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DIRECTORATE GENERAL OF WORKS
CENTRAL PUBLIC WORKS DEPARTMENT
NIRMAN BHAVAN, NEW DELHI - 110 011.

No.DGW/CON/77/A&C

Dated, December, 94.

12 DEC 1994

MEMORANDUM

Subject : Revalidation of enlistment of contractors
in C.P.W.D. - Contractors enlisted in
Class II to Class V.

Reference : DGW Memoranda :

- i) DGW/CON/71 dated 1.7.94
- ii) DGW/CON/73 dated 3.8.94

It has been decided that the procedure adopted for revalidation of enlistment of Class I contractors will be followed for revalidation in regard to Class II and III contractors also.

In partial modification of Para 2 of our O.M. dated 1.7.94, the existing enlistment of contractors in Class II and below will continue to be valid upto 30.6.95. Their revalidation will be carried out from 1.1.95. Revalidation of Class IV and V contractors will be done based on a simple system of obtaining details of performance from the contractors by addressing individual letters (By Regd. Post) to them and based on the recommendations of the EE concerned. The process for getting the applications for revalidation should be commenced now.

Revalidation of contractors enlisted in Classes II & III will be done based on their application as per Annexure I to this O.M. With this end in view each contractor will be addressed individually (By Regd. Post) enclosing a copy of the Application Form, free of cost. A specimen letter to be issued to each contractor is enclosed vide Annexure III. In order to be eligible for revalidation, the contractors should have satisfactorily executed atleast one work in CPWD of the magnitude as per criteria for enlistment in appropriate Class in CPWD, in the last five (5) years. The contractors should furnish details of every work of such magnitude and above, executed by them in CPWD during this period. In case they have not completed any work, details of work in progress may also be given.

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The application consists of two parts, viz., Application and Performance Report as per Annexures I & II. The contractors should fill in the Performance Report (Annexure II) in duplicate for each work completed by them and in progress and submit the same to the EE concerned. The EE will send Annexure II (Parts I & II) within a week of receipt after grading to his SE who will forward the same duly graded to the enlisting authority within a week. This will be done on time bound basis. Instances of unwarranted delay in processing papers will be looked into by the enlisting authority and suitable action initiated against erring staff.

The contractors will attach the Bankers' Report from their Bankers as per format enclosed to the Application for the amount upto the tendering limit of the Class. In case the contractors express any difficulty to obtain the Report in this Format, they may be alternatively advised to obtain and furnish the turn-over in their Bank Account in the last one year certified by the Bank. They may also be advised to produce an affidavit (in original) executed before a first class magistrate of their Assets (moveable and immoveable). The financial capability of the contractor will be assessed with ~~reference~~ to the above documents.

While printing the Application Form, it will be ensured that Part II of the Performance Report (Relating to Grading) is got printed on the reverse of Part I. In Part II thereof, apart from grading, no other remarks will be entered by EE/SE.

As regards the modality of re-validation, further instructions will follow.

S. Satakopan
(S. SATAKOPAN)
F.O. TO DG(WORKS)
Tele.No.379 3235.

Enclosures:

1. Annexure I - Application to be submitted by the contractor.
2. Annexure II - Performance Report (Part I) & Form of Gradation (Part II).
3. Annexure III - Letter to be issued to the contractor.

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ANNEXURE I

CENTRAL PUBLIC WORKS DEPARTMENT
Application for Revalidation of existing
Contractors Enlistment

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1. NAME OF APPLICANT, HIS PRESENT
NATIONALITY AND FULL ADDRESS
(With Pincode 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 PREFERABLY IN SEALED
COVER GIVING HIS/THEIR FINANCIAL
CAPACITY TO HANDLE WORKS OF THE
REQUIRED MAGNITUDE ADDRESSED TO
CE ZONE (Enlisting Authority) :
5. ATTACH CERTIFIED TRUE COPY OF
LATEST INCOME TAX CLEARANCE
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 Work	Division & Place of Execution	Completed or in progress
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(1)

(2)

(3)

(4)

NOTE 1. To be eligible for re-validation, the contractor will be required to have executed atleast one work in CPWD of magnitude appropriate to the Class in which revalidation is sought during last five years, that is from ----- 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 SE incharge of the Division with whom work was executed with a request to complete the proforma and forward the same to FO to CE (Unlisting authority) 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 Engineer for further action as indicated above.

SIGNATURE OF THE CONTRACTOR

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Annexure II

**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 THE CONTRACTOR :
2. NAME OF WORK :
3. NAME DIVISION IN WHICH THE
WORK WAS EXECUTIED :
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 PERCENTAGE PROGRESS IF
WORK IS NOT COMPLETE :
9. AMOUNT OF COMPENSATION
LEVIED FOR DELAYED COMPLE-
TION, 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

Government of India
Central Public Works Department

To

Subject : Revalidation of Enlistment of contractors
in C.P.W.D.

Reference : DGW/CE's Order No. dated :

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You were enlisted in Class ___ of category(B&R)/
Furniture/Electrical vide letter quoted above.

2. Please note that your enlistment in the CPWD is due to expire on 30.6.95. You are requested to apply for revalidation of your enlistment on or before 31.3.95. The application form in this regard is enclosed.
3. The application is in two parts viz., Annexure I and II. Annexure I(Performance Report) will be completed in duplicate for each work completed by you or in progress and submitted to the ES concerned alongwith Part II thereof for grading.
4. It may also be noted that revalidation of your enlistment in the Department also depends on your having satisfactorily executed atleast one work in CPWD, as per prevailing rules of the Department, in the past 5(five) years (Between 1.1.90 to 31.12.94).
5. If you have not executed any works of appropriate magnitude in C.P.W.D. in the last Five(5) years, from 1.1.90, you may, if you so desire, indicate:
 - i) Details of tenders for works with estimated cost appropriate to your class which were submitted by you in C.P.W.D. during the last five years and
 - iii) Details of works executed by you with other Govt./Semi Govt. and Autonomous Organisations in the last five years.

Financial Officer to Chief Engineer()
Telephone No. .

FORMAT OF BANKER'S REPORT :-

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

MANAGER.....Bank.

* 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 THE ENLISTING AUTHORITY(CE ZONE) IN A SEALED COVER.

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Annexure II-A

Government of India
Directorate General of Works
Central Public Works Department

No. C-14-I (B & R)

Nirman Bhavan, New Delhi,
Dated the 31 January '95.

OFFICE ORDER NO. 670 (B & R)

With reference to their application, DG(W), CPWD, New Delhi is pleased to revalidate enlistment of the contractors as in the enclosed list in Class I (Building & Road Category) of this Department as notified in the Department's orders noted against each. They shall be eligible to tender for CPWD works in the above category in the whole of the Indian Union, for a specified limit as prescribed from time to time, for a period of five years, without prejudice to the rights of the Department to prescribe/modify the limits of tendering. This is also subject to their meeting the eligibility criteria laid down in G.O. No. DGW/Con/75 dated 27.10.94 or any further amendments thereof made from time to time.

2.(a) They shall be required to deposit earnest money with each tender as per terms and conditions of the tender/agreement.

2.(b) Security Deposit will be recovered from their bills in accordance with the rules in force from time to time.

3. They may, if they have not already deposited and if they so desire deposit Rs.3,00,000/- with the Director General Works and secure exemption from the payment of earnest money after executing necessary bond. This deposit will exempt them from payment of earnest money with each individual tender but security deposit will be recovered from their bills in accordance with rules in force from time to time.

4. They shall be required to continue to have a permanent Engineering Organisation capable of dealing with works of large magnitude in all stages. They shall be required to intimate changes in their Engineering Staff as and when such changes are made.

5. They will employ the required technical staff as per terms and conditions of each contract agreement.

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6. They shall have to abide by the terms and conditions of the contract as they stand or as may be altered from time to time.

7. They shall have to apply to the Income Tax Officer of the area in which they are assessed for grant of Income Tax Clearance Certificate in the month of May every year. The Income Tax Clearance Certificate in original or a copy thereof duly attested by a Gazetted Officer or a Notary Public should be submitted to this office by the end of June every year. If they fail to submit the ITCC or fail to show any justified reasons for non-submission from the approved list of contractors.

of the ITCC
their names
will be
liable to
be removed

8. They shall not enter into any fresh partnership or modify the existing partnership/sole proprietorship without the prior approval of the Department. In case, they wish to enter into any partnership they must intimate in advance the full details of the new partners, their relationship with existing partners, if any, alongwith the draft of the proposed partnership deed. Any departure from this will render the contractors liable to be removed from the approved list of contractors of the Department.

9. They shall be issued tender on production of valid Income Tax Clearance Certificate in the name & style in which the contractor is registered bearing the name/names of Sole Proprietor/Partners as notified in the enlistment order.

10. They shall not be permitted to tender for works in the CPWD Circle responsible for award and execution of contract in which their near relative is posted as Divisional Accountant or as an officer between the grades of SE & AE (both inclusive). They should also intimate to this office the names of persons who are working with them and who are near relatives of any Gazetted Officer in Central Public Works Department or in the Ministry of Urban Development. Any breach of this condition by the contractors will render them liable to be removed from the approved list of contractors of the Department.

11. The revalidation of enlistment notified in this order is valid for a period of 5(Five) years from the date of issue. The contractors will be required to apply for revalidation of their enlistment 3 months before the expiry of their enlistment. In case they fail to execute any work during this period, the enlistment of the contractors is liable to be not revalidated.

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12. They shall also intimate the change in their permanent address, if any, in future. In case they fail to intimate such change to the Department, their names would be removed from the approved list of contractors.

13. They shall be bound by the enlistment rules of this Department as amended from time to time.

(List of approved contractors is enclosed.)

Tenders will be issued based on copy of this order on record with EE or the copy of this order issued to the contractor

S. Satakopan
(S. Satakopan)
F.O. TO DG(WORKS)

Copies to:

1. All CEs/SEs/EEs.
2. Engineer-in-Chief, Army HQ, Kashmir House, New Delhi.
3. Director/Dy. Directors Horticulture in CPWD, PWD(DA).
4. Chief Engineer, NDMC, New Delhi.
5. Municipal Engineer, MCD, New Delhi.
6. Engineer Member, Delhi Development Authority, Vikas Sadan, New Delhi.
7. F.O. to DDG(Works), Deptt. of Telecommunications, Sanchar Bhavan, New Delhi.
8. University Engineer, University of Delhi, Delhi.
9. C.E.(Civil), Civil Construction Wing, All India Radio, P.T.I. Building, Parliament Street, N.Delhi.
10. Chief Engineer & Administrator, Andaman & Lakshadweep Harbour Works, PORT BLAIR.

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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 WHEREVER NECESSARY.

13. QUALITY OF WORK
(Please tick appropriate box)

(a) Grading by EE _____

Very good Good Satisfactory Poor

Sd/-
SE with full designation.

(b) Grading by SE _____

Very good Good Satisfactory Poor

Sd/-
SE with full designation.

NOTE: THIS PERFORMANCE REPORT AFTER COMPLETION BY EE/SE SHOULD BE FORWARDED TO CE(ZONE)/ENLISTING AUTHORITY WITHIN 2 WEEKS OF ITS RECEIPT FROM THE CONTRACTOR.

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