



# CENTRAL PUBLIC WORKS DEPARTMENT

## OFFICE MEMORANDUM

No. DGW/CON/153

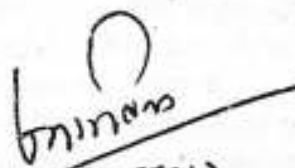
ISSUED BY AUTHORITY OF DIRECTOR GENERAL OF WORKS

NIRMAN BHAWAN, NEW DELHI

26<sup>th</sup> March, 2001

### RULES FOR ENLISTMENT OF CONTRACTORS IN CPWD, 2001

A copy of Rules of Enlistment of Contractors in CPWD, 2001 is enclosed with this OM. The new rules shall be applicable from 1.4.2001. These rules shall supercede Rules of enlistment of Contractors in CPWD, 1999 issued vide OM No. DGW/MAN/28 dt. 14.6.1999 and all rules regarding enlistment/ revalidation of contractors in CPWD existing before coming into force of these rules.

  
(S.K. MITTAL)  
Superintending Engineer(C&M)

(Issued from file No 18/4/98/SE/CM)

Copy forwarded As per mailing list attached.

# **Rules For Enlistment of Contractors in CPWD, 2001**

**Directorate General of Works  
Central Public Works Department  
Nirman Bhawan, New Delhi**

## **RULES OF ENLISTMENT OF CONTRACTORS IN CPWD 2001**

- 1.0 **Title** These rules shall be called the "Rules of Enlistment of Contractors in CPWD, 2001" and shall come into force with effect from the 1st day of April, 2001.
- 2.0 **Short Title** Hereinafter these rules shall be referred to as "Enlistment Rules 2001" for the sake of brevity.
- 3.0 **Repeal and Saving** All rules regarding enlistment/revalidation of contractors in CPWD existing before coming into force of Enlistment Rules 2001 are repealed. 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 such enlistment, including revalidation/extension granted before coming into effect of the Enlistment Rules 2001, expires. However, in regard to all other matters and further revalidation of their enlistment / revalidation, they shall be governed by the Enlistment Rules 2001. Applications received for enlistment / revalidation upto 30<sup>th</sup> March, 2001, shall be processed on the basis of existing rules.
- 4.0 **Applicability** Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company is entitled to get enlistment as a contractor in CPWD under these Rules provided the eligibility criteria and other conditions are satisfied. The enlisted contractors have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.
- 4.1 No individual, or a firm having such individual as one of the partners, who is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/ suspended by any government department in the past; or convicted by a court of law shall be entitled for enlistment.
- 4.2 No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Government of India is allowed to work in the CPWD either as contractor or as employee of a contractor for a period of two years after his retirement from Government service

application to the contractor. The decision of the enlistment authority shall be final and binding on the contractor.

**6.6** Notwithstanding above procedure, if the applicant contractor for Class-V(Civil), Class-IV(Elect) and Class-IV(Furniture) does not have the required experience, he shall be enlisted provisionally for one year during which he shall have to secure work of required magnitude to become eligible for regularisation of the enlistment. On satisfactory completion of the work his enlistment may be regularised for five years from the date of initial provisional enlistment depending upon his performance on the work. In case the contractor is not able to secure any work in CPWD during the year, his enlistment shall be cancelled and he shall be debarred from applying afresh for enlistment for three years.

## **7. Period of enlistment**

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

**8.0 Categories & Classes** The enlistment shall be done in the categories and classes mentioned in Table-1.

**9.0 Jurisdiction and Tendering Limits** The jurisdiction in which contractors enlisted in various categories and classes shall be permitted to tender and the tendering limit upto which they shall be eligible to tender shall be as given in Table-1. Northern Region shall include Delhi Region also. The contractor shall be governed by the provisions existing at a particular point of time irrespective of when he was enlisted.

**10.0 Authorities for Enlistment** Enlistment in different categories and classes shall be done by different authorities. These are identified in Table in Table-1.

**11.0 Eligibility Criteria** The contractors shall have to satisfy the minimum eligibility criteria specified in Table-1, before they can be considered for enlistment.

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

11.2 The financial soundness shall be judged on the basis of the solvency certificate or the working capital certificate, as the case may be, issued by the Bankers of the contractor on the format prescribed in Annexure-V. Such certificate shall be issued by a scheduled bank and shall be submitted, in original, in a bank sealed cover, addressed to the enlistment authority.

11.3 The criteria for the experience and financial soundness existing on the date of receipt of application by the enlistment authority shall be the governing criteria for that applicant. Table-1 indicates the criteria as at present.

**12.0 Enlistment Fee** The contractor shall have to pay a non-refundable enlistment fee by crossed Demand Draft drawn in favour of the authority authorised by enlisting authority. For various categories and classes of enlistment, the fee is prescribed in Table-1. This fee is to be submitted along-with application form to the enlisting authority.

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

**14.0 Electrical Licence** The contractors of Electrical category shall have to produce valid electrical licence from the competent authority in the name of the contractor. They shall keep valid licence throughout the period of enlistment by getting it renewed at suitable intervals and submit an attested copy of the same to the enlistment authority after each renewal. For applying for tenders for a work in any state they shall have to possess electrical licence valid for that state.



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

**15.1** If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his(their) individual/joint capacity shall have to apply for the enlistment afresh on the basis of work experience gained as a separate entity.

**15.2** If new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 4.0.

**15.3** If the number of original partners of a firm reduces to less than half due to any reason including death of partner(s), the enlistment of the firm shall be withdrawn.

**16.0 Change in Address** (a) While applying for enlistment, the contractor should mention address of his Registered office as well as Head Office, if different. All documents i.e. ITCC, Solvency Certificate, Electrical license etc. should bear one of the above addresses, otherwise the same shall not be accepted.

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

**17.0 Near Relatives Working in CPWD** Contractors whose near relatives are Divisional Accountant or Engineering Officers between the grades of Superintending Engineer and Junior Engineer (both inclusive) in the Central Public Works Department will not be allowed to tender for works if the circle responsible for award and execution of contract is the one where the near relative is working. For this purpose a near relative

shall mean wife, husband, parents, grand parents, children, grand children, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.

**18.0 Review of Approved List of Contractors** The contractor shall be required to secure works of appropriate magnitude in CPWD during the revalidation/enlistment period. Contractors shall be liable to be weeded out for non-observance of enlistment rules. For this purpose the enlistment authority shall have the power to periodically review the approved list of contractors.

**19.0 Revalidation of Enlistment** The validity of initial enlistment of the contractor shall be as given in para 7.0. It shall, however, be revalidated on merits if desired by the contractor. Only the contractor who has secured at least one work of appropriate magnitude in CPWD, PWD(NCTD) or CCU of Ministry of Environment & Forest during the period of enlistment or last revalidation period of enlistment as the case may be, shall be considered for revalidation.

A work completed/secured as an associate contractor of the main contractor, to whom a composite contract was/has been awarded, shall also qualify for consideration of revalidation.

#### **19.1 Application for Revalidation**

**19.1.1** The contractor shall apply for revalidation of his enlistment in the prescribed form (Annexure-VIII) along-with all documents as per Annexure-IX, so as to reach the enlistment authority at least 6 months before the date of expiry of his enlistment. In cases, where enlistment/revalidation is expiring between First January and 30<sup>th</sup> June, applications received after 31<sup>st</sup> December (of the previous year) but before expiry of enlistment, can be accepted with late fee only. Similarly, in cases, where enlistment/revalidation is expiring between First July and 31<sup>st</sup> December, applications received after 30<sup>th</sup> June but before expiry of enlistment, can be accepted with late fee only.

**19.1.2** In cases where the application is received after date of expiry of enlistment/revalidation, but within three months of expiry, the application can be accepted with double the late fee. Applications received, thereafter, shall not be accepted and contractor should apply for fresh enlistment, as per rules.

19.1.3 Late fee shall be Rs.10000/- for class I and Rs. 5000/- for other classes. This is payable in the form of Demand Draft in favour of the authority, as authorised by enlisting authority.

19.1.4 On receipt of application for revalidation, complete in all respect and with all necessary documents, provisional extension upto 30<sup>th</sup> June or 31<sup>st</sup> December may be issued depending upon whether the enlistment is expiring in the first half year or second half year respectively.

## **20.0 Performance Reports**

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

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

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

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

**21.0 Revalidation Procedure** The revalidation shall be done on the basis of review of the performance of the contractor pertaining to the period of enlistment/revalidation,. Cases shall be categorised and action taken as below:

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



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

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

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

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

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

**22.0 Contractor's Obligations** The Contractor should fulfil all his obligations under these rules in time and manner as specified, failing which he shall be liable for the action as mentioned therein. Some of the obligations are summarised below:

- a) Prior approval shall be obtained from the enlisting authority before changing the constitution of the firm/company.
- b) Intimation of change of address should be given in advance or within one month.
- c) He should obtain valid electrical license for the state in which he wants to tender.
- d) He should secure at least one work of specified magnitude during the period of

enlistment/revalidation.

- e) He shall abide by these rules.
- f) He should not indulge in unethical practices.
- g) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.

### **23.0 Disciplinary Actions**

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

#### **23.1 Demotion to a lower class**

The contractor shall be liable to demotion to a lower class, by the enlisting authority, if he:

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

#### **23.2 Suspension of business**

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

**23.3 Removal from the approved list** The name of the contractor may be removed from the approved list of contractors, by the enlisting authority, if he:

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

**24.0 Revision of the Rules :-** DG(W) CPWD may modify, add, delete and/or change any of the above rules and same shall be binding on all enlisted contractors.

TABLE-I

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past Experience of completed works in last 5 years	Financial Soundness	Engineering Establishment	T&P / Machinery	Enlistment Fee
Civil	I	All over India DG(W)	Rs.5 Crores	Three works of Rs.60 lakhs each. At least two works should be building works. For 'Roads only', at least two works should be road works.	Solvency certificate of Rs.2 Crores	Two graduate engineers(C) with minimum experience of 3 years each. One diploma holders(C) with minimum 5 years' experience.	Steel centring & Shuttering 3000 sqm. Builder's hoist 2 nos. Concrete mixers of full bag capacity 5 nos. Vibrators 10 nos. For Roads only Hot mix plant of at least 30 Tonnes per hour capacity 1 no. Paver finishers 2 nos. Road rollers 5 nos. Trucks/Tipper 5 nos.	Rs.10,000
	II*	Region of CPWD ADG of Region. (For Delhi ADG(NR))	Rs 1 Crore	Three works of Rs.25 lakhs each. At least two works should be building works. For 'Roads only', at least two works should be road works.	Solvency certificate of Rs.60 lakhs.	One graduate engineer(C) with minimum experience of 3 years each. One diploma holders (C) with 3 years experience.	Steel centring shuttering 2000 sqm Concrete mixers of full bag capacity 3 nos. Vibrators 6 nos. For 'Roads only' Hot mix plant of at least 30 tonnes per hour capacity 1 no. Paver finisher 1 no. Road rollers 3 nos. Trucks/Tipper 3 nos.	Rs.5,000
	III	Zone of CPWD Chief Engineer. (For Delhi CE(NDZ)III)	Rs.40 lakhs	Three works of Rs.10 lakhs each. At least one work should be building work.	Solvency certificate of Rs.25 lakhs.	One graduate engineer(C) with minimum experience of 3 years.	Steel centring shuttering 1000 sqm Concrete mixers of full bag capacity 2 nos. Vibrators 3 nos.	Rs.5,000
	IV	Zone of CPWD Chief Engineer. (For Delhi CE(NDZ)III)	Rs.15 lakhs	Three works of Rs.3 lakhs each.	Solvency certificate of Rs.10 lakhs.	One diploma holder (C) with minimum experience of 3 years		Rs.1,000

V	Circle of CPWD Superintending Engineer, For Delhi SE(DCC)	Rs.5 lakhs	Two works of Rs.50,000 each or one work of Rs.1 lakh. See also Rule 6.0	Certificate for working capital of Rs.50,000 for at least last six months.	-	-	Rs.1,000
I	All over India DG(M)	Rs.5 Crores	Three works of Rs.10 lakhs each. At least one work should be of internal electrification of buildings.	Solvency certificate of Rs.50 lakhs	One graduate engineer(E/M) with minimum experience of 5 years. Two diploma holders (E/M) with minimum experience of 5 years	Steel/ Aluminium ladder 1.5 m to 8 m; Chase cutting machines, Torque wrench for nut/bolts/screws; Primary & secondary injection equipment, dielectric strength testing equipment, magnetic dial indicator for alignment; Conduit die set; Pipe vice; Bench vice; LT Meggar 500 volts & HT Meggar 5000 volts; Tong Tester, Multimeter; Hydraulically operated & hand operated crimping machines, Earth tester, Portable drilling machine; Overhead conduit puller, Test Bench for light fittings & MCB DB.	Rs.10,000
II	Region of CPWD ADG of Region, (For Delhi ADG(NR))	Rs.20 lakhs	Three works of Rs.5 lakhs each. At least one work should be of internal electrification of buildings.	Solvency certificate of Rs.8 lakhs.	Two diploma holders (E/M) with minimum experience of 5 years	Steel/ Aluminium ladder 1.5 m to 8m; Conduit die set; Pipe vice; Bench vice; LT Meggar 500 volts & HT Meggar 5000 volts; Tong Tester, Multimeter, Hydraulically operated & hand operated crimping machines, Earth tester, Portable drilling machine; Overhead conduit puller, Test Bench for light fittings & MCB DB.	Rs.5,000
III	Elect Zone of CPWD Chief Engineer(E).	Rs.7.5 lakhs.	Three works of Rs.2 lakh each. At least one works should be of internal electrification of buildings.	Solvency certificate of Rs.4 lakhs.	-	Conduit die set; Pipe vice; Bench vice; LT Meggar 500 volts & HT Meggar 5000 volts; Tong Tester, Multimeter, Hydraulically	Rs.5,000



		[For Delhi : CE(E)]				operated & hand operated crimping machines, Earth tester, Portable drilling machine, Overhead conduit puller, Test Bench for light fittings & MCB DB.	
	IV	Elect. Circle of CPWD Superintending Engineer(Elect). [For Delhi : SE(DCEC)]	Rs. 3 lakh	Two works of Rs. 30,000 each or one work of Rs.30,000. See also Rule 6.0	Certificate for working capital of Rs.25,000 for at least last six months.	-	Rs.1,000
Furniture	I	All over India DG(M)	Rs.5 Crores	Three works of Rs.5 lakhs each.	Solvency certificate of Rs.25 lakhs.	Designers capable of producing well thought out schemes for furnishing large buildings.	Rs.10,000
	II	Region of CPWD ADG of Region. [For Delhi : ADG(NRI)]	Rs.10 lakhs.	Three works of Rs.3 lakhs each.	Solvency certificate of Rs.8 lakhs.	-	Rs.5,000
	III	Zone of CPWD Chief Engineer. [For Delhi : CE(NDZ)]	Rs.5 lakhs.	Three works of Rs.1 lakh each.	Solvency certificate of Rs.4 lakhs	-	Rs.5,000
	IV	Circle of CPWD Superintending Engineer. [For Delhi : SE(DCC)]	Rs.1.5 lakh.	Two works of Rs.15,000 each or one work of Rs.30,000. See also Rule 6.0	Certificate for working capital of Rs.25,000 for at least last six months.	-	Rs.1,000
HVAC	I	All over India DG(M)	Rs.5 Crores	Three works of Rs.75 lakhs each. At least two works should be of designing, installing, testing & commissioning of Central AC plant of capacity 100 TR or more in each case.	Solvency certificate of Rs.1 Crore	Two graduate engineers(Mech) with minimum experience of 5 years each out of which at least one should have experience of 10 years. Three diploma	Rs.10,000

					holders (Mech) with minimum 10 years' experience each.		
	II	Region of CPWD ADG of Region. (For Delhi: ADG(NR))	Rs.75 lakhs.	Three works of Rs.30 lakhs each. At least two works should be of Central AC plant of capacity 40 TR or more in each case.	Solvency certificate of Rs.50 lakhs.	One graduate engineer (Mech) with minimum experience of 5 years. Two diploma holders (Mech) with minimum 5 years' experience each.	Rs.5,000
	III	Elect. Zone of CPWD Chief Engineer (Elect). (For Delhi : CE(E)II)	Rs.30 lakhs.	Three works of Rs.10 lakhs each pertaining to Central AC plants.	Solvency certificate of Rs.15 lakhs.	Two diploma holders (Mech) with minimum experience of 5 years	Rs.5,000
	IV	Elect. Zone of CPWD Chief Engineer (Elect). (For Delhi : CE(E)II)	Rs.7.5 lakhs.	Two works of original/operation/maintenance nature of Rs.2.5 lakhs each.	Solvency certificate of Rs.5 lakhs.		Rs.1,000
Horticulture	I	All over India DG(M)	Rs.5 Crores	Three works of Horticultural activity each costing Rs.5 lakhs or more.	Certificate for working capital of Rs.1 lakh for at least last six months	One B.Sc(Agriculture) graduate employee.	Rs.5,000 Matador/open carrier, Tractor-cum-trailer, Power & manual Lawn-movers, Wheel barrows, Rubber hose pipes, Power sprayers, Hand-carts and all implements for day to day working and carriage. No T&P shall be issued by the deptt.
	II	All over India DG(M)	Rs.15 lakhs	Three works of Horticultural activity each costing Rs.3 lakhs or more.	Certificate for working capital of Rs.50,000 for at least last six months	—	Rs.2,000 All implements for day to day working and carriage. No T&P shall be issued by the deptt.
	III	All over India	Rs.5 lakhs	Three works of Horticultural activity each costing Rs.1 lakh or more.	Certificate for working capital of Rs.20,000	—	Rs.1,000 All implements for day to day working and carriage. No T&P shall be issued by

	DG(M)			for at least last three months		the dept.	Rs.5,000
Nurse ry	Death DG(M)	Rs.5 Crores	Should be in business for at least last three years	Minimum average annual turn over of Rs.5 laks during last three years and minimum turn over of Rs.3 laks in each of these years. At least one acre of land under plantation of nursery.	—	All implements for day to day working. No T&P shall be issued by the dept.	

\* Contractors desirous of executing only road works in these classes shall be enlisted in 'Civil Class-I (Roads only)' and 'Civil Class-II (Roads only)' category. All rules applicable to Civil category shall also apply to Civil (Roads only) category except the eligibility criteria for works experience & T&P/Machinery. Such contractors shall be eligible to tender only for road works. However, contractors enlisted in Civil category shall be eligible to tender for Building works as well as road works.

**ANNEXURE-I**

**CENTRAL PUBLIC WORKS DEPARTMENT  
APPLICATION FOR ENLISTMENT AS CONTRACTOR**

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

**CLASS**  **CATEGORY**

1. Name of applicant Shri/M/s.....

2. Nationality Indian ☐ Other ☐

3. Address

Regd Office.....

Head Office.....

4. Telephone Number - Fax No. -

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

6. If partnership firm, names of the partners/ 1.....  
If Company, name of directors 2.....  
3.....  
4.....  
5.....  
6.....

7. Is the individual/sole proprietor/any partner/directors of company :

- (a) Dismissed Government Servant Yes ☐ No ☐
- (b) Removed from approved list of contractors Yes ☐ No ☐
- (c) Demoted to a lower class of contractors Yes ☐ No ☐
- (d) Having business banned/suspended by any government in the past Yes ☐ No ☐
- (e) Convicted by a court of law Yes ☐ No ☐

(f) Retired engineer/official from engineering Department of Govt. of India within last two years

Yes ☐ No ☐

(g) Director or partner of any other company/firm enlisted with CPWD or any other department

Yes ☐ No ☐

(h) Member of Parliament or any State Legislative Assembly

Yes ☐ No ☐

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

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

(b) Nationality

Indian ☐ Other ☐

(c) Liabilities

9. Name of Bankers with full address .....

10. Place of business .....

11. Full time technical staff in applicant's employ :

[(a) to (c) for Civil, Electrical & HVAC, (d) for Furniture & (e) for Horticulture]

(a) Graduate engineers with minimum 5 years' experience

Nos.

(b) Graduate engineers with minimum 3 years' experience [excluding (a) above]

(c) Diploma engineers with minimum 3 years' experience

(d) Furniture/Furnishing Designers

(e) Graduates in Agricultural Science

12. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class & category applied for [Attach details on separate sheet]

Yes ☐ No ☐

13. Does the applicant possess valid Electrical Licence [For Electrical]

Yes ☐ No ☐

14. (a) Whether already enlisted with CPWD or any other department

Yes ☐ No ☐

(b) If yes, give details :

(i) Name of department

.....

(ii) Class & category

.....

(iii) Enlistment authority & address

.....

(iv) Enlistment No. & date

.....

(v) Date of validity

(vi) Tendering limit

.....

15. Is any person working with the applicant is a near relative of the officer/official of CPWD [See Rule 18 of the Enlistment Rules] If yes, give details

Yes ☐ No ☐



**16. Enlistment fee enclosed :**

Draft No.	Date	Amount	Issuing Bank & Branch	Branch drawn upon	Executive Engineer in whose favour drawn

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

**18. Certificates from clients in original as per proforma given in Annexure-IV for all eligible works.**

**19. Certificates :**

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

(Strike out whichever is not applicable)

**Signature(s) of applicant(s) :**

**Name**

**Signature**

**Address**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Date :**

**No. of Documents attached**

## Documents attached for enlistment

S.No.	Document	Yes	No
1.	<b>Proof of constitution(Sl.no..5) :</b> a) In case of sole proprietorship/HUF : an affidavit executed before a 1 <sup>st</sup> Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF.  b) In case of partnership firm: (Submit attested copies) i) Partnership deed attested by Notary Public ii) Form "A" or equivalent form issued by Registrar of Firms iii) Form "B" or equivalent form issued by Registrar of Firms iv) Form "C" or equivalent form issued by Registrar of Firms  c) In case of Private/Public Ltd Co. Article of Association duly attested by Notary Public.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Power of attorney, if any (Sl.no..8), attested by Notary Public	<input type="checkbox"/>	<input type="checkbox"/>
3.	Solvency certificate from scheduled bank in the proforma given in Annexure-VI. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority (Sl.no..9)	<input type="checkbox"/>	<input type="checkbox"/>
4.	<b>Technical Staff : (Sl.no..11)</b> (i) List of full time technical staff/Designers with qualification and experience of each (ii) Attested copies of the degrees/diplomas of the technical staff/Designers. (iii) Declaration from the technical staff/Designers that they are employed with the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
5.	List of M/C, T&P i/c steel centering & shuttering, possessed by the applicant. Full details and location of workshop including details of Machines & Equipment provided and proof of sufficient stock of materials as required for Furniture category. (Sl.no..12)	<input type="checkbox"/>	<input type="checkbox"/>
6.	Attested copy of valid Electrical License (Sl.no..13)	<input type="checkbox"/>	<input type="checkbox"/>
7.	Attested copy of Enlistment order (Sl.no..14)	<input type="checkbox"/>	<input type="checkbox"/>
8.	List of all near relatives working in CPWD, including their addresses (Sl.no..15) See also Rule 18.0 of Enlistment Rule.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Demand Draft for Enlistment Fee (Sl.no..16)	<input type="checkbox"/>	<input type="checkbox"/>
10.	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in annexure-IV	<input type="checkbox"/>	<input type="checkbox"/>
11.	Attested copies of award letters for works included in annexure-II	<input type="checkbox"/>	<input type="checkbox"/>
12.	Valid & attested copy of Income Tax Clearance Certificate	<input type="checkbox"/>	<input type="checkbox"/>

# ANNEXURE III

Works completed and in progress during the last five years (including all works awarded)  
[Add additional sheets, if necessary]

S.No.	Name of work & Agreement No.	Date of start	
		Stipulated	Date of completion
		Actual	
	Reasons for delay & compensation levied, if any		
	Tendered cost		
	Gross cost of completion		
	Net amount received		
	Name, designation & complete address of the authority for whom the work was done		

**ANNEXURE-IV****CLIENT'S CERTIFICATE REG PERFORMANCE OF CONTRACTOR**

**Name & address of the  
Client** \_\_\_\_\_

**Details of Works executed by  
Shr/M/s** \_\_\_\_\_

1. Name of work with brief particulars	
2. Agreement No. and date	
3. Date of commencement of work	
4. Stipulated date of completion	
5. Actual date of completion	
6. Details of compensation levied for delay, if any	
7. Tendered amount	
8. Gross Amount of the work completed	
9. Name and address of the authority under whom works executed.	
10. Whether the contractor employed qualified Engineer/Overseer during execution of work ?	
11. I) Quality of work (indicate grading)	Out Standing/V.Good/Good/Poor

ii) Amount of work paid on reduced rate basis, if any.	
12. i) Did the contractor go for arbitration ?  ii) If yes, total amount of claim  iii) Total amount awarded	
13. Comments on the Capabilities of the contractor.  a. Technical Proficiency  b. Financial Soundness  c. Mobilisation of adequate T&P  d. Mobilisation of manpower  e. General behaviour	Out Standing/V.Good/Good/Poor  Out Standing/V.Good/Good/Poor  Out Standing/V.Good/Good/Poor  Out Standing/V.Good/Good/Poor  Out Standing/V.Good/Good/Poor

Note: All columns should be filled in properly.

"Countersigned"

Officer of the rank of  
Superintending Engineer  
or equivalent.

Signature of the  
Reporting Officer with  
Official seal



**ANNEXURE-V**

**FORM OF SOLVENCY CERTIFICATE FROM A SCHEDULED BANK**

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

(Signature)  
for the Bank

NOTE:- In case of partnership firm, certificate to include names of all partners as  
recorded with the Bank.

**FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK**  
(for Class V(B&R), Class IV(Elect), Class IV(Firm), Hort.(All classes))

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

Signature  
For the bank

**ANNEXURE - VI**

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

\*\*\*\*\*

**A. DOCUMENTS TO BE SUBMITTED**

1. Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
2. Attested copy/copies of valid ITCC(s) in respect of each proposed partner.
3. An undertaking sworn in before a 1st class Magistrate by all the partners to the effect that the new firm will take over all assets and liabilities.
4. Dissolution deed/consent of retiring partners/death certificate in case of death of a partner.

**B. FURNISH THE FOLLOWING DETAILS IN RESPECT OF EACH PARTNER  
WITH WHOM CONTRACTOR'S FIRM WANT TO ENTER INTO  
PARTNERSHIP.**

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

Signature of Contractor

**ANNEXURE-VII**

**Contractor's Performance Report for Works  
Completed or Under Execution, For Revalidation of Enlistment**

**Part I (To be filled in by the contractor)**

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

Signature of the contractor

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

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

Certified that details given by the contractor in Part – I have been verified and found to be correct / have been corrected wherever necessary.

Signature of Executive Engineer

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

(a) Grading by EE

Signature of EE with full designation

(b) Grading by SE

Signature of SE with full designation

**CENTRAL PUBLIC WORKS DEPARTMENT  
APPLICATION FOR REVALIDATION OF ENLISTMENT**

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

CLASS CATEGORY 

1. Name of applicant

Shri/M/s.....

2. Nationality

Indian ☐ Other ☐

3. Address

Regd Office.....

Head Office.....

4. Telephone Number - Fax No. -

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

6. If partnership firm, names of the partners/

1.....

If Company, name of directors

2.....

3.....

4.....

5.....

6.....

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

(b) Nationality

Indian ☐ Other ☐

(c) Liabilities

8. Name of Bankers with full address .....

9. Place of business .....

10. Full time technical staff in applicant's employ :

[(a) to (c) for Civil, Electrical &amp; HVAC, (d) for Furniture &amp; (e) for Horticulture]

- (a) Graduate engineers with minimum 5 years' experience
- (b) Graduate engineers with minimum 3 years' experience [excluding (a) above]
- (c) Diploma engineers with minimum 3 years' experience
- (d) Furniture/Furnishing Designers
- (e) Graduates in Agricultural Science

Nos.

11. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class & category applied for  
[Attach details on separate sheet]

Yes ☐ No ☐

12. Does the applicant possesses valid Electrical Licence  
[For Electrical]

Yes ☐ No ☐

13. (a) Details of enlistment with CPWD

(i) Enlistment No. & date .....

(ii) Date of validity

14. Is any person working with the applicant is a near relative of the officer/official of CPWD  
[See Rule 18 of the Enlistment Rules]

Yes ☐ No ☐

If answer to above is Yes, give details.

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

Yes ☐ No ☐

16. Certificates :

- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in CPWD as amended upto-date and shall abide by them.
- (ii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name.
- (iii) I/We certify that the information given above is true to the best of our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.
- (iv) I/We certify that I/none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government.

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Name

Signature

Address

1.

2.

3.

4. *na*

5.

6.

Date :

No. of Documents attached



## Documents attached for revalidation

S.No.	Document	Yes	No
1.	Attested copy of Power of attorney, if any	<input type="checkbox"/>	<input type="checkbox"/>
2.	Solvency certificate in original from scheduled bank in the proforma given in the Enlistment Rules. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority	<input type="checkbox"/>	<input type="checkbox"/>
3.	Attested copy of valid Electrical License	<input type="checkbox"/>	<input type="checkbox"/>
4.	Attested copy of Enlistment order	<input type="checkbox"/>	<input type="checkbox"/>
5.	Attested copies of award letters for works included in annexure-II	<input type="checkbox"/>	<input type="checkbox"/>
6.	Attested and Valid Income Tax Clearance Certificate	<input type="checkbox"/>	<input type="checkbox"/>
7.	Annexure-VII with acknowledgement of EE	<input type="checkbox"/>	<input type="checkbox"/>

**PROFORMA FOR GIVING CERTIFICATE FOR TENDERS SUBMITTED BY THE CONTRACTOR**

Sub: Revalidation of contractors as Class - ( ) in CPWD.

Certified that M/s./Shri \_\_\_\_\_ have submitted

tenders for the following works:

Name of work	Date of tender	Estimated cost put to tender	Position of tender
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Signature of Executive Engineer  
with full address and office seal