, our enlistment is liable to be cancelled.

Applicant's Signatures (As per Annexure-1)

ANNEXURE – IV (Refer Rule 10.1)
CLIENT’s CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

Name & address of the Client
 Name and address of Agency/Firm
 Name(s) of Proprietor/Partners

1. Name of work	
2. Services included	
i. Details of Civil Services included (Water supply and sanitary installation, Drainage work and Water proofing work)	
ii. Whether Internal Electrical Installation included (Yes/No)	
iii. Details of E&M services included (Fire fighting, Fire alarm, HVAC, Lift, Electrical Sub Station and DG Set)	
3. Agreement No. and date	
4. Agreement amount	
5. Date of commencement of work	
6. Stipulated date of completion	
7. Actual date of completion	
8. Justified extended date of completion, if actual date of completion is after stipulated date of completion	
9. Details of Compensation levied for delay (indicate amount) if any	
10. Gross amount of the work completed and paid	
11. Name and address of the authority under whom work executed	
12. Did the contractor go for arbitration? (Yes or No)	
i. If yes, total amount of claim	
ii. Total amount awarded	
13. Performance of the Contractor	

Note: All columns should be filled in properly

Signature of the
 Officer of the rank not below the level of
 Executive Engineer or equivalent

(Attestation by applicant) (As per Annexure-1)

Annexure-IV-A (Refer Rule 10)
Assessment of Quality for Fresh Enlistment

Name of Work:-**Date of receipt of reference from Enlistment Authority:-****Date of Inspection:-****Date of submission of report:-**

A. General Observation & Operational Aspects	Yes/ No	Remarks
1. Availability of approval from local bodies in case of Construction of Private Buildings.		
2. Availability of approved Structural drawings		
3. Observation on seepage/ leakage in the Building		
4. Whether Line & level Maintained		
5. In case of basement, observation on seepage, if any.		
6. Any Structural defects / distress observed. If yes give details		
7. Whether safety measures adopted at site as per CPWD Safety Code and or govt. guidelines are adequate or not .		
8. Whether the Welfare facilities provided to labour as per Clause 19 H of GCC for CPWD Works/and or govt. guidelines are adequate or not .		
9. Whether AHU getting automatically switched off and fire dampers closed in case of fire signal		
10. Whether thimbles used for termination of wires in DBs, EBDs & Panels?		
B. Quality of Work (Maximum marks in each attribute=10)	Marks Assessed	
1. Quality of plaster/ finishing		
2. Quality of R C C / C C Work		
3. Quality of Flooring		
4. Quality of Wood Work		
5. Quality of Steel Work / Aluminium Work		
6. Quality of Plumbing and Sanitary Installation		
7. Quality of Workmanship		
8. Quality of Waterproofing		
9. If cladding done, observation on efficiency/ quality of cladding /Brick work		
10. Quality of internal electrification work		
11. Quality of DBs, EBDs& Panels?		
12. Quality of E&M equipments, panels & feeder pillar.		
13. Quality of fire alarm system/ fire fighting system		
14. Quality of Air Conditioning work.		
15. Quality of Sub-station based on complete live diagram, capacitor panel, power factor, insulating Mat, cleanliness, cable termination, earthing pits, earthing of transformer / DG sets.		
16. Any Other aspect (To be elaborated)		

Average Marks (To be awarded out of 100 Marks based on average of marks assessed on each attribute mentioned at B above).

Note:-All the above parameters may be considered for assessing the overall quality of work executed by the contractor. Relevant Documents & Photographs must be attached with the inspection report.

In case, any attribute is not applicable, the same may not be included in assessment and mentioned are not applicable (N/A)

ANNEXURE – V-1 (Refer Rule 10.2)

**FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK
(in sealed cover addressed to Enlistment Authority)
(Applicable for all classes and categories)**

This is to certify that to the best of our knowledge and information M/s./Sri.....having marginally noted address, 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 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/revalidation of Enlistment in CPWD in (Name of category) Class.....

(Signature)
For the Bank

- Note: 1) Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to enlistment authority.
2) In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

ANNEXURE – V-2-A (Refer Rule 10.2)

**FORM FOR CERTIFICATE OF TURNOVER FROM CHARTERED
ACCOUNTANT FOR CONSTRUCTION WORKS**

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

Name and Registered Address of individual/ firm/ company:-

.....

Sl. No.	Financial Year	Annual Turnover on Construction works only (Rs. In Lakhs)
1.		
2.		
3.		

(Signature of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI

Date and seal

ANNEXURE – V-2-B (Refer Rule 10.2)

**FORM FOR CERTIFICATE OF TURNOVER FROM CHARTERED
ACCOUNTANT FOR ROAD WORKS**

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

Name and Registered Address of individual/ firm/ company:-

.....

Sl. No.	Financial Year	Annual Turnover on Road works only (Rs. In Lakhs)
1.		
2.		
3.		

(Signature of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI

Date and seal

ANNEXURE – V-2-C (Refer Rule 10.2)

**FORM FOR CERTIFICATE OF TURNOVER FROM CHARTERED
ACCOUNTANT FOR FURNITURE WORKS**

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

Name and Registered Address of individual/ firm/ company:-
.....

Sl. No.	Financial Year	Annual Turnover on Furniture works only (Rs. In Lakhs)
1.		
2.		
3.		

(Signature of Chartered Accountant)
(Name of Chartered Accountant)
Membership No. of ICAI
Date and seal

ANNEXURE – V-2-D (Refer Rule 10.2)

**FORM FOR CERTIFICATE OF TURNOVER FROM CHARTERED
ACCOUNTANT FOR HORTICULTURE WORKS**

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

Name and Registered Address of individual/ firm/ company:-
.....

Sl. No.	Financial Year	Annual Turnover on Horticulture works only (Rs. In Lakhs)
1.		
2.		
3.		

(Signature of Chartered Accountant)
(Name of Chartered Accountant)
Membership No. of ICAI
Date and seal

ANNEXURE- V-3 (Refer Rule 10.2)
FORM FOR 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 M/s (Name & Registered Address of individual/firm/ company), as on (the relevant date) is Rs. after considering all liabilities. It is further certified that the Net Worth of the company has not eroded by more than 30 % in the last three years ending on (the relevant date).”

Signature of Chartered Accountant
Name of Chartered Accountant

Membership No. of ICAI

Date and Seal

ANNEXURE – VI (Refer Rule 13)

**FOR CHANGE OF CONSTITUTION - LIST OF DOCUMENTS/INFORMATION
REQUIRED TO BE SUBMITTED**

A. DOCUMENTS TO BE SUBMITTED

- (i) Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
- (ii) An undertaking sworn in before a 1st class Magistrate by all the partners to the effect that the new firm will take over all assets and liabilities.
- (iii) 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 list 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 One year.
- (vii) Whether he has any relative working in CPWD, if yes, give details.
- (viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.
- (ix) In addition Certificate as required under Enlistment application form (Annexure-I) from new partners be given.

C. DOCUMENTS TO BE SUBMITTED AFTER THE PROPOSAL IS AGREED IN PRINCIPLE BY THE COMPETENT AUTHORITY

- (i) Copy of the partnership deed duly attested by the Notary Public.
- (ii) Certificate from banker of the contractor indicating new constitution..
- (iii) Form A, B & C or equivalent as the case may be.
- (iv) Acknowledgement from the Income Tax/ Sales Tax department for having noted the change.

ANNEXURE VII (Refer Rule 19)
PERFORMANCE REPORT OF WORKS FOR REVALIDATION
PART I

(To be filled in by the contractor in duplicate in respect of each work cost of which falls within the range prescribed for eligibility as per para 19 of Enlistment Rules read with Rule-10. One copy be submitted to Reporting Officer and other, containing acknowledgement of receipt and seal of office of reporting officer, be submitted to Enlistment Authority).

1.	Period	
2.	Name & Address of contractor	
2.1	Name(s) of Proprietor/partners	
3.	Class, Category and Enlistment No.	
4.	Name & address of enlisting authority	
5.(A)	Name of Work	
5(B)	Services included (for composite works only)	
i.	Civil Services included (Water supply and sanitary installation, Drainage work and Water proofing work)	
ii.	Internal Electrical Installation included	Yes/No
iii.	E&M services included (Fire fighting, Fire alarm, HVAC, Lift, Electrical Sub Station and DG Set)	
6.	Agreement No.	
7.	Name & Address of C.P.W.D. Division	

S.N.	ITEM	
8.1	Estimated Cost	
8.2	Tendered amount	
8.3	Stipulated date of Commencement	
8.4	Stipulated date of Completion	
8.5	Actual date of completion	
8.6	Percentage progress with date, if work not complete	
8.7	Gross amount of final bill/work done	
8.8	Amount of compensation levied, if any	
8.9	Amount of reduced rate items, if any	
8.10	Did the contractor go for arbitration?	
8.11	If yes, total amount claimed and amount awarded.	
9	Designation and email address of	
9.1	Reporting officer	
9.2	Reviewing officer	
9.3	Enlistment Authority	

Signature of the contractor

PART II

(To be filled by the department)

9.0 Certified that details given by the contractor in Part - I have been verified and found to be correct/have been corrected wherever necessary. Delay is partly /not/ fully attributable to contractor.

Signature of Divisional/Sub Divisional Engineer

10.0 Note : After submission of Annexure VII by contractor, reporting officer shall write the Report and forward to Reviewing officer within a week's time. Reviewing officer shall then forward the report to the Enlisting authority within a week's time.

Class	I(A), I(AA), I(AAA) and I(Super)	I	II	III	IV	V
Reporting Officer	EE	EE	EE	EE	AE	AE
Reviewing Officer	Next Higher Authority					
Report to be sent to o/o	Enlistment Authority					

PART – III

(To be filled by the department)

(Serial 1 to 7 is repeat information of Part I for proper linkage and confirmation)

1.	Period	
2.	Name & Address of contractor	
3.	Class, Category and Enlistment No.	
4.	Name & address of enlisting authority	
5.	Name of Work	
6.	Agreement. No.	
7.	Name & Address of C.P.W.D. Division	

11.0 Contract Performance:

S.N.	Status of Contract	Remark (Yes/No/NA)
11.1	Successful Completion of Work	
11.2	Determination of Contract	
11.3	Part work done at the risk and cost of Contractor	

12.0**A. General Observation & Operational Aspects (To be filled by Reporting Officer)**

Aspects for observation	Yes/ No	Remarks
1. Availability of approval from local bodies in case of Construction of Private Buildings.		
2. Availability of approved Structural drawings		
3. Observation on seepage/ leakage in the Building		
4. Whether Line & level Maintained		
5. In case of basement, observation on seepage, if any.		
6. Any Structural defects / distress observed. If yes give details		
7. Whether safety measures adopted at site as per CPWD Safety Code and or govt. guidelines are adequate or not .		
8. Whether the Welfare facilities provided to labour as per Clause 19 H of GCC for CPWD Works/and or govt. guidelines are adequate or not .		
9. Whether AHU getting automatically switched off and fire damp closed in case of fire signal		
10. Whether thimbles used for termination of wires in DBs, EBDs & Panels?		
	(Signature of Reporting Officer)	
	Name and Designation	
B.Quality of Work (Maximum marks in each attribute=10)	Marks Assessed	
	By Reporting Officer	By Reviewing Officer
1. Quality of plaster/ finishing		
2. Quality of R C C / C C Work		
3. Quality of Flooring		
4. Quality of Wood Work		
5. Quality of Steel Work / Aluminium Work		
6. Quality of Plumbing and Sanitary Installation		
7. Quality of Workmanship		
8. Quality of Waterproofing		
9. If cladding done, observation on efficiency/ quality of cladding /Brick work		
10. Quality of internal electrification work		
11. Quality of DBs, EBDs& Panels?		
12. Quality of E&M equipments, panels & feeder pillar.		
13. Quality of fire alarm system/ fire fighting system		
14. Quality of Air Conditioning work.		
15. Quality of Sub-station based on complete live diagram, capacitor panel, power factor, insulating Mat, cleanliness, cable termination, earthing pits, earthing of transformer / DG sets.		
16. Any Other aspect (To be elaborated)		
Average Marks*		

(*To be awarded out of 100 Marks, based on average of marks assessed on each attribute mentioned at B above).

Note:-

1. All the above parameters may be considered for assessing the overall quality of work executed by the contractor.
2. In case of difference in scores of quality by Reporting officer and Reviewing officer, average of the two will be considered.
3. Average marks obtained shall be rounded off to next full marks.

In case, any attribute is not applicable, the same may not be included in assessment and mentioned as “ Not applicable (N/A)”

13.0 Grading on capability of contractor

13.0	Parameters	Marks Assessed on a scale of 20	
		By Reporting Officer	By Reviewing Officer
i.	Technical proficiency		
ii.	Financial soundness		
iii.	Mobilizations of adequate T&P		
iv.	Mobilizations of man power		
v.	General behavior		
	Total Marks		

Note:-

1. In case of difference in scores on capability by Reporting officer and Reviewing officer, average of the two will be considered.
2. Average marks obtained shall be rounded off to next full marks.

Signature of Reporting Officer
(Name and Designation)

Signature of Reviewing Officer
(Name and Designation)

ANNEXURE – VIII (Refer Rule 18.0)

CENTRAL PUBLIC WORKS DEPARTMENT

APPLICATION FOR REVALIDATION OF ENLISTMENT

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

CLASS CATEGORY

1. (a) Name of the Applicant
- (b) Nature of Entity
- (Individual/Sole Proprietorship Firm/
Partnership Firm/LLP Firm/Company)
- (c) Registration No. for Firm/LLPIN for LLP /CIN for Company

2. Nationality Indian Other

3. Address

Regd. Office

Head office (if different from Registered Office)

4. Contact Details :

- (i) Telephone Number
- (ii) Fax Number
- (iii) Mobile Number
- (iv) Website URL (If any)
- (v) Email Id

5. Constitution Individual Sole Proprietorship Firm Partnership Firm LLP Firm Public Ltd. Company Private Ltd. Company

6. Furnish names and paste photograph(s) (Size of photo should be 2.5 X 3.5 cm having white background and printed name at bottom) of individual / sole proprietor / all partners / all directors against his / their names.

1.	2.	3	4.
Paste photo	Paste photo	Paste photo	Paste photo
Name	Name	Name	Name

7. (a) Name of person holding power of attorney

(b) Nationality Indian Other

8. Name of Bankers with full address

9. Place of business

10. [For Composite]

(i) Does the applicant possess valid Electrical License

Yes No

(ii) Do the permanent electricians employed by contractor

possesses valid license

Yes No

11. Details of enlistment with CPWD

(i) Enlistment No. & date

(ii) Valid up to

12. Is any person working with the applicant is a near relative of the officer/official of CPWD.(See Rule 15 of the Enlistment Rules)

Yes No

If Yes, give details (Name, Designation, PIMS ID)

13. Details of CPWD and Non CPWD Works completed, in progress & secured during the last enlistment/revalidation period as per Annexure –III(1 and 2). This list should include all works in progress and works whose gross amount of work done is more than the required magnitude for the class in which registration is required. Received copy of the Annexure –VII for CPWD works also be enclosed

Whether above details enclosed?

Yes No

14. Certificates (Strike out whichever is not applicable):

- i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in CPWD as amended up to date and shall abide by them.
- ii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name,
- iii) I/We certify that the information given above is true to the best of our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

- iv) I/We certify that
 - a) the constituents of the Firm/LLP /Company reflected in Sl. No. 6 above are as applicable on the date of this application which tallies with the record of the registering authority
 - b) I/none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last One year.
 - c) that we have neither under our employment any such person nor shall we employ any person within One year of his retirement except with the prior permission of the Government.
- v) I/We certify that full time technical staff with qualifications and experience shall be deployed as required in NIT.
- vi) I/We certify that T&P Machinery shall be deployed on the execution of work as required in NIT.
- vii) I/We undertake that, if we do not possess in my/ own name a valid electrical license as required, we shall associate with as agency having such a license for execution of work which requires such a license.
- viii) I/We have attached Annexure-IX duly completed and signed.

Signature(s) of applicant(s) (As per Annexure-1):

Name	Signature	Address
1.		
2.		
3.		
4.		

Date

No. of documents attached

ANNEXURE – IX (Refer Rule-18)**Documents attached for revalidation**

S. No.	Document	Yes	No
1.	Attested copy of power of attorney, if any		
2.	(i) Banker's/working capital certificate in original from scheduled bank in the proforma given in the Enlistment Rules. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority. (Annexure-V-1) (ii) The Average annual turnover on construction work of the firm in the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department for class I(AAA), Class I(AA) and Class I(A) Composite Category. (iii) The average annual financial turnover on Construction works/ Road work /Furniture work/Horticulture work of the firm in the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department for class-I, II, III, IV and V.		
3.	Self-attested copies of valid Electrical License(s) if any.		
4.	Self-attested copy of Enlistment order		
5.	Annexure III-1 and III-2 List of works completed and secured respectively during last enlistment/ revalidation period.		
6.	Certificate as per Annexure - XI		
7.	Self-attested copies of award letters for works included in Annexure III		
8.	Copies of Annexure – VII with acknowledgement of E.E/AE.		
9.	Late fee(if applicable)		

Signature(s) of applicant(s) (As per Annexure-VIII)

ANNEXURE – X (Refer Rule 21)
Criteria For Evaluation Of Contractor's Performance
For Fresh Enlistment/Up-gradation/Revalidation

Name of Contractor:

Present Class & Category in which Enlisted if any:

Details of Works assessed:

Item No.	Parameter	Calculation for Points	Score	Max. Marks
1	Levy of Compensation	Compensation levied for Delay = C Tendered Amount = E $B = 100 \times (C/E)$	20 if B = 0 10 if B = 5 or more 12 if C is not decided. Marks for values in between are to be determined by Straight line variation.	20
2	Contract Performance	I Successful Completion of Work or	(a) without litigation = 20 (b) with litigation = 15	20
		II Part work done at the risk and cost of Contractor or	=12	
		III Determination of Contract	= 0.0	
3	Quality	(Based on assessment in Annexure-IV-A and Annexure-VII)	Ongoing Works (Max Marks. 15) Completed Works (Max Marks 25)	40
4	Capability	(Based on assessment in Annexure-VII)	Ongoing Works (Max Marks 6) Completed Works (Max Marks 14)	20

Note:

- I. Marks for values in between are to be determined by Straight line variation.
- II. Eligibility Criteria for Revalidation of Enlistment will be minimum 60% in each parameter and minimum 70% marks as overall average of all parameters.
- III. The agency should secure minimum 70% marks as mentioned at note No. II above in respect of each eligible work claimed for experience of works.
- IV. Average marks obtained shall be rounded off to next full marks.
- V. Litigation includes only Court cases and Arbitration.
- VI. In case of eligible works being more than 1, then average scores obtained against Sl. No. 1 & 2, will be considered for purpose of qualification required at Sl. No. II above.
- VII. In case of eligible completed works at Sl. No. 3 & 4 being more than one the maximum marks will be equal distributed among the eligible works.

ANNEXURE – XI (Refer Annexure-IX)
CERTIFICATE to be submitted by applicant contractor / firm along with application for revalidation

CERTIFICATE

I, S/o Sh.....
Aged..... Years, R/o
Sole proprietor/Partner/ Director (as the case may be) of
M/s/Shri.....(Name of firm with
address).....do hereby solemnly affirm and declare that;

1. I/we confirm and submit that no work other than shown in the Annexure-III has been secured and executed by me/us during the period ofto(Indicate period of last valid period of enlistment) . This is my true statement.

It is verified that my above statements are true and correct to the best of my knowledge and belief and nothing is concealed therein.

Deponent

Date:

Place:

Applicant Signature (As per Annexure-1)

GUIDELINES FOR DEPARTMENTAL OFFICERS FOR ENLISTMENT OF CONTRACTORS

1.0 General

The enlistment of contractors in various classes and categories and the further revalidation of enlistment shall be regulated as per Enlistment rules – 2019 unless stated otherwise in Enlistment Rules- 2019

2.0 Composite category

In Enlistment Rules 2019, the Class-V Civil Category has been converted into Class V Composite Category and Class III & Class IV have been introduced in “Road Work category” .

3.0 Concessions to SC/ST Contractors (under revision): Necessary orders will be issued after approval of Competent Authority.

4.0 Inspection of works

Ordinarily, works executed by CPWD need not be inspected. However, ongoing works of CPWD/Non-CPWD, being executed by the contractor, are also to be inspected.

5.0 Inspection Teams and Reports

The Inspection teams for inspecting the non-CPWD completed works of the contractor and furnishing their reports on quality of construction, workmanship etc., to the enlistment authorities shall be as below:-

- A. For Class-I(Super), Class I(AAA), Class I(AA), Class I(A) (Composite) and Class I category
 - I. Chief Engineer of the Zone/SE of the Circle.
 - II. One Superintending Engineer/Executive Engineer as nominated by CE/SE.
- B. For Class II: Category
 - I. CE of the Zone/Superintending Engineer/DOH of the Circle
 - II. One Executive Engineer/DDH as nominated by CE/SE/DOH.
- C. For Class III, Class IV and Class V and Nursery Category:
 - I. Executive Engineer/DDH of the division
 - II. One Assistant Engineer/ADH as nominated by EE/DDH.

For inspection of ongoing works, the team will be decided by the enlisting authority.

Inspection Reports

- i. Inspecting Officer shall inspect the site along with other nominated officer and submit the inspection report to Enlistment Authority. The inspection team will give detailed Inspection Report of work inspected and make categorical comments and recommendations in the prescribed format. Similar detailed formats may be evolved depending on nature of work and class and category of enlistment.

- ii. Inspecting Officers will also ascertain from copy of agreement Architectural/structural drawings and other documents like Form 16A (Tax Deducted at Source by Client) and/or Form 26AS(Annual Tax Statement for applicants PAN number) that the work being inspected has actually been done by the applicant contractor. It will be obligatory on part of concerned inspecting officer to send Inspection Report to Enlistment authority immediately but not later than one month from the date of issue of letter by Enlistment authority.
- iii. Scanned copy of Inspection report can be submitted to Enlistment authority through e-mail which can be confirmed by Enlistment authority from respective office.

6.0 Advisory Committee

The advisory Committee as constituted below, shall assist the Enlistment authority in scrutinizing the cases, make recommendations regarding suitability of the contractor, evaluate performance reports of contractors, inspection reports of CPWD officers and advise the enlistment authority in Enlistment process, revalidation process and weeding out the contractors.

Class	Categories	Advisory Committee	
		Chairman	Members
I(Super), I(AAA), I(AA) and I(A)	Composite	ADG(Tech)	CE CSQ (Civil), CE CSQ(Elect.), two Chief Engineers stationed at Delhi and Director (Finance), SE(C&M)- Member Secretary
I & II	a) Composite b) Road c) Furniture d) Horticulture*	ADG nominated by Head of Projects Region	Two Chief Engineers as nominated by Spl. DG – Members CE(Works cum TLQA)- Member Secretary
III, IV & V	a) Composite b) Road c) Furniture d) Horticulture	CE at the HQ of Region as nominated by Head of the Region	Two SEs as nominated by ADG- Members SE(Works cum TLQA) – Member Secretary
	Nursery	---Do---	---Do---

7.0 Scrutiny of Cases

As and when an application is received from contractor, the same should be scrutinized and if some documents/information is missing, the applicant shall be intimated of the deficiencies within 15 days. If all the documents are complete, an acknowledgment shall be issued to the contractor within one month of date of receipt of complete application. No application received without Processing fees as per Rules or without application in Annexure-I shall be processed and the applicant shall be intimated accordingly within 15 days of receipt of application..

8.0 Change in Constitution of firms

The in-principle approval for change of constitution shall be issued by enlisting authority within 60 days from date of receipt of request from contractor provided the requisite documents as per Annexure-VI (A) are in order. Similarly, the order of change of constitution shall be issued by enlisting authority within 60 days from date of receipt of the application provided requisite documents as per Annexure-VI(C) are in order.

9.0 Performance Reports

- i. Under the Enlistment Rules, it is mandatory for contractors to submit the performance report for each work executed by him. The reporting officer shall write the Performance Report and forward to his reviewing officer who shall forward it to the Enlisting Authority after review.
- ii. It will be obligatory on part of concerned EE and SE/CE to send PR to enlisting authority immediately but latest within one and two months respectively. In case the contractor has not applied for PR, the EE shall initiate the PR at his own initiative.
- iii. Scanned copy of performance report can be submitted to enlisting authority through e-mail which can be confirmed by enlisting authority from respective office.

10.0 Registers of Enlisted Contractors

Each Office shall maintain registers showing the enlistment of various contractors in different classifications. Whenever contractors are blacklisted, removed or temporarily suspended from the list of approved contractors, a remark shall be made in the register against the contractors concerned.

Each Division Circle, Zonal Office should maintain a register for Circulars imposing penalty of one kind or the other on the contractors in the following format.

1. Sl. No.
2. Name of the Contractor.
3. Category and Class of Registration.
4. Warnings issued.
5. Suspension of business for years.
6. Demoted from Class To Class
7. Debarred/Blacklisted.
8. No. & date of Office Circular.
9. Remarks.

It would be the personal responsibility of the EE to see that he has received all the circulars under the said series. At the time of handing over charge, the file should be handed over to his successors.



