

IRRIGATION AND PUBLIC HEALTH DEPARTMENT

ANNEXURE-I (Rule (6))

APPLICATION FOR ENLISTMENT AS CONTRACTOR IN ALL CLASSES

Supporting Documents be annexed with the application form. (Applications found deficient in any respect are liable to be rejected without further correspondence)

TYPE OF ENLISTMENT: NEW

CLASS:

1. **Name of the Applicant (Individual/Firm/Company)**
2. **Nationality**
3. **Address :**
 - (i) **Registered Office :**
 - (ii) **Head Office :**
4. **Contact Details :**
 - (i) **Telephone Number**
 - (ii) **Fax Number**
 - (iii) **Mobile Number**
 - (iv) **Website URL (If any)**
 - (v) **Email Id**
5. **PAN Number (Individual / Firm / Company)**

6. Constitution

7. Name, scanned passport size photo and scanned signature of the Individual(s) / Partner(s) / Director(s)
(Size of photo should be 2.5 X 3.5 cm having white background and printed name at bottom)

1.	2.	3.	4.
Paste photo	Paste photo	Paste photo	Paste photo
Name	Name	Name	Name

8. 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 Court of Law: Yes No

f) Retired Engineer/official from Engineering Department of the Government of H.P, with in last two year: Yes No

g) Director or Partner of any other company/firm enlisted with IPH or any other department: Yes No

h) Member of parliament, any State Legislative assembly President/ Vice President of Zila Parishad/ Block Smiti / Gram Panchayat.

Yes

No

If answer to any of the above is 'Yes' Furnish details on a separate sheet:

9. a) Name of person holding power of attorney (if any):

.....

b) Nationality:

.....

c) Liabilities (if any):

.....

10. Name of the Banker with full address:

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11. Place of Business:

.....

.....

12. Full Time Technical Staff in the Applicant's employment (Refer Table I and fill up the columns below respect of requisite trade and experience only):

Qualification	Name	Experience in Years	Date of Appointment

13. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirement mentioned in the IPH Enlistment Rules for the class & category applied for [Attach details on separate sheet] :

Yes

No

14(a) Whether already enlisted with IPH or any other Department: If Yes, Give details

Yes

No

14 (b) (Name of department, Class & Category, Enlistment Authority & address, enlistment No. and date, Date of validity and tendering limit)

If Yes, Give details

Yes

No

15. Is any person working with the applicant is a near relative of the officer/official of IPH [See Rule 17 of the Enlistment Rules] If yes, give details:

16. Enlistment fee, Processing fee, Cost of Form Enclosed Details:

Draft Number:

Draft Date:

Amount:

Branch:

Branch Drawn Upon:

Whose Favour:

Or

Cash Receipt . No.

Date

Amount

Name of Sub Division

17. Details of works completed, in progress and secured during the last 3 years (to be filled in the Pro forma as given in Annexure-III). This list should include all works whose gross amount of works done is more than the required magnitude for the class in which registration is required.

18. Certificates from clients in original or attested copy as per pro forma given in Annexure-IV for all eligible works:

Number of documents attached:

19. The applicant should give an undertaking that before commencement of any work he will comply with the provision of Contract Labour (R&A) Act, 1970 and contract labor (Regulation of Abolition) H.P Rule 1974 and provisions of H.P Building & other construction workers (Regulation of employment & conditions of service) rules 2008 as amended from time to time. He must possess the PF and ESIS registration number and should also have the Adhar Card issued in his/her name.

ANNEXURE-II (Rule-6)

Documents Attached for Enlistment

Your Application No.

Document Code	Annexure No.	Document Description	User Status	
			Yes	No
1		Proof of constitution (Sl. No. 6)		
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		
b)		In case of partnership firm: (Submit attested copies)		
i)		Partnership deed attested by Notary Public		
ii)		Form "A" or equivalent form issued by Registrar of firms		
iii)		Form "B" or equivalent form issued by Registrar of firms		
iv)		Form "C" or equivalent form issued by Registrar of firms		
c)		In case of Private/Public Ltd. Co. Article of Association duly attested by Notary Public.		
2		Power of attorney, if any (Sl.no.9a), attested by Notary Public		
3	V	Banker's/ Working capital certificate in original from scheduled bank in the Performa given in Annexure-V. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority (Sl.no.10)		
4		Technical Staff(Sl. No. 12)		
i)	XI	List of full time technical staff/Designers with qualification and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant)(Copies of Provisional certificate related to technical qualification are not accepted)		
ii)		Attested copies of the degrees/diplomas of the technical staff/Designers		
iii)	XII	Declaration from the technical staff/Designers that they are employed with the applicant		
iv)		Documents like PF subscription, copy of Income Tax return with IT form 16 etc. conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant).		
5(i)		List of M/C, T&P i/c steel centering & shuttering, possessed by the Applicant. Full details and location of workshop including details of Machines & Equipment possessed and proof of sufficient stock of Materials as required for Furniture category (Sl.no. 13)		
5(ii)		Copy of purchase document etc (Onus of submitting adequate proof lies with applicant)		
6		Attested copy of Enlistment order (Sl.no. 15)		
7		List of all near relatives working in IPH, including their addresses (Sl.no.15) See also Rule 16 of Enlistment Rule		
8		Demand Draft/ Cash receipt No. for processing the case (Sl.no.17)		
9	IV	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in Annexure-IV		
10	III	Attested copies of award letters for works included in Annexure-III		

ANNEXURE-III (Rule-6) (Col No. 17 of Annex.-I)

(1) In case of enlistment- Works completed, in progress & secured during the last three years or

(2) In case of revalidation- List of works completed, in progress & secured during last enlistment/revalidation period
(It is mandatory to submit details of all the works secured irrespective of its cost)

1.	2.	3.	4.	5.	6.	7.	8.	9.
S. No.	Name of work & Agreement No.	Date of start	Date of completion <hr/> Stipulated Actual	Reasons for delay & compensation levied, if any	Tendered Amount	Gross Amount of the completed work	Net amount received	Name, designation & complete address of the authority for whom the work was done

Contractor's Signatures

ANNEXURE – IV (Rule 6) (Col. No. 18 of Annex.-I)

**CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR
(Separately for each Work)**

Dispatch No:-

Date:-

Name & 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/Poor
12. i) Did the contractor go for arbitration? ii) If yes, total amount of claim iii) Total amount awarded	

Name & address of the Client

Details of Works executed by Shri/M/s

Name of Work: (Mention of name of work is mandatory and should be same as mentioned on page 1 of Annexure IV)

13. Comments on the capabilities of the contractor. a) Technical proficiency b) Financial soundness c) Mobilization of adequate T&P d) Mobilization of manpower e) General behavior	Outstanding/Very Good/Good/poor Outstanding/Very Good/Good/Poor Outstanding/Very Good/Good/Poor Outstanding/Very Good/Good/Poor Outstanding/Very Good/Good/Poor
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Note: All columns should be filled in properly

Signature of the
Officer of the rank of Executive Engineer

ANNEXURE – V (Rule-11.2)

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.

This certificate is issued on the request of Shri/Smt./M/s for obtaining enlistment/revalidation of Enlistment in HP IPH in (Name of category) Class.....

(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.
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ANNEXURE – V (Rule-11.2)

FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK

(Applicable only for Class IV & V relevant category of unemployed Degree/Diploma engineers)

Certified that Shri/Smt./M/s S/o/W/o and resident(s) of has/have been maintaining a saving bank account/current account/fixed deposit account with this branch of bank since and an amount not less than Rs. (Rupees)has been available to the credit in his/her/their account No. for the last six months.

This certificate is issued on the request of Shri/Smt./M/s for obtaining enlistment/revalidation of Enlistment in HP IPH in (Name of category) Class.....

Signature
For the Bank

ANNEXURE – VI (Rule-15.)

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 IPH/ /State PWD/ Central Govt.
- ii) Whether he is a dismissed Govt. servant.
- iii) Whether he is a partner/director of any other firm enlisted with this Department/PWD/Central Govt.
- iv) Whether he is member of Indian Parliament or State Legislature/ President, Vice President of Zila Parishad or Gram Panchyat.
- 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 One year.
- vii) Whether he has any relative working in HP IPH, if yes, give details.
- viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.
- ix) In addition Certificate as required under item 19 of Enlistment application form from new partners be given

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

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

ANNEXURE VII (Rule-20.1 & 20.3)

PERFORMANCE REPORT OF WORKS

PART I

(To be filled in by the contractor in duplicate in respect of each work cost of which falls within the range prescribed for eligibility as per para 19 of IPH Enlistment Rules read with Table-I. One copy be submitted to Reporting Officer and other, containing acknowledgement of receipt and seal of office of reporting officer, be submitted to enlisting authority).

1	Period	
2	Name & Address of contractor	
3	Class, Category and Enlistment No.	
4	Name & address of enlisting authority	
5	Name of Work	
6	Agreement. No.	
7	Name & Address of IPH Division	
S.N.	ITEM	
8.1	Estimated Cost	
8.2	Tendered amount	
8.3	Stipulated date of Commencement	
8.4	Stipulated date of Completion	
8.5	Actual date of completion	
8.6	Percentage progress with date, if work not complete	
8.7	Gross amount of final bill/work done	
8.8	Amount of compensation levied, if any	
8.9	Amount of reduced rate items, if any	
8.10	Did the contractor go for arbitration?	
8.11	If yes, total amount claimed and amount awarded.	

Signature of the contractor