

GOVERNMENT OF INDIA  
DIRECTORATE GENERAL OF WORKS.  
CENTRAL PUBLIC WORKS DEPARTMENT.  
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NIRMAN BHAVAN, NEW DELHI-110011.

No.DG(W)/CON./71

Dated the 1st July, 1994.

M E M O R A N D U M

Subject: REVALIDATION OF ENLISTMENT OF CONTRACTORS IN CPWD  
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Reference: DG(W) Memorandum No.DG(W)/CON/39 dated 3.10.1991  
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This Directorate's Memorandum quoted above provides that enlistment of contractors shall henceforth be for a maximum period of three years and shall need renewal on the expiry of this period. It was also mentioned that the then existing enlistment would be valid upto 31.12.1994.

It has now been decided that the process of revalidation of enlistment beyond 31.12.1994 will initially be implemented in respect of Class I Contractors only beginning 1st July, 1994. Revalidation of contractors in Class II and below will be carried out from 1.10.1994. Accordingly, it is also decided that the existing enlistment of contractors in Class II category and below will continue to be valid upto 31.03.1995.

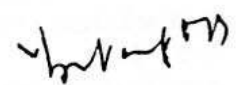
Contractors seeking revalidation of their enlistment may apply in the form as per Annexure attached. In order to be eligible for revalidation, the contractors should have satisfactorily executed at least one work in CPWD of the magnitude as per criteria for enlistment in Class I in CPWD, in the last five years. The contractors should furnish details of each and every work, of this magnitude and above, executed by them in CPWD during the last five years.

The application consists of two parts viz. application form and performance report as per Annexure-I & II. The performance report should be prepared by the contractors in duplicate separately for each work mentioned in the list.

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The contractors should apply to the enlisting authority alongwith the application and one copy of the performance report. The duplicate copy of the performance report should be submitted by the contractor to the Executive Engineer of the Division under which the work was executed. In cases where the contractor has executed more than one work in CPWD, he is required to complete and submit performance report for each of the work separately. The concerned Executive Engineer should complete the performance report and send the same to his SE within a week of receipt of the contractor's letter, for review by the SE who should complete his part and despatch the same to the enlisting authority within a week of receipt along with his recommendation. Failure to adhere to this time frame will be viewed seriously.

(circular:

  
( S. Satakopan )  
F.O. to DG(W).  
Tele:3793235.

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

To

1. All CEs in CPWD and PWD(DA).
2. All SEs/EEs/SSWs/Project Managers/Director of Horticulture/Dy. Director of Horticulture in CPWD and PWD(DA).
3. Chief Controller of Accounts, Ministry of Urban Development.....2 copies.
4. Ministry of U.D. (W-3 Section), New Delhi.
5. Incharge, Security Section, CW Board Section, CPWD, New Delhi.
6. Er.-in-Chief, Army HQ, Kashmir House, New Delhi.
7. Chief Engineer, NDMC, Palika Kendra, New Delhi.
8. Municipal Engineer, MCD, Town Hall, Delhi-110006.
9. CE(Irrigation)and Food), Delhi Admn., Delhi
10. University Engineer, University of Delhi, Delhi-7
11. CE(Civil), Constn. Wing, AIR, Jamnagar House, New Delhi.
12. FO to DG(W), Deptt of Telecom, 6th floor, Sanchar Bhavan, New Delhi.
13. SE-in-Charge, AIIMS, Ansari Road, New Delhi.
14. Engineer Member, DDA, Vikas Minar, New Delhi.
15. Income Tax Officer, Contractor's circle, Vikas Bhava: ITO, New Delhi 110002.
16. FO to DG(W), CPWD, New Delhi.
17. Director of Works(S&P), P&WA, PM, CPWD, Nirman Bhava: New Delhi.

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**CENTRAL PUBLIC WORKS DEPARTMENT.**  
**Application for Revalidation of existing Contractors**  
**Enlistment.**

1. NAME OF APPLICANT, HIS  
PRESENT NATIONALITY AND  
FULL ADDRESS (with Pin  
Code Number):
2. CLASS IN WHICH REGISTERED  
AND REF. TO REGISTRATION  
NO. (enclose copy of  
registration letter):
3. INDICATE CHANGES IF ANY IN :
  - (a) Constitution of Applicant:
  - (b) Holder of Power of Attorney:
  - (c) Partners.:
  - (d) Bankers:
  - (e) Place of business:
  - (f) Zone in which applicant  
wants to work (applicable for  
contractors of Class-II  
and below):
4. ATTACH LATEST BANKER'S REPORT  
(Solvency Certificate in  
the proforma given at the end  
of form) IN ORIGINAL PREFER-  
ABLY IN SEALED COVER GIVING HIS/  
THEIR FINANCIAL CAPACITY TO  
HANDLE WORKS OF THE REQUIRED  
MAGNITUDE ADDRESSED TO DIRECTOR  
GENERAL OF WORKS, CPWD, NIRMAN  
BHAVAN, NEW DELHI-110011.
5. ATTACH CERTIFIED TRUE COPY  
OF LATEST INCOME TAX CLEAR-  
ANCE CERTIFICATE.:
6. ATTACH ATTESTED COPY OF RENEWED  
ELECTRICAL LICENCE IN CASE  
OF ELECTRICAL CONTRACTORS.:

contd...

7. LIST OF WORKS COMPLETED OR IN  
PROGRESS IN CPWD DURING LAST  
FIVE YEARS.:

| Name of<br>Work | Division<br>& place<br>of<br>Execution | Completed or<br>in progress |
|-----------------|--|-----------------------------|
|-----------------|--|-----------------------------|

(1)

(2)

(3)

(4)

NOTE 1. To be eligible for re-validation, the contractor will be required to have executed at least one work in CPWD of magnitude appropriate to the Class in which revalidation is sought during last five years, that is, from 1.8.89 onwards.

NOTE 2. The contractor shall fill up the details of each of the work indicated by him in item No.7 above in the enclosed proforma in duplicate. One copy of the proforma should be forwarded by him to the EE incharge of the Division with whom work was executed with a request to complete the proforma and forward the same to FO to DGW through his SE within 2 weeks of its receipt. Other copy of the proforma should remain attached to the application.

NOTE 3. In cases where the contractor has executed more than one work of the appropriate magnitude extra copies of the enclosed proforma may be made so that the proforma is filled in duplicate for each work separately. The first copy for all works should be attached to the application form and the duplicate copies submitted to the concerned Executive Engineers for further action as indicated above.

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**CONTRACTORS PERFORMANCE REPORT OF REVALIDATION OF  
REGISTRATION FOR WORKS COMPLETED OR UNDER EXECUTION.**

**PART I (to be filled in by the Contractor)**

1. NAME OF CONTRACTOR:
2. NAME OF WORK:
3. NAME OF DIVN. IN WHICH  
THE WORK WAS EXECUTED:
4. ESTIMATED COST PUT TO TENDER:
5. TENDERED COST:
6. GROSS AMOUNT OF FINAL BILL/  
WORK DONE TILL DATE:
7. STIPULATED DATE OF  
(i) Start.  
  
(ii) Completion:
8. ACTUAL DATE OF COMPLETION OR  
%AGE PROGRESS IF WORK IS NOT  
COMPLETE :
9. AMOUNT OF COMPENSATION LEVIED  
FOR DELAYED COMPLETION, IF ANY:
10. AMOUNT OF REDUCED RATE  
ITEMS, IF ANY.:
11. DID THE CONTRACTOR GO  
FOR ARBITRATION.:
12. IF YES, TOTAL AMOUNT  
CLAIMED FOR ALL DISPUTES  
& AMOUNT AWARDED, IF ANY.:

SIGNATURE OF THE CONTRACTOR.

PART- II

( to be filled in by the Deptt. )

CERTIFIED THAT DETAILS GIVEN BY THE CONTRACTOR IN PART-I  
HAVE BEEN VERIFIED AND FOUND TO BE CORRECT/HAVE BEEN  
CORRECTED WHERE-EVER NECESSARY.

13. QUALITY OF WORK (Please tick  
appropriate box).

(a) Grading by EE

|              |      |              |      |
|--------------|------|--------------|------|
| Very<br>Good | Good | Satisfactory | Poor |
|--------------|------|--------------|------|

Sd/-  
E.E. with full designation

(b) Grading by SE

|              |      |              |      |
|--------------|------|--------------|------|
| Very<br>Good | Good | Satisfactory | Poor |
|--------------|------|--------------|------|

Sd/-  
SE with full designation.

NOTE: THIS PERFORMANCE REPORT AFTER COMPLETION BY EE/SE  
SHOULD BE FORWARDED TO FO TO DGW WITHIN 2 WEEKS  
OF ITS RECEIPT FROM THE CONTRACTOR.

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