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कार्यालय ज्ञापन

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Nirman Bhawan, New Delhi

Dated: 21.06.2023

Subject: Rules for Enlistment of Contractors in CPWD, 2022.

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21.06.2023

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CENTRAL PUBLIC WORKS DEPARTMENT

# Rules for Enlistment of Contractors in CPWD 2022

(Updated upto OM No. DG/ENLIST.RULES/-2022/04 dt 09.03.2023)



ENLISTMENT WEBSITE ADDRESS  
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# **RULES FOR ENLISTMENT OF CONTRACTORS IN CPWD**

## **2022**

**(Updated upto OM No.DG/ENLIST.RULES/-2022/04 dt 09.03.2023)**



**GOVERNMENT OF INDIA  
MINISTRY OF HOUSING AND URBAN AFFAIRS  
CENTRAL PUBLIC WORKS DEPARTMENT**

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Whereas every care has been taken to ensure that all relevant and essential provisions required for enlistment of contractors in Buildings & Roads and Horticulture category are incorporated in this **Rules for Enlistment of Contractors in CPWD 2022** in a simplified and transparent manner, all enlisting entities referring to are requested to bring it to the notice of the Directorate, if any conflicting provisions/ discrepancies are noticed in the **Rules for Enlistment of Contractors in CPWD 2022**.

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## Foreword

The rules for enlistment of contractors in CPWD were published last in the year 2021. A need has been felt to improve the online procedure further to make the process easier and faster.

The major changes incorporated in the present rules include.

- Facilitating unemployed engineers/architects in getting themselves enlisted within one month of application.
- Comprehensive list of documents to be uploaded along with application.
- Hidden works made eligible for consideration based on certification by owner department.
- Action against defaulting contractors in line with Ministry of Finance guidelines.

I hope these rules will be helpful not only to CPVVD officers and contractors but also to other organisations which follow similar procedure.

The hard work put in by Shri D.C. Goel, Additional Director General (Tech), Shri Vinayak Rai, Chief Engineer (CSQ)(Civil) and the entire team of C&M unit for bringing out the Enlistment Rules 2022 is also acknowledged.

**(Shailendra Sharma)**

Place : New Delhi  
July, 2022





**Dharmesh Chandra Goel**  
Addl. Director General (Tech)



भारत सरकार  
Government of India



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## Preface

The Enlistment Rules published by Central Public Works Department is used for enlistment of contractors.

During the past one year. amendments and suggestions were offered by field units and other stakeholders. Suggestions were found useful and in line with present day needs, hence, incorporated by way of amendments. These new rules bring the existing rules and the various amendments under one compiled volume.

The Enlistment Rules, 2022 is improvement over the 2021 version in many ways. They are compatible with the enlistment portal available in the CPWD website.

I am sure this book will be useful for all enlisting authorities.

The efforts made by Shri Vinayak Rai, Chief Engineer, (CSQ) Civil, Shri V. P. Sahu, SE(C&M), Shri Kamal Ram Meena, EE(C), Shri Suresh Chand, AE, Shri Needu Ram Meena, AE and other staff of CSQ in finalization of Enlistment Rules. 2022 is thankfully acknowledged.

I am grateful to Shri Shailendra Sharma. Director General for guiding us at every step to streamline the enlistment rules to enable the citizens to work for the development of the country with ease.

Place : New Delhi

Date: July, 2022

(Dharmesh Chandra Goel)

Additional Director General (Technical)



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## Rules for Enlistment of Contractors in CPWD, 2022

### 1.0 Title, extent and commencement

- 1.1 These rules may be called the Rules for Enlistment of Contractors in CPWD, 2022.
- 1.2 They shall hereinafter be referred to as Enlistment Rules, 2022 for the sake of brevity.
- 1.3 They extend to the whole of India.
- 1.4 They shall come into force with effect from 12th July, 2022.

### 2.0 Definitions

In these rules, unless the context otherwise requires:

- 2.1 “building” means a residential or non-residential structure consisting of foundation, walls, floors, roofs, and finishing, civil and electrical services, executed under a single contract.
- 2.2 “building work” means any of following :-
  - (i) construction of a residential or non-residential structure (consisting of foundation, walls, floors, roofs, finishing, civil and electrical services, complete),
  - (ii) construction of balance work of a residential or non-residential structure in case of incomplete contract like foreclosed/rescinded contract,
  - (iii) addition of additional floors,
  - (iv) construction of boundary wall,
  - (v) repair, maintenance, additions, alterations, renovations, up-gradations,
  - (vi) SITC electrical/E&M services and installations like roof top solar plants, oxygen plants etc.,
  - (vii) construction of underground sump,
  - (viii) construction of parking,
  - (ix) construction of sewage treatment plant,
  - (x) construction of water treatment plants,
  - (xi) construction of effluent treatment plant,
  - (xii) construction of overhead tank,
  - (xiii) water supply works,
  - (xiv) sewerage works,
  - (xv) drainage works.Any one of the above work or combination of above works shall be deemed as building work, but excluding –
  - (i) standalone works of supply of materials,
  - (ii) any works involving labour component only like housekeeping, sweeping, caretaking, watch & ward, operation and maintenance of electrical and mechanical services through original equipment manufacturers.
- 2.3 “category” means category of enlistment under these rules. These categories are B&R (Buildings & Roads) and horticulture.
- 2.4 “class” means class of enlistment, in each category, under these rules.
- 2.5 “contractor” means an individual, partnership firm, limited liability partnership or company executing or intending to execute the work under a contract.
- 2.6 “enlistment” means enlistment of contractors in accordance with these rules.

- 2.7** “horticulture works” means any one or more of the following works: landscaping, plantation or transplantation of trees, grassing, nursery work, or maintenance of trees and lawns, floral interior/ exterior decoration etc. but excluding standalone supply of seeds, saplings, good earth, manure, fertilizer, cut flowers, horticulture tools and equipment, labour etc.
- 2.8** “infrastructure work” hereinafter referred as “road works” means any one or more of the following works: construction of road including re-carpeting and road maintenance, **(all related works like road, foot path, road marking etc.)** bridges, flyovers, elevated road or rail corridor, road over bridge, foot over bridge, approaches of bridge or flyover, culvert, subway, underpass, tunnel, runway, sky-walk, river training work, other cross drainage works etc. but excluding standalone earth filling, supply of earth, supply of road metal, supply of other constituent construction materials like cement, steel, asphalt, stone chips etc. **(Added vide OM no. 03 dated 06.01.2023)**
- 2.9** “tendering limit” means the upper limit determined by the estimated cost put to tender of a work of specified category, up to which an enlisted contractor can tender, subject to the eligibility conditions specified in the notice inviting tenders.
- 2.10** “work” means the work contracted with the owner to be executed under a single contract.
- 3.0 General**
- 3.1** The object of enlistment of contractors is to have a ready list of suitable and competent contractors for CPWD works so as to minimize the requirement of verification of their credentials at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in CPWD and perform satisfactorily.
- 3.2** The enlistment of a contractor in CPWD shall only entitle him to participate in the tenders, subject to the conditions of each notice inviting tender. It does not confer any right or claim on him to qualify him or to award work to him.
- 3.3** These rules may be revised or repealed by new rules. The enlistment of a contractor shall be governed by the revised or new rules existing at the relevant time, if any, and not by the rules prevailing at the time of enlistment.
- 3.4** The term CPWD shall include Public Works Department of the Government of National Capital Territory of Delhi, Civil Construction Unit of the Ministry of Environment, Forest and Climate Change, and any other offices encadred with CPWD.
- 3.5** The contractors who have applied for enlistment under composite, road, buildings, infrastructure category and their applications are still under process, shall now be enlisted under Buildings & Roads category, if found eligible. Similarly, the contractors who have applied for enlistment under horticulture and nursery category and their applications are still under process, shall now be enlisted under Horticulture category, if found eligible. The applications under process for enlistment or revalidation in furniture category shall be rejected.
- 3.6** It is clarified that the category of contractors already enlisted in Composite, Road, Furniture, Horticulture and Nursery categories was modified as below vide Enlistment Rules, 2020.
- (a) All the Composite category contractors were renamed as Building category contractors with no change in their class.
- (b) All the Road category contractors were renamed as Infrastructure category contractors with no change in their class.

- (c) Since furniture is purchased as readymade item either from the market or through GeM, fresh enlistment or revalidation of the contractors in Furniture category was discontinued. Erstwhile Furniture category was merged with Building category with one class below. For example, Furniture Class I contractors were converted into Building Class II contractors, Furniture Class II contractors were converted into Building Class III contractors, etc.
- (d) All the nursery category contractors were renamed as horticulture category Class III contractors.

**3.7** Now, the category of contractors already enlisted / renamed as per Rule 3.6 above, in any class of either Building or Infrastructure or both is hereby renamed as “Buildings & Roads”. Such enlisted contractors can take up work either in Building or Road or in any combination of Buildings & Road thereof up to their prescribed tendering limit.

**3.8** The enlisted contractors can tender within their tendering limit for works all over the country irrespective of jurisdiction of the enlisting authority. The tendering limit is uniform all over India.

**3.9** The contractors enlisted in a particular category are not allowed to participate in tenders of other categories.

#### **4.0 Repeal and savings**

**4.1** All existing rules regarding enlistment and revalidation of contractors in CPWD are hereby repealed.

**4.2** Notwithstanding such repeal, the contractors already enlisted on the basis of rules hitherto in force shall continue to enjoy the status of enlisted contractors of CPWD till the period of validity of such enlistment, including revalidation or extension granted before coming into effect of the Enlistment Rules, 2022. However, all other conditions of enlistment shall be applicable as per the Enlistment Rules, 2022.

**4.3** The validity of enlistment of valid Furniture category CPWD contractors on 17.08.2020 merged with Building category vide OM No. DG/SE/CM/Enlist. Rules/52 dated 17.08.2020 is further extended up to 31.08.2025 by which time they should gather required work experience in B & R category.

**4.4** The applications already received shall be processed as per the enlistment rules prevailing on the date of receipt of the application or ER 2022, whichever is beneficial to the applicant. For this purpose, the date of receipt of application shall be the date of diary of application or the date of online submission as recorded by the portal or the date of instrument of payment of enlistment fee, whichever is last. The fee already deposited shall be valid.

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

The contractors shall be enlisted in the categories and classes mentioned in Rules 5.1 to 5.2.

##### **5.1 Buildings & Roads category**

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

## 5.2 Horticulture category

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

## 5.3 Tendering limit

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

**Table 1: Tendering limits of enlisted contractors in Rs. crore**

S. No.	Class	Buildings & Roads	Horticulture
1.	I(Super)	650	Not applicable
2.	I(AAA)	260	
3.	I(AA)	130	
4.	I(A)	75	
5.	I	50	2.30
6.	II	15	0.80
7.	III	4	0.40
8.	IV	1.30	0.20
9.	V	0.40	Not applicable

## 6.0 Eligibility criteria for enlistment

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

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

**\*To be registered with competent authority.**

**(Added vide OM no. 02 dated 18.11.2022)**

**6.1.1** No individual or firm, limited liability partnership, private or public limited company having such individual as one of its partners or directors, who is a dismissed government servant;

or demoted to a lower class of enlistment; or removed from the enlistment; or having business banned by any government department or public sector undertaking or local body or autonomous body in the past; or convicted by a court of law, shall be entitled for enlistment. However, enlistment may be considered where disciplinary action was taken against the contractor for a specified period and such period is already over. Period of debarment by any department shall be considered as two years if no period is mentioned or the period is more than two years. (Ministry of Finance, Procurement Policy Division, OM No. F.1/20/2018-PPD dt. 02.11.2021, Para 1(iii) may be referred). **(Added vide OM no. 03 dated 06.01.2023)**

- 6.1.2** No engineer or any other official employed in engineering or administrative duties in any engineering department of the Government of India/State Government /Central and State PSUs is allowed to work in CPWD either as a contractor or as an employee of a contractor for a period of one year after his retirement from service unless he has obtained prior permission of his employer Government to do so.
- 6.1.3** A partner of a firm or a director of a company enlisted as a contractor cannot be a partner or director in any other firm/company in that category in CPWD.
- 6.1.4** A contractor is permitted to have enlistment in more than one category but not in more than one class in the same category.
- 6.1.5** A contractor is not permitted to have enlistment in more than one name in a category.
- 6.1.6 Opportunity to unemployed engineers and architects**  
 Engineer or architect in any stream of engineering / architecture **possessing degree/ diploma duly recognized either by AICTE/ Central Govt. or from universities established as per UGC Act and** having annual income not more than Rs. 4 lakh per year (income certificate to be obtained from the authorized State Government Authority), but excluding those employed with Central/State Government Departments or Undertakings or Central/State Government Institutions or Autonomous bodies can directly apply as individual for enlistment in Buildings & Roads category. Individual engineers / architects already enlisted as contractor in any PSUs/State/Central Govt. Department are eligible in this category subject to fulfilment of other prescribed criteria like annual income criteria etc. The work experience criterion and financial soundness shall not be applicable for them if they are seeking enlistment for the first time. Diploma holder shall be eligible for enlistment in class-V and degree holder shall be eligible for enlistment in class-IV. Based on initial scrutiny of required documents, provisional enlistment order valid for six months shall be issued with the approval of enlistment authority within **15 days** of online application. Such provisional enlistment order shall be issued without referring the matter to Advisory committee. In case any misinformation is found in the documents submitted by applicant, during subsequent verification/scrutiny, the provisional enlistment shall be cancelled and the applicant shall be debarred for 2 years after issue of show cause notice. The enlistment authority may also initiate criminal case in case of any forgery by lodging FIR against the applicant through Member Secretary. **(Added vide OM no. 02 dated 18.11.2022, 03 dated 06.01.2023 & 04 dated 09.03.2023)**
- 6.1.7** For retired Central Government/State Government/Central or State PSU engineers or architects seeking enlistment for the first time as individual, after one year of their retirement or voluntary retirement from service, enlistment can be considered in any class in Buildings

& Roads category without work experience but with prescribed financial soundness, subject to his holding a valid PPO in case of government servant and equivalent document in case of PSU employee. Such individuals applying for enlistment should neither be empanelled nor working as arbitrator or consultant in any Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body. Based on initial scrutiny of required documents, provisional enlistment order valid for six months shall be issued with the approval of enlistment authority within 15 days of online application. Such provisional enlistment order shall be issued without referring the matter to Advisory committee. In case any misinformation is found in the documents submitted by applicant, during subsequent verification/scrutiny, the provisional enlistment shall be cancelled and the applicant shall be debarred for 2 years after issue of show cause notice. The enlistment authority may also initiate criminal case in case of any forgery by lodging FIR against the applicant through Member Secretary. **(Added vide OM no. 03 dated 06.01.2023)**

#### 6.1.8 **Opportunity to unemployed agriculturist and horticulturist**

Persons **possessing** degree in BSc (Agriculture) or BSc (Horticulture) **duly recognized either by AICTE/ Central Govt. or from universities established as per UGC Act** and having annual income not more than Rs. 4 lakh per year (income certificate to be obtained from the authorized State Government Authority), but excluding those employed with Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body can directly apply as individual for enlistment in Class IV of Horticulture category. Individual agriculturist / horticulturist already enlisted as contractor in any PSUs/State/Central Govt. Department are eligible in this category subject to fulfillment of other prescribed criteria like annual income criteria etc. The work experience criterion and financial soundness shall not be applicable for them if they are seeking enlistment for the first time. Based on initial scrutiny of required documents, provisional enlistment order valid for six months shall be issued with the approval of enlistment authority within **15 days** of online application. Such provisional enlistment order shall be issued without referring the matter to Advisory committee. In case any misinformation is found in the documents submitted by applicant, during subsequent verification/scrutiny, the provisional enlistment shall be cancelled and the applicant shall be debarred for 2 years after issue of show cause notice. The enlistment authority may also initiate criminal case in case of any forgery by lodging FIR against the applicant through Member Secretary. **(Added vide OM no. 02 dated 18.11.2022, 03 dated 06.01.2023 & 04 dated 09.03.2023)**

6.1.9 For retired Central Government/State Government/Central or State PSU agriculturist or horticulturist seeking enlistment for the first time as individual, after one year of their retirement or voluntary retirement from service, enlistment can be considered in any class in Horticulture category without work experience but with prescribed financial soundness, subject to his holding a valid PPO in case of government servant and equivalent document in case of PSU employee. Such individuals applying for enlistment should neither be empanelled nor working as arbitrator or consultant in any Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or

Autonomous body. Based on initial scrutiny of required documents, provisional enlistment order valid for six months shall be issued with the approval of enlistment authority within 15 days of online application. Such provisional enlistment order shall be issued without referring the matter to Advisory committee. In case any misinformation is found in the documents submitted by applicant, during subsequent verification/scrutiny, the provisional enlistment shall be cancelled and the applicant shall be debarred for 2 years after issue of show cause notice. The enlistment authority may also initiate criminal case in case of any forgery by lodging FIR against the applicant through Member Secretary. **(Added vide OM no. 03 dated 06.01.2023)**

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

## 6.2 Work experience

- 6.2.1 The criterion for work experience shall be of completed works, as given in Rule 6.2.7 and 6.2.8 of these rules, of the prescribed nature and magnitude executed on independent contract basis during the last 7 years (7 years is considered from the date of actual completion of eligible work to the date of application, both days inclusive). The value of works executed during the last 7 years shall be brought to current value by enhancing the actual cost of work at simple rate of 7% per annum, calculated from the date of completion of work to the date of submission of application. **Multiple contracts/work orders under one tender/NIT shall be treated as separate works.** The works should have been executed in the same name and style in which the enlistment is sought by the applicant, except under special circumstances as stated in these rules separately. If an applicant is constituent of a JV in same name and style in which enlistment is sought then proportionate work experience amount shall be considered for enlistment. JV can be among companies, individuals, firms, LLP etc. or combination thereof. Foreclosed contracts shall be considered as work experience for enlistment with gross amount of work done. Due to work exigencies if a contract is split into two parts viz, main agreement and supplementary agreement, (i) Main agreement shall be considered, if it is completed. (ii) Both agreements (Main and supplementary) shall be considered combined as one work if supplementary agreement is also completed. **(Added vide OM no. 03 dated 06.01.2023)**
- 6.2.2 Experience gained by executing work on back-to-back contract basis is acceptable. Back-to-back contract means work awarded by owner to first agency and then by the first agency to the second agency. The first agency shall not be eligible for work experience in such a case. To get the weightage of experience, following conditions must be fulfilled.
- (a) Work should be actually executed by the second agency with due concurrence of the owner as tri-partite agreement. It should be backed by valid agreement and experience certificate.
  - (b) Payments received by second agency should be reflected in bank accounts and income tax statements.

- (c) Owner of the project and first agency should jointly certify the experience certificate.
  - (d) The actual amount of payment received by the second agency shall be considered for experience.
- 6.2.3 Experience of petty contractor, labour rate contractor work shall not be accepted.
- 6.2.3.1 Work which can't be inspected for quality parameters at all subsequently, like road carpeting work already covered with another layer, painting work already covered with another coat etc. shall be accepted only if completion certificate is issued by the owner department along with grading for quality of work. Similarly, works for which inspecting officers are not permitted to visit the site due to reasons of national security, shall be considered for the enlistment against performance reports issued by the owner department and recorded decision of such department disallowing inspection by the designated CPWD officer, provided the work otherwise qualifies as a valid work for work experience. In such cases, owner department like DRDO, MES etc. shall be requested to grade the executed work as per the format prescribed for CPWD inspecting officer and inspection by CPWD officers shall be dispensed with. Such works shall be considered ineligible in case of incomplete information in the performance report/completion certificate issued by owner department. These provisions shall not apply to private works, which have to be verified invariably by CPWD officers.
- 6.2.3.2 The marking of quality for works covered under Rule 6.2.3.1 shall be given on following basis, in case marks are not given by owner department for quality:
- |   |                     |
|---|---------------------|
| (i) Quality graded as Outstanding/Excellent | : 9 marks out of 10 |
| (ii) Quality graded as Very Good            | : 7 marks out of 10 |
| (iii) Quality graded as Good/Satisfactory   | : 6 marks out of 10 |
| (iv) Quality graded as Average              | : 5 marks out of 10 |
| (v) Quality graded as Poor                  | : 3 marks out of 10 |
- 6.2.4 Experience for the purpose of these rules in respect of an associate contractor, subcontractor or those executing work on subletting may be allowed only if the conditions of sub-contract / sub-letting have been incorporated in the original agreement between the client/owner and first agency and the experience certificate is jointly issued by first agency and owner/client.  
Only part of work is allowed to be sub-contracted or executed through associate contractor. The experience for such part work executed by sub-contractor/ associate contractor shall be considered both for original contractor and subcontractor/ associate contractor for the purpose of enlistment.
- 6.2.5 Experience of works on foreign soil shall be accepted only when executed for CPWD as per directions of MEA. Such work shall be considered for the enlistment against performance report/ completion certificate already issued by the CPWD officer containing required information, provided the work otherwise qualifies as a valid work for work experience. Marking for quality of such work shall be considered as 80% for quality in case completion certificate issued by CPWD does not include grading/marks

for quality. For other parameters, marks shall be calculated based on information given in the completion/ performance certificate. Such works shall be considered ineligible in case of incomplete information in the performance report/completion certificate issued by CPWD. These provisions shall not apply to private works and other department works.

- 6.2.6 The applicant shall furnish the details of completed works in Annexure III. He shall also furnish award letters of all the works. Copy of final bills of the works mentioned in Annexure- III (not required for Central/State Government Department or Public Sector Undertaking works) shall be submitted. Completed works with time overrun (TOR) more than 1.0 shall not be considered for enlistment, where TOR means actual time of completion divided by the time of completion of the work stipulated in the agreement plus extended time period without levy of compensation. Completed works in which compensation is levied by the competent authority for delay in completion of the work are not eligible for enlistment. Works in which compensation was levied, but was subsequently paid as awarded amount against contractors claim, on account of the decision of arbitrator or court of law, shall be considered for enlistment, if the department has accepted the decision of arbitrator/ court. Completed work for which EOT case is not decided shall not be considered for work experience/enlistment. The contractor’s performance on the completed works shall be evaluated after physical inspection on the basis of parameters given in Annexure-IV. The nature and amount of work experience required for different categories and classes of enlistment is given below.
- 6.2.7 The magnitude of work experience required for Buildings & Roads category for various classes is given in Table 2.

**Table 2: Magnitude of work experience for Building & Roads category**

Number of Completed work	Magnitude of each completed Building or/and Infrastructure/Road Work								
	Rs. In lac								
	Class								
	I(Super)	I(AAA)	I(AA)	I(A)	I	II	III	IV	V
Three	7000	3500	1750	1100	400	110	35	10	3
<b>Or</b>									
Two	10500	5250	2600	1600	600	160	50	15	4
<b>Or</b>									
One	21000	10500	5200	3200	1200	320	100	30	8

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

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

Number of Completed work	Magnitude of each completed horticulture work				Rs. In lac
	Class				
	I	II	III	IV	
Three	21	11	6	3	
<b>Or</b>					
Two	32	16	8	4	
<b>Or</b>					
One	64	32	16	8	

6.2.9 Magnitude of work experience (gross value of completed work) includes amount of work done, arbitration award amount accepted by department, escalation payment and all taxes including GST amount. **(Added vide OM No. 01 dated 12.09.2022).**

### 6.3 Financial Soundness

#### 6.3.1 Buildings & Roads Category

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

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

Criterion	Minimum amount									Rs. In lac
	I(Super)	I(AAA)	I(AA)	I(A)	I	II	III	IV	V	
Networth certificate	6,500	2,600	1,300	750	500	150	40	13	4	
Average Annual Turnover	20800	8320	4160	2400	1000	300	80	26	8	
Banker's Certificate	20800	8320	4160	2400	1000	300	80	26	8	

### 6.3.2 Horticulture Category

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

**Table 5: Minimum requirements for financial soundness – Horticulture**

Criterion	Minimum amount			
	I	II	III	IV
Net worth certificate	23	8	4	2
Average Annual Turnover	46	16	8	4
Banker's Certificate	46	16	8	4

6.3.3 For Class 1(Super), Class I(AAA), Class I(AA), Class I(A), Class I and Class II, irrespective of category following two documents are required:-(i) Either Banker's Certificate or Net worth Certificate (ii) Average Annual Turnover Certificate on works during the last three financial years from a Chartered Accountant.

6.3.4 For Class III, IV and V, irrespective of category, Banker's Certificate or Net worth Certificate or Average Annual Turnover Certificate on works during the last three financial years from a Chartered Accountant are required.

6.3.5 For enlistment under Rule 6.1.7 and 6.1.9 only Banker's Certificate is required.

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

Illustration 1: Date of application is 21.05.2022 with unaudited balance sheet of last financial year. Relevant year of turnover shall be 2020-21, 2019-20, 2018-19. Figures of turnover of 2020- 21 shall be enhanced by 7%. Figures of turnover of 2019-20 shall be enhanced by 14%. Figures of turnover of 2018-19 shall be enhanced by 21%.

Illustration 2: Date of application is 21.05.2022 with audited balance sheet of last financial year available. Relevant year of turnover shall be 2021-22, 2020-21, 2019-20.

Figures of turnover of 2021-22 shall not be enhanced. Figures of turnover of 2020-21 shall be enhanced by 7%. Figures of turnover of 2019-20 shall be enhanced by 14%.

6.3.7 Banker's Certificate shall be issued by a Scheduled Bank on its letter head addressed to the enlisting authority in the format prescribed in Annexure V-1, and shall be uploaded after scanning from the original. The amounts of Banker's Certificate and Average Annual Turnover Certificate are given in Table 4 for Buildings & Roads category and in Table 5 for Horticulture category. Banker certificate shall not be more than 3 months old on the date of application.

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

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

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

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

#### 6.5 Electrical license

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

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

#### 6.7 Concessions to SC/ST contractors

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

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

S. No.	Class and Category	Banker's Certificate
1	Class-V Buildings & Roads category	Rs. 4.00 lakh
2	Class-IV Horticulture category	Rs. 4.00 lakh

## 6.8 Criteria for evaluation of application

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

### 6.8.2 For applications of Class-I and above Classes

**Special Performance report received from ADG/SDG rank officer of any Central/ State Government Department or Executive Director/Senior Executive Director/ Director/ Member of board of Public Sector Undertaking or Central/State Government Institution or Autonomous body shall be considered by advisory committee for enlistment of application. Designated officers shall mention in their report whether enlistment is recommended or not. Applicants, who are recommended for non-enlistment in special performance report, shall not be enlisted. (Added vide OM No. 01 dated 12.09.2022 & 02 dated 18.11.2022).**

## 7.0 Enlistment procedure

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

7.2 The enlistment shall be done in the prescribed categories and classes by the enlisting authorities specified in Rule 7.4. The applicant shall apply on portal “Contractor Enlistment Management System (CEMS)” available on CPWD web site. However one time opportunity shall be given to the applicant for making online corrections on CEMS portal in respect of typing/selection mistakes regarding the head of application (viz. fresh or Revalidation), name of applicant, address, **annexure-I, annexure-III, annexure-V-1, annexure-V-2, annexure-V-3 etc. No change shall be allowed in the work (works once given in portal shall not change), class and category of the applicant. Additional options of editing the application shall be available to the applicant only when member secretary allows for such change either by query through portal or on application by applicant through portal. Last date of editing or uploading corrected documents by applicant should become the date of application.** In the revised application, works shall be considered if they are otherwise eligible on date of original application. In the CEMS portal, applicant has been provided an option of withdrawal of his application any time. His enlistment fee is non-refundable in such cases. The applicant has to submit fresh enlistment fee with new application. **(Added vide OM No. 01 dated 12.09.2022 & 03 dated 06.01.2023)**

## 7.3 Enlistment fee

(i) The applicant shall have to pay online the enlistment fee prescribed in Table 7 below in favour of “AE (Cash), CSQ, Nirman Bhawan, New Delhi”. The enlistment fee is non-refundable. The applicants are, therefore, advised to ensure that they fulfill the prescribed eligibility requirements of enlistment before applying and making the online payment. The enlisting authority shall not be responsible for refund of enlistment fee paid more than once on account of multiple transactions. The procedure for payment of online processing enlistment fee is described in “Instructions for applicants”.

- (ii) **No fee is payable for application for change in constitution. Applicants don't have to deposit any additional fee for verification of degree/diploma. Member Secretary shall ask concerned field Executive Engineer to deposit verification fee to the institution, if required, from where verification of degree/diploma is required. Expenditure, if any, on this account shall be borne by CPWD charging it to office expenditure/ contingencies. (Added vide OM No. 04 dated 09.03.2023)**

**Table 7: Enlistment fee in Rs.**

S. No.	Class	Category	
		Buildings & Roads	Horticulture
1	I(Super)	40,000	Not applicable
3	I(AAA)	35,000	
4	I(AA)	30,000	
5	I(A)	25,000	
6	Class-I	20,000	5,000
7	Class-II	15,000	4,000
8	Class-III	10,000	3,000
9	Class-IV	5,000	2,000
10	Class-V	3,000	Not applicable

- 7.4 The prescribed application form along with all supporting documents shall be submitted to the enlisting authority specified in Table 8 below along with the system generated electronic receipt of enlistment fee paid online. In case of any difficulty, the applicants may call helpline number 011-23063197 during office hours from 1000 hours to 1700 hours on all working days (except Saturdays, Sundays, and holidays).

**Table 8: Enlisting authorities and their jurisdiction**

Jurisdiction of Enlisting authority	Enlisting authority	Officer to whom letters are to be replied (Member Secretary)
1	2	3
<b>1. Class I (Super), Class I(AAA), I(AA) and I(A) of Buildings &amp; Roads category</b>		
All India	DG, CPWD	SE(C&M), CPWD Room No. A-335, A-Wing Nirman Bhawan, New Delhi-110011. e-mail: secm@nic.in Office phone:011-23063197

Jurisdiction of Enlisting authority	Enlisting authority	Officer to whom application is to be Submitted (Member Secretary)
1	2	3
<b>2. Class I, II, III, IV and V of all categories</b>		
Punjab, Chandigarh, Rajasthan and Haryana	SDG Chandigarh	CE (Works cum TLQA), CPWD Room No. 101, First Floor, Kendriya Sadan Sector-9A, Chandigarh-160009. e-mail : sdg-chnd@cpwd.gov.in Office phone : 0172-2747101
Maharashtra, Goa and Gujarat	SDG Mumbai	CE (Works cum TLQA), CPWD 16th Floor, Pratishtha Bhawan, Old CGO Annexe 101, M.K. Road, Mumbai-400020. e-mail : mumspldgwr.cpwd@gov.in Office phone : 022-22054936
West Bengal, Sikkim and Odisha	SDG Kolkata	CE (Works cum TLQA), CPWD 5th floor, 1st MSO Building, Nizam Palace 234/4, AJC Bose Road, Kolkata-700020. e-mail : sdger.cpwd@gov.in, ddghqer.cpwd@gov.in Office phone : 033-2287703
Tamil Nadu, Andaman & Nicobar and Puducherry	SDG Chennai	CE (Works cum TLQA), CPWD First Floor, G Wing, Rajaji Bhawan, 3rd Avenue, Besant Nagar, Chennai- 600090. e-mail : sdgsr cpwd@nic.in Office phone : 044-24463711
Delhi (Class –I & II only)	ADG Projects Delhi	CE (Works cum TLQA), CPWD Room No.101, Sewa Bhawan, R.K. Puram, New Delhi-110066. e-mail : delce-tlqad@cpwd.gov.in Office phone : 011-26104978
Delhi (Class III,IV & V only)	ADG Delhi	SE (Works cum TLQA), CPWD Room No. A-216, A-Wing, Nirman Bhawan, New Delhi-110011. e-mail : deladgdr.cpwd@nic.in Office phone : 011-23061355
Uttar Pradesh	ADG Lucknow	SE (Works cum TLQA), CPWD 4th Floor, Kendriya Bhawan, Sector-H, Aliganj, Lucknow-226024. e-mail : adgnr2.cpwd@gov.in Office phone : 0522-2324544
Uttarakhand, Himachal Pradesh	ADG (Chandigarh)	SE (Works cum TLQA), CPWD First Floor, Kendriya Sadan Sector-9A, Chandigarh-160009. e-mail : nrd.chd.cpwd@gov.in Office phone : 0172-2749609

Jurisdiction of Enlisting authority	Enlisting authority	Officer to whom application is to be Submitted (Member Secretary)
1	2	3
Jammu & Kashmir and Ladakh	ADG Jammu	SE (Works cum TLQA), CPWD Landoi bridge, Satwari Cantt, Jammu, Jammu & Kashmir - 180003 Email : adgammu0822@gmail.com Office phone : 0191-2430885
Assam, Arunachal Pradesh, Tripura, Nagaland, Meghalaya, Mizoram and Manipur.	ADG Guwahati	SE (Works cum TLQA), CPWD Office Complex, Garchuk, Guwahati-781035. e-mail : guw-ee-sdgrner@cpwd.gov.in Office phone : 0361-2270321
Bihar and Jharkhand	ADG Patna (Presently working from Kolkata)	SE (Works cum TLQA), CPWD 5th floor, 1st MSO Building, Nizam Palace 234/4, AJC Bose Road, Kolkata-70020. e-mail : kolddoadger1.cpwd@nic.in Office phone : 033-22876646
Madhya Pradesh and Chhattisgarh	ADG Bhopal	SE (Works cum TLQA), CPWD Nirman Sadan 52-A, Arera Hills, Bhopal-462011 e-mail : adgwr2cpwd-mp@nic.in Office phone : 0755-2551994
Kerala	ADG Kochi (Presently working from Chennai)	SE (Works cum TLQA), CPWD Second Floor, G-Wing, Rajaji Bhawan, 3rd Avenue, Besant Nagar, Chennai- 600090. e-mail : adgrcpwd@nic.in Office phone : 044-24912369
Karnataka	ADG Bengaluru	SE (Works cum TLQA), CPWD 2nd Floor, C Wing, Kendriya Sadan Koramangala, Bengaluru-560034. e-mail : blr-adgsr2@cpwd.gov.in Office phone : 080-25534968
Andhra Pradesh and Telangana,	ADG Hyderabad	SE (Works cum TLQA), CPWD Nirman Bhawan, Sultan Bazar Koti, Hyderabad-500095. e-mail : hyd-adghr@cpwd.gov.in Office phone : 040-23656846
<p><b>Note :</b></p> <ol style="list-style-type: none"> <li>Any change in address or other details may be notified by concerned SDG/ADG.</li> <li>All the unsettled applications in the office of ADG (Region Mumbai) shall be dealt by SDG, Mumbai.</li> <li>All the unsettled applications in the office of ADG (Region Lucknow) shall be dealt in the office of ADG, Lucknow.</li> <li>All the unsettled applications in the office of ADG (Region Chandigarh) shall be dealt in the office of ADG, Chandigarh.</li> </ol>		

5. All the unsettled applications in the office of ADG (Region Kolkata) shall be dealt in the office of ADG, Patna.
6. All the unsettled applications in the office of ADG (Region Chennai) shall be dealt in the office of ADG, Kochi.
7. All the unsettled applications in the office of ADG (Region Bengaluru) shall be dealt in the office of ADG, Bengaluru.
8. All the unsettled applications in the office of ADG (Region Hyderabad) shall be dealt in the office of ADG, Hyderabad.

(Added vide OM No. 01 dated 12.09.2022).

- 7.5 Applications received without enlistment fee, **Annexure-III not signed by owner [owner and first party in case of back to back contract basis work] or filled up with incomplete information, Annexure V1, V2 and V3 is not in prescribed format, Annexure V2 and V3 are not updated on udin.icai.org** shall be rejected. The applicants will be provided one opportunity to clarify and attend to the shortcomings which shall be intimated through portal only. In the event of no response or incomplete response within 15 days of the issue of the letter by the Member Secretary seeking any clarification and/or document, the application will be rejected. **(Added vide OM No. 01 dated 12.09.2022)**
- 7.6 The enlisting authority shall have the right to independently verify the details furnished by the applicant, to get completed works inspected, and to obtain such reports as may be considered necessary like inspection/performance reports of completed works, details of registration or incorporation, Form 16A (Tax Deducted at Source by Client) and/or Form 26 AS (Annual Tax Statement), PAN, etc.
- 7.7 All verifications, submission of inspection reports related to works etc. are to be pursued by the applicant. The applicant shall provide all the necessary documents of work and help for inspection of the work to the inspecting authority after the receipt of intimation for inspection of work from the enlisting authority and shall accompany and facilitate the team of CPWD officers for inspection of work. Inspection Report containing the marks on quality and other performance parameters will be issued by the inspection team in Annexure-IV. The details of inspection team are given in paragraph 3.0 of the Guidelines for Departmental Officers. Any delay on account of such verification and reports will not make the applicant entitled for any type of relief. If applicant fails to get the work inspected, verification of works experience certificates by the concerned owner department etc., his application is liable to be rejected.
- 7.8 If the enlisting authority finds the applicant eligible for enlistment, it shall issue the enlistment order. Otherwise, it shall send a letter of rejection to the applicant. Where the application is rejected, the applicant may apply for review to the enlisting authority within 60 days of the issue of letter of rejection. The decision of the enlisting authority on the review application shall be final and binding on the applicant.
- 7.9 In general, the applications already received upto 27.03.2019 shall be processed as per Enlistment Rules, 2017; and those received from 28.03.2019 to 11.06.2020 as per Enlistment Rules, 2019; applications received from 17.08.2020 to 11.07.2021 as per Enlistment Rules 2020, and applications received from 12.07.2021 to 11.07.2022 shall be processed as per Enlistment Rules 2021. Applications shall be processed as per any of the Enlistment Rules published after the date of receipt of application and as may be beneficial to the applicant, subject however, that

provisions of the beneficial enlistment rules shall be applied in full. Applications received on or after 12.07.2022 shall be processed as per Enlistment Rules 2022. The date of receipt of the application and enlistment fee shall be reckoned as per Rule 4.4.

- 7.10 While applying for enlistment, the applicant should mention the address of his registered office as well as head and branch office, if different from registered office. All documents including Bankers' Certificate should bear one of the above-mentioned addresses; otherwise, these documents shall not be accepted.
- 7.11 The Director General, CPWD reserves the right to notify the period during which no application for enlistment in any category or class will be received on all India or regional or state or location basis or in any other manner. For any clarification or interpretation of any of the provisions of these Rules, the matter shall be referred for decision to the Director General, CPWD along with the comments of the enlisting authority concerned. The Director General, CPWD shall be the competent authority to make necessary amendments in these Enlistment Rules as deemed fit, and to relax any condition(s) in the eligibility criteria for enlistment in any category or class or in an individual case.

## **8.0 Validity of enlistment**

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

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

- 9.1 The contractors enlisted under Rule 6.1.6 to Rule 6.1.9 cannot change their name, constitution, and status for the period of first enlistment. They can, however, change their address as per Rule 9.3 below for which they may apply in Annexure VI.
- 9.2 The change in the name of an enlisted entity is permissible with the prior approval of the enlisting authority. After obtaining such prior approval, the contractor shall proceed to get the name of the entity changed from all other authorities concerned. He shall then intimate the changed name of the entity to the enlisting authority not later than one month of such change along with acknowledgement of noting down of such change in name from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the enlistment. The application for change in the name shall be made in Annexure VI.
- 9.3 The change in the addresses of an entity is permissible. The contractor shall intimate the change in the addresses of registered office or head office not later than one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the enlistment.

## **9.4 Change in constitution of a partnership firm or company**

- 9.4.1 The enlisted partnership firm or LLP firm shall not modify the existing partnership or enter into partnership with new partners without the prior approval of the enlisting authority. If new partners are taken in an enlisted partnership firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 6.1 of these Enlistment Rules. Application for such prior approval shall include full details of the intended modifications along with draft partnership deed. After obtaining prior approval of enlisting authority, the change in

constitution of the firm shall be intimated to the member secretary within one month of the registration with the Registrar of Firms, failing which the firm is liable to be debarred for a period of minimum six months from tendering in CPWD. Based on prior approval and documents received as mentioned in Annexure-VI, Part-B (b), member secretary of the Advisory Committee shall issue final order of note of change in constitution.

- 9.4.2 The enlisted company shall not modify the existing directors or appoint new directors without prior approval of the enlisting authority. If new directors are taken in an enlisted company, each new director shall have to satisfy the eligibility conditions mentioned in Rule 6.1 of these Enlistment Rules. Application for such prior approval shall include full details of the intended modifications along with draft memorandum of articles. After obtaining prior approval of enlisting authority, the change in constitution of the company shall be intimated to the member secretary within one month of record of such changed constitution on the website of the Ministry of Corporate Affairs, failing which the firm is liable to be debarred for a period of minimum six months from tendering in CPWD. Based on prior approval and documents received as mentioned in annexure-VI, Part-B (b), member secretary of the Advisory Committee shall issue final order of note of change in constitution.
- 9.4.3 The application for change in constitution shall be made in Annexure VI with supporting documents as mentioned in the Annexure-VI.

## **9.5 Change in status (see Rule6.1)**

- 9.5.1 An enlisted entity (other than those covered by Rule 9.1 above) may apply to the enlisting authority for prior approval for change in its status.
- 9.5.2 The application for change in the status shall be made in Annexure VI along with supporting documents mentioned therein.

## **9.6 Merger and disassociation of enlisted entities**

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

**9.7 Death of partner/director** - In case of death of any partner/director, surviving partners/directors shall fill up Annexure-VI afresh online in CEMS portal for removal of the deceased partner / director from the constitution of the firm / company preferably within three months of the death of the partner / director. Filling up of fresh Annexure VI online in CEMS portal shall be deemed as approval to change of constitution. Member Secretary of the Advisory Committee shall issue change of constitution order within one month of receipt of application by the surviving partner(s)/ director(s). If the information provided is proved wrong, forged or illegal, criminal proceedings shall be initiated by the Enlisting Authority after giving an opportunity to explain the delinquent discharge by the surviving partner(s)/director(s).

**10.0 Contractor's near relatives working in CPWD**

The 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 or Circle or Zone responsible for award and execution of contract is the one where the near relative is working. For this purpose of this Rule, a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.

**11.0 Review of enlistment**

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

**12.0 Enlisted contractor's obligations**

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

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

- (j) He shall submit the performance report of each work executed by him in the approved form at duly filled with all the required details to the respective Executive Engineer within 3 months of completion of the work.
- (k) He shall have obligation to rectify construction or structural defects observed after completion of work for a period of minimum 5 years from the date of completion of the work.

**13.0 Disciplinary action**

13.1 The contractor shall abide by all the rules of enlistment, and also by the terms and conditions of notice inviting tenders and contract. He shall execute the works with due diligence and strictly as per the contract conditions and specifications. Where the contractor has made himself liable for disciplinary action, the enlisting authority shall have the right to debar the defaulting contractor from participating in tender process for a period not exceeding two years based on the recommendations of Empowered Committee. The composition of Empowered Committee shall be as given below. The Chairman may co-opt one or more members as per requirement. The enlisting authority may change the composition of the Empowered Committee for administrative reasons, and his decision shall be final and binding upon all concerned. The EC shall complete its report within three months.

- (i) Composition of the Empowered Committee where the enlisting authority is the Director General.

(i)	ADG (Works), CPWD, Nirman Bhawan, New Delhi	Chairman
(ii)	DDG (Works), CPWD, Nirman Bhawan, New Delhi	Member
(iii)	CE (CSQ) (Civil), CPWD, Nirman Bhawan, New Delhi	Member Secretary

- (ii) Composition of the **Empowered Committee** where the enlisting authority is Special Director General/**Additional Director General**.

(i)	<b>Any CE other than chairman of advisory committee</b>	<b>Chairman</b>
(ii)	<b>Chief Architect/ Senior Architect (any one)</b>	<b>Member</b>
(iii)	<b>CE(Works and TLQA)/ SE(Works and TLQA)</b>	<b>Member Secretary</b>

**Note : SDG/ADG may constitute Empowered committee based on above guidelines. They may appoint suitable substitute in case of non-availability of any rank officer.**

**(Added vide OM no. 03 dated 06.01.2023)**

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

forward its recommendations to the enlisting authority. The enlisting authority shall take a decision on the basis of the recommendations of the Empowered Committee. The decision of the enlisting authority shall be final and binding on the contractor.

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

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

**13.5** Consequent to imposition of any penalty under Rule 13.6, the contractor shall be debarred from any enlistment with CPWD for a period not exceeding two years.

**13.6 Grounds for Debarment of contractor**

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

- (a) Fails to execute a contract or executes it unsatisfactorily; or
- (b) Violates any conditions of the contract; or
- (c) Fails to abide by the conditions of enlistment; or
- (d) Is found to have given false particulars at the time of enlistment; or
- (e) Has indulged in any type of forgery or falsification of records; or
- (f) Changes constitution of the firm without the prior approval of the enlisting authority; or
- (g) Changes the name of the entity without the prior approval of the enlisting authority; or
- (h) Changes permanent address/business address without intimation to the enlisting authority; or
- (i) Is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- (j) Violates the labour regulations and rules; or
- (k) Is involved in complaints of serious nature received from any source, which have been proved; or
- (l) Defaults in settlement of tax dues like income tax, GST, etc.; or
- (m) Ceases to fulfill eligibility criteria based on which enlistment was done; or
- (n) Is considered as not required to be in list of CPWD contractors for any other reason considered fit by the enlisting authority; or
- (o) Does not start the work after the same is awarded to him on two occasions; or
- (p) Fails to rectify construction/structural defects within a reasonable time not exceeding 2 months, pointed out to him by the engineer-in-charge during the period of 5 years from the date of completion of works; or
- (q) Converts his individual enlistment into any other status before a period of three years from the date of enlistment, where the enlistment was done on the basis of him being an unemployed or retired engineer or architect or horticulturist; or
- (r) Breach of code of integrity as per Rule 175 of GFR-2017; or
- (s) Supply of sub-standard material, non-supply of material, abandonment of works, substandard quality of works; or
- (t) Misbehavior, direct or indirect involvement in threatening, making false complaints, filing legal suites for frivolous reasons, or any behavioral act, omission or commission damaging the reputation of department/officer.

### **13.7 Debarment of contractor**

Whenever, any type of complaint listed at Sl. No 13.6 (a) to (t), is received from any officer of CPWD not below the rank of Executive Engineer against an enlisted contractor and is considered serious by the enlisting authority, he shall be served with suitable show cause notice by the enlisting authority, and thereafter action for debarment of contractor may be taken by the enlisting authority, as deemed fit. The enlisting authority shall issue order for debarment of contractor for a period (not less than six months and not more than two years) if any of the charges are established on enquiry by the Empowered Committee. The debarment of contractors would entail ban on participation in the tendering process and award of contract for works during the period of debarment, however, running contracts shall, though, remain unaffected by this debarment.

### **13.8 Revocation of Orders**

1. An order for debarment passed shall be deemed to have been automatically revoked on the expiry of that specified period and it will not be necessary to issue a specific formal order of revocation.
2. A debarment order may be revoked before the expiry of the Order, by DG CPWD, if it is of the opinion that the disability already suffered is adequate in the circumstances of the case or for any other reason.

### **13.9 Other Provisions**

1. No contract of any kind whatsoever shall be placed to debarred firm including its allied firms after the issue of a debarment order by the department. Bids from only such firms shall be considered for placement of contract, which are neither debarred on the date of opening of tender (first bid, normally called as technical bid, in case of two packet/two stage bidding) nor debarred on the date of contract. Even in the cases of risk purchase, no contract should be placed on such debarred firms.
2. In case, any debarred firm has submitted the bid, the same will be ignored. In case such firm is lowest (L-1), next lowest firm shall be considered as L-1. Bid security submitted by such debarred firms shall be returned to them.
3. Contracts concluded before the issue of the debarment order shall, not be affected by the debarment orders.
4. The Debarment shall be automatically extended to all its allied firms. In case of joint venture/consortium is debarred all partners will also stand debarred for the period specified in Debarment Order. The names of partners should be clearly specified in the "Debarment Order".
5. Debarment in any manner does not impact any other contractual or other legal rights of the procuring entities.
6. The period of debarment shall start from the date of issue of debarment order.
7. The order of debarment will indicate the reason(s) in brief that lead to debarment of the firm.
8. Ordinarily, the period of debarment should not be less than six months.

### **14.0 Re-validation**

The enlisted contractor may apply for re-validation before the expiry of the current enlistment. Enlisted contractors are advised to apply for re-validation in Annexure I with works executed by them, six months prior to expiry of their enlistment order. Re-validation shall be effective from the date of expiry of existing enlistment or date of re-validation whichever is later. Rules for re-validation are same as that for enlistment.

## INSTRUCTIONS FOR APPLICANTS

### A. Procedure for submission of forms

1. The application shall be submitted online along with scanned self-attested copies of required documents. Only original documents shall be scanned and uploaded. The link to Contractor Enlistment Management System is available on <https://www.cpwd.gov.in>.
2. (a) There shall be one time submission of documents at the time of application. Decision shall be taken on the basis of documents submitted at the time of application. No subsequent additional records shall be allowed during scrutiny for applicants seeking enlistment under rule 6.1.6, 6.1.7, 6.1.8 & 6.1.9.  
 (b) No changes / additional documents are allowed once the application is submitted.  
 (c) Applicants are required to ensure that self-attested (at each page) documents as per Annexure-II are uploaded before finally submitting the application to avoid the rejection.  
 (d) The enlistment fee may be deposited online only after verifying and saving the online application on the portal.

### B. Procedure for online payment of enlistment fee

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-Housing and Urban Affairs” from the drop-down menu.
4. Select the purpose as “Enlistment fee from contractor” 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 prescribed enlistment fee in the amount window.
7. Under Remarks write “enlistment fee for enlistment with class and category”.
8. After filling all the mandatory fields in “Depositor’s 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.

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

Application for obtaining prior approval for change in the status or constitution or name may be made in Annexure-VI. The application shall be submitted online along with scanned self-attested copies of required documents. The link to Contractors’ Enlistment Management System is available on <https://www.cpwd.gov.in>.

### D. Rejection of application for enlistment (**Added vide OM No. 01 dated 12.09.2022**)

1. Applications received without enlistment fee, **Annexure-III not signed by owner (Owner and first party in case of back to back basis contract) or filled up with incomplete information, Annexure V1, V2 and V3 is not in prescribed format, Annexure V2 and V3 are not updated on [udin.icai.org](http://udin.icai.org)** shall be rejected. One notice shall be given in such cases **to allow changes and upload the corrected documents.**

2. The enlistment fee is non-refundable. The applicants are, therefore, advised to ensure that they fulfill the prescribed eligibility requirements of enlistment before applying and making the online payment. The enlisting authority shall not be responsible for refund of enlistment fee paid more than once on account of multiple transactions.
3. The applicants will be provided one opportunity to clarify and attend to shortcomings which shall be intimated by CEMS portal only. In the event either no response or incomplete response is uploaded within 15 days of uploading letter on portal by the Member Secretary seeking any clarification and/ or document, the application will be rejected, without further opportunity or notice.
4. In the CEMS portal applicant has been provided an option of withdrawal of his application any time. His enlistment fee shall not be reimbursed/adjusted in case applicant withdraws his application, as enlistment fee is non-refundable. **All such applications shall be put up before advisory committee and enlisting authority before issue of closure order by Member Secretary.**

**E. CPWD Helpline number for CEMS portal**

In case of any difficulty in web portal, the applicants may call helpline number 011-23063945 during office hours from 1000 hours to 1700 hours on all working days (except Saturdays, Sundays, and holidays). CPWD other helpline numbers are as below: -  
(Added vide OM No. 01 dated 12.09.2022)

**CPWD Helpline email for applicants is helpdesk-cems@cpwd.gov.in**

Sl. No.	State/UT of registered office of applicant	Concerned Office	Phone number
1.	Punjab, Chandigarh, Rajasthan, Haryana	SDG, Chandigarh	0172-2747101
2	Maharashtra, Goa, Gujarat	SDG, Mumbai	022-22054936
3	West Bengal, Odisha, Sikkim	SDG, Kolkata	033-2287703
4.	Tamil Nadu, Andaman & Nikobar, Punducherry	SDG, Chennai	044-24463711
5	Delhi ( Class I & II)	ADG, Projects Delhi	011-23061355
6	Delhi ( Class III, IV & V)	ADG, Delhi	011-23061355
7	Uttar Pradesh	ADG, Lucknow	0522-2324544
8	Uttarakhand, Himachal Pradesh	ADG, Chandigarh	0172-2749609
9	Jammu & Kashmir, Ladakh	ADG, Jammu	0191-2430885
10	Assam, Arunachal Pradesh, Nagaland, Mizoram, Meghalaya, Tripura, Manipur	ADG, Guwahati	0361-2270321
11	Bihar, Jharkhand	ADG, Patna (Presently working from Kolkata)	033-22876646
12	Madhya Pradesh, Chhattisgarh	ADG, Bhopal	0755-2551994

Sl. No.	State/UT of registered office of applicant	Concerned Office	Phone number
13	Kerala	ADG, Kochi (Presently working from Chennai)	044-24912369
14	Karnataka	ADG, Bengaluru	080-25534968
15	Andhara Pradesh, Telangana	ADG, Hyderabad	040-23656846

**Note :** Any change in helpline number shall be notified by concerned SDG/ADG.

Bharat kosh helpline number is 011-24665534, e-mail: ntrp-helpdesk@gov.in

**F. ERP Training**

All contractors are advised to get themselves well acquainted/ trained on various CPWD web based online ERP processes under e-NIRMIT (Nationwide Intelligent Resource Management with Information Technology). The contractors may contact Director-ERP (Ops & Trg.) Telephone Number# 011-23060743/011-23063239; e-mail: deldirerp-ot@cpwd.gov.in for this purpose.

(Added vide OM no. 03 dated 06.01.2023)

**Annexure- I**

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

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

- Class .....
- Category .....
- 1 (a) Name of the applicant .....
- (b) Status of entity (Individual/Sole Proprietorship/Partnership Firm/Limited Liability Partnership/ Company) .....
- (c) Registration Number for Firm (LLPIN for LLP and CIN for Company) .....
- 2 Nationality.....
- 3 Address
- (a) Registered Office.....
- (b) Head Office (if different from Registered office).....
- 4 Contact Details
- (a) Telephone Number .....
- (b) Fax Number .....
- (c) Mobile Number .....
- (d) Website URL (If any) .....
- (e) Email Id.....
- 5 (a) PAN (Individual/Firm/LLP/Company).....
- (b) GST registration number.....

6 **Details** of Individual(s)/Partner(s)/ Director(s)

Sl. No.	Name	<b>Photograph (Size of photograph should be 2.5X 3.5cm)</b>	Aadhar Card Number last four digit only	PAN Number	Mobile Number	Signature (without stamp)

7. Is the individual/sole proprietor/ any partner/ director of company:
- (a) Dismissed Government servant : Yes ..... No .....
- (b) Removed from approved list of contractors : Yes ..... No .....
- (c) Demoted to a lower class of contractor : Yes ..... No .....

- (d) Having business banned/suspended by any Government in the past : Yes ..... No .....
- (e) Convicted by court of law : Yes ..... No .....
- (f) Retired engineer/official from Engineering Department of Government of India within last one year : Yes ..... No .....
- (g) Director or partner of any other company/firm enlisted with CPWD or any other organization : Yes ..... No .....
- (h) Member of Parliament or any State Legislative Assembly : Yes ..... No .....

If answer to any of the above is 'Yes' furnish details on a separate sheet.

- 8 (a) Name of person holding power of attorney (if any) : .....
- (b) Nationality : .....
- (c) Liabilities(if any) : .....
- 9 (a) Name of the banker : .....
- (b) Full address : .....
- (c) Phone number : .....
- (d) e-mail account : .....
- 10 (a) Whether already enlisted with CPWD or any other Department : Yes/No
- (b) If yes, give details in table below:

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

- 11 (a) Is any person working with the applicant a near relative of the official of CPWD (See Rule 10.0 of the Enlistment Rules)
- (b) If yes, give details (Name, Designation, PIMS ID) .....

- 12 Enlistment fee details:
  - (a) Transaction Reference Number.....
  - (b) Transaction Date.....
  - (c) Amount.....

- 13 Details of completed works secured during the last 7 years, eligible for work experience (to be filled in the proforma given in Annexure-III. This list should include required number of works with gross value of work done (including enhancement) more than the lowest required magnitude of works for the class in which registration is required.
- 14 Certificates (Strike out whichever is not applicable):
- (a) I/We (including all partners) certify that I/we have read the Rules for Enlistment of Contractors in CPWD as amended upto date and shall abide by them.
  - (b) I/We certify that I/we are not registered and will not get myself/ourselves registered as contractor(s) in the Department under more than one name in the same category.
  - (c) I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.
  - (d) I/We certify that,
    - (i) The constituents of the Firm/LLP/Company reflected in Sl.No.1(b) and 7 above areas applicable on the date of this application which tallies with the record of the registering authority. I/none of the partners/directors retired from Government service during the last one year.
    - (ii) I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.
  - (e) I/We undertake that I/we will hire or otherwise arrange the tools and plants required for the works procured as a result of this enlistment if I/we do not have our own tools and plants. I/we further undertake that I/we will hire or otherwise arrange the required Engineering Establishment required for the works procured as a result of this enlistment if I/we have not already employed the required Engineering Establishment.
  - (f) I/We undertake that, if I/we do not possess in my/our name a valid electrical license as required, I/we shall associate an agency having such a license for execution of work which requires such a license.
  - (g) I/We have attached Annexure-II duly completed.
  - (h) I/We undertake that the works have not been got executed through another contractor on back-to-back basis.
  - (i) I undertake that I am unemployed engineer/ architect/ horticulturist (submit on affidavit executed before the executive magistrate/first class magistrate/notary)
  - (j) I undertake that I am neither empanelled nor working as arbitrator nor consultant in any Central/ State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body.
  - (k) **I/we undertake that we will not breach the code of integrity as per Rule 175 of GFR-2017. (Added vide OM no. 01 dated 12.09.2022)**

Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

Place

Signature /Digital Signature of applicant

Date

(Authorized Signatory)

**Annexure- II**

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

**List of Documents to be uploaded for Enlistment/Re-validation**

**Name of entity:**

**Category:**

**Class:**

<b>S. No.</b>	<b>Document Description</b>	<b>Applicable for</b>	<b>Click to upload</b>
1	Proof of constitution {(Annexure-I, S No 1(b)}		
(a)	In case of sole proprietorship: an affidavit executed before the Magistrate not below the rank of Executive Magistrate/ First class Magistrate that the applicant is the sole proprietor of the firm.	Other applicant	
(b)	In case of partnership firm: Certification of Registration, Partnership Deed, and prescribed documents indicating change in address or constitution of Partnership Firm.	Other applicant	
(c)	In case of Limited Liability Partnership: Certificate of Incorporation, Partnership Deed and prescribed documents indicating change in address or constitution of LLP.	Other applicant	
(d)	In case of Private/Public Limited Company: Certificate of Incorporation, Article of Association, <b>Memorandum of Association</b> and prescribed documents indicating change in address or constitution of Board of Directors.	Other applicant	
2	Power of attorney, if any, Annexure-I, S No 8 (a) or Board Resolution, if any.	Other applicant	
3	Self-attested copy of enlistment order, if any {Annexure-I, S No 10 (a) & 10 (b)}.	All applicant	
4	List of all near relatives working in CPWD {Annexure- I, S No 11(a) & 11 (b)} (See also Rule 10.0 of Enlistment Rules)	All applicant	
5	Details of completed works (see Rule 6.0) in Annexure-III	Other applicant	
6	Self-attested copies of award letters for completed works included in Annexure-III (See Rule 6.0).	Other applicant	

S. No.	Document Description	Applicable for	Click to upload
7	Self-attested copies of final bill for completed works included in Annexure-III (See Rule 6.0). Not required for works executed for central / state Govt. departments or undertakings.	Other applicant	
8	Banker's Certificate from Scheduled Bank (in Annexure V-1) OR Net Worth Certificate (in Annexure V-3).	Other applicant	
9	Banker's Certificate from Scheduled Bank (in Annexure V-1)	Retired Govt. Servant	
10	Average Annual Turnover Certificate on works during the last three financial years in Annexure V-2.	Other applicant	
11	Self-attested copy of Tripartite agreement for back-to-back contract. (See Rule 6.2.2(a))	Other applicant	
12	Self-attested copy of Form 16/16A & 26AS for private works or for works executed on back-to-back basis. (Rule 7.6)	Other applicant	
13	Self-attested copy of GST registration. (Annexure –I S. No. 5(b)).	All applicants	
14	Self-attested copy of PAN Card (Annexure –I, Sl. No. 5(a)).	All applicants	
15	Self-attested copy of PPO Pension Payment Order for retired Government Servant/Other equivalent document by retired PSU employee (See Rule 6.1.7 & 6.1.9)	Retired Govt. Servant	
16	Self-attested copy of retirement order to be attached by retired Govt. servant. (See Rule 6.1.7 & 6.1.9)	Retired Govt. Servant	
17	Self-attested copy of Affidavit for Engineers/Architects/ Agriculturist & Horticulturist applying under Rule 6.1.6 or 6.1.8 along with Form 16/16A & 26AS (if applicable) in Annexure-VIII.	Unemployed applicant	
18	Self-attested copy of Degree / diploma. (See Rule 6.1.6 & 6.1.8)	Unemployed applicant	
19	Self-attested copy of Aadhaar Card (of all partners/directors as applicable)	All applicant	
20	Self-attested copy of income certificate issued by state govt.	Unemployed applicant	

**Note:-**

1. Applicants who are neither retired Govt. servants nor unemployed are termed as other applicants.
2. Scanned copy of all the documents in PDF format shall be uploaded after self-attestation by the applicant.

**Annexure- III**

*(Refer to Rule 6.0)*

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

1	Name of work/project & location	
2	Name of <b>contractor</b>	
3	Agreement number	
4	Agreement amount	
5	Gross value of completed work	
6	Stipulated date of start	
7	Date of completion	
	(a) Stipulated date of completion	
	(b) Actual date of completion	
	(c) Justified extended date of completion, if any	
8	Details and cost of services included	
	(a) Civil (water supply, sanitary installation, drainage and water proofing work, etc.)	
	(b) Electrical (internal electrical installation, firefighting, fire alarm, HVAC, lift, electrical substation, and DG set, etc.)	
	(c) Number of storeys constructed.	
9	<b>Details of extension of time for delayed completion.</b>	
	(a) Whether <b>extension of time</b> for delayed completion has been decided or not? Owner department officers are requested to only mention either Yes or No against this option. Option of writing "Not applicable" is only acceptable where work is completed before stipulated date of completion.	
	<b>(b) If extension of time for delayed completion has been decided, then amount of compensation levied if any?</b>	
10	Details of Conciliation/Mediation/Arbitration/Court Cases (from start of work till issue of this certificate), if any	
11	Details of owner	
	(a) Name	
	(b) Address	
	(c) Phone	
	(d) e-mail	

Owner's Signature with seal and designation  
(Project Manager or Executive Engineer or Equivalent)

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

Self-attestation by Applicant

**Notes:-**

1. Scan of original documents to be uploaded in the portal
2. This proforma shall be filled up separately for all three (maximum) eligible works proposed for works experience.
3. Annexure-III without valid signature of owner is invalid. Owner means department who owns the project/work executed by the applicant.

**(Added vide OM no. 02 dated 18.11.2022 and OM no. 03 dated 06.01.2023))**

**Annexure- IV**

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

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

1. Name of work/project & location .....
2. Name of **Contractor** .....
3. Agreement/ **Work order** number .....
4. Agreement amount .....
5. Gross value of completed work (approx.) .....
6. Stipulated date of start .....
7. Date of completion .....
- (a) Stipulated date of completion .....
- (b) Actual date of completion .....
8. **Type of building**
- (a) **Residential** .....
- (b) **Non residential** .....
- (c) **Plinth area** .....
- (d) **Number of basement** .....
- (e) **Number of storey (excluding basement)** .....
- (f) **Whether green building. Rating of green building** .....
9. Road/bridge lane length .....
10. Details of owner

Sl. No.	Details	Description
(a)	Name of division/circle/zone	
(b)	Address of division	
(c)	Phone	
(d)	e-mail	

11. Inspection report by inspecting officer.

(a) Civil work(Building)

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

(b) Civil work (Infrastructure)

S. No.	Description	Marks
Quality of components of work		
1	Cement concrete and reinforced cement concrete	
2	Stone work	

S. No.	Description	Marks
3	Steel structure work	
4	Retaining wall and Reinforced Earth Wall	
5	Bituminous work	
6	Finishing of road surface	
7	Shoulders	
8	Footpath	
9	Cross drainage/surface drainage work	
10	Quality of protection works in hill roads	
11	Crash barrier, central verge	
12	Road marking	
13	Road signage	
14	Expansion joint	
15	Profile and surface of flyover/bridge	
16	Seepage and leakage	
17	Lines and levels	
18	Structural defects and distress	
19	Workmanship in general	
20	Special technology used, if any	
	Total marks	

(c) Electrical & Mechanical Works(Building)

S. No.	Description	Marks
Quality of components of work		
1	Internal Electrical installation	
3	Fire alarm and fire fighting systems	
4	Lifts and escalators	
5	Air conditioning work	
6	Outdoor street lighting	
7	Bulk services like underground cabling etc.	
8	Substation equipment like transformer, HT&LT panel and, DG set.	
9	Fitting, fixtures, switch boards etc.	
10	Metering location layout of fittings and cables	

S. No.	Description	Marks
11	Earthing	
12	Lightening arrester	
13	SCADA system	
14	EPBAX, Sound, CCTV, LAN System	
15	Building Management System	
16	E&M defects	
17	Workmanship in general	
18	Special technology used, if any	
	Total marks	

(d) Electrical & Mechanical Works (Infrastructure).

S. No.	Description	Marks
Quality of components of work		
1	Lifts and escalators	
2	Air-conditioning work	
3	Street lighting	
4	Feeder pillars	
5	Electric Poles	
6	Bulk services like underground cabling etc.	
7	Substation equipment like transformer, HT&LT panel and DG set	
8	Earthing	
9	Lightening arrester	
10	SCADA system	
11	E&M defects	
12	Workmanship in general	
13	Special technology used, if any	
	Total marks	

(e) Horticulture work(Building/Infrastructure/horticulture)

S. No.	Description	Marks
Quality of components of work		
1	Development of lawns and gardens (general layout, slope for drainage of water)	

S. No.	Description	Marks
2	Tree plantation (general layout, spacing, choice of species)	
3	Plantation of shrubs (general layout, spacing, choice of species)	
4	Hedge/edge/plants (general layout, spacing, choice of species)	
5	Flowerpots/Indoor foliage plants	
6	Irrigation facilities–Sprinkle/drip	
7	Drainage of area	
8	Composting and disposal of organic waste	
9	General health of plants	
10	Pest/insets/disease control measures	
11	Vertical wall/terrace/hanging/water/bog/zen garden	
12	Hydroponics	
13	Automation of garden	
14	Cacti and succulents	
15	Type of plantation, collection of plants, varieties and diversity	
16	Quality of existing garden features of lawn, trees, shrubs, edges/edges, etc.	
17	Whether any water logging found in the garden area	
18	Technical proficiency	
19	Horticulture and landscaping	
20	Workmanship in general	
	Total marks	

**Notes:**

- Each attribute shall be assessed on maximum marks of 10. Those attributes which are not applicable, will not be considered for calculating marks. **Photographs shall be commensurate to the grading, three photographs justifying highest grading and three photographs justifying lowest grading to be uploaded along with the inspection report. Photographs shall include roof plan, side elevation, front elevation, toilets and E&M services of the building. (Added vide OM No. 03 dated 06.01.2023)**
- Work with TOR of more than 1 shall not be considered for enlistment. TOR means actual time of execution divided by time of completion stipulated in the agreement plus extended time period without levy of compensation. Works in which compensation is levied for EOT or EOT case is not decided are not acceptable.

3. Inspecting authority may modify the above attributes by addition/deletion depending upon nature of the work being inspected.
4. CPWD officers to take action within 21 days. **CPWD officers shall seek requisite documents from the applicant and also fix the date of inspection through CEMS portal only. They shall take action promptly so as to send the inspection report to the member secretary within prescribed time through CEMS portal only. (Added vide OM No. 03 dated 06.01.2023)**
5. **Attributes displaying best quality shall be awarded maximum 10 (Ten) marks, and for attributes displaying very poor quality of work, minimum 1(one) marks shall be awarded. Minus marking is not allowed. 10 marks means best quality of work and 1 marks means very poor quality of work.**  
**(Added vide OM No. 04 dated 09.03.2023)**

Signature of the inspecting officer(s)  
(Name, Date & Seal)

**Annexure- V- 1**

*(Refer to Rule 6.3)*

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

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

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers. This certificate is issued on the request of Shri/Smt/M/S.....

For obtaining enlistment in CPWD in..... (Name of category), in Class.....

(Signature)  
For the Bank

**Note:**

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

**Annexure-V-2**

*(Refer to Rule 6.3)*

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

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

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

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

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

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

**Annexure- V- 3**

*(Refer to Rule 6.3)*

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

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

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

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

**Annexure- VI**

*(Refer to Rule 9.0)*

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

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

**Part A**

**Details of enlistment of the exiting entity**

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

S. No.	Name	Photo	Share (%)	Scanned copy of Aadhaar card	Scanned copy of PAN card
1					
2					
3					
4					

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

**Part B**

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

(Give details of the proposed entity)

- Prior approval required for:
- (i) Change of status: Yes/No,
  - (ii) **Change** of constitution: Yes/No
  - (iii) **Change in name: Yes/No**

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

S. No.	Name	Share (%)	Photo	Scanned copy of Aadhaar card	Scanned copy of PAN card
1					
2					
3					
4					

6. Is any partner/director of the proposed entity
  - (a) Dismissed government servant : Yes ..... No .....
  - (b) Removed from approved list of contractors : Yes ..... No .....
  - (c) Demoted to a lower class of contractors : Yes ..... No .....
  - (d) Having business banned/suspended by any government organization in the past : Yes ..... No .....

- (e) Convicted by a court of law : Yes ..... No .....
- (f) Retired official from Government of India within last one year : Yes ..... No.....
- (g) Director or partner of any other company/firm enlisted with CPWD or any other organization : Yes ..... No .....
- (h) Member of Parliament or any State Legislative Assembly : Yes ..... No .....

If answer to any of the above is yes, furnish details on a separate sheet.

- 7. (a) Name of the person holding power of attorney (if any) .....
- (b) Nationality .....
- (c) Liabilities (if any) .....
- 8. (a) Name of the bank .....
- (b) Phone number.....
- (c) e-mail account.....
- 9. (a) Is any person working with the applicant a near relative of CPWD official (See Rule10.0)
- (b) If yes, give details (name, designation, PIMS ID)
- 10. Certificates (strike out whichever is not applicable):
  - (a) I/We (including all partners/**Directors**) certify that I/we have read the Rules for Enlistment of Contractors in CPWD as amended upto date and shall abide by them.
  - (b) I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.
  - (c) I/We certify that
    - (i) I/none of the partners/directors have retired from Government service during the last one year.
    - (ii) I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.

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

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

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

List of documents:

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

**Part C**

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

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

List of documents

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

Signature(s) of applicant(s):

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

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

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

**(Added vide OM No. 04 dated 09.03.2023)**

**Annexure-VII**

*(Refer to Rule 6.8)*

**Criteria for evaluation of contractor's performance for enlistment**

**Name of the applicant:** .....

**Category:** .....

**Class:** .....

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

**Notes:**

1. If the work experience consists of more than one completed works, the marks under each parameter shall be worked out separately for each work, and average marks shall be considered for final evaluation.
2. The eligibility criteria for enlistment shall be minimum 60% marks in each parameter and minimum 70% marks overall.
3. Work in which compensation is levied for delayed completion is not acceptable for enlistment.
4. Work in which EOT case is not decided is not acceptable.

**Annexure-VIII**

*(Refer to Rule 6.1.6 & 6.1.8)*

**Affidavit of Engineers/Architects/  
Horticulturist/Agriculturist**

**(To be executed on Rs.10 Non-Judicial Stamp Paper before the Executive Magistrate/First Class Magistrate/Notary)**

I ..... (Name of the applicant) age ..... years resident of ..... (Postal address of the applicant) do hereby solemnly affirm and declare as under:-

1. I am a Citizen of India.
2. That I am a graduate in ..... (name of stream) from the ..... (Full name and address of institution). I have completed my degree on ..... (Year).  
Or
3. That I am a diploma holder in ..... (name of stream) from the ..... (Full name and address of institution). I have completed my diploma on ..... (Year).
4. That I am executing this affidavit for purpose of applying for enlistment as contractor with CPWD in class ....., category .....
5. My details are as follows:
  - (i) PAN number
  - (ii) Aadhaar card number
  - (iii) GST registration number
6. Income Certificate issued by State Government ..... is attached.
7. Form 16/16A and 26AS is not issued as I don't have taxable income.  
Or  
Self-attested photocopy of my Form 16/16A & 26AS are enclosed.
8. My annual salary in last financial year has not exceeded Rs. 4 lakh per year.
9. That I am not employed in any Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body.

(Signature of the applicant)

Deponent

VERIFICATION:

Verified at ..... on..... that the contents of above affidavit are true and correct to the best of my knowledge and nothing is concealed therein.

(Signature of the applicant)

Deponent

Attested/Sworn in my presence.

(Executive Magistrate/First Class Magistrate/Notary)

Note: Strike out whichever is not applicable.

**Annexure- IX**



भारत सरकार  
(पंजीकरण प्राधिकारी)  
के०लो०नि०वि०  
(पंजीकरण प्राधिकारी का पिनकोड सहित पता)  
दूरभाष-.....  
ईमेल-.....

Govt. of India  
(Enlistment authority), .....CPWD  
(Address of the Enlistment authority  
with pin code)  
Telephone.....  
Email .....



सं०:  
No.

दिनांक:  
Dated:

**अस्थायी सूचीबद्धता आदेश  
Provisional Enlistment Order**

निम्नलिखित आवेदक को उसके आवेदन के संदर्भ में ..... (पंजीकरण प्राधिकारी) ..... द्वारा अस्थाई रूप से ठेकेदारी के लिए सूचीबद्ध किया जाता है।

With reference to his/her application, ..... (Enlistment Authority) ..... is pleased to enlist provisionally the following applicant as contractor.

<b>Details of enlisted contractor</b>	
Photo of the Individual with printed name	1. Name of contractor ..... 2. Status of entity- Individual 3. Address .....
Signature	4. Category ..... 5. Class ..... 6. Tendering limit ..... 7. Enlistment valid upto .....
Aadhaar card number last four digit only	8. Email: ..... 9. Mobile: ..... 10. Landline number ..... 11. PAN No. .... 12. GST Registration number.....

### Terms and Conditions of Enlistment

- (1) यह अस्थायी सूचीबद्धता आदेश, आवेदक द्वारा प्रेषित दस्तावेजों के सत्यापन के अधीन है। यदि उत्तरोत्तर छानबीन के दौरान आवेदक द्वारा प्रेषित दस्तावेजों में कोई गलत सूचना पाई जाती है तो यह अस्थायी सूचीबद्धता रद्द कर दी जायेगी तथा आवेदक को दो वर्ष के लिये बहिष्कृत कर दिया जायेगा।  
This provisional enlistment order is subjected to verification of the documents submitted by the applicant. In case any misinformation is found in the documents submitted by applicant, during subsequent verification/scrutiny, the provisional enlistment shall be cancelled and the applicant shall be debarred for 2 years.
- (2) सूचीबद्ध ठेकेदार के.लो.नि.वि. के कार्यों के लिए इस आदेश में वर्णित अथवा समय-समय पर संशोधित नियमों अथवा नवीनतम सूचीबद्धता नियमों में वर्णित निविदा सीमा के लिए पूरे भारतवर्ष में निविदा डालने के पात्र होंगे।  
The firm shall be eligible to tender for CPWD Works in whole of the Indian Union upto the tendering limit as mentioned in this order or as amended from time to time or latest Enlistment Rules.
- (3) सूचीबद्ध ठेकेदार को केन्द्रीय लोक निर्माण विभाग सूचीबद्धता नियम 2022 में ठेकेदारों की सूचीबद्धता के नियमों एवं उसके बाद समय-समय पर संशोधित नियमों अथवा नवीनतम सूचीबद्धता नियमों का पालन करना होगा।  
The enlisted contractor shall abide by all the rules mentioned in Enlistment Rules – 2022 as amended from time to time or latest Enlistment Rules.
- (4) सूचीबद्ध ठेकेदार को निविदा आमंत्रण सूचना/संविदा/करार के निबंधनों एवं शर्तों का पालन करना होगा।  
The enlisted Contractor shall abide by the terms and conditions of the NIT/Contract/Agreement.

### टिप्पणी

- (i) उपरोक्त प्रावधानों के हिन्दी एवं अंग्रेजी रूपान्तरण में भिन्नता होने की स्थिति में अंग्रेजी भाषा के प्रावधान मान्य होंगे।
- (ii) आवेदक को पत्राचार व सूचीबद्धता आदेश को सी.ई.एम.एस. पोर्टल से डाउनलोड करना होगा। पत्राचार व सूचीबद्धता आदेश स्पीडपोस्ट द्वारा नहीं भेजा जाएगा।

### Note

- (i) In case of any discrepancy in Hindi and English version, English version shall prevail.
- (ii) Applicant shall download the communication letters and enlistment orders from the GEMS portal. Enlistment order and communication letter shall not be sent by speed post.

(Name and designation of the Member Secretary)

To

Name and address of the applicant

Copy to :

All the officers of CPWD & PWD (Delhi Govt.)/CCU, Ministry of E&F for information please.

**Annexure- X**



भारत सरकार  
(पंजीकरण प्राधिकारी)  
के०लो०नि०वि०  
(पंजीकरण प्राधिकारी का पिनकोड सहित पता)  
दूरभाष—.....  
ईमेल—.....

Govt. of India  
(Enlistment authority), .....CPWD  
(Address of the Enlistment authority  
with pin code)  
Telephone.....  
Email .....



सं०:  
No.

दिनांक:  
Dated:

**सूचीबद्धता आदेश  
Enlistment Order**

निम्नलिखित आवेदक को उसके आवेदन के संदर्भ में..... (पंजीकरण प्राधिकारी)..... द्वारा ठेकेदारी के लिए सूचीबद्ध किया जाता है।

With reference to his/her application, ..... (Enlistment Authority) ..... is pleased to enlist the following applicant as contractor.

**Details of enlisted contractor**

1. Name of contractor.....
2. Status of entity.....
3. Address .....
4. Category .....
5. Class .....
6. Tendering limit .....
7. Enlistment valid upto .....
8. Email .....
9. Mobile .....
10. Landline number .....
11. PAN No. ....
12. GST registration number.....

Photo of the Individual / partner / director/ sole proprietor with printed name	Photo of the Individual / partner / director/ sole proprietor with printed name.	Photo of the Individual / partner/ director/ sole proprietor with printed name.
Signature	Signature	Signature
Aadhaar card number*	Aadhaar card number*	Aadhaar card number*

\* last four digit only

### Terms and Conditions of Enlistment

- (1) सूचीबद्ध ठेकेदार के.लो.नि.वि. के कार्यों के लिए इस आदेश में वर्णित अथवा समय-समय पर संशोधित नियमों अथवा नवीनतम सूचीबद्धता नियमों में वर्णित निविदा सीमा के लिए पूरे भारतवर्ष में निविदा डालने के पात्र होंगे।  
The firm shall be eligible to tender for CPWD Works in whole of the Indian Union upto the tendering limit as mentioned in this order or as amended from time to time or latest Enlistment Rules.
- (2) सूचीबद्ध ठेकेदार को केन्द्रीय लोक निर्माण विभाग सूचीबद्धता नियम 2022 में ठेकेदारों की सूचीबद्धता के नियमों एवं उसके बाद समय-समय पर संशोधित नियमों अथवा नवीनतम सूचीबद्धता नियमों का पालन करना होगा।  
The enlisted contractor shall abide by all the rules mentioned in Enlistment Rules – 2022 as amended from time to time or latest Enlistment Rules.
- (3) सूचीबद्ध ठेकेदार को निविदा आमंत्रण सूचना/संविदा/करार के निबंधनों एवं शर्तों का पालन करना होगा।  
Contractor shall abide by the terms and conditions of the NIT/Contract/Agreement.
- (4) इस सूचीबद्ध ठेकेदार का पूर्व में श्रेणी ..... वर्ग..... में किया गया पंजीकरण इस आदेश के जारी होने की तिथि से रद्द माना जाये। (लागू नहीं है तो काट दें)  
The earlier enlistment order number..... of the contractor issued by ..... for class ..... category ..... shall stand cancelled w.e.f. the date of issue of this order. (Strike out if not applicable).
- (5) सभी ठेकेदारों को सलाह दी जाती है कि वे e-NIRMIT (सूचना प्रौद्योगिकी के साथ राष्ट्रव्यापी बुद्धिमता संसाधन प्रबंधन) के तहत विभिन्न CPWD वेब आधारित ऑनलाइन ERP क्रियाओं से अच्छी तरह परिचित/प्रशिक्षित हों। इस उद्देश्य के लिए ठेकेदार निदेशक-ईआरपी (परिचालन एवं प्रशिक्षण) से टेलीफोन नंबर # 011-23060743/011-23063239; ई-मेल: deldirep-ot@cpwd.gov.in पर संपर्क कर सकते हैं।

**All contractors are advised to get themselves well acquainted/ trained on various CPWD web based online ERP processes under e-NIRMIT (Nationwide Intelligent Resource Management with Information Technology). The contractors may contact Director-ERP (Ops &Trg.) Telephone Number # 011- 23060743/ 011-23063239; e-mail: deldirerp-ot@cpwd.gov.in for this purpose.**

**(Added vide OM no. 03 dated 06.01.2023)**

### टिप्पणी

- (i) उपरोक्त प्रावधानों के हिन्दी एवं अंग्रेजी रूपान्तरण में भिन्नता होने की स्थिति में अंग्रेजी भाषा के प्रावधान मान्य होंगे ।
- (ii) आवेदक को पत्राचार व सूचीबद्धता आदेश को सी.ई.एम.एस. पोर्टल से डाउनलोड करना होगा । पत्राचार व सूचीबद्धता आदेश स्पीडपोस्ट द्वारा नहीं भेजा जाएगा ।

### Note

- (i) In case of any discrepancy in Hindi and English version, English version shall prevail.
- (ii) Applicant shall download the communication letters and enlistment orders from the CEMS portal. Enlistment order and communication letter shall not be sent by speed post.

(Name and designation of the Member Secretary)

To

Name and address of the applicant

Copy to :

All the officers of CPWD & PWD (Delhi Govt.)/CCU, Ministry of E&F for information please..

**Annexure-XI**  
**Central Public Works Department**  
**Office Memorandum**  
**No. ....**

**ISSUED BY THE AUTHORITY OF (..Name of enlisting authority..), CPWD**

(...Office and place...)

Dated: .....

Subject:- Special performance report for enlistment of contractors in CPWD (through CPWD website).

Ref:- OM no. DG/ENLIST.RULES-2022/01 dated 12.09.2022

In compliance to the office memorandum referred above, a special performance report of applicants who have applied for enlistment in Class-I and above classes is required. Special Performance report are requested only from ADG (Pay Level 15) / SDG (Pay Level 16) rank officer of any Central/State Government Department or Executive Director/Senior Executive Director/ Director/ Member of board of Public Sector Undertaking or Central/State Government Institution or Autonomous body for consideration by advisory committee for enlistment of applicants. Designated officers are requested to specifically mention in their report whether enlistment is recommended or not.

The details of applicants who have applied for enlistment are given below in the table. It is requested to send special performance report in narrative or any format for completed and ongoing works regarding non-responsiveness of the following applicants during the defect liability period or execution of sub-standard work or failing to execute ongoing/completed works satisfactorily during the period of last two years from the date of submission of application.

Sl. No.	Name of applicant	Address	Class in which applied for	Date of application
1				
2				

Applicants who are recommended for non-enlistment in special performance report shall not be enlisted.

Report may be sent by scanned email at email id.....within 30 days of issue of this office memorandum. Designated officers are requested to write their name, designation, department, full detailed postal address, landline number, email ID and mobile number in the report.

In case, no report is received within 30 days of issue of this OM, it will be presumed that nothing adverse is on record.

(Name and designation of the Member Secretary)

Address:- .....

Telephone:- .....

Email:- .....

Mobile:- .....

Issued from file No.....

**(Added vide OM no. 02 dated 18.11.2022)**



सत्यमेव जयते

**Annexure-XII**

**Govt. of India**

**(Enlisting authority), ..... CPWD**

**(Address of the Enlisting authority with pin code)**

**Telephone .....**

**E mail .....**



**CPWD**

**No. ....**

**Dated: .....**

**To,**

**(The Head of the Organization)**

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**E mail -----**

**Subject:- Special performance report for enlistment of contractor(s) in CPWD (through email).**

**Ref:- OM No. DG/ENLIST.RULES-2022/01 dated 12.09.2022 (Copy enclosed).**

**Sir/Madam,**

**The details of applicants who have applied for enlistment are given below in the table. The applicant(s) has/have submitted a performance certificate (copy enclosed) issued by your department/company.**

**In compliance to the office memorandum referred above, a special performance report of applicants who have applied for enlistment in Class-I and above classes is required. Special Performance report is requested only from ADG (Pay Level 15) / SDG (Pay Level 16) rank officer of any Central/State Government Department or Executive Director/Senior Executive Director/Director/ Member of board of Public Sector Undertaking or Central/State Government Institution or Autonomous body for consideration by the advisory committee for considering enlistment of these applicants in CPWD as enlisted contractors. Designated officers are requested to specifically mention in their report whether enlistment is recommended or not.**

**Hence, it is requested to send special performance report in narrative or any format for completed and ongoing works regarding non-responsiveness of the applicant during the defect liability period or execution of sub-standard work or failing to execute ongoing/completed works satisfactorily during the period of last two years from the date of submission of application, if any.**

**Details of applicants, who have applied for enlistment in CPWD:**

Sl. No.	Name of applicant	Address	Class in which applied for	Date of application

**Applicants who are recommended for non-enlistment in special performance report shall not be enlisted.**

**Report may be sent by scanned email at email id .....within 30 days of issue of this letter please. Officers are requested to write their name, designation, department, full detailed postal address, landline number, email ID and mobile number in the report.**

**In case, no report is received within 30 days of issue of this letter, it will be presumed that nothing adverse is on record.**

**Encl:-As Above**

**(Name and designation of the Member Secretary)**

**(Mobile: .....)**

**(Added vide OM no. 02 dated 18.11.2022)**

## GUIDELINES FOR DEPARTMENTAL OFFICERS

### 1.0 General

The enlistment of contractors in various classes and categories shall be regulated as per Enlistment Rules, 2022 unless otherwise stated in these Rules.

### 2.0 Buildings & Roads category, Horticulture category, and re-validation

In Enlistment Rules 2021, new category has been introduced viz. Buildings & Roads category. All the contractors enlisted in any class of Building and Infrastructure category are automatically changed to Buildings & Roads category. There is no need to re-issue enlistment order for new category. The validity of Buildings & Roads category contractors shall be as per their original validity.

In Enlistment Rules 2020, Composite category had been renamed as Building category, Road Work category had been renamed as Infrastructure category, Furniture category had been merged with Building category and Nursery category had been merged with Horticulture category. There is no need to re-issue enlistment order for such re-named and merged categories until their original validity.

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

### 3.0 Inspection of works

#### 3.1 Inspection teams

The eligible completed works of the applicant shall be inspected by a team consisting of CPWD officers who have jurisdiction over the area where the site of work is located. They shall inspect the works and furnish the report on quality of work and performance of the contractor within 21 days of the request received from the enlisting authority. The composition of inspection team is given below.

- (a) For works with contract amount above Rs 10 crores
  - (i) Chief Engineer of the Zone or SE of the Circle.
  - (ii) One Executive Engineer/ Deputy Director(Horticulture){For horticulture works} as nominated by the CE/SE.
- (b) For works with contract amount upto Rs 10 crores
  - (i) Executive Engineer/DDH {For horticulture works} of the division
  - (ii) One Assistant Engineer/ADH {For horticulture works} as nominated by the EE/DDH.

Note:- Above provision shall also be applicable for unsettled cases of previous enlistment rules.

#### 3.2 Inspection Reports (Added vide OM no. 03 dated 06.01.2023)

- (a) **The inspecting officer shall fix the date of inspection through CEMS portal within 3 days of assignments.** The inspection team shall inspect the site and fill up the inspection report through **CEMS** portal. The report **shall** be filled online by inspecting authority **and his designated officer.**

- (b) Inspecting officers will also ascertain from the copy of agreement, architectural/ structural drawings and other documents like Form 26AS (Annual Tax Statement for applicant's PAN) that the work being inspected has actually been done by the applicant. **EOT case must be carefully seen and relevant detail shall be filled in the inspection report in the portal.**
- (c) It will be obligatory on the part of inspecting officer to send the inspection report to enlisting authority immediately, but not later than 21 days of the request received from Member Secretary. In case, the applicant fails to present the solicited documents to the inspection team within 15 days of request from Member Secretary, the inspection team shall state so in their report. After 21 days it will be deemed that the work is inspected and evaluation shall be done on full marks basis. The inspecting officers shall be liable for disciplinary action for delay.
- (d) Inspection reports are to be submitted through portal only.

#### 4.0 Advisory Committee

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

**Table 9: Advisory committee composition (Added vide OM no. 01 dated 12.09.2022 & 03 dated 06.01.2023)**

Class	Categories	Chairman	Members
I(Super), I(AAA), I(AA) and I(A)	Buildings & Roads	ADG(Tech)	CE(CSQ)Civil, CE(CSQ) Electrical, Director (Finance), SE(C&M) - Member Secretary
I, II, III, IV and V	(a) Buildings & Roads (b) Horticulture	CE as decided by Enlisting authority	Minimum of two members and one member secretary. Members should not be below the rank of SE/SA. Members and member secretary shall be appointed by the enlisting authority.

**Note: SDG/ADG may constitute the advisory committee(s) based on table 9 guidelines.**

#### 5.0 Scrutiny of cases

##### 5.0.1 Initial Scrutiny

As soon as an application is received from the contractor for enlistment, it should be scrutinized and if some document/information is missing, the applicant shall be intimated of the deficiencies within 15 days. In the event of no response or incomplete response within 15 days of the issue of the letter by the **Member Secretary of the Advisory Committee** seeking any clarification and/or document, the application will be rejected. If all the documents are complete, an acknowledgment shall be issued to the contractor

within 15 days of receipt of complete application. Application received without the prescribed enlistment fee shall be processed for rejection within 15 days of receipt of application.

**5.0.2 Special performance report applicable for enlistment in Class-I and above classes. The member secretary shall seek detailed information with minimum notice period of 30 days for enlistment applications which pass the initial scrutiny as per para 5.0.1 above, through CPWD website (as per format given in Annexure-XI). In case applicant has submitted completed works of other department then member secretary also seek report from designated officer as per rule 6.8.2 regarding non-responsiveness of applicant during the defect liability period or execution of sub-standard work or failing to execute ongoing/completed works satisfactorily during the period of last two years from the date of submission of application (as per format given in Annexure-XII) . Designated officers as mentioned in Rule 6.8.2 may send the report in narrative and any format for completed and ongoing works. Special performance report received from designate officers shall be considered for enlistment of the applicant. Designated officers shall mention in their reports whether enlistment is recommended or not.**

The enlistment process shall be completed within 4 months of the receipt of complete documents. **(Added vide OM no. 01 dated 12.09.2022 & 02 dated 18.11.2022)**

**5.0.3** All the deficiencies in the application should be intimated to applicant online within 15 days of receipt of application. The concerned Executive Engineer and Assistant Engineer shall be responsible for ensuring that all the deficiencies in applications are intimated to the applicants within 15 days of receipt of online application.

**5.0.4** The concerned Member Secretary of Advisory Committee constituted to assist Enlisting Authority shall monitor all applications on monthly basis for ensuring compliance of above instructions.

**5.1** Individuals seeking enlistment under rule 6.1.6 & 6.1.8 shall be issued provisional enlistment order for 6 months within **15 days** of receipt of online application based on affidavit submitted by the applicant in Annexure-VIII and other self-attested documents viz. PAN card, Aadhaar card, GST registration, degree/ diploma, Income certificate issued from State Govt., form 26AS and form 16/ 16A, as applicable. **(Added vide OM no. 03 dated 06.01.2023)**

**5.2** Individuals seeking enlistment under rule 6.1.7 & 6.1.9 shall be issued provisional enlistment order for 6 months within **15 days** of receipt of application based on self-attested documents viz. PAN card, Aadhaar Card, GST Registration, Banker certificate, from their cadre controlling authority, PPO-Pension Pay Order & retirement order. **(Added vide OM no. 03 dated 06.01.2023)**

**5.3** Provisional enlistment order shall be issued for applicant applying under the rules 6.1.6, 6.1.7, 6.1.8 & 6.1.9 only when all the documents are complete and found in order during initial scrutiny by the member secretary office. Decision to be taken on the basis of documents at the time of

application. Verification of documents shall be done within 3 months from receipt of application. If verification of documents proves in the negative, provisional enlistment shall be cancelled and debarment shall be done for two years after due notice to the applicant. In case of forgery, criminal case may be initiated against the applicant by the member secretary after approval of enlistment authority. If all the documents are found in order, then enlistment order shall be issued for total 5 years from initial date of issue of provisional enlistment order. All the formalities of verification of documents including advisory committee meeting, issue of enlistment order shall be completed within 6 months of receipt of application.

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

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

#### **7.0 Register of enlisted contractors**

Physical register of enlisted contractors shall be maintained by Member Secretary showing the enlistment of various contractors in different classes and categories. Whenever contractors are, temporarily suspended, or removed from the list of approved contractors, a remark shall be made in the register against the contractors concerned by the Member Secretary. Member Secretary must ensure to upload enlistment orders/suspension orders of contractors in CEMS portal. There is a List of Contractors in the CPWD website which is updated automatically.

#### **8.0 Re-issue of enlistment order**

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

#### **9.0 Enlistment/rejection orders**

The enlistment/rejection of application shall be uploaded on the portal by Member Secretary. Enlistment/debarment order must also be uploaded in the list of contractors in CPWD website by Member Secretary. Hard copy must not be sent to the contractor by speed-post. Hard copies of orders shall not be sent to higher offices.





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**Ministry of Housing & Urban Affairs**  
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