

(Cost of form including processing fee Rs.500/-)

HIMACHAL PUBLIC WORKS DEPARTMENT

(Only for Office use)

Sl. No. of form issued G.R. No Amount Date Name of the applicant to whom issued

Issuing Division with seal/sign.

APPLICATION FOR REVALIDATION/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. Applications found deficient in any respect are liable to be rejected without any further correspondence]

CLASS CATEGORY (Civil/Mechanical)

1. Name of applicant Shri/Smt/M/s

2. Nationality Indian Others3. Address Regd.
Office Head Office 4. Telephone Number Fax No Mobile no.
e-mail

5. Constitution

Individual/Sole Proprietorship Concern/Partnership Firm /Public Ltd. Company/ Private Ltd.
Company

6. If partnership firm, names of the partners and in case of Company, name of directors

1. 2.

3.

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

(b) Nationality Indian Other

(c) Liabilities

8. Name of Bankers with full address

* a. Bank Account No. b. IFSC code.

9. Place of business

*10. Does the applicant have full time technical staff in applicant's employment Yes /No

*11. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per Requirements mentioned in the Enlistment Rules for the class & category applied for Yes/ No

[Attach details on separate sheet]

12. Does the applicant possess valid Electrical License [For Electrical] Yes/ No

13. (a) Details of enlistment with HPWD

(i) Enlistment No. & date.

(ii) Date of validity

14. Is any person working with the applicant is a near relative of the officer/official of HP PWD Yes/No

[See Rule 17.0 of the Enlistment Rules] If answer to above is yes, give details.

15. Details of all Works completed, in progress and participated (which were secured during the last 5 years) (to be filled in proforma as given in **Annexure –IX/IX-A**)

16. Certificates:

(i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in HPWD as amended up to 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. In addition to disciplinary action as provide in the enlistment rules.

(iv)* I/We are aware of e-procurement and (Tick either of below)

a. I/We have obtained Digital Signature Certificate (DSC)

b. I/We will obtain Digital from approved vendor at our own cost

(v) 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).

Date
No. of documents attached

Signature(s) of applicant(s):

Name

Address

DOCUMENTS ATTACHED FOR REVALIDATION

Sr. No.	Details of documents attached	Yes / No	Page No.
1.	Receipt in original for renewal Fee		
2.	Bankers certificate in original from scheduled bank in the Annexure –IV given in the Enlistment Rules. The certificate should be on the bank’s letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority.		
3.	Attested copy of valid Electrical License. (Applicable for Electrical contractors only)		
4.	Attested copy of Enlistment order and latest renewal order.		
5.	Details of works executed/completed/in progress in Annexure-IX & Annexure X alongwith attested copies of award letters for works.		
6.	Original or attested copies of certificates of performance for works done, from concerned clients,(Central/State Government Department/Public undertakings/Boards/ Universities etc.) in proforma as given in annexure-X.		
7.	Attested copies of PAN card and TIN card. &EPF Number.		
8.	Proof of ownership of property i.e. copy of latest Zamabandi with affidavit on Annexure -XIII (See table -1)		
9.	Attested copy of Power of attorney, if any		
10.	An affidavit on Annexure (XIV) duly attested by the Magistrate Ist class to the effect that no individual, or a firm having such individual as one of the partner, who is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/ suspended by any government department in the past; or convicted by a court of law and to the effect that all the documents attached to the application and information supplied are true to the best of knowledge and belief and nothing has been concealed.		

Annexure VIII

Calculation Sheet for Evaluation of contractor's performance in HP PWD for Revalidation.
(See rule 19.3)

Name of contractor:

Name of work:

Item No.	Parameter	Calculation for Points	Score	Max. Marks	
1	Levy of compensation	Compensation levied for Delay = C Awarded Amount = E $B = 100 \times (C/E)$	20 if B = 0 10 if B = 5 0 if B = 10 10 if C is not decided marks for values in between are to be determined by straight line variation	20	
2	Quality	Quality	Outstanding =40; Very Good = 30; Good = 20; Satisfactory = 10; Poor = 0	40	
3	Capability	1	Technical Proficiency	Outstanding =6; Very Good = 4; Good = 3; Satisfactory = 1; Poor = 0	6
		2	Financial Soundness	Outstanding =6; Very Good = 4; Good = 3; Satisfactory = 1; Poor = 0	6
		3	Mobilization of Adequate T&P	Outstanding =6; Very Good = 4; Good = 3; Satisfactory = 1; Poor = 0	6
		4	Mobilization of Man Power	Outstanding =6; Very Good = 4; Good = 3; Satisfactory = 1; Poor = 0	6
		5	General Behaviour	Outstanding =6; Very Good = 4; Good = 3; Satisfactory = 1; Poor = 0	6
4			Successful Completion of work = (+) 10	10	
			Determination of contract = (-)10		
			Part work done at the risk and cost of contractor = (-)10		
Note: Eligibility criteria for Revalidation of Enlistment will be 50% marks (overall average of all works)					

WORKS COMPLETED AND IN PROGRESS
(INCLUDING ALL WORKS AWARDED during the last FIVE year of enlistment)
(See table-1 to the enlistment rules, 2015) & rule 19.0

Name of the Contractor / Firm :-

Sr.No.	Name of work & Agreement No.	Name of Division.	Date of start	Date of Completion, Stipulated / Actual	Reason for delay & compensation levied, if any.	Tendered cost	Gross cost of the work
1	2	3	4	5	6	7	8

Did the Contractor go for arbitration / court	If yes, amount claimed	Amount awarded
9	10	11

Signature of the Contractor / Firm

**PROFORMA FOR GIVING CERTIFICATE FOR TENDERS SUBMITTED BY THE
CONTRACTOR(See rule 19.1 &19.2)
(Separate form to be used for each work)**

Sub: Revalidation of contractors as Class — in HP.PWD.

Certified that M/s. / Shri

have submitted

tenders for the following works:

Name of Work	Date of tender	Estimated cost put to tender	Position of tender	Name & address of the contractor to whom work awarded
1	2	3	4	5

Signature of Executive Engineer
with full address and office seal

CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

(To be issued separately for each work and no column should be kept blank)

Dispatch No. Date

Name of issuing Division

(Name of Division should be clear and legible)

Name & Address of the Contractor:

1. Name of work with brief particulars

2. Agreement No. and date

3. Date of commencement of work

4. Stipulated date of completion

5. Actual date of completion

6. Details of compensation of levied for delay, if any

7. Tendered amount

8. Gross Amount of the work completed

9. Whether the contractor employed qualified Engineer/Staff during execution of work?

10. (i) Quality of work (indicate grading) Out Standing/V. Good/Good/Poor / / /
(ii) Amount of work paid on reduced rate basis, if any

11. (i) Did the contractor go for arbitration?
(ii) If yes, total amount of claim
(iii) Total amount awarded

12. Comments on the Capabilities of the contractor
(a) Technical Proficiency Out Standing/V. Good/Good/Poor / / /
(b) Financial Soundness Out Standing/V. Good/Good/Poor / / /
(c) Mobilization of adequate T&P Out Standing/V. Good/Good/Poor / / /
(d) Mobilization of manpower Out Standing/V. Good/Good/Poor / / /
(e) General behavior Out Standing/V. Good/Good/Poor / / /

Signature of the Executive Engineer
with Official Seal

Note:- All Columns should be filled in properly.

Dated

Signature of the applicant
Name...
Address

**PROFORMA FOR REGISTER OF ENLISTED CONTRACTOR AND ISSUE OF
REGISTRATION NUMBER**

1 Name of the Contractor:

2 Address:

3 Registration No. & Date

4 Class of Registration:

5 Contact Details: Mobile No. Phone No. e-mail I D

Signature of the Superintendent

Renewal Details: -

Sr. No.	Revalidation order No. & date	Revalidation up to	Remarks
1	2	3	4

Affidavit to be submitted by the Individual/sole proprietorship firm/partnership firm/Company regarding Technical Staff employed by them.

INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-)
(As applicable for affidavit as per respective state Government rule).

AFFIDAVIT

I, S/o Sh. R/o

Individual/Sole Proprietor/Partner/Director (as the case may be) do hereby solemnly affirm and declare that the following Technical Staff (Engineers) are working as full time staff with me/us/our firm (Strike out whichever is not applicable)

Sr. No.	Name of Engineer	Qualification	Passed out in year	Experience
1				
2				
3				
4				
5				

Deponent

I/We s/o on this day of verify that the information given above is true to the best of our knowledge and nothing has been concealed. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled, in addition to disciplinary action as provide in the enlistment rules.

Date:

Place

(Deponent)

Identified by me

Dated

signature with seal of Ist class Magistrate

Affidavit to be field by individual Technical staff

INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-)
(As applicable for affidavit as per respective state Government rule).

AFFIDAVIT

I, S/o Sh Aged
.....Years R/o do hereby solemnly affirm
and declare that:-

1. I have passed degree/diploma in Civil Engineering/Electrical (as the case may be) during year from University/Board.
2. I am working full time under M/s/Shri as Engineer since (Month & Year) till date.
3. I am deponent herein and I am fully acquainted with the facts of the affidavit.

Deponent

I/We s/o on this day of verify that the information given above is true to the best of our knowledge and nothing has been concealed. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled, in addition to disciplinary action as provide in the enlistment rules.

Date:

Place:

(Deponent)

Identified by me

Dated

signature with seal of Ist class Magistrate

Affidavit to be submitted by the applicant contractor/firm/company

ANNEXURE-XIV(Sl. No. of application form)

Affidavit to be filled by the applicant

INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-)or
(As applicable for affidavit as per respective State Government rule)

I, .S/oSh.

R/o Individual/Sole Proprietor/Partner/Director (as the case may be) do hereby declare as under:-

- i) That I am owner in possession of immovable property as per latest copy of Zamabadi attached to this affidavit situated at Mauza Khara no Tehsil District (State) which is free from all encumbrances.
- ii) That the market value of the above mentioned property is Rs.
- iii) That I will not sell/mortgage this property during the period of enlistment as contractor in HP PWD.
- iv) That if any liability/default is found in my favour by the department, during my contractor ship, the same may be liquidated/recovered from my above mentioned property.

Deponent

I/We s/o on this day of verify that the information given above is true to the best of our knowledge and nothing has been concealed. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled, in addition to disciplinary action as provide in the enlistment rules.

Deponent

signature with seal of Ist class Magistrate

Dated

Affidavit to be filled by the applicant

INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-)or
(As applicable for affidavit as per respective State Government rule)

I, S/o Aged Years
R/o do hereby solemnly affirm and declare that:-

- (i) I have read the Rules of Enlistment of Contractors in HPWD as amended upto date and shall abide by them.
- (ii) the information given in the application for enlistment and in all the documents attached to the application is true to the best of my knowledge. I, also understand that if any of the information is found wrong I will be liable for action under law and disciplinary action as per enlistment rules, notified and instructions issued there under by the Government of Himachal Pradesh from time to time.
- (iii) I will not get myself/my firm registered as contractor(s) in the Department under more than one name and with more than one enlisting authority/ Zone in HP PWD.
- (iv) I, am not a retired Engineer of Gazetted rank or Gazetted Officer employed in any Department of the Government of India/State Government during the last two years.
- (v) no person under my employment nor shall I employ any Gazetted rank Government servant before two years of his retirement from Government service in any except with the prior permission of the Government.
- (v) that none of the partner of the firm /Director of Company retired as an Engineer of Gazetted rank / Gazetted Officer has been appointed as such before two years of retirement from Government of India/ or any State Government. (For partnership firms and limited companies).
- (v) that no individual, or a partner of the firm is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/ suspended by any government department in the past; or convicted by a court of law.
- (vi) that since my registration as contractor in HP P.W.D. neither any penalty has been imposed on me/our firm/Company, due to any poor performance/non-start of work or for any other reasons nor my earnest money has been forfeited by the department.

Deponent

I/We s/o on this day of verify that the information given above is true to the best of our knowledge and nothing has been concealed. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled, in addition to disciplinary action as provide in the enlistment rules.

Deponent

Dated

signature with seal of Ist class Magistrate

Affidavit regarding possession of Tools & Machinery to be filed by applicant contractor / firm

INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-)
(As applicable for affidavit as per respective state Government rule).

Affidavit

I, Sole proprietor/Director/Partner of
M/s/Shri. Regd. Office at do
hereby solemnly affirm and declare that our firm is in possession of following Tools & Machinery:-

S. No.	Description of Item	Quantity

I am deponent herein and I am fully acquainted with the facts of the affidavit.

Deponent

I/We s/o on this day of verify 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, in addition to disciplinary action as provide in the enlistment rules.

Date:

Place:

Identified by me

Deponent

Dated

signature with seal of Ist class Magistrate