

CENTRAL PUBLIC WORKS DEPARTMENT

ENLISTMENT RULES 2005

MODIFIED UP TO 22.09.2010

**DIRECTORATE GENERAL OF WORKS
NIRMAN BHAWAN
NEW DELHI**

Rules of Enlistment of Contractors in CPWD, 2005 (Amended up to 22.09.2010)

(Amended as per OM/MAN/155, 157, 157A, 157B, 174, 196, 196A, 206, 215, 221 and 227)

1.0	Title: These rules shall be called the “Rules of Enlistment of Contractors in CPWD, 2005” and shall come into force with effect from the 1st day of May, 2005
2.0	Short Title: Hereinafter these rules shall be referred to as “Enlistment Rules 2005” for the sake of brevity.
2.1	Term ‘CPWD’ where ever occurring, includes PWD (NCTD) and CCU of Ministry of Environment and Forest also
3.0	Repeal and Saving: 3.1 All rules regarding enlistment/revalidation of contractors in CPWD existing before coming into force of Enlistment Rules 2005 are repealed by Enlistment Rules 2005. 3.2 Notwithstanding such repeal, the contractors already enlisted on the basis of rules hitherto in force shall continue to enjoy the status of enlisted contractors of CPWD till the period of such enlistment, including revalidation/extension granted before coming into effect of the Enlistment Rules 2005, expires. However, in regard to all other matters and further revalidation of their enlistment, they shall be governed by the Enlistment Rules 2005. 3.3 And also, notwithstanding such repeal, applications for enlistment received with all required documents on or before 22.11.2004 shall be processed on the basis of Enlistment Rules 2001 and amendments issued from time to time and enlisted if found fit. Note: – Provision under Para 3.3 above i.e. cases to be processed as per Enlistment Rules 2001 relate to eligibility criteria for Enlistment. All other provisions like tendering limit, processing /late fee, disciplinary action etc., shall be applicable as per Enlistment Rules 2005.
4.0	Applicability: CPWD enlists contractors who intend to work with the department. It is done to have a ready list of suitable and competent contractors for CPWD works so as to minimize requirement of verification of credentials of contractors at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in CPWD and perform well. Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for enlistment as a contractor in CPWD under these Rules provided the eligibility criteria and other conditions are satisfied The enlisted contractors have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.

4.1	No individual, or a firm 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. However, cases where disciplinary action was taken against the contractor for a specified period and such penalty period is already over, his case for enlistment / revalidation can be considered.
4.1.1	If two or more individuals form a partnership firm, and if any of the partners is having required work experience to become eligible for enlistment in any category in which enlistment is sought, their case shall be considered for enlistment of the partnership firm subject to fulfilment of other laid down criteria. (Added vide OM/MAN/196)
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 one year (Modified as per OM/MAN/155) after his retirement from Government service unless he has obtained prior permission of Government of India to do so. Even after enlistment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of Government of India as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors.
4.3	A contractor is permitted to have enlistment in more than one category and under more than one enlistment authority but not in more than one class of the same category in CPWD.
4.4	A contractor is not permitted to have enlistment in more than one name.
4.5	A partner of a firm or a Director of a company enlisted as a contractor cannot be a partner/director in any other enlisted firm/company in CPWD.
4.6	A contractor will not be enlisted if it was enlisted in any category or class earlier but had remained inactive in CPWD during its previous enlistment period.
5.	Scope - The enlistment of a contractor in CPWD shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.
6.1	Enlistment Procedure – (i) For Fresh Enlistment of Class I Category - The contractor shall have to submit the application online in a prescribed form for enlistment in class I category. The contractor is required to go through the instructions given at pre-page of Annexure-I for applying for online submission of Forms. After applying online application as FINAL, take the printout of the application, sign it and send it to the SE (C&M), CPWD, Room No A 332, Nirman Bhawan, New Delhi along with all supporting documents in ORIGINAL as per Annexure-II.

	(ii) For all other categories of enlistment the application form in prescribed form <u>(Annexure I-A)</u> is to be submitted to enlisting authority with all documents as per Annexure II.
6.2	Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.
6.3	All verification, submission of reports etc are to be pursued by the applicant. Any delay on account of delay in verification, submissions of reports etc will not entitle applicant for any type of enlistment.
6.4	The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get works done by the contractor inspected and/or to get such other reports as may be considered necessary.
6.5	If the enlistment authority finds the contractor suitable for enlistment, it shall issue the enlistment order and, otherwise, send a letter of rejection of the application to the contractor. The decision of the enlistment authority shall be final and binding on the contractor.
6.6	The enlisting authority reserves right to limit number of contractors to be enlisted in any class or category on All India/Regional/State/Location basis or any other manner decided by the department.
6.7	Enlistment of contractors in the department may be closed at any point of time. While closing the enlistment, the department may have a reserved list of eligible contractors from the pending applications. Out of this, contractors may be enlisted depending on requirement in a particular area or for the country as a whole.
7.	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 anytime if considered necessary by the enlistment authority, after issue of show cause notice (Modified as per OM/MAN/155)
8.	Categories & Classes – The enlistment shall be done in the categories and classes mentioned in Table – 1
9.	Jurisdiction, Tendering Limits & Location of contractor's office - The jurisdiction in which contractors enlisted in various categories and classes shall be permitted to tender and the tendering limit up to which they shall be eligible to tender shall be as given in Table-1. Northern Region shall include Delhi Region also. Tendering limit for different categories and class as per 'Enlistment Rules 2005', will be applicable to all contractors, whether enlisted after or prior to 1.5.05, Registered office of the contractor has to be in the same area as jurisdiction for tendering of class and category in which enlistment is sought.
9.1	The contractor shall be governed by the provisions existing at a particular point of time irrespective of when he was enlisted.
10.	Authorities for Enlistment - Enlistment in different categories and classes shall be done by different authorities. These are identified in Table I.

11.	Eligibility Criteria - The contractors shall have to satisfy the minimum eligibility criteria specified in Table – I, before they can be considered for enlistment. All contractors are expected to keep abreast with enlistment/revalidation rules modified from time to time.
11.1	The criterion for experience, in case of enlistment, shall be the completion of requisite number of works (see para 24.0 also), as the case may be, of prescribed nature and magnitude executed on independent contract basis or as a builder, during the last five years. The works should have been executed in the same name and style in which the enlistment is sought or all the eligible work(s) should have been secured in the name of any one of the partner. Enlistment of an individual in corresponding category may also be done based on his Technical Qualification in lieu of experience of completion of works in last 5 years if provision exists in Table I of the Rules, but other eligibility criteria remaining the same.
11.2	The financial soundness shall be judged on the basis of the Banker's 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 sealed cover, addressed to the enlistment authority.
11.3	The criteria for enlistment/revalidation shall be as applicable on date of enlistment/revalidation. Applicant may be intimated when his application and verification is complete. The application may be decided within 90 days of such completion.
12.0	Processing fee – The contractor shall have to pay a non-refundable processing fee by crossed Demand Draft drawn in favour of the authority authorized by enlisting authority. For various categories and classes of enlistment, the fee is prescribed in Table – I. This fee is to be submitted along with application form to the enlisting authority. However in case where enlistment authority has been shown as DG(W), the fee shall be payable in favour of Chief Engineer (CSQ), CPWD payable at Delhi. (Modified vide OM/MAN/215)
13.0	Income Tax clearance : Deleted
14.0	Electrical License - The contractors of Electrical category shall have to produce valid electrical license from the competent authority in the name of the contractor. They shall keep valid license 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. In event of any discontinuity in validity of electrical license of the contractor, its enlistment and authority to work with CPWD will also automatically cease to be valid. For applying for tenders for a work in any state they shall have to possess electrical license of appropriate voltage issued by any State Govt. under Clause 45 of compilation of rule of Indian Electricity Rules 1956 or as amended from time to time.

15.0	Change in Constitution of Firm - The contractor/firm shall not modify the existing partnership or enter into any fresh partnership or change the name of firm 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 or change in the name of 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. Original partners means constituents at the time of Enlistment and those who have remained as constituent for more than 5 years.
16.0	Change in Address - While applying for enlistment, the contractor should mention address of his Registered office as well as Head Office, if different. All documents i.e. , Bankers' Certificate, Electrical license etc. should bear one of the above addresses, otherwise the same shall not be accepted
16.1	The contractor shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax , Sales Tax authorities etc. 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 (Division in case of contractors of Horticulture/Nursery Category) responsible for award and execution of contract is the one where the near relative is working. For this purpose a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.
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 contractors who have secured some work(s) (see para 24.0 also) of appropriate magnitude in CPWD, PWD (NCTD) or CCU of Ministry of Environmental & Forest during the period of enlistment or last revalidation period of enlistment as the case may be, shall be considered for revalidation. Appropriate magnitude shall mean the minimum amount mentioned in the column 5 of Table-1 against relevant class/category. The revalidation shall be done for the period as detailed below:- Category A:- Enlistment of such contractors who satisfy the following criterion shall be considered for revalidation for a period of five years. Securing two works of appropriate magnitude during last enlistment/revalidation period and at least one of them has been completed 100% and the second completed more than 50%. In case of lesser progress of second work, the department will select one Non CPWD work out of the list furnished by the applicant for inspection and consideration of revalidation. (ii) Securing and completion of one work of value three times the appropriate magnitude (for class V (Civil) contractor it shall be 1.5 times). Category B:- Enlistment of contractors, who secured only one work of appropriate magnitude during last enlistment/revalidation period and that even not completed, shall be extended for a period of two years. Revalidation for the balance period of three years shall be granted, only when the contractor satisfies the criterion laid down in Category A above. The 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 for 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 expiry of his enlistment. The revalidation application with all documents shall however be accepted up to the date of expiry of enlistment with late fee.
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	Enlistment/Revalidation processing fee is payable in the form of Demand Draft in favour of the authority, as authorized by enlisting authority. Late fee will be same as the enlistment processing fee as prescribed in Table I of 'Enlistment Rules 2005. However in case where enlistment authority has been shown as DG(W), the fee shall be payable in favour of Chief Engineer (CSQ), CPWD payable at Delhi. (Modified vide OM/MAN/215)

19.1.4	On receipt of application for revalidation complete in all respect and with all necessary documents, provisional extension upto six months from the date of expiry of enlistment/date of issue of order, whichever is later may be issued. In some cases orders of revalidation of enlistment of contractors were issued by the enlisting authority for three years w.e.f.
19.1.5	1.5.2005 whereas validity of their last enlistment was up to a date prior to 30.4.2005. The gap between validity of last revalidation/enlistment and 30.4.2005 as provided in the order of revalidation shall be considered as period covered under revalidation.
20.0	Performance Reports:
20.1	The Contractor should fill up the details of each work, of appropriate magnitude, secured by him during the last revalidation/enlistment period, in the pro forma 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 pro forma as given in Annexure VII, in duplicate. For each work, separate pro forma should be filled. One copy of all the pro forma should be submitted to the reporting officer and the acknowledgement obtained on the second copy of the pro forma. This 2 nd copy should then be submitted to the enlisting authority along with the application.
20.4	The reporting officer shall write the report and forward to the Enlisting Authority through his reviewing officer (Reporting /Reviewing officers and the time frame for writing reports are detailed in Annexure-VII)
21.0	Revalidation Procedure - The revalidation shall be done on the basis of Review of performance of the contractor during the period of enlistment/revalidation. This shall be based on evaluation of performance reports as given in Annexure X or as decided by the enlisting authority.
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 summarized below:- a) Prior approval shall be obtained from the enlisting authority before changing the name or constitution of the firm/company. b) Intimation of change of address should be given in advance or within one month along with acknowledgement from Banker, Income Tax and Sales Tax authorities. c) He shall continue to possess, throughout the period of enlistment/revalidation, a valid electrical licence of appropriate voltage issued by appropriate authority.

	d) He should secure works of specified magnitude during the period of enlistment/revalidation as provided in Para 19.0 above e) He shall abide by these rules. f) He should not indulge in unethical practices and maintain good conduct. 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 as per contract 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 indefinitely or for a period as decided by enlisting authority after issue of show cause notice. Decision of the enlisting authority 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) his staff misconducts or misbehaves with CPWD officials f) is responsible for a conduct which may justify his demotion to a lower class; or g) any other reason which in view of enlisting authority is adequate for his demotion to a lower class.
23.2	Suspension of Business (Modified vide OM/MAN/227): Whenever adverse reports related to adverse performance, misbehavior, direct or indirect involvement in threatening, making false complaints, filing legal suites for frivolous reasons, hampering tender process or execution of contract or any act, omission or commission etc. damaging the reputation of department /officer or any other type of complaint considered fit by enlistment authority, are received from more than one officer or at more than one occasion from individual officer of CPWD/PWD (Govt. of Delhi), MOE&F (CCU) works for the various class/categories of contractor, sale of tender to such CPWD contractors shall be suspended immediately by the Enlisting Authority pending full enquiry into the allegations and decision by the empowered committee as indicated below.

The Committee will decide the case in time bound manner from the date of issuance of letter of suspension of sale of tender to the contractor.

If any of the charges are established then this would result in banning of business with the contractor for the period as decided by Empowered Committee.

Business may also be suspended with a contractor up to a period of one year in case he fails to start the work after the award on two occasions.

Empowered Committee for Civil, Civil Road, Electrical, Horticulture, Furniture and Nursery

Enlistment Authority as per OM/ MAN/157	Class	Categories	Complainant Officer	Empowered Committee
DG	I	Civil, Civil Road Only Internal & External electrical installation, Horticulture, Furniture	CE and above	Chairman – DG Members – ADG(Trg.), ADG(TD) and CE(CSQ)
ADG	II	Civil, Civil Road Only, Internal & External electrical installation , Horticulture, Furniture Nursery	CE and above	For Delhi Chairman – ADG (NR) Members – CE(CSQ), CE(C)*, & DW for Civil, Civil Road Only and Furniture. CE(CSQ) and DDG(H) For Horticulture, & Nursery CE(CSQ) and One CE(E) & DW for Elect. Category.
				For outside Delhi Chairman – ADG of region Member – as above except CE(CSQ) shall be replaced by another CE(C) under the region.

	CE	III	Civil, Furniture	SE and above	For Delhi Chairman –CE(NDZ)III Members – S.E(P), SE(C&M) and One E.E. (P)
		IV	Civil		For outside Delhi Chairman –CE of zone Member – as above except SE(C&M) shall be replaced by another SE(C) under the zone
	CE	III	Horticulture	DoH/SE and above	For Delhi Chairman-DDG(H), Members - DoH*, SE(C&M), DDH(HQ)
					For outside Delhi Chairman –CE of Zone Members –S.E(P), one S.E(C)* or DoH*, one DDH*
	CE	III	Internal & External electrical installation	SE(E) and above	For Delhi Chairman –CE(E)DR Members–S.E.(P)E, one S.E.(E)*, one E.E. (P)(E)
					For outside Delhi Chairman –CE (E) of Zone Member – as above

Enlistment Authority as per OM/ MAN/157	Class	Categories	Complainant Officer	Empowered Committee
S.E.	V	Civil	EE and above	For Delhi Chairman–SE, DCC-I Members – E.E.(P) of Circle, two E.E* (Civil)
	IV	Furniture		For outside Delhi Chairman –SE(C) of circle Member – as above
S.E	IV	Internal & External electrical installation	EE(E) and above	For Delhi Chairman–SE, DCEC-I Members – E.E.(P) of Circle, two E.E.* (E)
				For outside Delhi Chairman –SE (E) of circle Member – as above

*** Enlisting authority has to appoint the members of committee as per the table above and it is to be kept in view that complainant officer should not be part of committee.**

It is also to be ensured that name of the contractor who has been suspended or banned is included immediately in the list of suspended / banned category of contractors on CPWD Website so that the field offices have an immediate access to the information across the country and tenders are not sold to such contractors.

Name of such contractors shall be sent to CE(CSQ) immediately by each enlisting / prequalification authority who shall post the same on CPWD website.

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 or changes the name of the firm 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; or L) Default in settlement of tax dues like income tax, Contract tax, sales tax, octroi, duties etc.; or M) has already been demoted for other reason(s); or N) Ceases to fulfil eligibility criteria based on which enlistment/revalidation was done; or O) is considered not required to be in list of CPWD for any other reason considered fit by enlistment authority; or P) Does not start the work after the same is awarded to him on three occasions.
24.0	Definition of Building and Civil Work (Modified vide OM/MAN/221): Building Work: Building work means complete work including all civil items such as RCC work/ brick or stone work/ wood work/ steel or aluminium work/ plaster work/ flooring work/ water supply and sanitary installation / drainage work/ water proofing work etc. Exclusions: Items of pre fabricated huts, false ceiling, compound wall, storm water drain, sewer lines, water supply lines, Road side gully chamber and supply & fixing of SFRC covers if executed exclusively under separate contract and not as part of main building contract and work of industrial sheds shall be excluded from definition of building work. Civil work: Any Civil work which also includes works of additions/ alterations / renovations/ up- gradations / maintenance. Exclusions: Maintenance work does not include works of sweeping, care taking, watch & ward and the like.

25.0

Work experience for Enlistment and Revalidation(Modified vide OM/MAN/221)

Category	Class	Work Experience for Enlistment	Work Experience for Revalidation
Civil	I,II & III	Building Work and Civil Work excluding Maintenance work (as per the provisions of MAN/215 dt.10.5.10)	Building Work or Civil Work excluding Maintenance work
	IV&V	Building Work or Civil Work	Building Work or Civil Work
Internal & External Electrical Installation	I,II & III	Internal or External Electrification work excluding Maintenance work (as the case may be)	Internal or External Electrification work excluding Maintenance work
	IV	Internal or External Electrification work excluding Maintenance work (as the case may be)	Internal or External Electrification work including Maintenance work related with Internal/ External Electrification
Horticulture	I & II	Horticulture Work excluding Maintenance work	Horticulture Work excluding Maintenance work
	III	Horticulture Work excluding Maintenance work	Any Horticulture Work including Maintenance work

Application received before issue of OM/MAN/196 dated 29.09.2009 shall be decided on the basis of provisions of Enlistment Rules as applicable before 29.09.2009.

26.0	Demotion to a lower class on request: - In case, the contractor himself seeks demotion to a lower class on account of non fulfilment of revalidation criterion, the enlisting authority of Class in which he is enlisted, on being satisfied prima-facie, of the contractor fulfilling the requirements of enlistment to a lower class, may revalidate the enlistment in the lower class for a period of one year to enable the contractor to obtain fresh enlistment in such lower class with concerned enlisting authority. To avail this provision the Contractor's application must reach the enlistment authority before three months period from date of expiry of enlistment. There can be two type of cases: Category I – Contractor applies for revalidation for full term of 5 years but when not found fit for revalidation, he requests demotion to lower class. Category II – At the time of submission of application for revalidation, he is aware that he is not eligible for revalidation of enlistment for 5 years and in place of 5 years he requests for enlistment in lower class for a period of 1 year. For such case falling under category I, contractor has to pay no fee or late fee or double the late fee for revalidation as the case may be. The fee paid shall be non refundable, in case either he is not found eligible for revalidation of enlistment for full term or even if he is enlisted in lower class for a period of one year. For cases falling under category II, contractor has to pay proportionate fee @ 20% of enlistment fee as applicable to the class in which he desires enlistment for a period of one year. To continue his enlistment further, he has to submit fresh application before the competent authority to obtain fresh enlistment and he has to pay full enlistment fee as applicable. (Added vide OM/MAN/196)
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Applicable For Fresh Enlistment in Class I Category to submit application online

Things needed for applying for online Submission of Forms:

1. Entry of Annexure-I and Annexure-II is must for applying this online Application
2. System will accept the Images (Photos and Signatures) of the Partners / Directors only in the JPG/JPEG format. Each Image Size is accepted up to 80 Kilo Byte (KB) only.
3. System will accept all the Supporting documents (eg. Annexure-III, Annexure-IV) only in the PDF format.
4. Before applying Online, please download the Annexure –I and Annexure –II forms from the download link, fill it properly and check it and then apply it Online through this system.
5. After entering the details in the Annexure –I & Annexure –II press the option DRAFT, in the Annexure –II form, by which the system will generate the DRAFT report for rechecking your entries. A Unique Application Number is automatically generated by this System. You should remember your Application Number as well as your Security Code for further modifications as well as for taking prints of the submitted Application.
6. Application Number and the Security Code are to be kept secret. Application Number has to be mentioned in all your future communications to CPWD.
7. After checking the Draft report, select the option FINAL, in order to finalise your application.
8. Before submitting the application as FINAL you can edit your application and make changes if required in the Annexure-I & Annexure –II through the MODIFICATION option in the Main Menu.
9. Once you submit the application as FINAL no further changes is allowed to modify you submitted application.
10. Once you enter the option FINAL then the CPWD logo will appear on your printout along with FINAL displayed in the top right corner of the page.
11. Enlistment section, CPWD, will process your application after you submit your application as FINAL.

Things to be done after applying online:

After applying online application as FINAL take the printout of the application through the Menu option Printout of the application option, sign it and send it to the Contractors Enlistment Section, CPWD along with all Supporting documents in ORIGINAL to the below address:

Superintending Engineer (C&M)

CSQ Unit, CPWD

Room Number. 332, A-Wing,

Nirman Bhavan, Moulana Azad Road

New Delhi

Tele Fax: 011 - 23061838

☐

I have read all the instructions carefully.

Continue

CENTRAL PUBLIC WORKS DEPARTMENT

CONTRACTOR ONLINE REGISTRATION MONITORING SYSTEM

APPLICATION FOR ENLISTMENT AS CONTRACTOR IN CLASS I CATEGORY TO BE SUBMITTED ON LINE

ANNEXURE-I

Supporting Documents be annexed with the application form. (Applications found deficient in any respect are liable to be rejected without further correspondence)

TYPE OF ENLISTMENT:

☐ New ☐ Revalidation

CLASS:

Select Class

CATEGORY:

Select Category

JURISDICTION:

1. Name of the Applicant (Individual / Firm / Company):

2. Nationality :

☐ Indian ☐ Others

3. Address:

(i) Registered Office:

(ii) Head Office:

4. Contact Details:

(i) Telephone Number:

STD Code *	Telephone * *
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(ii) Fax Number:

STD Code *	Fax Number *
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(iii) Mobile Number:

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(iv) Website URL (If any):

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(v) Email Id:

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5. PAN Number (Individual / Firm / Company):

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6. Constitution:

Select Constitution	▼
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7. Name, scanned passport size photo and scanned signature of the Individual(s) / Partner(s) / Director(s):

Name	Image	Signature	
			Add

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

a) Dismissed Government Servant:

☐	☐
Yes	No

b) Removed from approved list of contractors:

☐	☐
Yes	No

c) Demoted to a lower class of contractors:

☐	☐
Yes	No

d) Having business banned/suspended by any Government in the past:

☐	☐
Yes	No

e) Convicted by Court of Law:

☐ Yes ☐ No

f) Retired Engineer/official from Engineering Department of Government of India within last one year:

☐ 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

9. a) Name of person holding power of attorney (if any):

*

b) Nationality:

☐ Indian ☐ Others

c) Liabilities (if any):

*

10. Name of the Banker with full address:

*

11. Place of Business:

*

12. Full Time Technical Staff in the Applicant's employment (Refer Table I and fill up the columns below respect of requisite trade and experience only):

Qualification	Select	*	Name	*	Experience in Years	*	Date of Appointment	**
Insert								

13. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirement mentioned in the Enlistment Rules for the class & category applied for [Attach details on separate sheet] : ☐ Yes ☐ No

14 [For Electrical]

i) Does the applicant possess valid Electrical License: ☐ Yes ☐ No

ii) Do the permanent electricians employed by contractor possess valid license: ☐ Yes ☐ No

15(a) Whether already enlisted with CPWD or any other department:
If Yes, Give details

15(b) (Name of department, Class & Category, enlistment authority & address, enlistment No. and date, Date of validity and tendering limit) ☐ Yes ☐ No

16. Is any person working with the applicant is a near relative of the officer/official of CPWD [See Rule 17 of the Enlistment Rules] If yes, give details : ☐ Yes ☐ No

17. Enlistment Processing Fee Enclosed Details:

Draft Number:

Please Enter Draft Number Draft
Number should be Numeric only

Draft Date:

Invalid Data of

Validity *

Amount:

(Rs.)

* Amount should Numeric only

Bank Name:

*

Branch:

Branch Drawn Upon:

Whose Favour:

18. Details of works completed, in progress and secured during the last 5 years (to be filled in the Pro forma as given in Annexure-III). This list should include all works whose gross amount of works done is more than the required magnitude for the class in which registration is required.
19. Certificates from clients in original or attested copy as per pro forma given in Annexure-IV for all eligible works.

Number of Documents attached:

* *

Enter Security Code

* * [maximum 4 digits only]

Note: Please remember your Security Code for further modification of this Application.

ANNEXURE-IA

**APPLICATION FOR ENLISTMENT AS CONTRACTOR IN ALL CATEGORIES
EXCEPT CLASS I CATEGORY**

Supporting Documents be annexed with the application form. (Applications found deficient in any respect are liable to be rejected without further correspondence)

TYPE OF ENLISTMENT: NEW

CLASS:
CATEGORY:
JURISDICTION:

- 1. Name of the Applicant (Individual/Firm/Company)**
- 2. Nationality**
- 3. Address :**
 - (i) Registered Office :**
.....
 - (ii) Head Office :**
.....
- 4. Contact Details :**
 - (i) Telephone Number**
 - (ii) Fax Number**
 - (iii) Mobile Number**
 - (iv) Website URL (If any)**
 - (v) Email Id**

5. PAN Number (Individual / Firm / Company)

6. Constitution

7. Name, scanned passport size photo and scanned signature of the Individual(s) / Partner(s) / Director(s)
(Size of photo should be 2.5 X 3.5 cm having white background and printed name at bottom)

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

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

a) Dismissed Government Servant:	Yes		No	
b) Removed from approved list of contractors:	Yes		No	
c) Demoted to a lower class of contractors:	Yes		No	
d) Having business banned/suspended by any Government in the past:	Yes		No	
e) Convicted by Court of Law:				
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 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:

9. a) Name of person holding power of attorney (if any):
- b) Nationality:
- c) Liabilities (if any):

10. Name of the Banker with full address:
-

11. Place of Business:
-

12. Full Time Technical Staff in the Applicant's employment (Refer Table I and fill up the columns below respect of requisite trade and experience only):

Qualification	Name	Experience in Years	Date of Appointment

13. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirement mentioned in the Enlistment Rules for the class & category applied for [Attach details on separate sheet] : Yes No

14. [For Electrical]

i) Does the applicant possess valid

Electrical License: Yes No

ii) Do the permanent electricians employed by contractor possess valid license:

Yes No

15 (a) *Whether already enlisted with CPWD or any other Department: If Yes, Give details*

Yes No

15 (b) *(Name of department, Class & Category, Enlistment Authority & address, enlistment No. and date, Date of validity and tendering limit)*

Yes No

16. Is any person working with the applicant is a near relative of the officer/official of CPWD [See Rule 17 of the Enlistment Rules] If yes, give details:

17. Enlistment Processing Fee Enclosed Details:

Draft Number:

Draft Date:

Amount:

Branch:

Branch Drawn Upon:

Whose Favour:

18. Details of works completed, in progress and secured during the last 5 years (to be filled in the Pro forma as given in Annexure-III). This list should include all works whose gross amount of works done is more than the required magnitude for the class in which registration is required.

19. Certificates from clients in original or attested copy as per pro forma given in Annexure-IV for all eligible works:

Number of documents attached:

Enter Security Code:

Note: Please remember your Security Code for further modification of this Application.

ANNEXURE-II**Documents Attached for Enlistment****Your Application No.**

Document Code	Annexure No.	Document Description	User Status	
			Yes	No
1		Proof of constitution (Sl. No. 6)		
a)		In case of sole proprietorship/HUF: an affidavit executed before a 1st 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.		
2		Power of attorney, if any (Sl.no.9a), attested by Notary Public		
3	V	Banker's/ Working capital certificate in original from scheduled bank in the Performa given in Annexure-V. 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.10)		
4		Technical Staff(Sl. No. 11)		
i)	XI	List of full time technical staff/Designers with qualification and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant)(Copies of Provisional certificate related to technical qualification are not accepted)		
ii)		Attested copies of the degrees/diplomas of the technical staff/Designers		
iii)	XII	Declaration from the technical staff/Designers that they are employed with the applicant		
iv)		Documents like PF subscription, copy of Income Tax return with IT form 16 etc. conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant).		
5(i)	XIII	List of M/C, T&P i/c steel centring & shuttering, possessed by the Applicant. Full details and location of workshop including details of Machines & Equipment possessed and proof of sufficient stock of Materials as required for Furniture category (Sl.no. 13)		
5(ii)		Copy of purchase document etc (Onus of submitting adequate proof lies with applicant)		
6		Attested copies of valid Electrical Licenses (Sl.no. 14(i) &(ii))		
7		Attested copy of Enlistment order (Sl.no. 15)		
8		List of all near relatives working in CPWD, including their addresses (Sl.no.15) See also Rule 16.0 of Enlistment Rule		
9		Demand Draft for processing the case (Sl.no.17)		
10	IV	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in Annexure-IV		
11	III	Attested copies of award letters for works included in Annexure-III		

ANNEXURE-III

(1) In case of enlistment- Works completed, in progress& secured during the last five years or

(2) In case of revalidation- List of works completed, in progress& secured during last enlistment/revalidation period

(It is mandatory to submit details of all the works secured irrespective of its cost) [Add additional sheets, if necessary]

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

Contractor's Signatures

ANNEXURE – IV

CLIENT's CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

Name & address of the Client

Details of Works executed by Shri/M/s

1. Name of work with brief particulars	
2. Agreement No. and date	
3. Agreement amount	
4. Date of commencement of work	
5. Stipulated date of completion	
6. Actual date of completion	
7. Details of compensation levied for delay (indicate amount) if any	
8. Gross amount of the work completed and paid	
9. Name and address of the authority under whom works executed	
10. Whether the contractor employed qualified Engineer/Overseer during execution of work?	
11. i) Quality of work (indicate grading) ii) Amt. of work paid on reduced rates, if any.	Outstanding/Very Good/Good/Poor
12. i) Did the contractor go for arbitration? ii) If yes, total amount of claim iii) Total amount awarded	

Name & address of the Client

Details of Works executed by Shri/M/s

Name of Work: (Mention of name of work is mandatory and should be same as mentioned on page 1 of Annexure IV)

13. Comments on the capabilities of the contractor.	
a) Technical proficiency	Outstanding/Very Good/Good/poor
b) Financial soundness	Outstanding/Very Good/Good/Poor
c) Mobilization of adequate T&P	Outstanding/Very Good/Good/Poor
d) Mobilization of manpower	Outstanding/Very Good/Good/Poor
e) General <u>behaviour</u>	Outstanding/Very Good/Good/Poor

Note: All columns should be filled in properly

“Countersigned”

Reporting Officer with Office Seal

Signature of the

Officer of the rank of Superintending Engineer or equivalent

ANNEXURE – V

FORM OF BANKERS' 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.

This certificate is issued on the request of Shri/Smt./M/s for obtaining enlistment/revalidation of Enlistment in CPWD in (Name of category) Class.....

(Signature)
For the Bank

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

ANNEXURE – V

FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK

(Applicable only for Class IV & V relevant category of unemployed Degree/Diploma engineers)

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.

This certificate is issued on the request of Shri/Smt./M/s for obtaining enlistment/revalidation of Enlistment in CPWD in (Name of category) Class.....

Signature
For the Bank

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. 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.
3. Dissolution deed/consent of retiring partners/death certificate in case of death of a partner.

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

- i) Whether he is enlisted with CPWD/MES/Railway/P&T/State PWD.
- ii) Whether he is a dismissed Govt. servant.
- iii) Whether he is a partner/director of any other firm enlisted with this Department/MES/Rly./P&T/State PWD.
- iv) Whether he is member of Indian Parliament or State Legislature.
- v) Whether his name has been blacklisted or removed from the approved list of contractors or demoted to lower class or orders banning/suspending business with him by any department in the past.
- vi) Whether he is a dismissed/removed/retired Govt. servant within One year.
- vii) Whether he has any relative working in CPWD, if yes, give details.
- viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.
- ix) In addition Certificate as required under item 19 of Enlistment application form from new partners be given

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

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

ANNEXURE VII

PERFORMANCE REPORT OF WORKS

PART I

(To be filled in by the contractor in duplicate in respect of each work cost of which falls within the range prescribed for eligibility as per para 19 of enlistment read with Table –I. One copy be submitted to **Reporting Officer** and other, containing acknowledgement of receipt and seal of office **of reporting officer**, be submitted to enlisting authority).

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

Sl.	Item	
8.1	Estimated Cost/Tender amount	
8.2	Stipulated date of Commencement& Completion	
8.3	Percentage progress with date/actual date of completion	
8.4	Gross amount of final bill/work done	
8.5	Amount of compensation levied, if any	
8.6	Amount of reduced rate items, if any	
8.7	Did the contractor go for arbitration ?	
8.8	If yes, total amount claimed and amount awarded	

Signature of the contractor

PART II

(To be filled by the department)

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

Delay is partly /not/ fully attributable to contractor.

Signature of Divisional/Sub Divisional Engineer

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

Class	I	II	III	IV	V
Reporting Officer	E.E	E.E	EE	AE	AE
Reviewing Officer	S.E	S.E	SE	EE	EE
Report to be sent to o/o	DG	ADG	CE	CE	S.E

PART – III

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

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

11.1	Quality of work	Outstanding/Very good/Good/Poor
11.2	Comments on capability of contractor	
11.2.1	Technical proficiency	Outstanding/Very good/Good/Satisfactory /Poor
11.2.2	Financial soundness	Outstanding/Very good/Good/Satisfactory /Poor
11.2.3	Mobilizations of adequate T&P	Outstanding/Very good/Good/Satisfactory /Poor
11.2.4	Mobilizations of man power	Outstanding/Very good/Good/Satisfactory/ Poor
11.2.5	General behavior	Outstanding/Very good/Good/Satisfactory /Poor

Reporting Officer (Designation and Address)

12.1	Quality of work	Outstanding/Very good/Good/Satisfactory/Poor
12.2	Comments on capability of contractor	
12.2.1	Technical proficiency	Outstanding/Very good/Good/Satisfactory/Poor
12.2.2	Financial soundness	Outstanding/Very good/Good/Satisfactory/Poor
12.2.3	Mobilizations of adequate T&P	Outstanding/Very good/Good/Satisfactory/Poor
12.2.4	Mobilizations of man power	Outstanding/Very good/Good/Satisfactory/Poor
12.2.5	General behavior	Outstanding/Very good/Good/Satisfactory/Poor

Reviewing Officer (Designation & Address)

ANNEXURE – VIII

CENTRAL PUBLIC WORKS DEPARTMENT

APPLICATION FOR REVALIDATION OF ENLISTMENT

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

CLASS

CATEGORY

1. Name of applicant

2. Nationality Indian ☐

Other ☐

3. Address

Regd.Office

Head office.....

4. Telephone Number

Fax No.

Mobile

Now E-mail address

5. Constitution Individual ☐ Sole Proprietorship Concern ☐ Partnership firm ☐

Public Ltd. Company ☐ Private Ltd. Company ☐

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

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

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

(b) Nationality

Indian ☐

Other ☐

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

9. Place of business.....

10. Full time tech. staff in applicant's employment (Refer Table I & fill up Nos. of staff in respect of requisite trade and experience only).

(a) Graduate engineers with minimum ... years' experience ☐

(b) Graduate engineers with minimum ... years' experience (excluding (a) above ☐

(c) Diploma engineers with minimum... years' experience ☐

(d) Diploma engineers with min.....yrs. exp. (excluding (c) above ☐

(e) Furniture/Furnishing Designers of min.....yrs .experience ☐

(f) Post Graduate in Agri. Science of min.....yrs. exp. ☐

(g) Graduate in Agri. Science of min.....yrs. exp. ☐

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

Yes ☐ No ☐

(attach details on separate sheet)

12. [For Electrical]

(i) Does the applicant possess valid Electrical License

Yes ☐ No ☐

(ii) Do the permanent electricians employed by contractor
possesses valid license

Yes ☐ No ☐

13. Details of enlistment with CPWD

(i) Enlistment No. & date

(ii) Valid up to

14. Is any person working with the applicant is a near relative of the officer/official of CPWD.(See Rule 17 of the Enlistment Rules)

Yes ☐ No ☐

If answer to above is yes, give details

15. Details of CPWD and Non CPWD Works completed, in progress & secured during the last enlistment/revalidation period as per 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. Receipted copy of the Annexure –VII for CPWD works also be enclosed

Whether above details enclosed?

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 up to date and shall abide by them.

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

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Name	Signature	Address
------	-----------	---------

1.

2.

3.

4.

Date

No. of documents attached

ANNEXURE – IX

Documents attached for revalidation

S.No.	Document	Yes	No
1.	Attested copy of power of attorney, if any		
2.	Banker's/working capital certificate in original from scheduled bank in the pro forma given in the Enlistment Rules. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority. (Annexure-V)		
3	Technical Staff: (Sl. no. 10)		
(i)	List of full time technical staff/Designers with qualifications and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant). (Annexure-XI)		
(ii)	Attested copies of the degrees/diploma of the technical staff/Designers. (Provisional Degree shall not be accepted).		
(iii)	Declaration from the individual technical staff/Designers that he is employed with the applicant. (Annexure-XII)		
(iv)	Documents like PF subscription ,Certificate of IT deduction at source, IT form16 etc conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant)		
	Note :- The documents at (iv) will not be required in case details at (i) & (iii) above are in shape of affidavits sworn in before Magistrate/Notary Public by the concerned parties.		

4	(i) List of Machinery, 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.11)- (Annexure-XIII) (ii) Copy of purchase document etc (Onus of submitting adequate proof lies with applicant) Note :- The documents at (ii) will not be required in case detail at (i) above is in shape of affidavit sworn in before Magistrate/Notary Public		
5.	Attested copies of valid Electrical License(s)		
6.	Attested copy of Enlistment order		
7.	Annexure III – List of works completed, in progress & secured during last enlistment/revalidation period		
8	Affidavit as per Annexure - XIV		
9.	Attested copies of award letters for works included in Annexure III (as per rule 19.1.1)		
10.	Copies of Annexure – VII with acknowledgement of E.E/AE.		
11.	Late fee(if applicable)		

ANNEXURE – X

CALCULATION SHEET FOR EVALUATION OF CONTRACTOR'S PERFORMANCE IN CPWD FOR REVALIDATION

Name of contractor:

Name of work:

Item No.	Parameter	Calculation for points	Score	Max. Marks
1.	Time over run TOR	Stipulated Time ST; Actual Time AT: $TOR = AT/ST$	20 if $TOR = 1.0$; 10 if $TOR = 2.0$; 0 if $TOR \geq 3.0$	20
	Levy of compensation	Compensation levied for delay = C Tendered Amount = E then $B = (Cx100/E)$	(+) 20 if B = 0 (+) 10 if B = 5 0 if B = 10 (+) 15 if compensation is not decided	20
2	Quality	Quality	Outstanding = 40, Very Good=30, Good = 20, Satisfactory =10, Poor = 0	40
3	Capability	Confidential Performance Report		
		i) Technical Proficiency	Outstanding =4, Very Good =3, Good = 2, Satisfactory = 1, Poor = 0	4

		ii) Financial Soundness	- do-	4
		iii) Mobilization of Adequate T&P	- do -	4
		iv) Mobilization of Man Power	- do -	4
		v) General Behavior	- do -	4
			Grand Total = P	100

Note:- 1) Marks for values in between the stage is to be determined by straight line variation.

2) Eligibility criteria for revalidation of enlistment will be 50 % marks (over all average of all works).

ANNEXURE – XI

Affidavit to be submitted by applicant Contractor / Firm

AFFIDAVIT

I, S/o Sh..... Aged Years R/o Sole proprietor/Partner/
Director (as the case may be) of M/s/Shri.....(Name of firm/contractor with address).....do hereby solemnly
affirm and declare that the following Technical staff (Engineers/interior designer) are working as full time staff with me/us /our firm. (Strike out
whichever not applicable)

S. No.	Name of Engineers/ interior designer	Qualification	Passed out in year	Working with we/us firm since	Experience in Bldg. work
1.					
2.					
3.					
4.					
5.					

I am deponent herein and I am fully acquainted with the facts of the affidavit.

Deponent

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

Date:

Place:

Deponent

Identified by me

Dated signature with seal of Ist class Magistrate/Notary Public

ANNEXURE – XII

Affidavit to be field by individual Technical staff/ Interior Designer

INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-)
(As applicable for affidavit as
per respective state
Government rule).

AFFIDAVIT

I, S/o Sh..... AgedYears..... R/o do hereby solemnly affirm
and declare that:-

1. I have passed degree/diploma in Civil Engineering/Electrical (as the case may be) during year
from.....University/Board.
2. I am working full time under M/s/Shri asEngineer since (Month &
Year) till date.
3. I am deponent herein and I am fully acquainted with the facts of the affidavit.

Deponent

It is verified that my above statements are true and and nothing is concealed therein.

Date:

Place:

(Deponent)

Identified by me

Dated signature with seal of Ist class Magistrate/Notary Public

ANNEXURE – XIII
Affidavit to be filed by applicant contractor / firm

INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-)
(As applicable for affidavit as per respective state Government rule).

I, Sole proprietor/Director/Partner of M/s/Shri. Regd. Office at
....., do hereby solemnly affirm and declare that our
firm is in possession of following Tools & Plants of Machinery.

(Applicable for Civil Category)*

S. No.	Description of Item	Quantity
1.	Total Station	 No.
2.	Builders Hoist/Tower Crane	 No.
3.	Concrete Mixers of full bag capacity	 No.
4.	Steel shuttering	 Sqm
5.	Out of total quantities of steel shuttering at 4 above, quantities procured during last 2 years	 Sqm
6.	Steel props	 cum space
7.	Out of total quantities of Steel props at 6 above, Quantities procured during last 2 years	 cum space
8.	Mortar Mixers	 No.
9.	Vibrators	
	(a) Needle vibrators (i) Oil	 No.
	(ii) Electric	 No.
	(b) Beam vibrators	 No.
	(c) Slab vibrators	 No.
	(d) Shutter vibrators	 No.

10.	Vibro compactor	 No.
11.	Batching Plant (fully automatic minimum m3 capacity) with pump	 No.

(Applicable for Road Category)*

S. No.	Description of Item	Quantity
1.	Wet macadam mix plant	 No.
2.	Pavers finishers	 No.
3.	Road rollers	 No.
4.	Trucks/Tippers	 No.
5.	Vibratory road roller	 No.

(Applicable for Internal & External Electrical Installation)*

S. No.	Description of Item	Quantity
1.	Steel/Aluminium Ladder 1.5 m to 8 m	 Sets
	1.5 m	 Sets
	3.0 m	 Sets
	m	 Sets
2.	Chase cutting machine	 Sets
3.	Electrical wire drawing equipment	 Sets
4.	Torque wrench for nut/bolt/screws	 Sets
5.	Conduit Die Set	 Sets
6.	Pipe Vice	 Sets
7.	Bench Vice	 Sets
8.	LT Meggar - 1000 Volts	 Sets
9.	LT Meggar - 500 Volts	 Sets
10.	Tong Tester	 Sets
11.	Multimeter	 Sets
12.	Hydraulically operated crimping machine	 Sets
13.	Hand operated crimping machine	 Sets
14.	Earth Tester	 Sets

15.	Portable Drilling machine	 Sets
16.	Over head conduit puller	 Sets
17.	Core cutting machine	 Sets

(Applicable for Horticulture Category)*

S. No.	Description of Item	Quantity
1.	Matador/Pick up Van	 No.
2.	Tractor with tiller and trolley	 No.
3.	Power Lawn Mover	 No.
4.	Wheel Barrows (Rubber Tyred)	 No.
5.	Rubber Nose Pipe	 Metre
6.	Power Sprayer	 No.

*Strike out whichever not applicable.

Deponent

Verification:-

Verified that my above statement are true and correct to the best of my knowledge and belief and nothing is concealed therein.

Date:

Place:

Deponent

Identified by me

Dated signature with seal of Ist class Magistrate/Notary Public

ANNEXURE – XIV

Affidavit to be applicant contractor / firm along with application for revalidation

INDIAN NON JUDICIAL STAMP
(As applicable for affidavit as Per respective state Government rule).

AFFIDAVIT

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

1. I/we confirm and submit that no work other than shown in the Annexure 3 has been secured and executed by me/us during the period ofto(Indicate period of last valid period of enlistment) . This is my true statement.

I am deponent herein and I am fully acquainted with the facts of the affidavit.

Deponent

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

Deponent

Date:

Place:

Identified by me

Dated signature with seal of Ist class Magistrate/Notary Public

Table – I Enlistment Rules 2005

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T&P Machinery	Enlistment processing Fee
1	2	3	4	5	6	7	8	9
Civil	I	All over India DG (W)	Rs.15 Crore	Three works of Rs. 1.5 Crore each. (At least two works should be building works and one work can be any civil work excluding maintenance work) Or two bldg. works of Rs 3 Crore each Or one bldg. work of Rs. 8 Crore. For Roads Only :- In case of three works of Rs. 1.5 Crore, two should be Road works and one work can be any civil work excluding maintenance work Or two road works of Rs. 3 Crore each Or one Road work of Rs. 8 Crore Note : All Completion cost	Banker's certificate of Rs.10 Crore	a) One Graduate engineer(c) with 5 years experience b) One graduate engineers(c) with 2 years experience c) One diploma Engineer(c) with 5 years experience. d) Two diploma Engineers(c) each with 2 years experience.	"For Building work" i) Total station - 1 No. ii) Builders hoist/Tower crane- 2 Nos. iii) Concrete mixers of full bag capacity- 5 Nos iv) Steel shuttering 4000 sq.m. with minimum of 1600 sqm procured during last two years. v) Steel props for 12000 m3 space with min. of 4800 m3 space procured during last two years. vi) Mortar Mixer - 2 Nos vii) Needle vibrator-10 (5 OIL, 5 ELECTRIC) viii) Beam vibrator - 2 Nos ix) Slab vibrator - 4 Nos xi) Shutter vibrator - 6 Nos xii) Vibro compactor - 1 No. xiii) Fully automatic Batching plant (min. 10 cum capacity) with pump = 1 No. "For Roads Only" i) Wet macadam mix plant - 1 No. ii) Pavers finishers 2 Nos iii) Road rollers 5 Nos. iv) Trucks/Tippers 5 Nos v) Vibratory road roller - 2 Nos	Rs. 20,000

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T&P Machinery	Enlistment processing Fee
1	2	3	4	5	6	7	8	9
Civil	II	Region of CPWD ADG of Region. [For Delhi: ADG (NR)]	Rs.3 Crore	Three works of Rs. 50 lakh each. (At least two works should be building works and one work can be any civil work excluding maintenance work.) Or Two Bldg. Works of Rs 0.75 crore each. Or One building work of Rs 1.5 crore. For 'Roads only', Three works of Rs. 50 lakh each. At least two works should be road works and one work can be any civil work excluding maintenance work. Or Two works of Rs 0.75 crore At least one work should be road works and one work can be any civil work excluding maintenance work Or One road work of Rs 1.5 crore.	Banker's certificate of Rs.200 lakh.	a)One graduate engineer(C) with minimum experience of 5 years b)Two-diploma holders (C) out of which one with at least 5 years experience.	"For Building work" i) Steel shuttering 3000 sqm with minimum of 1000 sqm procured during last two years. ii) Steel props - 9000 cu.m space with min. of 3000 m3 procured during last two years iii) Concrete mixers of full bag capacity - 2 Nos iv) Mortar Mixer – 2 Nos v) Needle vibrator-6 No (3 No OIL, 3 No ELECTRIC) vi) Beam vibrator – 1 No vii) Slab vibrator - 2 Nos viii) Vibro compactor - 1 No. ix) Fully automatic Batching plant (min. 6 cum capacity) with pump - 1 No. For 'Roads only' i) Wet Macadam Mix Plant - 1 No. ii) Paver finisher –1No. iii) Road rollers - 3 Nos. iv) Trucks/Tippers –3Nos. v) Vibratory road roller - 1 No	Rs. 10,000

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T&P Machinery	Enlistment processing Fee
1	2	3	4	5	6	7	8	9
Civil	III	Zone of CPWD Chief Engineer. [For Delhi: CE (NDZ) III]	Rs 90 lakh	Three works of Rs.15 lakh each. At least one work should be building work and two works can be any civil work excluding maintenance work) Or Two works of Rs. 22.5 lakh each (At least one work should be building work and one work can be any civil work excluding maintenance work) Or One building work of Rs. 45 lakh.	Banker's certificate of Rs.60 lakh.	One graduate engineer(C) with minimum experience of 3 years.	i) Steel shuttering 1000 sqm with minimum of 500 sqm procured during last two years. ii) Steel props - 3000 cu.m space with min. of 1500 m3 procured during last two years. ii) Concrete mixers of full bag capacity 2 nos. iv) Mortar Mixer - 1 No v) Needle vibrator - 3 Nos (2 OIL, 1 Electrical) vi) Beam vibrator - 1 No vii) Slab vibrator = 4 Nos	Rs 10,000
Civil	IV	Zone of CPWD Chief Engineer, [for Delhi CE (NDZ) III]	Rs. 40 lakh	Three works (Building or Civil Work) of Rs.6 lakh each Or Two works (Building or Civil Work) of Rs. 10 lakh each Or One work (Building or Civil Work) of Rs. 20 lakh Or	Banker's certificate of Rs.25 lakh	One diploma engineer(c) with minimum experience of 3 years	i) Concrete mixer of full bag capacity 1 no. ii) Mortar Mixer - 1 No iii) Needle vibrator-2 Nos. (1 OIL, 1 Electrical) iv) Beam vibrator - 1 No vi) Slab vibrator - 1 No	Rs.5000

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T&P Machinery	Enlistment processing Fee
1	2	3	4	5	6	7	8	9
				Unemployed Graduate Engineer(c)	Banker's certificate of Rs.25 lakh Or Certificate for working capital of Rs. 2 lakh for at least last six months	Not required		
Civil	V	Circle of CPWD , Superintending Engineer For Delhi: SE (DCC) I	Rs. 10 lakh	Two works (Building or Civil Work) of Rs. 2 lakh each or one work (Building or Civil Work) of Rs.4 lakh. Or	Banker's certificate of Rs. 7 Lakh	Not required	Not required	Rs .2,000
				Unemployed Diploma Engineer(c)	Banker's certificate of Rs.7 lakh Or Certificate for working capital of Rs.1 lakh for at least last six months			

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past Experience of Completed works in last 5 years	Financial Soundness	Engineering Establishment	T & P Machinery	Enlistment Processing Fee
1	2	3	4	5	6	7	8	9
Internal & External Electrical Installation	I	All over India DG (W)	Rs 3 Crore	Three works (excluding maintenance work) of Rs.30 lakh each. At least one work should be of internal electrification of buildings. Or Two works (excluding maintenance work) of Rs. 45 lakh each. At least one work should be internal electrification of building. Or One work (excluding maintenance work) of internal electrification of building Costing Rs. 90 lakh.	Bankers certificate of Rs.2 crore	One graduate engineer (E/M) with minimum experience of 5 years & One diploma holder (E/M) with minimum experience of 5 years. OR One Diploma holder E/M with minimum experience of 10 years & one Diploma holder with minimum experience of 5 years.	Minimum two sets of following T&P: Steel/ Aluminum ladder 1.5 m to 8 m; Chase cutting machines, Electrical wire drawing equipment, Torque wrench for nut/bolt/screws; Conduit die set; Pipe vice; Bench vice; LT Meggar 1000 volts, Tong Tester, Multimeter; Hydraulically operated & hand operated crimping machines, Earth tester; Portable drilling machine; Overhead conduit puller, core cutting machine.	Rs.10,000

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past Experience of Completed works in last 5 years	Financial Soundness	Engineering Establishment	T & P Machinery	Enlistment Processing Fee
1	2	3	4	5	6	7	8	9
Internal & External Electrical Installation	II	Region of CPWD ADG of Region. [For Delhi: ADG (NR)]	Rs. 90 lakh	Three works (excluding maintenance work) of Rs.10 lakh each. At least one work should be of internal electrification of buildings. Or Two works (excluding maintenance work) of Rs. 15lakh each. At least one work should be internal electrification of building. Or One work (excluding maintenance work) of internal electrification of building costing Rs. 30 lakh.	Bankers certificate of Rs.60 lakh	Two diploma holders (E/M) with minimum experience of 5 years.	2 Nos. chase cutting machine, 2 Nos. electrical wiredrawing equipment. Steel/ Aluminum ladder 1.5 m to 8m; Conduit die set; Pipe vice; Bench vice; LT Meggar 500 volts Tong Tester, MultiMeter; Hydraulically operated & hand operated crimping machines, Earth tester; Portable drilling machine; Overhead conduit puller, core cutting machine.	Rs .10,000

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past Experience of Completed works in last 5 years	Financial Soundness	Engineering Establishment	T & P Machinery	Enlistment Processing Fee
1	2	3	4	5	6	7	8	9
Internal & External Electrical Installation	III	Elect. Zone of CPWD Chief Engineer (EI). [For Delhi: CE (E) DR	Rs. 30 lakh	Three works (excluding maintenance work) of Rs.5 lakh each. At least one work should be of internal electrification of buildings Or Two works (excluding maintenance work) of Rs. 7.5 lakh each. At least one work should be internal electrification of building Or One work (excluding maintenance work) of internal electrification of building costing Rs. 15 lakh. OR	Bankers certificate of Rs. 20 lakh.	One Diploma Holder (E/M) with three years experience	2 Nos. chase cutting machine 2 Nos. electrical wiredrawing equipment. Conduit die set; Pipe vice; Bench vice; LT Megger 500 volts, Tong Tester, MultiMeter; Hydraulically operated & hand operated crimping machines, Earth tester; Portable drilling machine; Overhead conduit puller,	Rs 5,000

				Unemployed Graduate Engineer (E/M)	Banker's certificate of Rs.20 lakh Or Certificate for working capital of Rs. 2 lakh for at least last 6 months	Not required		
Internal & External Electrical Installation	IV	Elect. Circle of CPWD S.E (Elect). [For Delhi: SE(DCEC)I]	Rs. 9 lakh	Two works (excluding maintenance work) of Rs. 1.00 Lakh each. At least one work should be of internal electrification of buildings Or One work (excluding maintenance work) of internal electrification of building costing Rs. 3 lakh. Or	Bankers Certificate of Rs. 6 lakh.	Not required	Chase cutting Machine ,Wire drawing machine Conduit die set, pipe vice bench vice LT meggar 500 volts.	Rs.2,000
				Unemployed Diploma Engineer (E/M)	Banker's certificate of Rs.6 lakh Or Certificate for working capital of Rs. 1 lakh for at least last 6 months			

Category	Class	Jurisdiction & Enlistment Authority	Tendering Limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T&P Machinery	Enlistment processing fee
1	2	3	4	5	6	7	8	9
Furniture	I	All over India DG (W)	Rs. 1.5 crore	Three works of Rs.20 lakh each. Or Two works of Rs. 40 lakh each Or One work of Rs. 60 lakh	Banker certificate of Rs.1 crore	Designers capable of producing well thought out schemes for furnishing large buildings.	Properly fitted workshop, paints, polish & other finishing equipment.	Rs .10,000
Furniture	II	Region of CPWD ADG of Region. [For Delhi: ADG (NR)]	Rs. 40 lakh	Three works of Rs.6 lakh each. Or Two works of Rs. 10 lakh each Or One work of Rs. 20 lakh.	Bankers certificate of Rs.25 lakh	Not required	Properly fitted workshop, paints, polish & other finishing equipment.	Rs.5,000

Category	Class	Jurisdiction & Enlistment Authority	Tendering Limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T&P Machinery	Enlistment processing fee
1	2	3	4	5	6	7	8	9
Furniture	III	Zone of CPWD Chief Engineer. [For Delhi: CE(NDZ)III]	Rs.15 lakh.	Three works of Rs.2 lakh each. Or Two works of Rs. 3lakh each Or One work of Rs. 6 lakh.	Banker certificate of Rs.10 lakh	Not required	Properly fitted workshop, paints, polish & other finishing equipment	Rs.2,000
Furniture	IV	Circle of CPWD Superintending Engineer. [For Delhi: SE (DCC)I]	Rs. 5.0 lakh.	Two works of Rs. 50,000 each or one work of Rs. 1 lakh	Banker Certificate of Rs. 3.0 lakh .	Not required	Not required	Rs.2,000

Category	Class	Jurisdiction & Enlistment Authority	Tendering Limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T&P Machinery	Enlistment processing fee
1	2	3	4	5	6	7	8	9
Horticulture	I	All Over India DG(W)	Rs. 75 lakh	Three works (excluding maintenance works) of Horticultural activity each costing Rs10 lakh or more excluding cost of civil and electrical works Or Two works of Rs. 15 lakh each (excluding maintenance works) Or One work of Rs. 30 lakh (excluding maintenance works)	Bankers certificate of Rs.50 lakh	One B.Sc (Agriculture) with five years experience & one Supervisor with five years experience.	Matador Tractor with triller & trolley Power Lawn movers - 3 Wheel Barrows (Rubber tyred) - 6 Rubber nose pipes – 200 m Power Sprayers – 1 and all implements for day to day working and carriage	Rs 10,000
Horticulture	II	Region of CPWD ADG of Region for Delhi ADG (NR)	Rs 25 lakh	Three works (Excluding maintenance works) of Horticultural activity each costing Rs. 5 lakh or more excluding cost of civil & electrical works Or Two works of Rs. 7.5 lakh each (excluding maintenance works) Or One work of Rs. 15 lakh (excluding maintenance works)	Bankers certificate of Rs.15 lakh.	One Supervisor with five years experience.	Matador – 1 No. Wheel Barrows (Rubber Tyred) – 3 Nos. Power Lawn Movers – 2 Nos Power sprayer Rubber Hose Pipe- 200 m All implements for day to day working and carriage.	Rs. 5000

Category	Class	Jurisdiction & Enlistment Authority	Tendering Limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T&P Machinery	Enlistment processing fee
1	2	3	4	5	6	7	8	9
Horticulture	III	Zone of CPWD Chief Engineer For Delhi DDG(H)	Rs. 10 lakh	Three works (excluding maintenance works) of Horticultural activity each costing Rs. 2 lakh or more excluding cost of civil & electrical woks Or Two works (excluding maintenance works) of Rs. 3 lakh each Or One work (excluding maintenance works) of Rs. 6 lakh	Bankers certificate of Rs.m 7 lakh	Qualified or experienced employee with experience not less than 5 year in Horticulture activity. ----	All implements for day to day working and carriage. No T&P shall be issued by the deptt.	Rs.2,000
Nursery		Delhi ADG (NR)	Rs. 15 lakh	Three works of Nursery activities each costing Rs. 2 lakh or more Or Two works of Rs. 3 lakh each Or One work of Rs. 6 lakh	Bankers Certificate of Rs.10 lakh. At least half acre of land under plantation of Nursery	One B.Sc. Agriculture with 5years experience	Green House, Poly House, Water Source like Tube Well, Irrigation system and all implements for day to day working	Rs. 2,000

GUIDELINES FOR ENLISTMENT OF CONTRACTORS
(Modified as per OM/MAN/158,214,220)

1.0 General

The enlistment of contractors in various classes and categories and the further revalidation of enlistment shall be regulated as per Enlistment rules – 2005. These rules updated by incorporating all the amendments made so far are given in Appendix 34.

2.0 Dismissed Govt. Servants cannot be enlisted

Dismissed government servants should not be enlisted as contractors in the CPWD except with the prior approval of the C.W. Board.

3.0 Composite category

Enlistment in 'Composite category' has been discontinued in 'Enlistment Rules – 2005'.

4.0 Concessions to SC/ST contractors

The following concessions have been extended to contractors belonging to SC/ST communities. The concessions are by way of requirement of working capital/Banker's certificate for lesser amount for registration in Class V (Civil), Class IV (Elect) and Class IV (Furniture) category. However, the tendering limit of such contractors is also restricted as indicated below:-

Class/Category	Tendering limit (Rs.)	Banker's certificate (Rs.)	Working capital for qualified engineer (Rs.)
Civil Class V	5 Lakh	4 Lakh	60,000/-
Electrical Class IV	3 Lakh	2.5 Lakh	60,000/-
Furniture Class IV	3 Lakh	2.5 Lakh	-

While issuing the enlistment order based on above concessions, tendering limit may also be indicated in the order.

5.0 Availability of Enlistment/Revalidation Forms

Forms downloaded from internet may be accepted. In event, the Forms are issued to applicant by the department, charges as incurred by issuing Office may be realized towards cost of Forms.

6.0 Inspection of works

Ordinarily, works executed by CPWD/PWD(NCTD)/ CCU of Ministry of Environment need not be inspected.

7.0 Inspection Teams

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

A) For Class I:

- 1) Chief Engineer of the zone
- 2) One Superintending Engineer as nominated by CE.

B) For Class II:

- 1) Superintending Engineer of the circle
- 2) One Executive Engineer as nominated by S.E.

C) For Class III, Class IV and Class V:

- 1) Executive Engineer of the division
- 2) One Assistant Engineer as nominated by EE.

The inspection team will give detailed Inspection Report of work inspected and make categorical comments and recommendations. A suggestive format for inspection and recommendation of Building work is given at Annexure. Similar detailed formats may be evolved depending on nature of work and class and category of enlistment. Inspecting Officers will also ascertain from copy of agreement Architectural/structural drawings and other document that the work being inspected has actually been done by the applicant contractor.

8.0 Advisory Committee

The advisory Committee shall assist the enlistment authority in scrutinizing the cases, make recommendations regarding suitability of the contractor, evaluate annual confidential reports/performance reports of contractors and advise the enlistment authority in revalidation process and weeding out the contractors. Such Advisory Committee shall be as follows:-

Enlisting Authority	Advisory Committee	Categories
DG(W)	Chairman : ADG(Trg.) Member Secretary : S.E. (C&M)	
	CE(CSQ) & any two officers of the rank of CE(C)	For Civil and Furniture
	CE(CSQ), one CE(C) and DDG(H)	Horticulture
	CE(CSQ) & any two officers of the rank of CE(E) for Elect.	For Electrical

ADG(NR)	CE(IIT Project Zone) – Chairman (Modified as per OM/MAN/220) DW under ADG(NR) & any two officers of the S.Es (C) rank	For Civil and Furniture
	DDG(Hort.)-Chairman DW under ADG(NR) & any two officers of Dir.(H) rank.	For Horticulture & Nursery
	CE(E)NZ – Chairman S.E.(E)P (NZ) & any two officers of the rank of S.Es(E)	For Elect. & other specialized E&M
ADG(WR)	CE(WZ)I – Chairman DW under ADG(WR) & any two officers of the S.Es (C) rank	For Civil, Furniture & Horticulture
	CE(E) WZ – Chairman S.E.(E)P (WZ) & any two officers of the S.Es (E) rank	For Elect. & other specialized E&M
ADG(SR)	CE(SZ)I – Chairman DW under ADG(SR) & any two officers of the S.Es (C) rank	For Civil, Furniture, Horticulture & Nursery
	CE(E)SZ – Chairman S.E.(E)P (SZ) & any two officers of the S.Es (E) rank	For Elect. & other specialized E&M
ADG(ER)	CE(EZ)I – Chairman DW under ADG(ER) & any two officers of the S.Es (C) rank	For Civil, Furniture & Horticulture
	CE(E)EZ – Chairman S.E.(E)P (EZ) & any two officers of the S.Es (E) rank	For Elect. & other specialized E&M

DDG(H)	Two Dir. (H), One Dy. Dir. (H)	For Horticulture
CE(Zone)	S.E. (A)/S.E(P), one S.E (C), one E.E. (C)	for Civil, Furniture
CE(E) Zone	S.E.(A)E/S.E.(P)E, one S.E.(E), one E.E.(E)	For elect and other specialized E&M
S.E.(Circle)	E.E.(A) of Circle, one E.E. (Civil) Division, AE(P) of Circle	For Civil & Furniture
S.E.(E) Circle	E.E(E)A of Circle, E.E.(E) of Electrical Division, AE(E)P of Circle	For Electrical

As a general rule, in stations where there are more than one CE or S.E., CE of Zone 1 or S.E of Circle – 1 shall be the enlisting authority and chairman of the Advisory Committee. However, ADGs shall at their discretion nominate any other CE/S.E. as enlisting authority and Chairman of the Advisory Committee.

9.0 Scrutiny of Cases

As and when an application is received from contractor, the same should be scrutinized and if some documents/information is missing, the application should be returned back to the contractor with reasons for return. Applications received by post or through messengers should be scrutinized and deficiencies be intimated to the contractor and application returned in original, within one month. If all the documents are complete, an acknowledgment shall be issued to the contractor within one month of date of receipt of complete application.

10.0 Change in jurisdiction and Enlistment authority

In case of Horticulture and Nursery categories, DG(W) was Enlisting Authority as per 'Enlistment Rules 2001'. Changes in jurisdiction and Enlistment authority have been made in case of horticulture class II & III and Nursery categories under Enlistment Rules 2005. Keeping in mind provision related to 'para 3.0' of the 'Enlistment Rules 2005, it is decided that Enlistment in case of applications received on or before 22.11.04 shall be continued to be done by the authority as provided in 'Enlistment Rules 2001. Jurisdiction for tendering as per 'Enlistment Rules 2005', however, has to be chosen by the applicant before issue of Enlistment Order. After issue of order indicating the jurisdiction, the file be transferred to concerned Enlistment Authority as per "Enlistment Rules 2005"

11.0 Registers of Enlisted Contractors

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

Each Division and Circle Office should maintain a register for Circulars imposing penalty of one kind or the other as a result of review of the Performance report in the following pro forma:

1. Sl. No.
2. Name of the Contractor.
3. Regd/Un-regd.

4. Class of Registration.
5. Warnings issued.
6. Suspension of business for years.
7. Demoted from Class To Class
8. Debarred/Blacklisted.
9. No. & date of Office Circular.
10. Remarks.

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

12.0 Instructions for operation of rules (Added as per OM/MAN/158)

- (1) The conditions requiring the contractors, whose enlistment was revalidated under Enlistment Rules-2001, to upgrade their capabilities to match with the requirements of Enlistment Rules 2005 by (i) 31.10.07 in respect of Banker's Certificate, T&P and Engineering Establishment, (ii) 30.04.08 in respect of work criteria shall be enforced only at the time of revalidation and not midway of their already granted revalidation period.
- (2) The conditions requiring contractors, enlisted under Enlistment Rules-2001, to upgrade their capabilities to match with the requirements of Enlistment Rules-2005 within (i) 12 months (18 months in certain cases) in respect of Banker's Certificate, T&P and Engineering establishment; and (ii) 24 months (36 months in certain cases) in respect of work criteria shall be enforced only at the time of revalidation and not midway of their enlistment.
- (3) (i) The cases where enlistment/revalidation granted earlier is for a period less than 5 years, such enlistment/revalidation shall be further extended suo moto by the enlisting authority so as to cover a total period of five years. This will include the cases where the validity of enlistment/revalidation has already expired but the contractors as on date of issue of this O.M., still have the chance to apply i.e. within three months of expiry of enlistment/revalidation. The conditions of satisfying requirements of Enlistment Rules-2005 in regard to Banker's Certificate, T&P etc. shall also stand shifted to the time of revalidation. Further revalidation of the enlistment shall be based on the performance of contractor during this period of 5 years plus the gap, if any, in the earlier revalidation as specified in para 19.1.5 of the Enlistment Rules.

- (ii) The cases of above nature, where application for further revalidation has already been received, enlistment of such contractors may be revalidated for a further period of 5 years or 2 years as per category A or category B of Para 19.0 of Enlistment Rule. The cases where contractor does not satisfy the requirements of para 19.0 of Enlistment Rules at all or on specific request of contractor, such cases shall be dealt as per 3 (i) above.
- (4). The cases where revalidation was granted earlier under para 21.0 (ii) or 21.0 (iii) of Enlistment Rules 2001 (stage wise revalidation), shall be dealt further as per Enlistment Rules 2005. If the case is found fit, further revalidation shall be allowed at the most for the balance period, i.e. period of five years less period already granted as per para 21.0 (ii) or 21.0 (iii) of Enlistment Rules 2001.
- (5). Ban on fresh enlistment in class-III, IV & V of Civil, internal & external electrical installation, horticulture and furniture categories has been lifted for a period of 2 years from issue of OM/MAN/214 dated 28.04.2010.
- (6) It has been decided to take up the pending enlistment cases of Nursery category which were earlier put on hold by the Directorate. All the pending files shall now be transferred to ADG(NR), the enlisting authority of Nursery category for further processing and disposal.
- (7) DDG(H) shall be the enlisting authority for Class-III Horticulture Category in Delhi. Accordingly, all the pending cases with Chief Engineer (NDZ-III) may be transferred to DDG(H).