

3 OCT 1991

DIRECTORATE GENERAL OF WORKS
CENTRAL PUBLIC WORKS DEPARTMENT

No. DGW/CCN/39

New Delhi, dated the

M E M O R A N D U M

Subject:- Decentralisation of enlistment of contractors.

In partial modification of the existing Enlistment Rules for contractors, the Government have decided to authorise C.Es in CPWD to enlist contractors in all the categories/classes existing at present, except Class I of each category with effect from 1.10.91.

2. It has also been decided that enlistment shall henceforth be for a maximum period of three years and shall need renewal on the expiry of this period. Contractors shall apply for re-enlistment six months before the expiry of period of enlistment. Present enlistment of all individuals/firms/companies as contractors in all classes would be valid upto 31.12.1994, & they shall have to apply for re-enlistment by 30.6.1994.

3. Enlistment of contractors in Class IV & V of B & R category and Class IV of S & W, Furniture and Electrical categories shall continue to be done by S.Es & E.Es as already provided in the Enlistment Rules, subject to condition No. 2 above.

4. Contractors already enlisted in various classes/categories without specifying validity period of their enlistment are allowed to tender for works according to terms of enlistment orders upto 31.12.1994.

5. Enlistment in Class I of categories - B & R, S & W, Furniture & Electrical, will continue to be done by DG (W) as at present.

6. New enlistment in Class II (B&R) which has so far been done on All India Basis will be restricted to one Zone out of the four geographical zones as shown in the guidelines attached with specimen application form at Appendix "A" with effect from 1.10.1991. The contractors already enlisted with the Department in Class II (B&R) on All India Basis shall be allowed to tender for the works on All India Basis till 31.12.1994. They shall apply for re-enlistment by 30.6.1994 but their re-enlistment will be valid for tendering for the works in the Zone to which they choose to get allocated.

7. The Registering Authorities for the respective geographical zones will be as under:-

<u>Registering Authority</u>	<u>Zone</u>
C.E.(New Delhi Zone) III	Northern Zone
C.E.(E.Z.)	Eastern Zone
C.E.(W.Z.)	Western Zone
C.E.(S.Z.)	Southern Zone
<u>For Elect. Contractors.</u>	
C.Es (Elect) II	Northern Zone
Other C.Es (Elect)	Areas falling their jurisdictions.

8. These orders will be effective from 1.10.1991.

9. Application form for re-enlistment of contractors has been devised & a specimen copy is enclosed (App. A). This is to be issued on a payment of Rs. 20/-. The contractors are required to apply for re-enlistment on this application form to the respective enlisting authority. Simultaneously, the contractor shall send a list of work/works executed & under execution during the last 2½ years in the proforma at Sl. No. 9 of the application form to the concerned SE/EE with the request to forward his report to the concerned Enlisting Authority. The SE/EE concerned shall forward his report in the proforma at App. 'B' to the Enlisting Authority within one month.

10. Report/recommendations duly countersigned by concerned SE is required to be obtained for enlistment/re-enlistment in Classes I & II of all categories.

Encl: App. "A" & "B"

PC-2d
(P.C SUD)
F.O TO D.G. (WORKS)

(Issued from file No. 14/3/90-A&C (DGW)

To

1. All CEs/SEs/EEs/Director & Dy. Director of Hort./ Project Managers in CPWD, PWD(DA).
2. Br-in-Chief, Army Head Quarters, Kashmir House, N. Delhi.
3. Chief Engineer NDMC, New Delhi.
4. Municipal Engineer, MCD, Town Hall, New Delhi.
5. CE(Irrigation and flood), Delhi Admn, I.S.E.T., Delhi.
6. Institute Engineer, IIT, Hauz Khas, New Delhi.
7. University Engineer, University of Delhi, Delhi-7.
8. CE(Civil) construction Wing, AIR Samachar Bhawan, New Delhi.
9. FO to DGS(EW) Deptt. of Telecom, 6th floor, Samachar Bhawan, New Delhi.
10. SE-in-Charge, AIIMS, Ansari Nagar, New Delhi.
11. Engineer Member, DDAM Vikas Minar, New Delhi.

CENTRAL PUBLIC WORKS DEPARTMENT
APPLICATION FOR RE-ENLISTMENT OF CONTRACTORS.

Issue to

1. Name of applicant, his present Nationality and full address.
2. Whether the firm is a Private or Public Ltd. concern or undivided Hindu family. Individual or a registered partnership firm (Attested copies of Deeds or Articles of Association to be enclosed).
3. Name of person holding the power of Attorney and his present nationality with his liabilities. (Attested copy of power of Attorney to be enclosed)
4. Names of partners, their present nationality with their liabilities. (Attested copy of the partnership deed to be enclosed).
5. Name of Bankers and full address.

NOTE : The Bankers report (Solvency certificate in the proforma given at the end of form). In original preferably in sealed cover giving his/their financial capacity to handle works of the required magnitude addressed to Director General of Works, Directorate General of Works, New Delhi should be enclosed.

6. Place of Business.
7. Class and category in which ^{re-}enlistment is sought.
8. Whether the contractor desires to deposit lump sum security for securing exemption from payment of earnest money or will pay earnest money along with each tender.

9. List of works executed ^{or in hand} during the preceding 24 years in the tabular statement showing :—

- | | | |
|--|---|------------------------------------|
| <ol style="list-style-type: none"> (i) Name of each work with brief particulars thereof (ii) (a) Date of start
(b) Date of completion (iii) (a) Gross amount (a) Net amount received (iv) Name of the Authority under which each work carried out with its complete address. | } | To be shown in separate statement. |
|--|---|------------------------------------|

NOTE : The contractor should simultaneously furnish the list of works in the above proforma to the concerned RE/SE with the request to forward the report on work(s) to the Enlisting Authority.

10. The Zone in which the contractor wants to work, as shown under item IX of General Rules under the Rules regarding enlistment of all categories of contractors.

11. Whether the applicant has a permanent Engg. Organisation capable of dealing with large works in all their stages and has sufficient machinery and tools etc. at their disposal (Full details of organisation and machinery and tools to be given). For Class I (B&R) contractors.
12. Whether the applicant is a licenced plumber or has a licenced plumber under his employment (Attested copy of plumber's licence to be enclosed). For Sanitary and Water Supply contractors.
13. Whether the applicant has properly fitted workshop with sufficient large stocks of timber, paints, polishes and other finishing equipment and employed designers capable of producing well thought out schemes for large buildings. (Full details and location of their workshop may be furnished). For Class-I (Fur) contractors only.
14. Whether the applicant owns a good workshop with sufficient stock of timber and has management for producing good quality of furniture and arrangement for good quality of polishing and painting. (Full details and location of the Workshop may be furnished [For Class-II & III & (Fur) contractors].
15. Whether the applicant possess a valid Elect. Licence and has an office with sufficient technical personnel capable of preparing estimates and submitting tenders and bills for works done and supervision of works. (Full details to be furnished). Attested copy of Elect. Licence to be enclosed [For Class- (Electrical) contractors.]
16. Whether the applicant has a valid Elect. Licence (Attested copy of the Licence to be enclosed). [For Class II & III (Elect.) contractors]
17. **Class & category in which the applicant is already enlisted in C.P.W.D.**
18. Whether the applicant is a share-holder or partners of any firm enlisted in this Department.
19. Whether the applicant or any of his partners or share-holders is/are member(s) of the Indian Parliament or any State Legislature.
20. Whether the applicant or any of his partners or share-holders is a/are dismissed Govt. Servant(s).
21. Whether the applicant has under his employment a dismissed Govt. servant.

22. Has the applicant or any of his partners or shareholders been blacklisted or removed from the approved list of contractors, or demoted to lower class or orders passed banning/suspending business with the applicant etc. by any Deptt. in the past.
23. Whether the contractor has read the rules for enlistment of contractors and is prepared to abide by them.
24. A list of those persons who are working with the applicant in any capacity and who are near relatives to any Gazetted Officer in CPWD including Directorate General of Works or in the Ministry of works & Housing should be submitted. The applicant should also intimate the names of such persons who are employed by him subsequently.

(The contractors are not entitled to tender for works in the Circle in which their near relative is working as Divisional Accountant or within the rank of SE and JE (Both inclusive) and any breach of this condition by any contractor would be sufficient to debar him from registration).

NOTE : By the terms near relative is meant wife, husband, parents and grand parents, children and grand children brothers and sisters, uncles, aunts and cousins and their corresponding in-laws.

- i. I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name
- ii. (a) I certify that I did not retire as an Engineer of Gazetted rank or as any Gazetted Officer employed in Engineering or Administrative duties in the Engineering Departments of the Govt of India during the last two years. I also certify that I have neither such a person under my employment nor shall I employ any such person within two years of his retirement except with the prior permission of the Government. (For individuals seeking enlistment in their own name.)
- (b) We certify that none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed in Engineering or Administrative duties in the Engineering Department of the Government of India during the last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Govt. (For limited companies and partnership firms).

Date

Signature of the applicant and address

(iv)

Guidelines for Registration of Contractors in C.P.W.D.

1. The enlistment of contractors in CPWD is done in the following categories/classes :—

Category	Class	Qualified to tender upto
i) BUILDING & ROADS	I	Without any limit
	II	Rs. 22.5 lakhs
	III	Rs. 7.5 lakhs
	IV	Rs. 2,25,000/-
	V	Rs. 75,000/-
ii) SANITARY AND WATER SUPPLY	I	Without any limit
	II	Rs. 2,25,000/-
	III	Rs. 1,00,000/-
	IV	Rs. 22,500/-
iii) FURNITURE	I	Without any limit
	II	Rs. 2,25,000/-
	III	Rs. 1,00,000/-
	IV	Rs. 22,500/-
iv) ELECTRICAL	I	Without any limit
	II	Rs. 2,25,000/-
	III	Rs. 1,00,000/-
	IV	Rs. 22,500/-

2. The States and Union Territories covered by each Zone are as under :—

Name of the Zone	States/U. Ts.
i) NORTHERN ZONE	1. Punjab
	2. H. P.
	3. U. P.
	4. Delhi
	5. Rajasthan
	6. J. & K
	7. Haryana
	8. Chandigarh
ii) EASTERN ZONE	1. West Bengal
	2. Sikkim
	3. Bihar
	4. A & N Island
	5. Orissa
	6. Assam
	7. Meghalaya
	8. Nagaland
	9. Tripura
	10. Manipur
	11. Arunachal Pradesh
	12. Mizoram

iii) WESTERN ZONE

1. Maharashtra
2. M. P.
3. Gujrat
4. Dadra & Nagar Haveli
5. Goa, Daman & Diu

iv) SOUTHERN ZONE

1. Tamil Nadu
2. Kerala
3. Karnataka
4. Andhra Pradesh
5. Laccadive Island
6. Pondichery

NOTE : 1. Contractor enlisting under class-I (B & R) (Fur) I (S & W) and I (Elect.) will be on All India Basis.

2. Contractors enlisting under classes ^{II (B&R)} III (B&R), IV(B&R), II (S&W), III (S&W) II (Elect.), III (Elect.), II (Fur) & II (Fur)

3. Contractors seeking re-enlistment should have taken up at least one work of the gross value shown below in this Department:

Class/category of contractor seeking re-enlistment

Gross value of the work.

	Rupees
Class-I (B&R)	15,00,000/-
Class-II (B&R)	3,00,000/-
Class-III (B&R)	1,50,000/-
Class-IV (B&R)	30,000/-
Class-I (S&W)	50,000/-
Class-II (S&W)	30,000/-
Class-III (S&W)	10,000/-
Class-I (Fur)	50,000/-
Class-II (Fur)	30,000/-
Class-III (Fur)	10,000/-
Class-I (Elect)	75,000/-
Class-II (Elect)	50,000/-
Class-III (Elect)	15,000/-

Important Note :

1. All relevant certificates should be attached with the application.
2. No column should be left blank.
3. Application for enlistment in Building and Roads, Sanitary and Water Supply, Electrical or Furniture should be submitted on separate forms.
4. Income Tax Clearance Certificate for the latest assessment year should be sent alongwith the application. Without the Income Tax Clearance Certificate the enlistment will not be made.

(vi)

SPECIMEN FORM OF SOLVENCY CERTIFICATE FROM THE SCHEDULED BANK

This is to certify that to the best of our knowledge and information (*) _____ (**) _____

(***) _____ a customer of our bank is respectable and can be treated as good for any engagement upto a limit of Rs. _____ (Rupees _____)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

ManagerBank

* Here indicate name of the individual or the firm.

** Here name of sole proprietor in case of a sole proprietorship concern or names of partners in case of partnership concern, as per bank's record, should be indicated.

*** Here indicate the address of the customer as per Bank record.

NOTE : This certificate may be issued on the letter head of the Bank and addressed to Director General of Works, CPWD, Nirman Bhavan, New Delhi-110011 in a sealed cover.

Appendix 'B'

Performance Report of (Contractor's name with complete address)

1. Whether data furnished in tabular form in respect of each work is correct.
2. Was the work completed as per time schedule? If not, has the extension been sanctioned & compensation levied in each case, if any.
3. (i) Speed of execution : Excellent/Very good/Good/Poor.
(ii) Quality : Up to standard/sub standard.
(iii) Labour resources & control : Adequate/Inadequate.
(iv) Tools & plant : Sufficient/Insufficient
(v) Engineering Organisation : Adequate/Inadequate.
For Class I only.
4. Recommendation of S.E./S.E. with regard to re-enlistment of Contractor.

BR/EE

Note:- The report is to be given on the works completed and in hand by the contractor.