

Rules for Enlistment of Contractors in CPWD, 2017

1.0	Title: These rules shall be called the “Rules of Enlistment of Contractors in CPWD, 2017” and shall come into force with effect from the 1st day of September, 2017.
2.0	Short Title: Hereinafter these rules shall be referred to as “Enlistment Rules 2017” for the sake of brevity.
2.1	Term ‘CPWD’ where ever occurring, includes PWD (NCTD), CCU of Ministry of Environment and Forest and any other units encadred with CPWD.
3.0	Repeal and Saving:
3.1	All rules regarding enlistment/revalidation of contractors in CPWD existing before coming into force of Enlistment Rules 2017 are repealed by Enlistment Rules 2017.
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 2017, expires. However, in regard to all other matters and further revalidation of their enlistment, they shall be governed by the Enlistment Rules 2017.
3.3	And also, notwithstanding such repeal, applications for enlistment or revalidation received with all required documents on or before 31.08.2017 shall be processed on the basis of either Enlistment Rules 2005 and amendments issued upto 31.08.2017 or Enlistment Rules 2017 under provisions of whichever of the two the application may succeed and enlisted if found fit.
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 satisfactorily. Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Limited Liability Partnership, Public Limited Company or a Private Limited Company may apply for enlistment as a contractor in CPWD under these Rules provided the eligibility criteria and other conditions are satisfied. The enlisted contractors have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.
4.1	No individual, or a firm/LLP/company having such individual as one of the partners/directors, who is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/ suspended by any government department or Public Sector Undertaking or local body or Autonomous body in the past; or convicted by a court of law shall be entitled for enlistment. However, cases where disciplinary action was taken against the contractor for a specified period and such penalty period is already over, his case for enlistment / revalidation can be considered.
4.1.1	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 fulfillment of other laid down criteria. Similarly, the past work experience gained from the works completed by the sole proprietor or any partner of new firm, provided he

	has left or disassociated himself from his earlier firm shall also be considered in the same proportion of share of the applicant in that partnership firm.			
4.2	No Engineer or any other official employed in Engineering or Administrative duties in any Engineering Department of the Government of India is allowed to work in the CPWD either as contractor or as employee of a contractor for a period of one year after his retirement from Government service unless he has obtained prior permission of Government of India to do so. Even after enlistment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of Government of India as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors.			
4.3	A contractor is permitted to have enlistment in more than one category but not in more than one class of the same category in CPWD.			
4.4	A contractor is not permitted to have enlistment in more than one name in a category.			
4.5	A partner of a firm or a Director of a company enlisted as a contractor in a category cannot be a partner/director in any other enlisted firm/company in CPWD in that category.			
4.6	A contractor can, unless he intends to apply for revalidation, submit, on lapse of the previous enlistment, a fresh application for Enlistment if he fulfils all the eligibility criteria and provided he has participated in tendering process in CPWD on atleast 3 occasions during the validity period of his Enlistment.			
5	Scope - The enlistment of a contractor in CPWD shall only entitle him to be considered for participation in tenders subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work. The enlistment shall be done by the authorities, in the categories and classes listed in Table under Rules 6.1.			
6.1	Enlistment Categories, Classes, Authorities their jurisdiction and Procedure – The enlistment shall be done by the Enlistment Authorities in the categories and classes mentioned in Table below. Registered office of the contractor shall be located within the same area as jurisdiction of Enlistment Authority for tendering of class and category in which enlistment is sought. The contractor may go through the Instructions to Applicants given at the end of these rule. (i) For Fresh Enlistment of Class-I(Super), Class I(AAA), Class I (AA), Class I(A) Composite category and Class I all Categories - the contractor shall submit the application online in the prescribed form for enlistment . After approving the online application as FINAL, the applicant may take the printout of the application (Annexure-I & II), sign it and send it along with all supporting documents as per Annexure-II alongwith processing fee to the office to which application is to be submitted as given below:- (ii) For all other categories of enlistment the application form in prescribed form (Annexure-IA and Annexure-II) along with all supporting documents is to be submitted to authority given below with all documents as per Annexure II and with processing fee.			
	Jurisdiction of Enlistment Authority	Enlistment Authority	Office to which application is to be	Officer in whose favour DD towards processing fee

		submitted	is to be submitted
1	2	3	4
A. Category :- Composite Class-I(Super), Class I(AAA), I (AA), I(A)			
All India	DG, CPWD, 101-A, Nirman Bhawan, New Delhi Ph: 011-23062556, 23061317 email : cpwd_dgw@nic.in	SE (C&M), CPWD, Room No., 335-A, A Wing, Nirman Bhawan, New Delhi-110011	Chief Engineer (CSQ), CPWD
B. Category :- (i) Horticulture Class-I			
All India	Spl. DG(DR), CPWD, 202, A Wing, Nirman Bhawan, New Delhi-110011 Ph: 011-23063233 email: sdgdr.cpwd@nic.in	same as under column 2	To be Displayed on website by SDG of the Region
C. Category :- (i) Composite (ii) Civil Road only (iii) Furniture Class-I & II and category Horticulture Class II			
(For Delhi and NCR)	Spl. DG(DR), CPWD, 202, A Wing, Nirman Bhawan, New Delhi-110011 Ph: 011-23063233 email: sdgdr.cpwd@nic.in	same as under column 2	To be Displayed on website by SDG of the Region
(For Northern Region)	Spl. DG(NR), CPWD, Sewa Bhawan, R. K. Puram, New Delhi-110066 Ph: 26166507, 26166891 email sdgnr.cpwd@nic.in		
(For Eastern Region)	Spl. DG(ER), CPWD, 234/4, AJC Bose Road, Nizam Palace, Kolkata-700020 Ph 033- 22877703 Email: sdger.cpwd@nic.in		
(For Western Region)	Spl. DG(WR), CPWD, Old CGO Building Annexe, 16 th Floor, Pratishtha Bhawan, 101, M. K. Road, Mumbai-400020 Ph: 022- 22054936 Email : spldgwr@gmail.com		
(For Southern Region)	Spl. DG(SR), CPWD, 1 st Floor, G Wing, 3 rd Avenue, Rajaji Bhawan, Besant Nagar, Chennai-600090 Ph: 044- 24463711 email: sdgrcpwd@nic.in , specialdirectorgeneral@yahoo.com		

D. Category :- (i) Composite (ii) Horticulture (iii) Furniture Class- III			
(For Delhi and NCR)	ADG(DR), CPWD, Sewa Bhawan, R. K. Puram, New Delhi-110066 Ph: 011- 26104978, 26104016 email: deladgdr.cpwd@nic.in	same as under column 2	To be Displayed on website by SDG of the Region
(For Northern Sub-Region-I)	ADG(NR-I), CPWD, Kendriya Sadan, Sector-9A, Chandigarh-160017 Ph 0172-2741169 email: nrd.chd.cpwd@gmail.com		
(For Northern Sub-Region-II)	ADG(NR-II), CPWD, Kendriya Bhawan, 3rd Floor, Sector-H, Aliganj, Lucknow-226024 Ph 0522-2324544 email: adgnr2.cpwd@gov.in		
(For Eastern Region-I)	ADG(ER-I), CPWD, 234/4, AJC Bose Road, Nizam Palace, Kolkata-700020 Ph 033-22876646, 22815479 email: adgerkol@gmail.com		
(For Eastern Region-II)	ADG(ER-II), CPWD, Garchuk, Guwahati-781035 Ph 0361-2270321 email: adger2cpwd.ghy-as@nic.in , adgeriighy@gmail.com		
(For Western Region-I)	ADG(WR-I), CPWD, Old CGO Building Annexe, 15 th Floor, Pratishtha Bhawan, 101, M. K. Road, Mumbai-400020 Ph 022-22085460, 22035791 email: adgwr1@rediffmail.com ; adgwr.cpwd@nic.in		
(For Western Region-II)	ADG(WR-II), CPWD, Nirman Sadan, 52-A, Arera Hills, Bhopal-462011 Ph 0755- 2551994, 2551636 email: adgwr2cpwd-mp@nic.in ; dirwr2cpwd-mp@nic.in		
(For Southern Region-I)	ADG(SR-I), CPWD, 1 st Floor, G Wing, 3 rd Avenue, Rajaji Bhawan, Besant Nagar, Chennai-600090 Ph 044-24912369 email: adgsrnpwd@tn.nic.in		

(For Southern Region-II)	ADG(SR-II), CPWD, B-Wing, Kendriya Sadan, Karamangala, Bangalore-560034 Ph 080-25534968, 25523435 email:		
E. Category :- (i) Composite (ii) Horticulture (iii) Furniture Class- IV			
(For Delhi and NCR)	Chief Engineer NDZ-8, CPWD, East Block-3, Level-5, R.K.Puram, New Delhi-110066 Ph 26165356 email ndz8@rediffmail.com	same as under column 2	To be Displayed on website by SDG of the Region
(For Northern Zone-I)	Chief Engineer NZ-1, CPWD, Kendriya Sadan, Sector-9A, Chandigarh-160017 Ph: 0172-2743914 email: cen21cpwd@yahoo.in		
(For Northern Zone-II)	Chief Engineer (NORTHERN ZONE)-II CPWD, Kendriya Bhawan, 3rd Floor, Sector-H, Aliganj, Lucknow-226024 email : cen2lko@yahoo.com, aemis@indiatimes.com		
(For Northern Zone-III)	Chief Engineer (Northern Zone)-III CPWD, Nirman Bhawan Sector-10, Vidyadhar Nagar, Jaipur-302023 Ph: 0141-2232776, 2233607 E-mail : nz3-cpwd-rj@nic.in		
(For Northern Zone-IV)	Chief Engineer (Northern Zone)-IV CPWD, 20 Subhash Road, Dehradun-248001 email : cen24ddn@gmail.com		
(For Northern Zone-V)	Chief Engineer (Northern Zone)-V CPWD, Satwari Cantt. Jammu-180003 Ph: 0191-2458799, 2458800 email : cen25cpwd@gmail.com		
(For Eastern Zone-I)	Chief Engineer (Eastern Zone)-I, CPWD Nizam Palace, 234/4 Acharya J.C. Bose Road, Kolkata-700020 Ph: 033-22872306, 22875225, 22872307, 22875227 email : cecpwddezi@gmail.com		
(For Eastern Zone-II)	Chief Engineer (Eastern Zone)-II, CPWD Karpuri Thakur Sadan, Ashiana-Digha Road, Patna-800025 Ph: 0612-2550021 email : patceez2.cpwd@gov.in; ceez2@rediffmail.com		

(For Eastern Zone-IV)	Chief Engineer (Eastern Zone)-IV, CPWD Airport Road, Hinoo, Ranchi-834002 Ph:0651-2253368 email: rciceez4.cpwd@nic.in		
(For Eastern Zone-V)	Chief Engineer (Eastern Zone)-V, CPWD Nirman Bhawan, Plot No. 188/623-624 Pokhariput, Bhubaneswar-751020 Ph:0674-2352436 email : ceezv_rediffmail.com		
(For North East Zone-I)	Chief Engineer (North East Zone-I), CPWD, Dhankheti, Cleve Colony, Shillong- 793 003 Ph: 0364-2220257 email : cenez04@yahoo.co.in.		
(For North East Zone-II)	Chief Engineer (North East Zone-II) CPWD, GPRA Complex, Gandhigram, Agartala-799012 (Tripura) Ph: 0381-2397011 email : cenezii@gmail.com		
(For West Zone-I)	Chief Engineer (West Zone-I) CPWD Old CGO Bldg. Annexe, 14th Floor, 101, M.K. Road, Mumbai-20 Ph: 022-22059123, 22030913 email : mumcewz1.cpwd@gov.in		
(For West Zone-IV)	Chief Engineer (West Zone-IV) CPWD 4th Floor, Kendriya Nirman Sadan, Sector 10/A, Near CH-3 Circle Gandhinagar- 382010 Gujarat Ph: 079- 23247109 email:- gncewz4.cpwd@nic.in		
(For Central Zone)	Chief Engineer (Central Zone) CPWD Nirman Sadan, 52-A, Arera Hills, Bhopal - 462011 Ph: 0755- 2679311, 2679312 e-mail : ceczcpwd12@yahoo.com		
(For West Zone-II)	Chief Engineer (West Zone-II) CPWD A Block, 2nd Floor CGO Complex, Seminary Hills, Nagpur - 440006 Ph: 0712- 2510802, 2510776 e-mail : wz2cpwd@rediffmail.com		
(For West Zone-V)	Chief Engineer (West Zone-V) CPWD 8 th Floor, C Wing, AG Building, Near Vidhansabha, Zero Point, Raipur - 493111		

		Ph: 0771-2284717 e-mail : cewz5.cg@gov.in		
	(For Southern Zone -I)	Chief Engineer (Southern Zone)-I CPWD, 2 nd Floor 'G' Wing, Rajaji Bhawan Besant Nagar, Chennai-600090 Ph: 044-24916077 e -mail : cpwdsz1@nic.in		
	(For Southern Zone-II)	Chief Engineer (Southern Zone)-II 1st Floor, Nirman Bhawan, Sultan Bazar Hyderabad-500095 Ph: 040-24619327 e -mail : cesz22015@gmail.com		
	(For Southern Zone-IV)	Chief Engineer (Southern Zone)-IV CPWD, Nirman Bhawan, Plot No. C-1, Tamil Nagar Koodal Pudur, Anaiyur (Post), Madurai-625017 Ph: 0452-2661895 e-mail : cpwdele@tn.nic.in		
	(For Southern Zone-VI)	Chief Engineer (Southern Zone)-VI CPWD, 4th Floor, CGO Complex, Plot No. B-2, Industrial Estate, Vijayawada-520007 Ph: 0866-2551148 e-mail : cevja-ap@nic.in / cevasz6@gmail.com		
	(For Southern Zone-III)	Chief Engineer (Southern Zone)-III CPWD, 'D' Wing, 6th Floor, Kendriya Sadan Koramangala, Bengaluru- 560034 Ph: 080-25630449 e-mail : cecpwd@kar.nic.in		
	(For Southern Zone-V)	Chief Engineer (Southern Zone)-V CPWD, CGO Complex, Poonkulam, Vellayani P.O., Trivandrum-695522, Ph: 0471-2481777 e-mail : eszvcpwdtvm@gmail.com		
F. Category :- Nursery				
	Zone of CPWD	1. Chief Engineer as per E above (for Outside Delhi) 2. (For Delhi) DDG(Hort) CPWD 236 A Wing, Nirman Bhawan New Delhi Ph: 011-23061293 email: ddghorticulture@gmail.com	same as under column 2	

6.2	Applications received without processing fees as per Rules or without application in Annexure-I (online) or I(A) and Annexure-II all signed as applicable shall not be processed and the applicant shall be intimated accordingly. Incomplete applications and applications not accompanied with required documents are liable to be rejected. Applicants will be given opportunity to clarify and attend to shortcomings which shall be intimated at their given address. In the event of no response being received within 5 weeks of issue the application will be filed as declined.
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 or any other relief.
6.4	The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get works done by the contractor inspected and/or to obtain such other reports as may be considered necessary like details of registration or incorporation, Form 16A (Tax Deducted at source by Client) and/or Form 26 AS (Annual Tax Statement for applicants PAN number) in regard to execution of work.
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 DG, CPWD reserves right to notify period in any class or category on All India/Regional/State/Location basis or any other manner during which no applications will be received.
6.7	Deleted.
6.8	The categories of Civil and Electrical and Annually Pre Qualified contractors of E&M Services (Diesel Generating Sets, Heating, Ventilation and Air-conditioning, Fire Alarm System, Electrical Sub-Station, Fire Fighting System) contractors as on 31.03.2015 who gave consent letter as per OM No. DG/SE/CM/Enlist. Rules/12 dt.31.03.2015 upto 31.03.2017 including those remaining in these categories after 31.03.2017 stand modified to composite category in the respective classes as per the OM dt. 31.03.2015. The contractors of composite category are not allowed to participate in tenders of exclusive Road Work. Contractors of Class-I and II in Civil/Composite category who gave consent letter as per OM DG/SE/CM/Enlist. Rules/17 dt. 04.12.2015 stand modified into Civil Road only category in respective class
7.	Other than contractors modified to composite category as per Rule 6.8, whose enlistment shall be valid upto 31.03.2018 or as notified, the enlistment shall be valid for a period of five years. The enlistment can, however, be revalidated in accordance with these rules. 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.
8.	Deleted

9.	Jurisdiction, Tendering Limits of Contractors - Within a category and a class, registered contractors shall be allowed to tender for works within their tendering limit in all regions irrespective of jurisdiction of the Enlistment Authority (ER 23 dt. 23.03.2017 & 25 dt. 09.05.2017). Tendering limit for different categories and classes up to which they shall be eligible to tender shall be as per Tables below:					
	Class	Category				
		Composite	Civil Road only	Horticulture	Furniture	Nursery
	I(Super)	Rs. 500 Crore	NA			
	I(AAA)	Rs. 200 Crore				
	I(AA)	Rs. 100 Crore				
	I(A)	Rs. 50 Crore				
	Class-I	Rs. 20 Crore	Rs. 20 Crore	Rs. 1.20 Crore	Rs. 2.0 Crore	NA
	Class II	Rs. 5.0 Crore	Rs. 5.0 Crore	Rs. 40 lakh	Rs. 50 lakh	
	Class-III	Rs. 150 lakh	NA	Rs. 20 lakh	Rs. 20 lakh	
	Class-IV	Rs. 60 lakh		Rs. 10 lakh	Rs. 7 lakh	
						Rs. 20 lakh
9.1	The Administration of these rules shall be governed by the provisions existing at the particular point of time irrespective of when the enlistment was done.					
10.	Deleted					
11.	Eligibility Criteria - The contractors shall have to satisfy the minimum eligibility criteria specified below, before they can be considered for enlistment /revalidation. All contractors are expected to keep abreast with enlistment/revalidation rules modified from time to time. The criteria for evaluation of performance of the contractor for the enlistment shall be as per Annexure XA for the works executed in last 5 years. The applicant shall submit alongwith the application a self evaluation of performance based on criterion and a selection of works to his best advantage in the given proforma at Annexure-XV.					
11.1.1	Experience - The criterion for experience, in case of enlistment, shall be the completion of requisite number of works as given in Table-below), of prescribed nature (see para 24.0 also) and magnitude executed on independent contract basis (ER-26 dt. 14.06.2017), during the last five years. The value of executed works in last 5 years shall be brought to current costing level by enhancing the actual value of work at simple rate of 6.5% per annum, calculated from the date of completion to the last date of validity of enlistment/revalidation or date of submission of application whichever is earlier. 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 or work experience gained from the works completed by the sole proprietor or any partner of new firm, provided he has left or disassociated himself from his earlier firm, shall also be considered in the same proportion of share of the applicant in that partnership firm. 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 wherever					

provision exists in Table- below , but other eligibility criteria remaining the same. The applicant shall furnish in Annexure-III list of completed works (III-1) and works not yet completed (III-2) as well as Client Certificate regarding performance of contractors in proforma Annexure-IV alongwith the award letters and copy of final bill of the works reflected in Annexure-XV.

Category: Composite Class-I(A), I(AA), I(AAA) and I(Super)

	I(Super)	I(AAA)	I(AA)	I(A)
	Rs. Crore			
Three composite works of buildings/Civil building works of value each.	100	40	20	10
Or				
Two composite works of buildings/Civil building works of value each	150	60	30	15
Or				
One composite work of building/Civil building work of value.	300	120	60	30

Note 1:- The composite work of building means Civil building work including internal electrification and at least one of the E&M services mentioned below under one agreement:

1. Fire fighting 2. Fire alarm 3. HVAC 4. Lift 5. Electrical Sub Station 6. DG Set.

Note 2:- The experience of Civil building works shall only be considered provided the applicant have executed at least one composite work of building amounting to lowest value mentioned above either as the eligible work or some other work under one agreement.

Category: Composite Class- I, II, III and IV

	I	II	III	IV
	Rs. Lacs			
Three works of value each. (At least two works should be composite work of building and one work can be any composite /Civil/Electrical/ E&M services work excluding maintenance work)	400	100	30	12
Or				
Two composite works of building of value each	600	150	45	18
Or				
One composite work of building value.	1200	300	90	36

or (for Class-IV only) Graduate Engineer excluding those employed with Govt. organizations/PSUs/Institutions etc. (ER 27 dt. 17.07.2017)

Note: The composite work of building means Civil building work including either internal electrification or one of the E&M services mentioned below under one agreement:
1. Fire fighting 2. Fire alarm 3. HVAC 4. Lift 5. Electrical Sub Station 6. DG Set.

Category: Civil Road only Class- I and II				
	I	II		
	Rs. Lacs			
Three Civil Road only works of value each.	400	100		
Or				
Two Civil Road only works of value each	600	150		
Or				
One Civil Road only work value.	1200	300		
Category: Furniture Class- I, II, III and IV				
	I	II	III	IV
	Rs. Lacs			
Three works of Rs.	40	10	4	
Or				
Two works of Rs.	60	15	6	2.10
Or				
One work of Rs.	120	30	12	4.20
Category: Horticulture Class- I, II, III and IV				
	I	II	III	IV
	Rs. Lacs			
Three works of Horticulture each costing	24	8	4	
Or				
Two works of Horticulture each costing	36	12	6	3
Or				
One work of Horticulture costing	72	24	12	6
Category: Nursery				
	Rs. Lacs			
Three works of Nursery activities each costing	2.5			
Or				
Two works of Nursery activities each costing	4			
Or				
One work .	8			

11.1.2	Engineering Establishment and T&P Machinery:- The contractor shall submit an undertaking in the application (Annexure-I/IA) in respect of Engineering Establishment and T&P Machinery required upon the contracts.																																																																
11.2	The financial soundness shall be judged on the basis of (i) for Class-I(Super), Class I(AAA), Class I(AA) and Class I(A)the Banker's Certificate and Average Annual turnover on Construction works/ Civil Road only/Furniture work/Horticulture during last three years (ER-26 dt. 14.06.2017) duly certified on the format prescribed in Annexure-V-2 by the Chartered Accountant on the basis of Return submitted to the Income Tax Department; (ii) for class-I and II on the basis of Banker's Certificate; and (iii) for class-III and IV and Nursery either Banker's Certificate or sum of annual financial turnover on Construction works/ Civil Road only/Furniture work/Horticulture during last three years duly certified by the Chartered Accountant (should be equal to or more than amount of Bankers Certificate prescribed). Graduate (ER-27 dt. 17.07.2017) Engineers shall give the Banker's Certificate or Working Capital Certificate of required amount on the format prescribed in Annexure-V-3. Banker's Certificate shall be issued by the Bankers of the contractor on the format prescribed in Annexure-V-1. Such certificate shall be issued by a scheduled bank on its letter head and shall be submitted, in original, in a sealed cover, addressed to the Enlistment Authority. Table- Bankers Certificate Amount <table><tr><th>Class</th><th colspan="5">Category</th></tr><tr><th></th><th>Composite</th><th>Civil Road only</th><th>Horticulture</th><th>Furniture</th><th>Nursery</th></tr><tr><td>I(Super)</td><td>350 Crore</td><td colspan="4" rowspan="4">NA</td></tr><tr><td>I(AAA)</td><td>140 Crore</td></tr><tr><td>I(AA)</td><td>70 Crore</td></tr><tr><td>I(A)</td><td>35 Crore</td></tr><tr><td>Class-I</td><td>14 Crore</td><td>14 Crore</td><td>84 Lacs</td><td>1.40 Crore</td><td rowspan="4">NA</td></tr><tr><td>Class II</td><td>350 Lacs</td><td>350 Lacs</td><td>28 Lacs</td><td>35 Lacs</td></tr><tr><td>Class-III</td><td>105 Lacs</td><td rowspan="2">NA</td><td>14 Lacs</td><td>14 Lacs</td></tr><tr><td>Class-IV</td><td>42 Lacs</td><td>7 Lacs</td><td>5 Lacs</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>13.5 Lacs</td></tr></table> Table- Turnover. <table><tr><th>Category</th><th>Composite</th></tr><tr><td></td><th>Construction only</th></tr><tr><td>Class</td><td></td></tr><tr><td>I(Super)</td><td>250 Crore</td></tr><tr><td>I(AAA)</td><td>100 Crore</td></tr><tr><td>I(AA)</td><td>50 Crore</td></tr><tr><td>I(A)</td><td>25 Crore</td></tr></table>	Class	Category						Composite	Civil Road only	Horticulture	Furniture	Nursery	I(Super)	350 Crore	NA				I(AAA)	140 Crore	I(AA)	70 Crore	I(A)	35 Crore	Class-I	14 Crore	14 Crore	84 Lacs	1.40 Crore	NA	Class II	350 Lacs	350 Lacs	28 Lacs	35 Lacs	Class-III	105 Lacs	NA	14 Lacs	14 Lacs	Class-IV	42 Lacs	7 Lacs	5 Lacs						13.5 Lacs	Category	Composite		Construction only	Class		I(Super)	250 Crore	I(AAA)	100 Crore	I(AA)	50 Crore	I(A)	25 Crore
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I(AA)	50 Crore																																																																
I(A)	25 Crore																																																																

11.3	The criteria for enlistment/revalidation shall be as per Rules 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.					
11.4	All the enlisted contractors/applicants are required to obtain valid GST registration date of application for Enlistment whichever is later. (ER-28 dt. 17.07.2017)					
12.0	Processing fee – The contractor shall pay a non-refundable processing fee by Demand Draft drawn in favor of the authority specified in Table under Rule 6.1, and are therefore advised to assess their fulfillment of the requirements. For various categories and classes of enlistment, the fee is prescribed in Table - below. This DD towards fee is to be submitted along with application form to the enlisting authority.					
	Table: Processing Fee					
	Class	Category				
		Composite	Civil Road only	Horticulture	Furniture	Nursery
						Rs. 3000
	I(Super)	Rs. 100000	NA			
	I(AAA)	Rs. 75000				
	I(AA)	Rs. 50000				
	I(A)	RS. 40000				
	Class-I	Rs. 30000	Rs. 30000	Rs. 15000	Rs. 15000	NA
	Class II	Rs. 15000	Rs. 15000	Rs. 10000	Rs. 7500	
	Class-III	Rs. 15000	NA	Rs. 5000	Rs. 3000	
	Class-IV	Rs. 7500		Rs. 3000	Rs. 3000	
13.0	Deleted					
14.0	Electrical License - The contractors of all composite categories shall submit an undertaking, provided they do not possess it in their own name that they shall associate with an agency having valid electrical license from the competent authority in its name for execution. Such agency shall keep valid license throughout the period of execution by getting it renewed at suitable intervals and submit an attested copy of the same alongwith a certificate of having executed the electrical work to the Executive Engineer alongwith each running bill and final bill. In event of any default on the part of the contractor in this regard, 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 similarly associate an agency possessing valid 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. (ER-26 dt. 14.06.2017)					
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 the firm or if upon reduction of the number of original partners the share of original partners remaining in the partnership reduces to less than half due to any reason including death of partner(s)/ death of sole proprietor in case of sole proprietorship firm, 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. (ER-22 dt. 22.03.2017)
15.4	Conversion of partnership firm to LLP and vice versa shall not be permitted.
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, 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, GST 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 employed in any capacity 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, 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 – Enlisted, including revalidated, contractors, who have completed or secured works of appropriate nature (as per Rules 24 and 25) and appropriate magnitude (lowest of the costs of work for the category and class given in Rule-11.1) either (i) In the CPWD or (ii) In Central or State Government Department or Autonomous body or Public Sector undertaking provided, however, that the contractor has participated in tendering process for at least Three works in the CPWD having Estimated Cost at least that of the appropriate magnitude, for which participation certificate from the Executive Engineer/DDH shall be provided. may apply for revalidation of enlistment under one of the two option as detailed below:-

	Option A:- Enlistment of such contractors who satisfy one of the following criterion shall be considered for revalidation for a period of five years. (i) 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 the works of appropriate magnitude have been completed/in progress in govt. departments as mentioned above other than CPWD/, the department will get the work inspected from appropriate authority of CPWD and evaluation of the performance in Annexure XA shall be done based on this inspection report. (DG/SE/Enlist.Rules/04 dated 31.03.2014 and DG/SE/Enlist.Rules/11 dated 15.01.2015) (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). Option B:- Enlistment of contractors, who secured only one work of appropriate magnitude during last enlistment/revalidation period and even that work not completed, shall be extended for a period of two years. Revalidation for the balance period of years shall be granted, only when the contractor satisfies the criterion laid down in Category A above i.e. execution of requisite works in the extended period of two years also. 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. (Modified vide OM DG/SE/Enlist.Rules/06 dated 16.05.2014) The value of executed works in last 5 years shall be brought to current costing level by enhancement as provided in Rule 11.1 the actual value of work calculated from the date of completion to the last date of validity of enlistment/revalidation ..
19.1	Application for Revalidation -
19.1.1	The contractor shall apply for revalidation of enlistment in the prescribed form 'Annexure VIII' along with all documents as per Annexure IX so as to reach the Enlistment Authority at least 6 but not more than 9 months before expiry of his enlistment with 50% processing fee. The revalidation application with all documents shall however be accepted up to the date of expiry of enlistment/revalidation with processing fee as mentioned in Rule 12.
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 processing fee alongwith late fee equal to processing fee. The total fee in such cases shall be equal to double the processing fee. Applications received, thereafter, shall not be accepted and contractor should apply for fresh enlistment, as per rules.
19.1.3	Revalidation processing fee is payable in the same form and in favour of the same authority as given in Rule 12.0.
19.1.4	On receipt of application for revalidation received before the date of expiry, 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.
20.0	Performance Reports/Inspection 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 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 Part-I of the proforma as given in Annexure VII, in duplicate. For each work, separate proforma should be filled. One copy of all the proforma should be submitted to the reporting officer and the acknowledgement obtained on the second copy of the proforma. This 2nd copy should be submitted to the enlisting authority along with the application for revalidation. It shall be mandatory for the contractor to submit the performance report (PR) of each work executed by him in the approved format duly filled with all the required details to respective Executive Engineer within 3 months of completion of work under intimation to enlisting authority as laid out in the preceding para. However, there shall be no bar for Departmental officers to take cognizance of bad performance of the contractor where he deliberately avoids submission of PR. If the grading of quality of work in annexure-VII is not graded good or higher, then a show cause notice shall be issued to the contractor as to why his name should not be deleted from the approved list of the contractor. The decision taken by the Empowered Committee (Rule 23) considering explanation of the contractor if any regarding suspension of sale of tenders to such CPWD Contractor and communicated by the Enlistment Authority shall be final and binding.
20.4	The graded performance report shall be communicated to the contractor by reviewing authority and he may appeal for a review of graded performance report given by reviewing authority from the next higher authority within 3 months.
20.5	Inspection Reports a) The agency shall provide all the necessary documents of work executed by him to the inspecting authority after receipt of intimation inspection of work from department and shall accompany and facilitate the team of CPWD for inspection of work.
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 (as per Annexure X) of performance reports of works given in Annexure-III or as decided by the enlisting authority. However, the performance report of eligible work(s) (securing and completing either one work and another work with progress of work more than 50 % of appropriate amount or securing and completing one work of three times of appropriate amount) shall be sufficient for consideration of case. The following extra marks shall also be given:- (i) Extra marks for completing more works : Weightage of 2 marks for each additional

	work secured and completed will be given to the contractor who secure more works than minimum eligible criteria i.e. 1 completed work and other work of appropriate magnitude with progress more than 50% (ii) Bonus mark for early completion of work: 2 marks will be given as bonus for each completed work, if contractor completes the work by 1/10th of completion period before the stipulated date of completion.
22.0	Contractor's obligations - The contractor should fulfill all his obligations under these rules in time and manner as specified, failing which he shall be liable for the action as mentioned therein. Some of the obligations are summarized below:- - Prior approval shall be obtained from the enlisting authority before changing the name or constitution of the firm/company. - 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. - He shall submit an undertaking both at enlistment/revalidation, to associate with an agency having a valid electrical license of appropriate voltage issued by appropriate authority if he does not possess it in his own name. (ER-26 dt. 14.06.2017) - He should secure works of specified magnitude during the period of enlistment /revalidation as provided in Para 19.0 above - He shall abide by these rules. - He should not indulge in unethical practices and maintain good conduct. He shall provide satisfactory explanation within 7 days wherever any action or bid or tender in whole or part appears unrealistic or unreasonable. - He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications. - Contractor shall submit the performance report of each work executed by him in the approved format duly filled with all the required details to respective Executive Engineer within 3 months of completion of work under intimation to enlisting authority.
23.0	Disciplinary Actions -The contractor shall abide by all the rules of enlistment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall execute the works as per contract. 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: - fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects; or - no longer has adequate equipment, technical personnel or financial resources; or - his staff misconducts or misbehaves with CPWD officials on more than one occasion.

	d) is responsible for a conduct which may justify his demotion to a lower class; or e) any other reason which in view of enlisting authority is adequate for his demotion to a lower class.																						
23.2	Suspension of Business : (ER-28 dt. 17.07.2017) 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, not obtaining GST registration by date of application for tender, 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. 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. The suspension shall lapse at the end of 3 months from suspension automatically if the Empowered Committee does not decide within this period. 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. Table: Members of Empowered Committee headed by Enlistment Authority for various categories and classes. <table><tr><th>Jurisdiction</th><th>Class</th><th>Categories</th><th>Complainant Officer</th><th>Members of Empowered Committee</th></tr><tr><td>All India</td><td>Class-I(Super) , Class I(AAA), Class I (AA) and Class I(A)</td><td>Composite</td><td>CE and above</td><td>Spl DG(HQ) , ADG(TD) and CE(CSQ) (Member Secretary)</td></tr><tr><td>Region</td><td>I</td><td>Composite, Civil Road Only, Horticulture** and Furniture</td><td>CE and above</td><td>2 ADGs of the Sub-region and DDG(HQ) (Member Secretary)</td></tr><tr><td>Delhi Region</td><td rowspan="2">II</td><td rowspan="2">Composite, Civil Road Only, Horticulture and Furniture</td><td rowspan="2">CE and above</td><td>For Delhi DDG (BD) DR, CE/DDG(Hort)* & DDG (HQ) DR (Member Secretary)</td></tr><tr><td>Other Region</td><td>For outside Delhi – DDG (BD) and DDG (HQ) of the region(Member Secretary), CE* (at the station)</td></tr></table>	Jurisdiction	Class	Categories	Complainant Officer	Members of Empowered Committee	All India	Class-I(Super) , Class I(AAA), Class I (AA) and Class I(A)	Composite	CE and above	Spl DG(HQ) , ADG(TD) and CE(CSQ) (Member Secretary)	Region	I	Composite, Civil Road Only, Horticulture** and Furniture	CE and above	2 ADGs of the Sub-region and DDG(HQ) (Member Secretary)	Delhi Region	II	Composite, Civil Road Only, Horticulture and Furniture	CE and above	For Delhi DDG (BD) DR, CE/DDG(Hort)* & DDG (HQ) DR (Member Secretary)	Other Region	For outside Delhi – DDG (BD) and DDG (HQ) of the region(Member Secretary), CE* (at the station)
Jurisdiction	Class	Categories	Complainant Officer	Members of Empowered Committee																			
All India	Class-I(Super) , Class I(AAA), Class I (AA) and Class I(A)	Composite	CE and above	Spl DG(HQ) , ADG(TD) and CE(CSQ) (Member Secretary)																			
Region	I	Composite, Civil Road Only, Horticulture** and Furniture	CE and above	2 ADGs of the Sub-region and DDG(HQ) (Member Secretary)																			
Delhi Region	II	Composite, Civil Road Only, Horticulture and Furniture	CE and above	For Delhi DDG (BD) DR, CE/DDG(Hort)* & DDG (HQ) DR (Member Secretary)																			
Other Region				For outside Delhi – DDG (BD) and DDG (HQ) of the region(Member Secretary), CE* (at the station)																			

	Delhi Region	III	Composite, Horticulture and Furniture	SE and above	For Delhi CE (NDZ-IV), Director of the sub region and One E.E. (P) (Member Secretary)
	Other Sub-Region				For outside Delhi –CE* (at the station), Director of the sub region and One E.E. (P) (Member Secretary)
	Delhi Region	IV	Composite and Furniture	SE and above	For Delhi – S.E(P), one S.E(C)*, one EE(P) (Member Secretary)
	Delhi Region	IV	Horticulture	DDH and above	For Delhi DoH(NDR), DoH(DR), DDH(HQ) (Member Secretary)
	Zone	IV	Composite, Horticulture and Furniture	SE and above	For outside Delhi — S.E(P), one S.E(C)*, one EE(P) (Member Secretary)
	As per Enlistment	V	Civil	EE and above	– E.E.(P) of Circle, two E.E* (Civil) (Member Secretary)
* **Horticulture Class I shall be dealt by Spl. DG (DR) for all India. The name of the contractor who has been suspended or banned shall be 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.					
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 fulfill 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; or Q. Fails to provide satisfactory explanation wherever any action or bid or tender in whole or part appears unrealistic or unreasonable	
24.0	Definition of composite work of building, Composite Work, Civil Building work, Civil Work, Electrical, E&M Services, Horticulture, Furniture and Road works	
24.1	Composite Work of Building:-	
24.1.1	The composite work of building means "Civil building work" including at least one of the E&M services mentioned below with or without internal electrification under one agreement: 1. Fire fighting 2. Fire alarm 3. HVAC 4. Lift 5. Electrical Sub Station 6. DG Set	
24.2	Civil Building Work means construction of building under one agreement including civil items relating to foundation, structure, envelope & partition, joinery and finishing and at least one of the items of a) Water supply and sanitary installation b) Drainage work c) Water proofing work Value of the works for following Items shall be reduced by the factor given below, if executed exclusively under separate contract and not as part of main building contract.	
	Sl. No.	Factor
	A. Pre fabricated huts, industrial sheds	0.5
	B. False ceiling, compound wall, storm water drain, sewer lines, water supply lines, Road side gully chamber and supply & fixing of SFRC covers	0.25
	C. Additions/ alterations/ renovations/up-gradations/ maintenance	0.33
24.3	Civil work: Any Civil work which also includes works of additions/ alterations/ renovations/ up-gradations / maintenance including maintenance work which shall be reduced by a factor 0.33. Exclusions: Maintenance work does not include works of sweeping, care taking, watch & ward and the like.	
24.4	Road Work :	

	Road work means 1. New road, bridge or flyover construction 2. Strengthening of existing road 3. C/o bridge/flyover approaches. 4. A/R & M/O Works pertaining to road and annual/periodical repairs of road surface including patch repairs, reduced by a factor of 0.33. (ER-26 dt. 14.06.2017),		
24.5	Composite work:- Composite work means Civil work including either internal/external electrification or any one of E&M services like (Fire fighting, Fire alarm, HVAC, Lift, Electrical Sub Station, DG Set).		
24.6	Electrical work: Any Electrical work either internal or external electrification and includes additions/ alterations/ renovations/ up- gradations / maintenance which shall be reduced by a factor 0.33. Exclusions: Maintenance work does not include works of operation of E&M Services.		
24.7	E&M Services: The work of supply, installation, testing and commissioning of Fire fighting, Fire alarm, HVAC, Lift, Electrical Sub Station or DG Set including maintenance work which shall be reduced by a factor 0.33. Maintenance work does not include works of operation of E&M Services.		
24.8	Horticulture Work: Horticulture works means all horticulture activities like plantation, landscaping, grassing and other horticulture related works including maintenance work which shall be reduced by a factor 0.33.		
24.9	Furniture Work: Furniture work means supply, supply and fixing, manufacturing and supply of custom/factory made furniture or modular furniture including maintenance work which shall be reduced by a factor 0.33.		
25.0	Work experience for Enlistment and Revalidation		
	Category	Class	Work Experience for Enlistment
	Composite	I(Super), I(AAA), I(AA) and I(A)	Composite Work of building/ Civil Building Work
	Composite	I, II & III	Composite Work of building and Civil/ Electrical /E&M services work excluding Maintenance work
	Composite	IV	Composite work and civil/ electrical/E&M Services work
	Civil	V	Fresh Enlistment are not allowed
			Work Experience for Revalidation
			Composite work/ Civil/ Electrical/ E&M services work excluding Maintenance
			Composite work/ Civil/ Electrical/ E&M services work excluding Maintenance work
			Composite work/civil/ electrical/E&M Services work
			Building Work or Civil Work
26.0	Demotion to a lower class on request: - In case, the contractor himself seeks demotion to a lower class on account of non fulfillment of revalidation criterion, the enlisting authority of		

	Class in which he is enlisted, on being satisfied prima-facie, of the contractor fulfilling the requirements of enlistment to a lower class, may revalidate the enlistment in the lower class for a period of one year to enable the contractor to obtain fresh enlistment in such lower class with concerned enlisting authority. 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: Type I – Contractor applies for revalidation for full term of 5 years but when not found fit for revalidation, he requests demotion to lower class. Type II – At the time of submission of application for revalidation, he is aware that he is not eligible for revalidation of enlistment for 5 years and in place of 5 years he requests for enlistment in lower class for a period of 1 year. For such case falling under Type I, contractor has to pay no fee or late fee or double the late fee for revalidation as the case may be. The fee paid shall be non refundable, in case either he is not found eligible for revalidation of enlistment for full term or even if he is enlisted in lower class for a period of one year. For cases falling under Type II, contractor has to pay proportionate fee @ 20% of enlistment fee as applicable to the class in which he desires enlistment for a period of one year. To continue his enlistment further, he has to submit fresh application before the competent authority to obtain fresh enlistment and he has to pay full enlistment fee as applicable. (Added vide OM/MAN/196)
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INSTRUCTIONS FOR APPLICANTS

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

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

Procedure for online Submission of Forms

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

ANNEXURE-IA (Refer Rule 6.1)

**Application For Enlistment As Contractor In All Categories Class II, III and IV and Nursery
(Not For All Category Class I and Composite Category Class I(A), I(AA), I(AAA) and I(Super))**

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

- CLASS:
- CATEGORY:
- JURISDICTION:
1. (a) Name of the Applicant
- (b) Nature of Entity (Individual/Firm/LLP /Company)
- (c) Registration No. for Firm/LLPIN for LLP /CIN for Company
2. Nationality
3. Address
- (i) Registered Office :
- (ii) Head Office: (if different from Registered office:
4. Contact Details:
- (i) Telephone Number
- (ii) Fax Number
- (iii) Mobile Number
- (iv) Website URL (If any)
- (v) Email Id
5. PAN Number (Individual / Firm / LLP/ Company)
6. Constituents of Entity (for Firm/LLP /Company)
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:

- i) Dismissed Government Servant:
Yes No
- ii) Removed from approved list of contractors:
Yes No
- iii) Demoted to a lower class of contractors:
Yes No
- iv) Having business banned/suspended by any Government in the past:
Yes No
- v) Convicted by Court of Law:
Retired Engineer/official from Engineering Department of
Government of India within last one year:
Yes No
- vi) Director or Partner of any other company/firm enlisted with
CPWD or any other department:
Yes No
- vii) 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 (a) Whether already enlisted with CPWD or any other Department: Yes/No

11 (b) If Yes, Give details (Name of department, Class & Category, Enlistment Authority & address, enlistment No. and date, Date of validity and tendering limit)

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

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

13 . Enlistment Processing Fee Enclosed Details:

Draft Number:
Draft Date:
Amount:
Branch:
Branch Drawn Upon:
Whose Favour:

14 . Details of works completed, in progress and secured during the last 5 years (to be filled in the Proforma as given in Annexure-III (1 and 2). This list should include all works whose gross amount of works done is more than the lowest required magnitude for the class in which registration is required.

15 . Number of Certificates from clients in original or self-attested copy as per proforma given in Annexure-IV for works selected for evaluation of contractors performance (as reflected in Annexure-XV):

16. Marks obtained as per Self Evaluation calculation as per XV for New Enlistment.....

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

- i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in CPWD as amended up to date and shall abide by them.
- ii) I/We certify that I/We are not registered and will not get myself/ourselves registered as contractor(s) in the Department under more than one name in the same category.
- iii) I/We certify that the information given above is true to the best of our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.
- iv) I/We certify that
 - a) the constituents of the Firm/LLP /Company reflected in Sl. No. 6 and 7 above are as applicable on the date of this application which tallies with the record of the registering authority
 - b) I/none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last One year.
 - c) that we have neither under our employment any such person nor shall we employ any person within One year of his retirement except with the prior permission of the Government.

- v) I/We undertaken that I/We will, if we do not own, hire or otherwise arrange the required tool and plant required for the works we procure as a result of this enlistment. I/We undertaken that I/We will, if we do not employ, hire or otherwise arrange the required Engineering Establishment required for the works we procure as a result of this enlistment.
- vi) I/We undertake that, if we do not possess in my/ own name a valid electrical license as required, we shall associate with as agency having such a license for execution of work which requires such a license.
- vii) I/We have attached Annexure-II duly completed and signed.

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

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

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

ANNEXURE-II (Refer Annexure-IA Sl. 17)
Documents Attached for Enlistment
For online applications, downloaded copy duly completed to be used.

Document Code	Annexure No.	Document Description	User Status	
1		Proof of constitution (Annexure-IA Sl. No. 6)	Yes	No
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 Note: In case of Mumbai City, the affidavit may be executed before Executive Magistrate instead of 1st Class Magistrate. (Modified vide OM DG/SE/CM/Enlst. Rules/09 dated 19.08.2014)		
b)		In case of Partnership Firm; Certificate of Registration, Partnership Deed and prescribed documents indicating approval of change in address or constitution of Partnership Firm duly self-attested.		
c)		In case of Limited Liability Partnership, Certificate of Incorporation, Partnership Deed and prescribed documents indicating approval of change in address or constitution of Partnership duly self-attested.		
d)		In case of Private/Public Limited Company, Certificate of Incorporation, Articles of Association and prescribed documents indicating approval of change in address or constitution of Board of Directors duly self-attested.		
2		Power of attorney, if any (Annexure-I Sl.no.9a) or Board Resolution if any (Annexure-I or IA) self-attested		
3	V-1, V-2 and V-3	(A) Banker's/ Working capital certificate in original from scheduled bank in the Proforma given in Annexure-V-1 or V-3. (B) The Average annual turnover on construction work of the firm in the last three years as per proforma Annexure-V-2 (see Rule 11).		
4		Self-Attested copy of Enlistment order if any (Annexure-I Sl. no. 11)		
5		List of all near relatives working in CPWD (Annexure-I Sl. no. 12) See also Rule 17.0 of Enlistment Rule		
6		Demand Draft for processing the case (Annexure-I Sl. no. 13)		
7	IV	Original or self-attested copies of certificates for works done, from concerned clients, in proforma as given in Annexure-IV (Annexure-I Sl. No. 15) (see also Rule 11.1).		
8 a	III	Annexure-III-1 (Completed Work) and III-2 (work not yet completed). (See Rule 11.1).		

8 b		Self-Attested copies of Award Letters and Final Bill for works included in Annexure-XV. (See Rule 11).		
9	XV	Self-evaluation of Contractors performance as per prescribed criteria and client certificate (Annexure-XV). (See Rule 11)		

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

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

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

ANNEXURE-III-1 (Completed Works) (Refer Rule 11.1.1)

(1) In case of enlistment- Works completed during the last five years or

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

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

Certificate:

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

Applicant's Signatures (As per Annexure-1A)

ANNEXURE-III-2 (Work not yet Completed) (Refer Rule 11.1.1)

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

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

S. No.	Name of work & Agreement No.	Date of start	Date of completion		Reasons for delay	Tendered Amount	Gross Amount of work paid	Percentage progress	Name, designation & complete address of the authority for whom the work was done
			Stipulated	Target					

Certificate:

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

Applicant's Signatures (As per Annexure-1A)

ANNEXURE – IV (Refer Rule 11.1.1)**CLIENT's CERTIFICATE REG. PERFORMANCE OF CONTRACTOR**

Name & address of the Client

Details of Works executed by Shri/M/s

Name(s) of proprietor/partners

1. A Name of work with brief particulars	
1. B Services included (for composite works only)	
i. Civil Services included (Water supply and sanitary installation, Drainage work and Water proofing work)	
ii. Whether Internal Electrical Installation included (Yes/No)	
iii. E&M services included (Fire fighting, Fire alarm, HVAC, Lift, Electrical Sub Station and DG Set)	
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? (Yes or No)	
(a) Quality of work	
i. Indicate grading Outstanding/Very Good/Good/Poor	
ii. Amount of work paid on reduced rates, if any.	
(b) Did the contractor go for arbitration? (Yes or No)	
i. If yes, total amount of claim	
ii. Total amount awarded	

Continued...

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)

(c) Comments on the capabilities of the contractor.	
i. Technical proficiency	Outstanding/Very Good/Good/poor
ii. Financial soundness	Outstanding/Very Good/Good/Poor
iii. Mobilization of adequate T&P	Outstanding/Very Good/Good/Poor
iv. Mobilization of manpower	Outstanding/Very Good/Good/Poor
v. General behavior	Outstanding/Very Good/Good/Poor

Note: All columns should be filled in properly

Signature of the
Reporting Officer with Office Seal

Signature of the
Officer of the rank of Superintending
Engineer or equivalent

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

ANNEXURE – V-1 (Refer Rule 11.2)

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

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

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

(Signature)
For the Bank

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

ANNEXURE – V-2 (Refer Rule 11.2)

FORM FOR CERTIFICATE OF TURNOVER FROM CHARTERED ACCOUNTANT

Certified that following is the turnover on construction work/ Civil Road only/Furniture work/Horticulture of the individual/ firm/ company as per returns filed with Income Tax of for the past 3 years.

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

Sl. No.	Accounting Year	Turnover on Construction (Rs. In Lakhs)
1.		
2.		
3.		
	Total	

Note:- Copies of Income Tax Returns or Balance Sheets are not required and will be returned to the applicant.

(Signature)

(Name)

For the Chartered Accountant

Membership No. of ICAI

Date and seal

ANNEXURE – V-3 (Refer Rule 11.2)

**FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK
(Applicable only for Class IV relevant category of Graduate 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 (Refer Rule 15)

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

A. DOCUMENTS TO BE SUBMITTED

- (i) Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
- (ii) An undertaking sworn in before a 1st class Magistrate by all the partners to the effect that the new firm will take over all assets and liabilities.
- (iii) Dissolution deed/consent of retiring partners/death certificate in case of death of a partner.

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

- (i) Whether he is enlisted with CPWD/MES/Railway/P&T/State PWD.
- (ii) Whether he is a dismissed Govt. servant.
- (iii) Whether he is a partner/director of any other firm enlisted with this Department/MES/Rly./P&T/State PWD.
- (iv) Whether he is member of Indian Parliament or State Legislature.
- (v) Whether his name has been blacklisted or removed from the approved list of contractors or demoted to lower class or orders banning/suspending business with him by any department in the past.
- (vi) Whether he is a dismissed/removed/retired Govt. servant within One year.
- (vii) Whether he has any relative working in CPWD, if yes, give details.
- (viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.
- (ix) In addition Certificate as required under Enlistment application form (Annexure-I /1A) from new partners be given.

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

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

ANNEXURE VII (Refer Rule 20)
PERFORMANCE REPORT OF WORKS FOR REVALIDATION
PART I

(To be filled in by the contractor in duplicate in respect of each work cost of which falls within the range prescribed for eligibility as per para 19 of Enlistment Rules read with Rule-11. One copy be submitted to Reporting Officer and other, containing acknowledgement of receipt and seal of office of reporting officer, be submitted to Enlistment Authority). (Modified vide OM DG/CON/261 dt. 27.02.2012)

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

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

Signature of the contractor

Continued...

PART II
(To be filled by the department)

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

Signature of Divisional/Sub Divisional Engineer

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

Class	I(A), I(AA), I(AAA) and I(Super)	I	II	III	IV	V
Reporting Officer	EE	EE	EE	EE	AE	AE
Reviewing Officer	PM/CPM/CE	SE	SE	SE	EE	EE
Report to be sent to o/o	DG	SDG	ADG	ADG	CE	SE

PART – III
(To be filled by the department)

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

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

11.0 Contract Performance:

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

Continued...

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

Signature of Reporting Officer (Designation and Address)

13.1	Quality of work	Outstanding/Very good/Good/Poor
13.2	Comments on capability of contractor	
13.2.1	Technical proficiency	Outstanding/Very good/Good/Poor
13.2.2	Financial soundness	Outstanding/Very good/Good/Poor
13.2.3	Mobilizations of adequate T&P	Outstanding/Very good/Good/Poor
13.2.4	Mobilizations of man power	Outstanding/Very good/Good/Poor
13.2.5	General behavior	Outstanding/Very good/Good/Poor

Copy sent to Contractor vide No. Dt.

Signature of Reviewing Officer (Designation and Address)

PART – IV
(To be filled by the department)
Appeal and Review (if any)

1.	Reference of Appeal	
2.	Decision of the Appellant Authority	

Signature of Appellant Authority (Designation and Address)

ANNEXURE – VIII (Refer Rule 19.1)**CENTRAL PUBLIC WORKS DEPARTMENT****APPLICATION FOR REVALIDATION OF ENLISTMENT**

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

CLASS

CATEGORY

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

2. Nationality Indian ☐ Other ☐

3. Address

Regd. Office

Head office (if different from Registered Office)

4. Contact Details :

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

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

The sum of annual financial turnover on construction works of the firm in the last three years duly certified by the Chartered Accountant in proforma Annexure-V-2, should be at least equal to amount of banker's certificate (Only for Class-I, II, III, IV and V all category).

9. Place of business

10. [For Composite]

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

(ii) Do the permanent electricians employed by contractor
possesses valid license Yes ☐ No ☐

11. Details of enlistment with CPWD

(i) Enlistment No. & date

(ii) Valid up to

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

Yes ☐ No ☐

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

13. Details of CPWD and Non CPWD Works completed, in progress & secured during the last enlistment/revalidation period as per Annexure -III. 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 ☐

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

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

iv) I/We certify that

- a) the constituents of the Firm/LLP /Company reflected in Sl. No. 6 above are as applicable on the date of this application which tallies with the record of the registering authority
- b) I/none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last One year.
- c) that we have neither under our employment any such person nor shall we employ any person within One year of his retirement except with the prior permission of the Government.

v) I/We certify that full time technical staff with qualifications and experience shall be deployed as required in NIT.

vi) I/We certify that T&P Machinery shall be deployed on the execution of work as required in NIT.

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

viii) I/We have attached Annexure-IX duly completed and signed.

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

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

1.

2.

3.

4.

Date

No. of documents attached

ANNEXURE – IX (Refer Rule-19)**Documents attached for revalidation
(Modified vide OM No. DG/SE/CM/Enlist. Rules/16 dt. 19.08.2015)**

S. No.	Document	Yes	No
1.	Attested copy of power of attorney, if any		
2.	(i) Banker's/working capital certificate in original from scheduled bank in the proforma given in the Enlistment Rules. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority. (Annexure-V-1) (ii) The Average annual turnover on construction work of the firm in the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department for class I(AAA), Class I(AA) and Class I(A) Composite Category. (iii) The sum of annual financial turnover on construction work of the firm in the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department for class-I, II, III, IV and V.		
3.	Attested copies of valid Electrical License(s) if any.		
4.	Attested copy of Enlistment order		
5.	Annexure III – List of works completed, in progress & secured during last enlistment/ revalidation period (1 & 2)		
6.	Affidavit as per Annexure - XIV		
7.	Attested copies of award letters for works included in Annexure III (as per rule 19.1.1)		
8.	Copies of Annexure – VII with acknowledgement of E.E/AE.		
9.	Late fee(if applicable)		

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

ANNEXURE – X (Refer Rule 21)
Criteria For Evaluation Of Contractor's Performance In Cpwd For Revalidation

Name of Contractor:

Name of Work:

Item No.	Parameter	Calculation for Points		Score	Max. Marks
1	Levy of Compensation	Compensation levied for Delay = C Tendered Amount = E B = 100 x (C/E)		20 if B = 0 10 if B = 5 0 if B = 10 10 if C is not decided. Marks for values in between are to be determined by Straight line variation.	20
2	Quality	Quality		Outstanding = 40; Very Good = 30; Good = 20 Satisfactory = 10; Poor = 0	40
3	Capability	I	Technical Proficiency	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		II	Financial Soundness	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		III	Mobilization of Adequate T&P	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		IV	Mobilization of Man Power	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		V	General Behavior	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
4	Contract Performance	Contract Performance		I Successful Completion of Work = (+) 20	20
				II Determination of Contract = (-) 20	
				III Part work done at the risk and cost of Contractor = (-) 15	
Note:					
1. Marks for values in between are to be determined by Straight line variation.					
2. Eligibility Criteria for Revalidation of Enlistment will be minimum 70.0% marks (Overall average of all works)					
3. Marks obtained shall be rounded to one figure of decimal.					

(Modified vide OM No. DG/SE/CM/ENLIST. RULES/02 & 03 dated 12.02.2014)

ANNEXURE – XA (Refer Rule 11)

Evaluation Criteria of Contractor's Performance in CPWD for Fresh Enlistment based on client's Annexure-IV & Inspection Report of CE, CPWD

Name of Contractor:**Name of Work:****Agreement No. :** DOS

DOC

Date of Actual Completion

Item No.	Parameter	Calculation for Points	Score	Max. Marks
1	Levy of Compensation	Compensation levied for Delay = $\frac{C}{E}$ Tendered Amount = E $B = 100 \times (C/E)$	10 if B = 0; 5 if B = 5; 0 if B = 10 if B = 10 10 if C is not decided. Marks for values in between are to be determined by Straight line variation.	10
2	Initiatives taken by contractor to compensate delay	TOR = (AT-ST)/ST, where AT=Actual time taken ST=stipulated time of completion plus (+) justified period of extension of time	10 if TOR = 0 5 if TOR = 0.25 0 if TOR = 0.5 or more	10
3	Quality*	Quality	Outstanding = 40; Very Good = 30; Good = 20 Poor = 0	40
4	Capability**	I Technical Proficiency	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		II Financial Soundness	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		III Mobilization of Adequate T&P	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		IV Mobilization of Man Power	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		V General Behaviour	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
5		Contract Performance	I Successful Completion of Work = (+) 20	20
			II Determination of Contract = (-) 20	
			III Part work done at the risk and cost of Contractor = (-) 15	

Notes:

- Marks for values in between are to be determined by Straight line variation.
- Eligibility Criteria for Enlistment will be minimum 75.0 % marks for Class-I(Super), Class-I(AAA), Class-I(AA) and Class-I(A) Contractors in Composite Categories (Overall average of all works) .
- Eligibility Criteria for all other categories will be minimum 70.0 % marks (Overall average of all works).
- Marks obtained shall be rounded to one figure of decimal.

* Based on Inspection Report of CPWD Officers in case of Non-CPWD work or Annexure-IV in case of CPWD work.

**Based on grading by client in case of non CPWD work or Annexure-IV/VII in case of CPWD work.
(Modified vide OM No. DG/SE/CM/ENLIST. RULES/03 dated 12.02.2014)

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

CERTIFICATE

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

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

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

Deponent

Date:

Place:

Applicant Signature (As per Annexure-1A)

Annexure-XV (Refer Rule 11)**Applicants Self-Evaluation of Performance based on Criteria in Annexure-X for Fresh Enlistment based on client's Annexure-IV**

(subject to checking and to be modified based on Inspection Report of CPWD where applicable)

Name of Applicant:**Category and Class Applied for:**

(For categories other than Composite, the applicable criteria may be reflected instead of that given in Sl. No. 1 and 2 below:

Sl. No.	Work Experience Criteria(All completion cost and completed during last 5 Years)									
1	The composite work of building means Civil Building work(i.e. including atleast one of (a) Water supply and sanitary installation, (b) Drainage work and (c) Water proofing work) including Internal Electrification and at least one of the E&M services mentioned below under one agreement: <table border="1"> <tr> <td>(i) Fire fighting</td><td>(ii) Lift</td></tr> <tr> <td>(iii) Fire alarm</td><td>(iv) Electrical Sub Station</td></tr> <tr> <td>(v) HVAC</td><td>(vi) DG Set</td></tr> </table>		(i) Fire fighting	(ii) Lift	(iii) Fire alarm	(iv) Electrical Sub Station	(v) HVAC	(vi) DG Set	Name of Composite work	
			(i) Fire fighting	(ii) Lift						
			(iii) Fire alarm	(iv) Electrical Sub Station						
			(v) HVAC	(vi) DG Set						
			Annexure-IV Page No.							
Civil Service included in work										
Whether internal Electrification was part of the work Yes/No										
E&M service included in work										
2	Selection of Criteria and Works invoked for evaluation									
	Criteria	Value of each work	Yes/No	Reference to works offered for evaluation						
	Three composite works of buildings/Civil Building works	As per Enlistment Rules								
	Two composite works of buildings/Civil Building works									
	One composite work of buildings/Civil Building works									
	Note: The experience of Civil building works shall only be considered provided the applicants have executed at least one composite work of building amounting to lowest value mentioned above either as the eligible work or some other work under one agreement.									
3	Particulars	Work -1	Work -2 (if required)	Work -3 (if required)						
	Name of Work as per Agreement									
	Amount of Work Done									
	S. N. of Work as per Annexure - III									
	Annexure-IV at sheet No.									
	Agreement No.									
	Copy of award letter at sheet no.									

4	Evaluation as per criteria	Marks obtained		
Cr1	Levy of Compensation			
Cr2	Initiatives taken by contractor to avoid delay			
Cr3	Quality			
Cr4	Capability			
Cr5	Completion of work by contractor			
	Total			
5	Overall Marks (%)averaged over the marks for the works -			

Applicant's Signatures (As per Annexure-1A)

GUIDELINES FOR DEPARTMENTAL OFFICERS FOR ENLISTMENT OF CONTRACTORS

1.0 General

The enlistment of contractors in various classes and categories and the further revalidation of enlistment shall be regulated as per Enlistment rules – 2017.

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 in class I(Super), I(AAA), Class I(AA), Class I(A), Class-I, Class-II, Class-III and Class-IV has been introduced in Enlistment Rules-2005.

4.0 Concessions to SC/ST contractors

The following concessions have been extended to individual 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/-
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/ need not be inspected.

7.0 Inspection Teams and Reports

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(Super), Class I(AAA), Class I(AA), Class I(A) (Composite) and Class I
 - I. Chief Engineer of the zone.
 - II. One Superintending Engineer as nominated by CE.
- B. For Class II:
 - I. Superintending Engineer/DOH of the circle
 - II. One Executive Engineer/DDH as nominated by S.E/DOH.
- C. For Class III & Class IV and Nursery:
 - I. Executive Engineer/DDH of the division
 - II. One Assistant Engineer/ADH as nominated by EE/DDH.

Inspection Reports

- i. Inspecting Officer shall inspect the site along with other nominated officers and submit the inspection report to Enlistment Authority. The inspection team will give detailed Inspection Report of work inspected and make categorical comments and recommendations. Similar detailed formats may be evolved depending on nature of work and class and category of enlistment.
 - ii. Inspecting Officers will also ascertain from copy of agreement Architectural/structural drawings and other documents like Form 16A (Tax Deducted at source by Client) and/or Form 26AS(Annual Tax Statement for applicants PAN number) that the work being inspected has actually been done by the applicant contractor.
 - iii. It will be obligatory on part of concerned inspecting officer to send Inspection Report to Enlistment authority immediately but not later than two months from the date of issue of letter by Enlistment authority.
 - iv. Scanned copy of Inspection report can be submitted to Enlistment authority through e-mail which can be confirmed by Enlistment authority from respective office.
- 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 Enlistment process, revalidation process and weeding out the contractors.

Class	Categories	Advisory Committee		Jurisdiction
		Chairman	Members	
I(Super), I(AAA), I(AA) and I(A)	Composite	Sp. DG(HQ)	ADG(TD), CE CSQ (Civil), CE CSQ(Elect.), two Chief Engineers and Director (Finance) SE(C&M)-Member Secretary	All India
I	a) Composite b) Civil Road Only c) Furniture d) Horticulture*	ADG ** at the Station	Two Chief Engineers* at the Station as nominated by Spl. DG – Members DDG(HQ) - Member Secretary	All India
II	a) Composite	DDG	Director Works(NDR) & 2 SEs to be	Delhi Region

	b) Civil Road Only c) Furniture d) Horticulture	(HQ) DR DDG (BD cum TRG.) NR	nominated by Spl. DG. 3 SEs to be nominated by Spl. DG. (NR)	Northern Region
III	a) Composite b) Civil Road Only c) Furniture d) Horticulture	CE (NDZ-III) CE at Station HQ or CE-I of sub region	Director Works (DR), One SE and One EE to be nominated by ADG (DR). Director Works of Sub-region, one SE & one EE to be nominated by concerned ADG.	Delhi & NCR Within Jurisdiction of concerned ADG.
	a) Composite b) Furniture c) Horticulture	SE (P)/SE(A) DoH	One SE & One EE One SE & One EE Another DoH & One DDH	Delhi & NCR Within Jurisdiction of concerned CE. Delhi & NCR
V	Civil	E.E.(P) of Circle --	two EE (Civil) two EE (Civil)	Delhi & NCR Within Jurisdiction of concerned Circle.

- A. For stations where more than one CE are posted, Spl. DG of the region may nominate one of the CE for class-IV Composite, Class-IV Furniture and Class-IV Horticulture Category for enlistment of contractors.
- B. *The Spl. DG (DR) shall be enlisting authority for class-I Horticulture. DDG(Hort.) shall be one of the member of advisory committee.
- C. **ADG (DR) in case of Spl. DG(NR).

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 applicant shall be intimated of the deficiencies 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. No applications received without processing fees as per Rules or without application in Annexure-I or I(A) as applicable shall be processed and the applicant intimated accordingly within 1 month.

10.1 Change in jurisdiction and Enlistment authority

The CPWD Class-II Contractors of composite category enlisted for Delhi Region are hereby allowed to participate in tenders in Northern Region also upto 31.03.2018. Similarly, the CPWD Class-II Contractors of composite category enlisted for Northern Region are also allowed to participate in tenders in Delhi Region upto 31.03.2018. (Added vide OM No. DG/SE/CM/Enlist.Rules/15 dt. 17.08.2015)

10.2 Change in Constitution of firms

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

10.3 Performance Reports

- i. Under the Enlistment Rules it is mandatory for contractors to submit the performance report for each work executed by him. The reporting officer shall write the Performance Report and forward to his reviewing officer who shall forward it to the Enlisting Authority after review.
- ii. It will be obligatory on part of concerned EE and SE to send PR to enlisting authority immediately but latest within one and two months respectively. In case the contractor has not applied for PR, the EE shall initiate the PR at his own initiative.
- iii. Scanned copy of performance report can be submitted to enlisting authority through e-mail which can be confirmed by enlisting authority from respective office. (Modified vide DG/CON/261)
- iv. A copy of the graded performance report should also be given by the reviewing authority to the contractor so that the contractor is aware of gradation of performance report of the work.
- v. The Chief Engineer can review the graded PR of Superintending Engineer on the request of the contractor with recorded reasons.

11.1 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. Category and Class of Registration.

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

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

11.2 Disciplinary Action

Enlisting authority has to appoint the ex-officio members of Empowered Committee as per the table above and it is to be kept in view that complainant officer should not be part of Committee

There is provision in the Enlistment Rules for

- i. sale of tenders to be suspended to contractors who are graded less than good in a performance report.
- ii. Suspension of business on other accounts.

In such cases, the reviewing officer or the complainant officers as the case may be shall immediately furnish a report to the chairman of the Empowered Committee.

The Committee will decide the case within 6 weeks from the date of issuance of letter of suspension of sale of tenders to the contractor.

Name of such contractors who are suspended or debarred for any period shall be sent to CE (CSQ) (where DG is the Enlistment Authority) or DDG(BD) of the Region for all other cases immediately by each enlisting / prequalification authority who shall post the same on CPWD website.

12.0 Instructions for operation of rules

Certain existing (as on 01.04.2015) contractors of Civil, Electrical and annually pre-qualified Contractors of CPWD have been modified to composite category in the respective classes with validity 31.03.2018. Thereafter, they shall have to apply for revalidation of this enlistment in appropriate class of composite category as per Enlistment Rules applicable at that time.

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