



# CENTRAL PUBLIC WORKS DEPARTMENT

## OFFICE MEMORANDUM

No.DGW/MAN/157 A

ISSUED BY AUTHORITY OF DIRECTOR GENERAL OF WORKS

NIRMAN BHAWAN, NEW DELHI

DATED: 19.10.2009

**Subject: Amendments to Rules of Enlistment of Contractors in CPWD, 2005 (Section 34 and Appendix 34 of CPWD Works Manual 2007)- 2<sup>nd</sup> Amendment**

Enlistment Rules 2005 were issued vide OM no. DGW/MAN/210 dated 29.04.2005 and these were amended vide OM no. DGW/MAN/157 dated 14.07.2008. These amended Enlistment Rules 2005, its Annexure I & VIII are further amended as enclosed, which come into force with immediate effect.

Superintending Engineer (C&M)

Issued from file No. CSQ/CM/C/18(5)/2009

Copy to: -1. All ADGs CPWD. E-in-CPWD, Delhi Govt.2. **All CEs, CPWD, PWD Delhi Govt.- They are requested to endorse a copy of this to all SEs & EEs with further directions that they should bring this change to the notice of all the concerned.**

Executive Engineer (CS)

**Appendix – 34**  
**(Refer para 34.1)**  
**Rules of Enlistment of Contractors in CPWD, 2005**

(Updated-upto 05.10.09)

1.0	<b>Title</b> These rules shall be called the “Rules of Enlistment of Contractors in CPWD, 2005” and shall come into force with effect from the 1st day of May, 2005
2.0	<b>Short Title</b> Hereinafter these rules shall be referred to as “Enlistment Rules 2005” for the sake of brevity.
2.1	Term ‘CPWD’ where ever occurring, includes PWD (NCTD) and CCU of Ministry of Environment and Forest also
3.0	<p><b>Repeal and Saving</b></p> <p>3.1 All rules regarding enlistment/revalidation of contractors in CPWD existing before coming into force of Enlistment Rules 2005 are repealed by Enlistment Rules 2005.</p> <p>3.2 Notwithstanding such repeal, the contractors already enlisted on the basis of rules hitherto in force shall continue to enjoy the status of enlisted contractors of CPWD till the period of such enlistment, including revalidation/extension granted before coming into effect of the Enlistment Rules 2005, expires. However, in regard to all other matters and further revalidation of their enlistment, they shall be governed by the Enlistment Rules 2005.</p> <p>3.3 And also, notwithstanding such repeal, applications for enlistment received with all required documents on or before 22.11.2004 shall be processed on the basis of Enlistment Rules 2001 and amendments issued from time to time and enlisted if found fit.</p> <p>Note: – Provision under para 3.3 above i.e. cases to be processed as per Enlistment Rules 2001 relate to eligibility criteria for Enlistment. All other provisions like tendering limit, processing /late fee, disciplinary action etc., shall be applicable as per Enlistment Rules 2005.</p>
4.0	<b>Applicability</b> . CPWD enlists contractors who intend to work with the department. It is done to have a ready list of suitable and competent contractors for CPWD works so as to minimize requirement of verification of credentials of contractors at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in CPWD and perform well. Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for enlistment as a contractor in CPWD under these Rules provided the eligibility criteria and other conditions are satisfied The enlisted contractors have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.
4.1	No individual, or a firm having such individual as one of the partners, who is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/ suspended by any government

	<p>department in the past; or convicted by a court of law shall be entitled for enlistment. <b>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.</b></p> <p>4.1.1 <b>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.</b></p> <p>4.2 No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Government of India is allowed to work in the CPWD either as contractor or as employee of a contractor for a period of <b>one</b> 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.</p> <p>4.3 A contractor is permitted to have enlistment in more than one category and under more than one enlistment authority but not in more than one class of the same category in CPWD.</p> <p>4.4 A contractor is not permitted to have enlistment in more than one name.</p> <p>4.5 A partner of a firm or a Director of a company enlisted as a contractor cannot be a partner/director in any other enlisted firm/company in CPWD.</p> <p>4.6 A contractor will not be enlisted if it was enlisted in any category or class earlier but had remained inactive in CPWD during its previous enlistment period.</p> <p>5. <b>Scope</b> - The enlistment of a contractor in CPWD shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.</p> <p>6.1 <b>Enlistment Procedure</b> - The contractor shall have to submit the application in a prescribed form (Annexure – I) to the enlistment authority, complete with all documents as per Annexure-II.</p> <p>6.2 Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.</p> <p>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.</p> <p>6.4 The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get works done by the contractor inspected and/or to get such other reports as may be considered necessary.</p> <p>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</p>
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	on the contractor.
6.6	The enlisting authority reserves right to limit number of contractors to be enlisted in any class or category on All India/Regional/State/Location basis or any other manner decided by the department.
6.7	Enlistment of contractors in the department may be closed at any point of time. While closing the enlistment, the department may have a reserved list of eligible contractors from the pending applications. Out of this, contractors may be enlisted depending on requirement in a particular area or for the country as a whole.
7.	The enlistment shall be valid for a period of <b>five</b> years. The enlistment can, however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of <b>five</b> 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.	<b>Categories &amp; Classes</b> – The enlistment shall be done in the categories and classes mentioned in Table – 1
9.	<b>Jurisdiction, Tendering Limits &amp; Location of contractor’s office</b> - The jurisdiction in which contractors enlisted in various categories and classes shall be permitted to tender and the tendering limit upto which they shall be eligible to tender shall be as given in Table-1. Northern Region shall include Delhi Region also. Tendering limit for different categories and class as per ‘Enlistment Rules 2005’, will be applicable to all contractors, whether enlisted after or prior to 1.5.05, Registered office of the contractor has to be in the same area as jurisdiction for tendering of class and category in which enlistment is sought.
9.1	The contractor shall be governed by the provisions existing at a particular point of time irrespective of when he was enlisted.
10.	Authorities for Enlistment - Enlistment in different categories and classes shall be done by different authorities. These are identified in Table I.
11.	<b>Eligibility Criteria</b> - The contractors shall have to satisfy the minimum eligibility criteria specified in Table – I, before they can be considered for enlistment. All contractors are expected to keep abreast with enlistment/revalidation rules modified from time to time.
11.1	The criterion for experience, in case of enlistment, shall be the completion of requisite number of works (see para 24.0 also), as the case may be, of prescribed nature and magnitude executed on independent contract basis or as a builder, during the last five years. The works should have been executed in the same name and style in which the enlistment is sought <b>or all the eligible work(s) should have been secured in the name of any one of the partner</b> . Enlistment of an individual in corresponding category may also be done based on his Technical Qualification in lieu of experience of completion of works in last 5 years if provision exists in Table I of the Rules, but other eligibility criteria remaining the same.

11.2	The financial soundness shall be judged on the basis of the Banker's certificate or the working capital certificate, as the case may be, issued by the Bankers of the contractor on the format prescribed in Annexure-V. Such certificate shall be issued by a scheduled bank and shall be submitted, in original, in a sealed cover, addressed to the enlistment authority.
11.3	The criteria for enlistment/revalidation shall be as applicable on date of enlistment/revalidation. Applicant may be intimated when his application and verification is complete. The application may be decided within 90 days of such completion.
12.0	<b>Processing fee</b> – The contractor shall have to pay a non-refundable processing fee by crossed Demand Draft drawn in favour of the authority authorized by enlisting authority. For various categories and classes of enlistment, the fee is prescribed in Table – I. This fee is to be submitted along with application form to the enlisting authority
13.0	<b>Income Tax clearance</b> : Deleted
14.0	<b>Electrical License</b> - The contractors of Electrical category shall have to produce valid electrical license from the competent authority in the name of the contractor. They shall keep valid license throughout the period of enlistment by getting it renewed at suitable intervals and submit an attested copy of the same to the enlistment authority after each renewal. In event of any discontinuity in validity of electrical license of the contractor, its enlistment and authority to work with CPWD will also automatically cease to be valid. For applying for tenders for a work in any state they shall have to possess electrical license of appropriate voltage issued by any State Govt. under Clause 45 of compilation of rule of Indian Electricity Rules 1956 or as amended from time to time.
15.0	<b>Change in Constitution of Firm</b> - The contractor/firm shall not modify the existing partnership or enter into any fresh partnership <b>or change the name of firm</b> 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 <b>or change in the name of firm</b> without prior approval of the enlistment authority, will render the contractor/firm liable to be removed from the approved list of contractors.
15.1	If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his (their) individual/joint capacity shall have to apply for the enlistment afresh on the basis of work experience gained as a separate entity.
15.2	If new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 4.0
15.3	If the number of original partners of a firm reduces to less than half due to any reason including death of partner(s), the enlistment of the firm shall be withdrawn. Original partners means constituents at the time of Enlistment and those who have remained as constituent for more than 5 years.
16.0	<b>Change in Address</b> - While applying for enlistment, the contractor should mention address of his Registered office as well as Head Office, if different. All documents i.e. , Bankers' Certificate, Electrical license etc. should bear one of the above

16.1	<p>addresses, otherwise the same shall not be accepted</p> <p>The contractor shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax , Sales Tax authorities etc. Failure to do so may result in removal of his name from the approved list of contractors.</p>
17.0	<p><b>Near Relatives Working in CPWD</b> -Contractors whose near relatives are Divisional Accountant or Engineering Officers between the grades of Superintending Engineer and Junior Engineer (both inclusive) in the Central Public Works Department will not be allowed to tender for works if the circle (<b>Division in case of contractors of Horticulture/Nursery Category</b>) responsible for award and execution of contract is the one where the near relative is working. For this purpose a near relative shall mean wife, husband, parents, grand parents, children, grand children, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.</p>
18.0	<p><b>Review of Approved List of Contractors</b> -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.</p>
19.0	<p><b>Revalidation of enlistment</b> - The validity of initial enlistment of the contractor shall be as given in Para 7.0. It shall, however, be revalidated on merits, if desired by the contractor. <b>Only the contractors who have secured some work(s) (see para 24.0 also) of appropriate magnitude in CPWD, PWD (NCTD) or CCU of Ministry of Environmental &amp; Forest during the period of enlistment or last revalidation period of enlistment as the case may be, shall be considered for revalidation. Appropriate magnitude shall mean the minimum amount mentioned in the column 5 of Table-1 against relevant class/category. The revalidation shall be done for the period as detailed below:-</b></p> <p><b>Category A:- Enlistment of such contractors who satisfy the following criterion shall be considered for revalidation for a period of five years.</b></p> <p>(i) <b>Securing two works of appropriate magnitude during last enlistment/revalidation period and atleast one of them has been completed 100% and the second completed more than 50%. In case of lesser progress of second work, the department will select one Non CPWD work out of the list furnished by the applicant for inspection and consideration of revalidation.</b></p> <p style="text-align: center;"><b>Or</b></p> <p>(ii) <b>Securing and completion of one work of value three times the appropriate magnitude (for class V (Civil) contractor it shall be 1.5 times).</b></p> <p><b>Category B:- Enlistment of contractors, who secured only one work of appropriate magnitude during last enlistment/revalidation period and that even not completed, shall be extended for a period of two years. Revalidation for the balance period of three years shall be granted, only when the contractor satisfies the criterion</b></p>

	<p><b>laid down in Category A above.</b></p> <p>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</p>
19.1	<p><b>Application for Revalidation -</b></p>
19.1.1	<p>The contractor shall apply for revalidation for his enlistment in the prescribed form 'Annexure VIII' alongwith all documents as per Annexure IX so as to reach the Enlistment Authority at least 6 months before expiry of his enlistment. The revalidation application with all documents shall however be accepted upto the date of expiry of enlistment with late fee.</p>
19.1.2	<p>In cases where the application is received after date of expiry of enlistment/revalidation, but within three months of expiry, the application can be accepted with double the late fee. Applications received, thereafter, shall not be accepted and contractor should apply for fresh enlistment, as per rules.</p>
19.1.3	<p>Late fee will be same as the enlistment processing fee as prescribed in Table I of 'Enlistment Rules 2005'. This is payable in the form of Demand Draft in favour of the authority, as authorized by enlisting authority.</p>
19.1.4	<p>On receipt of application for revalidation complete in all respect and with all necessary documents, provisional extension upto six months from the date of expiry of enlistment/date of issue of order, which ever is later may be issued.</p>
19.1.5	<p>In some cases orders of revalidation of enlistment of contractors were issued by the enlisting authority for three years w.e.f. 1.5.2005 whereas validity of their last enlistment was upto a date prior to 30.4.2005. The gap between validity of last revalidation/enlistment and 30.4.2005 as provided in the order of revalidation shall be considered as period covered under revalidation.</p>
20.0	<p><b>Performance Reports</b></p>
20.1	<p><b>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.</b></p>
20.2	<p><b>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.</b></p>
20.3	<p><b>The contractor should fill up the details in the proforma as given in Annexure VII, in duplicate. For each work, separate proforma should be filled. One copy of all the proformas should be submitted to the reporting officer and the acknowledgement obtained on the second copy of the proforma. This 2<sup>nd</sup> copy should then be submitted to the enlisting authority along with the application.</b></p>
20.4	<p><b>The reporting officer shall write the report and forward to the Enlisting Authority through his reviewing officer (Reporting /Reviewing officers and the time frame for writing reports are detailed in Annexure-VII)</b></p>
21.0	<p><b>Revalidation Procedure - The revalidation shall be done on the basis of Review of performance of the contractor during the period of enlistment/revalidation. This shall be based on evaluation of performance reports as given in</b></p>

22.0	<p><b>Annexure X or as decided by the enlisting authority.</b></p> <p><b>Contractor's obligations</b> - The contractor should fulfill all his obligations under these rules in time and manner as specified, failing which he shall be liable for the action as mentioned therein. Some of the obligations are summarized below:-</p> <p>a) Prior approval shall be obtained from the enlisting authority before changing the <b>name or</b> constitution of the firm/company.</p> <p>b) Intimation of change of address should be given in advance or within one month alongwith acknowledgement from Banker, Income Tax and Sales Tax authorities.</p> <p>c) He shall continue to possess, throughout the period of enlistment/revalidation, a valid electrical licence of appropriate voltage issued by appropriate authority.</p> <p>d) He should secure works of specified magnitude during the period of enlistment/revalidation as provided in Para 19.0 above</p> <p>e) He shall abide by these rules.</p> <p>f) He should not indulge in unethical practices and maintain good conduct.</p> <p>g) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.</p>
23.0	<p><b>Disciplinary Actions</b> -The contractor shall have to abide by all the rules of enlistment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works as per contract on time and with good quality. The enlisting authority shall have the right to demote a contractor to a lower class, suspend business with him for any period, debar him or remove his name from the approved list of contractors indefinitely or for a period as decided by enlisting authority after issue of show cause notice. Decision of the enlisting authority shall be final and binding on the contractor. The following actions of the contractor shall, in general, make him liable to disciplinary actions:-</p>
23.1	<p><b>Demotion to a lower class</b> -The contractor shall be liable to demotion to a lower class, by the enlisting authority, if he:</p> <p>a) fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects; or</p> <p>b) no longer has adequate equipment, technical personnel or financial resources; or</p> <p>c) is litigious by nature; or</p> <p>d) violates any important condition of contract; or</p> <p>e) or his staff misconducts or misbehaves with CPWD officials; or</p> <p>f) <b>Deleted</b></p> <p>g) is responsible for a conduct which may justify his demotion to a lower class; or</p> <p>h) any other reason which in view of enlisting authority is adequate for his demotion to a lower class.</p>
23.2	<p><b>Suspension of business:</b> The enlistment authority may suspend business with a contractor for indefinite period or for a period as decided by enlisting authority, pending full enquiry into the allegations, if the enlistment authority is prima facie</p>

23.3	<p>of the view that the contractor is guilty of an offence in relation to business dealings which, when established would result in his removal/banning business and it is not considered desirable to entrust new works or continue business with the contractor. Business may also be suspended with a contractor upto a period of one year in case he fails to start the work after the award on two occasions.</p> <p><b>Removal from the approved list:</b> The name of the contractor may be removed from the approved list of contractors, by the enlisting authority, if he:</p> <p>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.</p>
24.0	<p><b>Definition of building work</b> – Items of pre fabricated huts, false ceiling, compound walls, storm water drains, sewer lines, water supply lines, Road – Gully chamber and supply of SFRC covers if executed exclusively under separate contract and not as part of main building contract shall be excluded from the definition of building work. Further, <b>following work(s) shall be considered for enlistment / revalidation:-</b></p> <p><b>Enlistment in Civil, Electrical, Furniture &amp; Horticulture Categories:-</b></p> <p>a) <b>Class I, II – Original works only</b>  b) <b>Class III, IV, V – Original works including works of additions/ alterations / renovations / up gradations but not maintenance works.</b></p>

25.0	<p><b>Revalidation in Civil, Electrical, Furniture &amp; Horticulture Categories:-</b></p> <p>a) <b>Class I, II – Original works as well as the works of additions/ alterations / renovations / up gradations but not maintenance works.</b></p> <p>b) <b>Class III, IV, V – Original works, the works of additions/ alterations / renovations / up gradations as well as maintenance works (excluding works of sweeping, cleaning, scavenging, care taking, watch &amp; ward and the like).</b></p> <p>This shall be applicable to all cases for which applications for enlistment/revalidation were received on or after 1.11.2006. This will also apply to all cases of enlistment/revalidation under Rules 2001 and being processed under para 3.3 of Enlistment Rules 2005.</p> <p><b>Demotion to a lower class on request:</b> - 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. <b>There can be two type of cases:</b></p> <p><b>Category I – Contractor applies for revalidation for full term of 5 years but when not found fit for revalidation, he requests demotion to lower class.</b></p> <p><b>Category II – At the time of submission of application for revalidation, he is aware that he is not eligible for revalidation of enlistment for 5 years and in place of 5 years he requests for enlistment in lower class for a period of 1 year.</b></p> <p>For such case falling under category I, contractor has to pay no fee or late fee or double the late fee for revalidation as the case may be. The fee paid shall be non refundable, in case either he is not found eligible for revalidation of enlistment for full term or even if he is enlisted in lower class for a period of one year.</p> <p>For cases falling under category II, contractor has to pay proportionate fee @ 20% of enlistment fee as applicable to the class in which he desires enlistment for a period of one year. To continue his enlistment further, he has to submit fresh application before the competent authority to obtain fresh enlistment and he has to pay full enlistment fee as applicable.</p>
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**ANNEXURE-I**

**Central Public Works Department**

**APPLICATION FOR ENLISTMENT AS CONTRACTOR**

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

**CLASS**  **Category**

1. Name of applicant .....
2. Nationality Indian  Other
3. Address i) Regd office.....  
ii) Head Office.....

(Attach separate paper for addresses of other offices)

4. Telephone Number  Fax No.

E-mail address

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

**6. Furnish names and paste photograph(s) (of size 2.5 X 3.5 cm having white background) 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

5.	6.	7.	8.
Paste photo	Paste photo	Paste photo	Paste photo
Name	Name	Name	Name

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

- (a) Dismissed Government Servant Yes  No
- (b) Removed from approved list of contractors Yes  No
- (c) Demoted to a lower class of contractors Yes  No
- (d) Having business banned/suspended by any government in the past Yes  No
- (e) Convicted by a court of law Yes  No
- (f) Retired engineer/official from engineering deptt. of Govt. of India within last **One** year Yes  No
- (g) Director or partner of any other Company/firm enlisted with CPWD or any other department Yes  No
- (h) Member of Parliament or any State Legislative Assembly Yes  No

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

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

(b) Nationality Indian  Other

(c) Liabilities

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

10. Place of business .....

11. Full time technical staff in applicant's employment (Refer Table I & fill up the columns below in respect of requisite trade and experience only)

(a) Graduate engineers with minimum ----- years' experience

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

(c) Diploma engineers with minimum' experience ----- years

(d) Diploma engineers with minimum experience ----- years (excluding (c) above)

(e) Furniture/Furnishing Designers of minimum.....years experience

(f) Graduate in Agricultural Sciences of minimum.....years experience

(g) Post Graduate in Agricultural Science of minimum.....years experience

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

13. [For Electrical]

i) Does the applicant possess valid Electrical License Yes  No

ii) Do the permanent electricians employed by contractor posses valid license Yes  No

14. (a) Whether already enlisted with CPWD or any other department Yes  No

(b) If yes, give details:

(i) Name of department .....

(ii) Class & category .....

(iii) Enlistment authority & address .....

(iv) Enlistment No. & date .....

(v) Date of validity

(vi) Tendering limit .....

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

16. Enlistment Processing fee enclosed:-

Draft No.	Date	Amount	Issuing Bank & Branch	Branch drawn upon	In whose favour drawn

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

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

**19. Certificates :**

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

(ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am/ we are liable to be debarred.

(iii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name.

(iv) (a) I certify that I did not retire as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in any engineering Department of the Government of India during the last **One** year. I also certify that I have neither such a person

under my employment nor shall I employ any such person within **One** year of his retirement except with the prior permission of the Government. (For individuals seeking enlistment in their own name )

(b) We certify that none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last **one** year. We also certify that we have neither under our employment any such person nor shall we employ any person within **one** year of his retirement except with the prior permission of the Government. (For partnership firms and limited companies).

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Name	Signature	Address
1.		
2.		
3.		
4.		
5.		

Date :

No. of Documents attached

**ANNEXURE-II**

Documents attached for enlistment

S.No.	Document	Yes	No
1.	Proof of constitution (Sl.no..5) :		
	a) In case of sole proprietorship/HUF: an affidavit executed before a 1 <sup>st</sup> Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF.		<input type="checkbox"/>
	b) In case of partnership firm: (Submit attested copies)		
	i) Partnership deed attested by Notary Public		<input type="checkbox"/>
	ii) Form "A" or equivalent form issued by Registrar of Firms		<input type="checkbox"/>
	iii) Form "B" or equivalent form issued by Registrar of Firms		<input type="checkbox"/>
	iv) Form "C" or equivalent form issued by Registrar of Firms		<input type="checkbox"/>
	c) In case of Private/Public Ltd Co. Article of Association duly attested by Notary Public.		
2.	Power of attorney, if any (Sl.no..8), attested by Notary Public.		<input type="checkbox"/>
3.	Banker's/ working capital certificate in original from scheduled bank in the Performa given in Annexure-V. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority (Sl.no..9)		<input type="checkbox"/>
4.	Technical Staff: (Sl.no..11)		
	i)List of full time technical staff/Designers with qualification and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant)		<input type="checkbox"/>
	(ii) Attested copies of the degrees/diplomas of the technical staff/Designers.		<input type="checkbox"/>
	(iii) Declaration from the technical staff/Designers that they are employed with the applicant.		<input type="checkbox"/>
	(iv) Documents like PF subscription, copy of Income Tax return with, IT form16 etc conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant)		<input type="checkbox"/>



**ANNEXURE-III**

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

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

[Add additional sheets, if necessary]

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

**Contractor's Signatures**

**ANNEXURE – IV**

**CLIENT's CERTIFICATE REG. PERFORMANCE OF CONTRACTOR**

Name & address of the Client.....

Details of Works executed by Shri/M/s  
.....  
.....  
.....

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

Name & address of the Client.....

Details of Works executed by Shri/M/s  
.....  
.....  
.....

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

Note : All columns should be filled in properly

“Countersigned”

Signature of the  
Reporting Officer with Office  
Seal

Officer of the rank of Superintending Engineer or equivalent

**ANNEXURE – V**

**FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK**

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

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

(Signature)  
For the Bank

Note: 1) Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to enlistment authority.

2) In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

---

**FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK**

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

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

Signature  
For the Bank

## ANNEXURE - VI

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

#### **A. DOCUMENTS TO BE SUBMITTED**

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

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

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

#### **C. DOCUMENTS TO BE SUBMITTED AFTER THE PROPOSAL IS AGREED IN PRINICIPLE BY THE COMPETENT AUTHORITY**

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

**ANNEXURE VII  
PERFORMANCE REPORT OF WORKS**

**PART I**

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

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

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

Signature of the contractor

**PART II**

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

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

Delay is partly /not/ fully attributable to contractor.

**Signature of Divisional/Sub Divisional Engineer**

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

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

## ANNEXURE VII

### Part – III

(Serial 1 to 7 are repeat information for proper linkage)

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

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

Reporting Officer (Designation and Address)

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

Reviewing Officer (Designation & Address)

**ANNEXURE – VIII**  
**CENTRAL PUBLIC WORKS DEPARTMENT**  
**APPLICATION FOR REVALIDATION OF ENLISTMENT**

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

**CLASS**  **CATEGORY** .....

1. Name of applicant .....

2. Nationality Indian  Other

3. Address  
 Regd. Office .....

Head office.....

4. Telephone Number Fax No.

Now E-mail address

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

6. **Furnish names and paste photograph(s) (of size 2.5 X 3.5 cm having white background) of individual / sole proprietor / all partners / all directors against his / their names.**

1.	2.	3.	4.
<b>Paste photo</b>	<b>Paste photo</b>	<b>Paste photo</b>	<b>Paste photo</b>
<b>Name</b>	<b>Name</b>	<b>Name</b>	<b>Name</b>

5.	6.	7.	8.
<b>Paste photo</b>	<b>Paste photo</b>	<b>Paste photo</b>	<b>Paste photo</b>
<b>Name</b>	<b>Name</b>	<b>Name</b>	<b>Name</b>

7. (a) Name of person holding power of attorney.....  
(b) Nationality Indian  Other

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

9. Place of business.....

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

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

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

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

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

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

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

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

11. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class & category applied for Yes  No   
(attach details on separate sheet)

12. [For Electrical]

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

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

13(a) Details of enlistment with CPWD

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

(ii) Valid upto

14. Is any person working with the applicant is a near relative of the officer/official of CPWD.(See Rule 17 of the Enlistment Rules ) Yes  No

If answer to above is Yes, give details

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

Whether above details enclosed ? Yes  No

16. Certificates:

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

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Name	Signature	Address
1.		
2.		
3.		
4.		

Date

No. of documents attached

**ANNEXURE – IX**

**Documents attached for revalidation**

S.No.	Document	Yes	No
1.	Attested copy of power of attorney, if any		
2.	Banker's/working capital certificate in original from scheduled bank in the 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.		
3	<b>Technical Staff: (Sl. no. 10)</b>		
	(i) List of full time technical staff/Designers with qualifications and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant)		
	(ii) Attested copies of the degrees/diploma of the technical staff/Designers.		
	(iii) Declaration from the technical staff/Designers that they are employed with the applicant.		
	(iv) Documents like PF subscription ,Certificate of IT deduction at source, IT form16 etc conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant) <b>Note :- The documents at (iv) will not be required in case details at (i) &amp; (iii) above are in shape of affidavits sworn in before Magistrate/Notary Public by the concerned parties.</b>		

4	<p>(i) List of Machinery, T&amp;P i/c steel centering &amp; shuttering, possessed by the Applicant. Full details and location of workshop including details of Machines &amp; Equipment provided and proof of sufficient stock of Materials as required for Furniture category. (Sl.no.11).</p> <p>(ii) Copy of purchase document etc (Onus of submitting adequate proof lies with applicant)</p> <p><b>Note :- The documents at (ii) will not be required in case detail at (i) above is in shape of affidavit sworn in before Magistrate/Notary Public</b></p>		
5.	Attested copies of valid Electrical License(s)		
6.	Attested copy of Enlistment order		
7.	Annexure III – List of works completed, in progress & secured during last enlistment/revalidation period		
8.	Attested copies of award letters for works included in Annexure III (as per rule 19.1.1 )		
9.	Copies of Annexure – VII with acknowledgement of E.E/AE.		
10.	Late fee(if applicable)		

**Annexure – X**

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

Name of contractor:

Name of work:

Item No.	Parameter	Calculation for points	Score	Max. Marks
1.	Time over run TOR	Stipulated Time ST; Actual Time AT: TOR= AT/ST	20 if TOR = 1.0; 10if TOR=2.0; 0 if TOR 3.0	20
	Levy of compensation	Compensation levied for delay = C Tendered Amount = E then B = (Cx100/E)	( + ) 20 if B = 0 ( + ) 10 if B = 5 0 if B = 10 (+) 15 if compensation is not decided	20
2	Quality	Quality	Outstanding = 40, Very Good=30, Good = 20, Satisfactory =10, Poor = 0	40
3	Capability	Confidential Performance Report		
		i) Technical Proficiency	Outstanding =4, Very Good =3, Good = 2, Satisfactory = 1, Poor = 0	4
		ii) Financial Soundness	- do-	4
		iii) Mobilization of Adequate T&P	- do -	4
		iv) Mobilization of Man Power	- do -	4
		v) General Behavior	- do -	4
			Grand Total = P	100

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

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

**Table – I Enlistment Rules 2005**

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T&P Machinery	Enlistment processing fee
1	2	3	4	5	6	7	8	9
Civil	I	All over India  DG (W)	Rs.15 Crore	Three works of Rs. 1.5 Crore each. (At least two works should be building works) or two bldg. works of Rs 3 Crore each or one bldg. work of Rs. 8 Crore. For Roads Only :- In case of three works of Rs. 1.5 Crore, two	Banker's certificate of Rs.10 Crore	a) One Graduate engineer(c) with 5 years experience b) One graduate engineers(c) with 2 years experience c) One diploma Engineer(c) with 5 years experience . d) Two	“For Building work” i) Total station - 1 No. ii) Builders hoist/Tower crane- 2 Nos. iii) Concrete mixers of full bag capacity- 5 Nos iv) Steel shuttering 4000 sq.m. with minimum of 1600 sqm procured during last two years. v) Steel props for 12000 m3 space with min. of 4800 m3 space procured during last two years. vi) Mortar Mixer - 2 Nos vii) Needle vibrator-10 (5 OIL, 5 ELECTRIC)	Rs. 20,000

				<p>should be Road works or two road works of Rs. 3 Crore each or one Road work of Rs. 8 Crore</p> <p>Note : All Completion cost</p>		<p>diploma Engineers(c) each with 2 years experience.</p>	<p>viii) Beam vibrator - 2 Nos  ix) Slab vibrator = 4 Nos  xi) Shutter vibrator =6 Nos  xii) Vibro compactor - 1 No.  xiii) Batching plant (min. 15 m3 capacity) with pump = 1 No.  “For Roads Only”  i) Wet macadam mix plant = 1 No.  ii) Pavers finishers 2 Nos  iii) Road rollers 5 Nos.  iv) Trucks/Tippers 5 Nos  v) Vibratory road roller = 2 Nos</p>	
Civil	II	Region of CPWD ADG of Region.	Rs.3 Crore	Three works of Rs. 50 lakh each. At least two works should be	Banker's certificate of Rs.200 lakh.	a)One graduate engineer(C) with minimum	<p>i)Steel shuttering 3000 sqm with minimum of 1000 sqm procured during last two years.  ii) ) Steel props- 9000 cu.m space with min. of 3000 m3</p>	Rs. 10,000

		[For Delhi: ADG (NR)]		<p>building works. Or Two Bldg. Works of Rs 0.75 crore each. At least one work should be building work .or One building work of Rs 1.5 crore.</p> <p>For 'Roads only', Three works of Rs. 50 lakh each. At least two works</p>		<p>experience of 5 years b)Two- diploma holders (C) out of which one with at least 5 years experience.</p>	<p>procured during last two years iii)Concrete mixers of full bag capacity = 2 Nos iv) Mortar Mixer – 2 Nos v) Needle vibrator-6 ( 3 OIL, 3 ELECTRIC) vi) Beam vibrator – 1 No vii) Slab vibrator = 2 Nos vii) Vibro compactor - 1 No. For 'Roads only' i) Wet macadam mix plant = 1 No. ii) Paver finisher –1No. iii) Road rollers -3 Nos., iv) Trucks/Tippers –3Nos. v) Vibratory road roller = 1 No,</p>	
--	--	--------------------------	--	--	--	--	---	--

				<p>should be road works. Or</p> <p>Two works of Rs 0.75 crore</p> <p>At least one work should be road works .or</p> <p>One road work of Rs 1.5 crore.</p>				
Civil	III	<p>Zone of CPWD Chief Engineer.</p> <p>[For Delhi: CE (NDZ) III]</p>	Rs 60 lakh	<p>Three works of Rs.15 lakh each. At least one work should be building work.</p>	Banker's certificate of Rs.60 lakh.	<p>One graduate engineer(C) with minimum experience of 3 years.</p>	<p>i)Steel shuttering 1000 sqm with minimum of 500 sqm procured during last two years.</p> <p>ii) Steel props- 3000 cu.m space with min. of 1500 m3 procured during last two years.</p> <p>iii)Concrete mixers of full bag capacity 2 nos.</p> <p>iv) Mortar Mixer - 1 No</p> <p>v) Needle vibrator-3 Nos ( 2</p>	Rs 10,000

							OIL, 1 Electrical ) vi) Beam vibrator - 1 No vii) Slab vibrator = 4 Nos	
Civil	IV	Zone of CPWD  CE [for Delhi CE (NDZ) III]	Rs. 25 lakh	Three works of Rs.6 lakh each	Banker's certificate of Rs.25 lakh	One diploma engineer(c) with minimum experience of 3 years	i) Concrete mixer of full bag capacity 1 no. ii) Mortar Mixer - 1 No iii) Needle vibrator-2 Nos. (1 OIL, 1 Electrical ) iv) Beam vibrator - 1 No	Rs.5000
				Or Unemployed graduate engineer(c)	Banker's certificate of Rs.25 lakh Or Certificate for working capital of Rs. 2 lakh for at least last six months	Not required	vi) Slab vibrator - 1 No	

Civil	V	Circle of CPWD  Superintending Engineer For Delhi: SE (DCC) I	Rs. 7 lakh	Two works of Rs. 2 lakh each or one work of Rs.4 lakh. Or	Banker's certificate of Rs. 7 Lakh	-	-	Rs .2,000
				Unemployed diploma engineer(c)	Banker's certificate of Rs.7 lakh Or Certificate for working capital of Rs.1 lakh for at least last six months			

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering's Establishment	T&P Machinery	Enlistment processing fee
1	2	3	4	5	6	7	8	9
Internal & External Electrical Installation	I	All over India  DG (W)	Rs 3 Crore	Three works of Rs.30 lakh each. At least one work should be of internal electrification of buildings.	Bankers certificate of Rs.2 crore	One graduate engineer (E/M) with minimum experience of 5 years & One diploma holder (E/M) with minimum experience of 5 years. OR One Diploma holder E/M with minimum experience of 10 years & one	Minimum two sets of following T&P: Steel/ Aluminum ladder 1.5 m to 8 m; Chase cutting machines, Electrical wire drawing equipment, Torque wrench for nut/bolt/screws; Conduit die set; Pipe vice; Bench vice; LT Meggar 1000 volts, Tong Tester, Multimeter; Hydraulically	Rs.10,000

						Diploma holder with minimum experience of 5 years.	operated & hand operated crimping machines, Earth tester; Portable drilling machine; Overhead conduit puller.	
Internal & External Electrical Installation	II	Region of CPWD ADG of Region. [For Delhi: ADG (NR)]	Rs. <b>90</b> lakh	Three works of Rs10 lakh each. At least one work should be of internal electrification of buildings.	Bankers certificate of Rs.60 lakh	Two diploma holders (E/M) with minimum experience of 5 years.	2 Nos. chase cutting machine, 2 Nos. electrical wiredrawing equipment. Steel/ Aluminum ladder 1.5 m to 8m; Conduit die set; Pipe vice; Bench vice; LT Meggar 500 volts Tong Tester,MultiMeter; Hydraulically operated & hand	Rs .10,000

							operated crimping machines, Earth tester; Portable drilling machine; Overhead conduit puller.	
Internal & External Electrical Installation	III	Elect. Zone of CPWD  Chief Engineer (El). [For Delhi: CE (E) DR	Rs. 20 lakh	Three works of Rs.5 lakh each. At least one works should be of internal electrification of buildings  OR	Bankers certificate of Rs. 20 lakh.	One Diploma Holder (E/M) with three years experience	2 Nos. chase cutting machine 2 Nos. electrical wiredrawing equipment. Conduit die set; Pipe vice; Bench vice; LT Megger 500 volts, Tong Tester, MultiMeter; Hydraulically operated & hand operated crimping machines, Earth tester; Portable drilling machine; Overhead conduit puller,	Rs 5,000
				Unemployed Graduate Engineer (E/M)	Banker's certificate of Rs.20 lakh Or Certificate for working capital of Rs. 2 lakh for at least last 6 months	Not required		

Internal & External Electrical Installation	IV	Elect. Circle of CPWD S.E (Elect). [For Delhi: SE(DCEC)]	Rs. 6 lakh	Two works of Rs. 1.00 Lakh each. At least one work should be of internal electrification of buildings or	Bankers Certificate of Rs. 6 lakh.	-	Chase cutting Machine ,Wire drawing machine Conduit die set, pipe vice bench vice LT meggar 500 volts.	Rs.2,000
				Unemployed diploma engineer (E/M)	Banker's certificate of Rs.6 lakh Or Certificate for working capital of Rs. 1 lakh for at least last 6 months			

1	2	3	4	5	6	7	8	9
Furniture	I	All over India  DG (W)	Rs.1.5 crore	Three works of Rs.20 lakh each.	Banker certificate of Rs.1 crore	Designers capable of producing well thought out schemes for furnishing large buildings.	Properly fitted workshop, paints, polish & other finishing equipment.	Rs .10,000
Furniture	II	Region of CPWD  ADG of Region. [For Delhi: ADG (NR)]	Rs.40 lakh	Three works of Rs.6 lakh each.	Bankers certificate of Rs.25 lakh	-	Properly fitted workshop, paints, polish & other finishing equipment.	Rs.5,000

Furniture	III	Zone of CPWD  Chief Engineer. [For Delhi : CE(NDZ)II I]	Rs.10 lakh.	Three works of Rs.2 lakh each.	Banker certificate of Rs.10 lakh	-	Properly fitted workshop, paints, polish & other finishing equipment	Rs.2,000
Furniture	IV	Circle of CPWD  Superintending Engineer. [For Delhi: SE (DCC)I]	Rs. 3.0 lakh.	Two works of Rs. 50,000 each or one work of Rs. 1 lakh	Banker Certificate of Rs. 3.0 lakh .	-	-	Rs.2,000

1	2	3	4	5	6	7	8	9
Horticulture	I	All Over India  DG(W)	Rs. 75 lakh	Three works <b>(Maintenance works not being more than one)</b> of Horticultural activity each costing Rs10 lakh or more excluding cost of civil and electrical works	Bankers certificate of Rs.50 lakh	One B.Sc (Agriculture) with five years experience & <b>one Supervisor with five years experience.</b>	Matador Tractor with triller & trolley Power Lawn movers - 3 Wheel Barrows (Rubber tyred) - 6 Rubber nose pipes – 200 m Power Sprayers – 1 and all implements for day to day working and carriage	Rs 10,000
Horticulture	II	Region of CPWD  ADG of Region for Delhi ADG	Rs 25 lakh	Three works <b>(Maintenance works not being more than one)</b> of Horticultural activity each costing Rs. 5 lakh or more	Bankers certificate of Rs.15 lakh.	<b>One Supervisor with five years experience.</b>	Matador – 1 No. Wheel Barrows (Rubber Tyred) – 3 Nos. Power Lawn Movers – 2 Nos Power sprayer Rubber Hose Pipe- 200	Rs. 5000

		(NR)		excluding cost of civil & electrical works			m All implements for day to day working and carriage.	
Horticulture	III	Zone of CPWD Chief Engineer For Delhi <b>DDG(H)</b>	Rs. 7 lakhs	Three works <b>(Maintenance works not being more than one)</b> of Horticultural activity each costing Rs. 2 lakh or more excluding cost of civil & electrical works	Bankers certificate of Rs. 7 lakh	Qualified or experienced employee with experience not less than <b>5</b> year in Horticulture activity.  ----	All implements for day to day working and carriage. No T&P shall be issued by the deptt.	Rs.2,000

1	2	3	4	5	6	7	8	9
Nursery		Delhi  ADG (NR)	Rs. 10 lakh	Three works of Nursery activities each costing Rs. 2 lakh or more	Bankers Certificate of Rs.10 lakh. At least <b>half</b> acre of land under plantation of Nursery	One B.Sc. Agriculture with 5years experience	Green House, Poly House, Water Source like Tube Well, Irrigation system and all implements for day to day working	Rs. 2,000/-

**Note:- 1. The option of having executed 3 works or 2 works or one work is not available in all classes. There may arise a situation where the applicant seeking enlistment to a particular class does not satisfy the work criterion of that class but satisfy the work criterion of higher class. In such case, work criterion shall be treated as satisfied for the enlistment.**

**2. Civil Category means Building & Roads.**

**SECTION 34****RULES FOR ENLISTMENT OF CONTRACTORS****34.1 General**

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

**34.2 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.

**34.3 Composite category**

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

**34.4 Concessions to SC/ST contractors**

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

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

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

**34.5 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.

**34.6 Inspection of works**

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

**34.7 Inspection Teams**

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

A) For Class I:

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

B) For Class II:

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

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

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

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

### 34.8 Advisory Committee

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

Enlisting Authority	Advisory Committee	Categories
DG(W)	Chairman : ADG(TD) Member Secretary :S.E. (C&M)	
	CE(CSQ) & any two officers of the rank of CE(C)	For Civil, Furniture & Horticulture contractors
	CE(CSQ) & any two officers of the rank of CE(E)	For Elect. & Other specialized E&M contractors
ADG(NR)	CE(MAP) – Chairman DW under ADG(NR) & any two officers of the S.Es (C) rank	For Civil, Furniture, contractors
	DDG(Hort.)-Chairman DW under ADG(NR) & any two officers of Dir.(H) rank.	For Horticulture & Nursery contractors.
	CE(E)NZ – Chairman S.E.(E)P (NZ) & any two officers of the rank of S.Es(E)	For Elect. & other specialized E&M contractors
ADG(WR)	CE(WZ)I – Chairman DW under ADG(WR) & any two officers of the S.Es (C) rank	For Civil, Furniture & Horticulture contractors
	CE(E) WZ – Chairman S.E.(E)P (WZ) & any two officers of the S.Es (E) rank	For Elect. & other specialized E&M contractors
ADG(SR)	CE(SZ)I – Chairman DW under ADG(SR) & any two officers of the S.Es (C) rank	For Civil, Furniture, Horticulture & Nursery contractors
	CE(E)SZ – Chairman S.E.(E)P (SZ) & any two officers of the S.Es (E) rank	For Elect. & other specialized E&M contractors
ADG(ER)	CE(EZ)I – Chairman DW under ADG(ER) & any two officers of the S.Es (C) rank	For Civil, Furniture & Horticulture contractors
	CE(E)EZ – Chairman S.E.(E)P (EZ) & any two officers of the S.Es (E) rank	For Elect. & other specialized E&M contractors

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

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

#### **34.9 Scrutiny of Cases**

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

#### **34.10 Change in jurisdiction and Enlistment authority**

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

#### **34.11 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 proforma :

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

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

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