

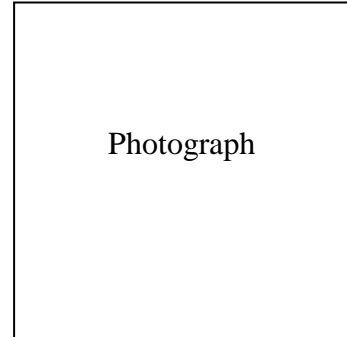
Government of Haryana
Public Works (B&R Branch) Department

APPLICATION FORM 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

4. Regd office
ii) Head
Office
(Attach separate paper for addresses of other offices)

5. Tel. No. Fax No.

6. E-mail address

7. Web. Site

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

9. If partnership firm, names of the partners/ If Company, name of directors

1..... 2.....
3..... 4.....
5..... 6.....

10. 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

17. Is any person working with the applicant is a near relative of the officer/
official of Haryana PWD If yes, give detail Yes No
18. Enlistment Processing fee enclosed/ Application fee enclosed(if downloaded from internet):-

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

19. Details of Works completed, in progress and secured during the last 4 years (to be filled in proforma as given in Annexure –B-2). 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.
20. Certificates from clients in original or attested copy as per proforma given in Annexure-B-3 for all eligible works.
21. Certificates:
- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in PWD 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 Haryana 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 on Engineering or Administrative duties in 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 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.		

Date :

No. of Documents attached

ANNEXURE-B-1**DOCUMENTS ATTACHED FOR ENLISTMENT**

Sr. No.	Document	Yes	No
1.	Proof of constitution:		
	a) In case of sole proprietorship/HUF: an affidavit executed before a 1 st Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF.	<input type="checkbox"/>	<input type="checkbox"/>
	b) In case of partnership firm: (Submit attested copies)	<input type="checkbox"/>	<input type="checkbox"/>
	i) Partnership deed attested by Notary Public	<input type="checkbox"/>	<input type="checkbox"/>
	ii) Form 'A' or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	iii) Form 'B' or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	iv) Form 'C' or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	c) In case of Private/Public Ltd Co. Article of Association duly attested by Notary Public.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Proof of residence	<input type="checkbox"/>	<input type="checkbox"/>
3.	Proof of PAN No.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Proof of Identity	<input type="checkbox"/>	<input type="checkbox"/>
5.	Proof of Property	<input type="checkbox"/>	<input type="checkbox"/>
6.	Affidavit of having never been black-listed by any Govt. Organisation	<input type="checkbox"/>	<input type="checkbox"/>
7.	Power of attorney , if any attested by Notary Public	<input type="checkbox"/>	<input type="checkbox"/>
8.	Three passport size photographs of power attorney holder/ authorized signatory	<input type="checkbox"/>	<input type="checkbox"/>
9.	Bankers' certificate from scheduled bank in the Performa given in Annexure-B-4. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority	<input type="checkbox"/>	<input type="checkbox"/>
10	Technical Staff:		
	i) List of full time technical staff/Designers with qualification and experience of each	<input type="checkbox"/>	<input type="checkbox"/>
	(ii) Attested copies of the degrees/diplomas of the technical staff/Designers.	<input type="checkbox"/>	<input type="checkbox"/>
	(iii) Declaration from the technical staff that they are employed with the applicant.	<input type="checkbox"/>	<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	<input type="checkbox"/>	<input type="checkbox"/>

submitting adequate proof lies with applicant)				
11	(i)	List of Machinery, TandP i/c steel centering and shuttering, possessed by the Applicant.	<input type="checkbox"/>	<input type="checkbox"/>
	(ii)	Copy of purchase document etc (Onus of submitting adequate proof lies with applicant)	<input type="checkbox"/>	<input type="checkbox"/>
12		List of all near relatives working in PWD, including their addresses.	<input type="checkbox"/>	<input type="checkbox"/>
13		Demand Draft for enlistment fee and application fee (if downloaded from internet).	<input type="checkbox"/>	<input type="checkbox"/>
14	i)	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in annexure-B-3	<input type="checkbox"/>	<input type="checkbox"/>
	ii)	Attested copies of award letters for works included in Annexure- B-2	<input type="checkbox"/>	<input type="checkbox"/>
15		Character and antecedents Certificates from the Magistrate or Gazetted officer not less than the rank of the Executive Engineer	<input type="checkbox"/>	<input type="checkbox"/>

ANNEXURE-B-2

(1)In case of enlistment- Works completed, in progress and secured during the last four years

[Add additional sheets, if necessary]

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

Contractor's Signatures

ANNEXURE – B-3.**CLIENT's CERTIFICATE REG. PERFORMANCE OF CONTRACTOR**

Name and 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	
7 Details 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 / Satisfactory / Poor
12. i) Did the contractor go for arbitration? ii) If yes, total amount of claim iii) Total amount awarded	
13. Comments on the capabilities of the contractor. a) Technical proficiency	Outstanding/Very Good / Good / Satisfactory / poor
b) Financial soundness	Outstanding/Very Good / Good /

c) Mobilization of adequate TandP	Satisfactory / poor Outstanding/Very Good/Good/Satisfactory/Poor
d) Mobilization of manpower	Outstanding/Very Good/Good/Satisfactory/Poor
e) General behavior	Outstanding/Very Good/Good/Satisfactory/Poor

Note : All columns should be filled in properly

‘Countersigned’

Signature of the
Reporting Officer with Office seal
not below the rank of Executive
Engineer.

Officer of the rank of Superintending Engineer or equivalent

ANNEXURE – B-4**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.

(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.

ANNEXURE – B-5**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/PandT/State PWD.
- ii) Whether he is a dismissed Govt. servant and debarred by his employer for doing business with a government department or government company or a statutory organisation.
- iii) Whether he is a partner/director of any other firm enlisted with this Department/MES/Rly./PandT/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 2 years.
- vii) Whether he has any relative working in PWD, if yes, give details.
- viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.

C. DOCUMENTS TO BE SUBMITTED AFTER THE PROPOSAL IS AGREED IN PRINCIPLE BY THE COMPETENT AUTHORITY

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

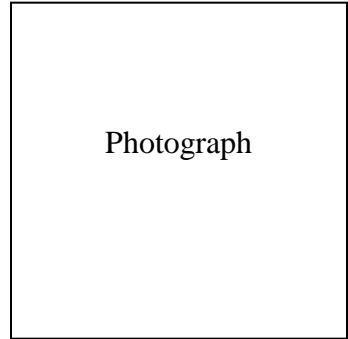
Annexure- B-6**List of Machinery**

Sr. No.	Name of Machinery	Make	Model	Capacity	Quantity	Present location	Year of manufacture
1	2	3	4	5	6	7	8

**HARYANA PUBLIC WORKS DEPARTMENT
APPLICATION FOR RENEWAL 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

1(a) Details of enlistment with PWD

(i) Enlistment No. and date

(ii) Valid upto

2. Nationality Indian Other

3. Address

4. Regd. Office

5. Head office

6. Telephone Number Fax No.

7. Now E-mail address : _____

8. Web.Site : _____

9. Constitution Individual Sole Proprietorship Concern
Partnership firm Public Ltd. Company Ltd. Company

10. If partnership firm, names of the partners/
If Company name of directors
3
5 1
2
4
6

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

(b) Nationality Indian Other

12. Name of Bankers with full address

13. Place of business

14. Full time tech. staff in applicant’s employment Nos.

(a) Graduate engineers with minimum 10 years’ experience

(b) Graduate engineers with minimum 5 years’ experience [excluding (a) above]

(c) Diploma engineers with minimum’ experience 10 years

(d) Diploma engineers with minimum’ experience 3 years [excluding (c) above]

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

16. Is any person working with the applicant is a near relative of the officer/official of PWD Yes No
If answer to above is Yes, give details

17.(i) Details of PWD Works completed, in progress and secured during the last enlistment/revalidation period as per Annexure –C-2. 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.

Whether above details enclosed ? Yes No

(ii) Certificate regarding performance of contractor for work included in annexure - C-2, as per proforma of annexure C-4. Yes No

(iii) Details of tenders issued and / or submitted by contractor (Proforma C-3) Yes No

18. Certificates:
i I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in PWD 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 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 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 – C-1**Documents attached for revalidation**

Sr.No.	Document	Yes	No
1	<p>Proof of constitution:</p> <p>a) In case of sole proprietorship/HUF: an affidavit executed before a 1st Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF.</p> <p>b) In case of partnership firm: (Submit attested copies)</p> <p>i) Partnership deed attested by Notary Public</p> <p>ii) Form ‘A’ or equivalent form issued by Registrar of Firms</p> <p>iii) Form ‘B’ or equivalent form issued by Registrar of Firms</p> <p>iv) Form ‘C’ or equivalent form issued by Registrar of Firms</p> <p>c) In case of Private/Public Ltd Co. Article of Association duly attested by Notary Public</p>	<input type="checkbox"/>	<input type="checkbox"/>
2	Power of attorney , if any attested by Notary Public	<input type="checkbox"/>	<input type="checkbox"/>
3	Three passport size photographs of power attorney holder/ authorized signatory	<input type="checkbox"/>	<input type="checkbox"/>
4	Bankers’ certificate from scheduled bank in the Performa given in Annexure-B-4. The certificate should be on the bank’s letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority	<input type="checkbox"/>	<input type="checkbox"/>
5	<p>Technical Staff:</p> <p>i) List of full time technical staff/Designers with qualification and experience of each</p> <p>(ii) Attested copies of the degrees/diplomas of the technical staff/Designers.</p> <p>(iii) Declaration from the technical staff that they are employed with the applicant.</p> <p>(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)</p>	<input type="checkbox"/>	<input type="checkbox"/>

6	(i) List of Machinery, TandP i/c steel centering and shuttering, possessed by the Applicant. As per Annexure B-6.	<input type="checkbox"/>	<input type="checkbox"/>
	(ii) Copy of purchase document etc (Onus of submitting adequate proof lies with applicant	<input type="checkbox"/>	<input type="checkbox"/>
7	List of all near relatives working in PWD, including their addresses.	<input type="checkbox"/>	<input type="checkbox"/>
8	Demand Draft for late fee (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	i) List of works completed and in progress in PWD during the last four years (annexure C-2)	<input type="checkbox"/>	<input type="checkbox"/>
	ii) Certificate regarding performance as per annexure B-3 of works included in annexure C-2	<input type="checkbox"/>	<input type="checkbox"/>
	iii) Certificate regarding tenders issued and submitted by the contractors for the works in PWD as per annexure C-3.	<input type="checkbox"/>	<input type="checkbox"/>
9	Character and antecedents Certificates from the Magistrate or Gazetted officer not less than the rank of the Executive Engineer	<input type="checkbox"/>	<input type="checkbox"/>
10	Attested copy of enlistment order.	<input type="checkbox"/>	<input type="checkbox"/>

ANNEXURE C-2
WORKS COMPLETED AND IN PROGRESS IN PWD DURING THE LAST
FOUR YEARS

Sr. No	Name of Work	Date of Start	Date of Completion		Reasons for delay and compensation levied, if any	Tendered Cost	Actual Cost	Name, Address of Engineer in Charge
			Stipulated	Actual				

Signature of Contractor

ANNEXURE C-3

Proforma for certificate regarding tenders issued and or submitted by the contractor for works in PWD during last four years

Sr.No	Name of Work	Date of Tender		Estimated Cost put to tender	Position of Tender
		Issued	Submitted		

**Signature of Executive Engineer
With full Address
And Seal**

ANNEXURE C-4**CONTRACTOR'S PERFORMANCE REPORT
FOR WORKS COMPLETED OR IN PROGRESS
(FOR REVALIDATION OF ENLISTMENT)****Part-I**

(To be filled in by the Contractor and submitted to the Engineer-in Charge of the Work)

1	Name of Contractor		
2	Name of Work		
3	Contract No.		
4	Est. Cost put to Tender		
5	Tendered Cost		
6	Gross Amount of Final bill Work done till date		
7	Stipulated Date of	Start Completion	
8	Actual Date of Completion		
9	Amount of compensation levied, if any		
10	Amount of Reduced Rate items, if any		
11	Did the contractor go for Arbitration		
12	If so, total Amount	Claimed	
		Awarded	

Signature of Contractor

Part-II

- i. Certified that the details given in Part-I have been verified and found to be correct/ have been corrected wherever necessary.
- ii. The Quality of work is Very Good / Good / Satisfactory / Poor

Signature of the Executive Engineer

In case of Class I and II Contractors

The Quality of work is Very Good / Good / Satisfactory / Poor

Signature of the Superintending Engineer

Note: The Performance report should be forwarded to the Enlisting Authority within two weeks of its receipt from the contractor.