

Government of India
Directorate General of Works
Central Public Works Department

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No.DGW/CON/83

New Delhi, dated the 27.6.1995.

MEMORANDUM

Subject : Revalidation of enlistment of Contractors
in CPWD - Contractors enlisted in
Class II to V.

Ref. : This Directorate Memo No.DGW/CON/77/A
& C dated 12th December, 1994.

Vide O.M. referred to above, instructions were issued that the procedure adopted for revalidation of enlistment of Class I contractors will be followed for revalidation of Class II and III contractors also. It was also stated that the existing enlistment of contractors in Class II and below will continue to be valid upto 30.6.95.

2. Representations have been received that it may not be possible to complete the revalidation exercise for contractors of Class II and below categories by 30.6.95. It has, as such, been decided that the existing enlistment of such contractors will continue to remain valid till 30.9.95. It has to be ensured that revalidation exercise for such contractors is completed and the contractors are informed about it before 30.9.95.

3. As regards the procedure for revalidation of enlistment of Class II & III contractors (similar to that adopted for Class I contractors), it is informed that the performance of the Contractors will be evaluated on marking system as per Evaluation Sheet, specimen enclosed (Annexure I). There will be separate evaluation sheet for each completed work indicated by the contractor in his application form. The overall grading of the contractor will be based on the average of the marks for all the completed works. It should be ensured that the evaluation is done carefully, checked and endorsed as "checked" by staff entrusted with this job. The revalidation of the contractor's enlistment, in the category in which he is originally enlisted, will be done if he secures 35 or more marks (out of 100) in the overall grading, and will be applicable for a period of 5 years from the date of issue.

4. Processing of applications of different nature will be done as indicated in Annexure II. The contractors will be informed individually depending on the nature of the case as per column 4 of Annexure II. Since at this stage, revalidation exercise is being done in bulk, consolidated list of each category, may also be issued, as done for class I contractors. In future, however, such cases may be processed at the appropriate time, for which review may be done at the beginning of every month and contractors are asked to apply for revalidation at least 6 months before the due date.

5. As already stated in O.M. referred to above, the procedure for revalidation of the enlistment of class IV & V contractors should be simple on the basis of 'satisfactory' performance on the works completed/in progress by them.

*The circular contains
Pages 1 to 12.*

Y. K. V. 107
(S. Satakopan)
F.O. to DG(W).

Encl : Annexures I & II
alongwith specimen letters.

Copy to all CEs and SEs (Civil & Elect.) in CPWD.

Name of works :

Parameter	Calculation for Points	Score	Max.
			60
1. Time Over Run = TOR	<p>A. Stipulated Time S.T. = 50 if TOR = 1.00 40 " " = 2.00 Actual Time 20 " " = 3.00 AT = 0 " " = 3.5</p> <p>TOR = AT/ST</p> <p>B. Compensation levied for delay in completion = C Estimated cost put to tender = E (C x 100/E) = B (No points awarded if compensation is not decided).</p> <p>Bonus/ Penalty Points awarded (+) 10 if B=0 (+) 0 if B=1 (-) 5 if B=5 (-) 10 if B=10</p>		
<p>Note : Marks for values in between the stages indicated in A&B above is to be determined by straight line variation.</p>			
2. Quality	<p>A. Quality (Tick against quality)</p> <p>(i) Very Good 20 (ii) Good 15 (iii) Satisfactory 5 (iv) Poor 0</p> <p>B. Amount of reduced rate items 'R' = Tendered Amount = T 100 x R/T = Q (No points if 'R' is unknown)</p> <p>10 if Q = 0 2 if Q ≤ 0.5 0 if Q > 0.5</p>		20

3. General
Behaviour

Amount claimed in
Arbitration 'A'
Tendered Amount 'T'.
 $\frac{A}{T} = G$

10 if $G = 0$
4 if $G \leq 0.25$
0 if $G > 0.25$

Max.
10

Grand Total= p =-----

Classification of overall performance

Poor if $p \leq 35$

Fair if $35 < p \leq 50$

Average if $50 < p \leq 80$

Good if $p > 80$

Total marks obtained for each complete work are to be averaged out and overall grade classification done according to the average marks.

"Checked"

Dealing Hand

Section Officer

F.O.

Revalidation of enlistment of contractors in C.P.W.D.
Processing of Applications of different levels of performance.

Category	Nature of the case	Action to be taken	Specimen letters for informing the contractor
A.	(1) (2)	(3)	(4)
	<p>Cases satisfying all criteria for revalidation i.e. in respect of the contractors who have <u>satisfactorily</u> completed <u>at least one work in CPWD of appropriate magnitude</u> as for the class of enlistment during the <u>last 5 years.</u></p>	<p>Performance to be evaluated on marking system as per Annex.I</p> <p>Enlistment to be revalidated for a period of 5 years for those securing qualifying marks.</p>	<p>Annexure II-A. (Specimen order for B/R Cl.I enclosed. Orders issued for other categories (Electrical/Furniture) may be consulted).</p> <p align="right">20.6.70</p>
B.	<p>Cases of contractors who do not fulfill the criteria of having completed at least one work in CPWD of appropriate magnitude during the last 5 years, but are currently executing works of appropriate magnitude in CPWD.</p>	<p>Revalidation not to be done for those who fail to qualify. In such cases, application for fresh enlistment in the same class will be entertained only after one year from the date of issue of orders withdrawing the enlistment.</p>	<p>Annexure II-B</p>
C.	<p>Cases where the contractors have been tendering for works in CPWD but could not secure work of appropriate magnitude during the last 5 years.</p>	<p>Information given by the contractor should be got verified from the concerned EEs. Validity of the existing enlistment of such contractors will be extended for a period of one more year w.e.f. 30.9.95.</p>	<p>Annexure II-C</p>

(1)

(2)

(3)

(4)

D.

Cases where the contractors have not tendered for works in CPWD during the last 5 years.

Revalidation not to be done and existing enlistment shall stand withdrawn. Applications for enlistment afresh of such contractors may be entertained and considered on merits.

Annexure .II-D.

E.

Cases where the contractors have not responded to the letters asking them to apply for revalidation.

To be weeded out from the enlisted class.

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 O.M. 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.

Contd. in p.2/

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.

Contd. in p.3/

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 ES or the copy of this order issued to the contractor
5

(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.

Annexure II-B

Government of India
CE()Zone

No.

Dated the

To

Shri / M/s

Subject : Revalidation of enlistment in Class
II/III(B&R - Electrical - Furniture).

Dear Sir,

With reference to your application dated _____ for revalidation of your enlistment as Class II/III (B/R-Elect-Furniture) Contractor in CPWD, I have been directed to inform you that your application for revalidation has been carefully considered and it has been decided that your enlistment will not be revalidated beyond 30.9.95. Accordingly, your enlistment as Class II/III(B&R-Elect-Furniture) contractor of CPWD shall stand withdrawn with effect from 1.10.95.

You are further informed that no application from you for fresh enlistment in the same class will be entertained till expiry of one year i.e., 30.9.96.

Yours faithfully,

(F.O. TO CE()ZONE

Annexure II-C

Government of India
CE()Zone

No.

Dated the

To

Shri/ M/s

Subject : Revalidation of enlistment in CPWD
- Class-II/III.

Dear Sir,

With reference to your application dated _____ for revalidation of your enlistment as Class II/III(B & R-Electrical-Furniture) contractor in CPWD, I have been directed to inform you that your application has been carefully considered and it has been decided to extend the validity of your enlistment only upto 30.9.96.

During this period, you are advised to make all endeavour to secure at least one work of appropriate magnitude as for your class of registration in CPWD, and apply for revalidation beyond 30.9.96, which will be considered on merits. If you fail to secure any work during this period, your enlistment as Class II/III (B & R-Elect.-Furniture) contractor of CPWD shall stand withdrawn w.e.f. 1.10.96. In such an eventuality, you may, if you so desire, apply for fresh enlistment in CPWD in accordance with the normal rules as amended from time to time after 30.9.96,

Yours faithfully,

(F.O. TO CE()Zone

Annexure II - D

Government of India
CE()Zone

No.

Dated the

To

Shri / M/s

Subject : Revalidation of enlistment in CPWD
Class II & III.

Dear Sir,

With reference to your application dated _____ for revalidation of your enlistment as Class-II & III(B/R-Electrical-Furniture) contractor in CPWD, I have been directed to inform you that your application for revalidation has been carefully considered and it has been decided that your enlistment will not be revalidated beyond 30.9.95. Accordingly, your enlistment as Class II & III(B & R-Electrical-Furniture) contractor of CPWD shall stand withdrawn with effect from 1.10.95.

If you so desire, you may apply for fresh enlistment in CPWD in accordance with the normal rules as amended from time to time, for which application form may be obtained from authorised outlets in CPWD.

Yours faithfully,

F.O. TO CE()Zone