

Delhi Jal Board: Govt of NCT Delhi Office of the Chief Engineer (Dr) Pr-I



RULES FOR ENLISTMENT OF CONTRACTORS IN DJB 2017

(With amendments)

03.06.2019

ENLISTMENT RULES OF CONTRACTORS IN DJB 2017 (with amendments)

1.0	These rules are being followed for Enlistment of Civil contractors in DJB.
2.0	Short Title – Hereinafter these rules shall be referred to as “Enlistment Rules 2017(with amendments)” for the sake of brevity.
3.0	Repeal and Saving:
3.1	All rules regarding enlistment/revalidation of contractors in DJB existing before coming into force of Enlistment Rules 2017 are repealed by Enlistment Rules 2017(with amendments).
3.2	Notwithstanding such repeal, the contractors already enlisted on the basis of rules hitherto in force shall continue to enjoy the status of enlisted contractors of DJB till the period of such enlistment, including revalidation/extension granted before coming into effect of the Enlistment Rules 2017, expires. However, in regard to all other matters and further revalidation of their enlistment, they shall be governed by the Enlistment Rules 2017(with amendments).
3.3	And also, notwithstanding such repeal, applications for enlistment received with all required documents on or before 31/05/2019 shall be processed on the basis of Enlistment Rules 2017 and amendments issued up to 31/05/2019. or enlistment rule 2017(with amendments) under provisions of whichever of the two the application may succeed and enlisted if found fit.
4.0	Applicability: DJB enlists contractors who intend to work with the department. It is done to have a ready list of suitable and competent contractors for DJB works so as to minimize requirement of verification of credentials of contractors at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in DJB and perform well. Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for enlistment as a contractor in DJB under these Rules provided the eligibility criteria and other conditions are satisfied The enlisted contractors have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.
4.1	No individual, or a firm/LLP/company having such individual as one of the partners, 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 shall be entitled for enlistment. However, cases where disciplinary action was taken against the contractor for a specified period and such penalty period is already over, his case for enlistment / revalidation can be considered.
4.1.1	If two or more individuals form a partnership firm and if any of the partners is having required work experience to become eligible for enlistment in any category in which enlistment is sought, their case shall be considered for enlistment of the partnership firm Subject to fulfilment of other laid down criteria. Similarly, the past work experience gained from the works completed by the sole proprietor or any partner of new firm, provided he has left or disassociated himself from his earlier firm shall also be considered in the same proportion of share of the applicant in that partnership firm.
4.2	No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Government of India/DJB is allowed to work in the DJB either as contractor or as employee of a contractor for a period of one year after his retirement from Government service unless he has obtained prior permission of Government of India to do so. Even after enlistment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of Government of India as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors.

4.3	Deleted																
4.4	A contractor is not permitted to have enlistment in more than one name.																
4.5	A partner of a firm or a Director of a company enlisted as a contractor in a category cannot be a partner/director in any other enlisted firm/company in DJB in that category.																
4.6	A contractor can, unless he intends to apply for revalidation, submit, on lapse of the previous enlistment, a fresh application for Enlistment if he fulfils all the eligibility criteria and provided he has participated in tendering process in DJB on at least 3 occasions during the validity period of his Enlistment.																
5.	Scope - The enlistment of a contractor in DJB shall only entitle him to be considered for Issue of tender papers subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work. The enlistment shall be done by the authorities, in the categories and classes listed in table under rules 6.1.																
6.1	<p>Enlistment Categories, Classes, Authorities their jurisdiction and Procedure – The enlistment shall be done by the Enlistment Authorities in the classes mentioned in Table below. The contractor may go through the Instructions to Applicants given at the end of these rule. For Fresh Enlistment for all categories (excluding Probationary Class) of enlistment the application form in prescribed form (Annexure- I and Annexure-II) along with all supporting documents is to be submitted to authority given below with all documents as per Annexure II and with processing fee. In case of Probationary Class application form Annexure XV is applicable.</p> <table border="1" data-bbox="415 1166 1479 1456"> <thead> <tr> <th>Jurisdiction of Enlistment Authority</th> <th>Enlistment Authority</th> <th>Office to which application is to be submitted.</th> <th>Officer in whose favour DD towards processing fee is to be submitted.</th> </tr> </thead> <tbody> <tr> <td>Class I, II, III and IV</td> <td>CEO(DJB)</td> <td>CE(DR)Pr-I</td> <td>DELHI JAL BOARD</td> </tr> <tr> <td>Class V</td> <td>CEO(DJB)</td> <td>CE(DR)Pr-I</td> <td>DELHI JAL BOARD</td> </tr> <tr> <td>Probationary Class</td> <td>Additional CEO</td> <td>CE(DR)Pr-I</td> <td>DELHI JAL BOARD</td> </tr> </tbody> </table>	Jurisdiction of Enlistment Authority	Enlistment Authority	Office to which application is to be submitted.	Officer in whose favour DD towards processing fee is to be submitted.	Class I, II, III and IV	CEO(DJB)	CE(DR)Pr-I	DELHI JAL BOARD	Class V	CEO(DJB)	CE(DR)Pr-I	DELHI JAL BOARD	Probationary Class	Additional CEO	CE(DR)Pr-I	DELHI JAL BOARD
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6.2	Applications received without processing fees as per Rules or without application in Annexure-I and Annexure-II all signed as applicable shall not be processed and the applicant shall be intimated accordingly. Incomplete applications and applications not accompanied with required documents are liable to be rejected. Applicants will be given opportunity to clarify and attend to shortcomings which shall be intimated at their given address. In the event of no response being received within 5 weeks of issue the application will be filed as declined.																
6.3	All verification, submission of reports etc are to be pursued by the applicant. Any delay on account of delay in verification, submissions of reports etc will not entitle applicant for any type of enlistment or any other relief.																
6.4	The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get works done by the contractor inspected and/or to obtain such other reports as may be considered necessary like details of registration or incorporation, Form 16A (Tax Deducted at source by Client) and/or Form 26 AS (Annual Tax Statement for applicants PAN number) in regard to execution of work.																
6.5	If the enlistment authority finds the contractor suitable for enlistment, it shall issue the enlistment order and, otherwise, a letter of rejection of the application will be sent to the Applicant. The decision of the enlistment authority shall be final and binding on the contractor.																
6.6	The enlisting authority i.e. CEO (DJB)/Addnl.CEO reserves right to limit number of contractors to be enlisted in any class or any other manner decided by the department.																

	<p>Or Two works of value each At least one work should be water or sewer.</p> <p>900 315 75 24 7.5</p>																														
	<p>Or One work of water/sewer</p> <p>1800 630 150 48 15</p>																														
	<p>Note:- For Class-IV & V water/sewer works are not mandatory and Civil works can be considered for the purpose. Or (for Class-IV only);- Graduate Engineer excluding those employed with Govt. Organisations/PSUs/Institutions etc. Or (for Class-V only);- Diploma Engineer excluding those employed with Govt. Organisations/PSUs/Institutions etc. *Probationary (P)-Class registrations are opened for a limited time period by the competent authority, whenever needed by the department.</p>																														
11.1.1	<p>Engineering Establishment and T&P Machinery: - The contractor shall submit an undertaking in the application (Annexure-I) in respect of Engineering Establishment and T&P Machinery required upon the contracts.</p>																														
11.2	<p>The financial soundness shall be judged on the basis of</p> <ol style="list-style-type: none"> For Class-I and II . on the basis of Banker's Certificate or net worth certificate of 15% of upper tendering limit under the respective enlistment category issued by the certified Chartered Accountant (on the format prescribed in Annexure V-4 during last three years)and For Class-III, IV & V, on the basis of either Banker's Certificate or net worth certificate for 15% of upper tendering limit under the respective enlistment category issued by the certified Chartered Accountant (on the format prescribed in Annexure V-4) during last three years or sum of annual financial turnover on Construction works/ Civil during last three years (on prescribed format V-2) duly certified by the Chartered Accountant. <p style="text-align: center;">Average Annual Turnover Certificate and Net Worth Certificate shall be issued by the Chartered Accountants on their letter head and authorised signature.</p> <ol style="list-style-type: none"> Graduate Engineer shall give the Banker's certificate of required amount or Working Capital Certificate for Rs. 6 lacs on the format prescribed in Annexure-V-3. Diploma Engineer shall give the Banker's certificate of required amount or Working Capital Certificate for Rs. 3 lacs on the format prescribed in Annexure-V-3. Banker's Certificate shall be issued by the Bankers of the contractor on the format prescribed in Annexure-V-1. Such certificate shall be issued by a scheduled bank on its letter head and shall be submitted in original, in a sealed cover, addressed to the Enlistment Authority. <p style="text-align: center;">Table for Banker Certificate Amount</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Sr. No.</th> <th>Class</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>I</td> <td>21 Crores</td> </tr> <tr> <td>2.</td> <td>II</td> <td>735 Lacs</td> </tr> <tr> <td>3</td> <td>III</td> <td>175 Lacs</td> </tr> <tr> <td>4</td> <td>IV</td> <td>56 Lacs</td> </tr> <tr> <td>5</td> <td>V</td> <td>17.5 lacs</td> </tr> </tbody> </table> <p style="text-align: center;">The sum of annual financial turnover</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Sr.No.</th> <th>Class</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>III</td> <td>175 Lacs</td> </tr> <tr> <td>2</td> <td>IV</td> <td>56 Lacs</td> </tr> <tr> <td>3</td> <td>V</td> <td>17.5 lacs</td> </tr> </tbody> </table>	Sr. No.	Class	Amount	1.	I	21 Crores	2.	II	735 Lacs	3	III	175 Lacs	4	IV	56 Lacs	5	V	17.5 lacs	Sr.No.	Class	Amount	1	III	175 Lacs	2	IV	56 Lacs	3	V	17.5 lacs
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11.3	<p>The criteria for enlistment/revalidation shall be as per Rules applicable on date of Enlistment/revalidation. Applicant may be intimated when his application and verification is complete. The application may be decided within 90 days of such completion.</p>																														
11.4	<p>All the enlisted contractors/applicants are required to possess valid GST registration on the date of application for Enlistment.</p>																														

12.0	<p>Processing fee – The contractor shall have to pay a non-refundable processing fee by crossed Demand Draft drawn in favour of the authority authorized by enlisting authority. For various categories and classes of enlistment, the fee is prescribed in Table – I. This fee is to be submitted along with application form to the enlisting authority. However in case where enlistment authority has been shown as CEO (DJB), the fee is prescribed in Table-below. This DD towards fee is to be submitted along with application form to the Enlisting Authority i.e. Delhi Jal Board. The Registration fee may also be deposited by NFT/RTGS in DJB A/c.</p> <p style="text-align: center;">Table Processing Fees</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Sr. no.</th> <th style="text-align: center;">Class</th> <th style="text-align: center;">Fees</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">I</td> <td style="text-align: center;">35000/-</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">II</td> <td style="text-align: center;">25000/-</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">III</td> <td style="text-align: center;">20000/-</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">IV</td> <td style="text-align: center;">10000/-</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">V</td> <td style="text-align: center;">5000/-</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">P</td> <td style="text-align: center;">Security deposit of Rs. 50000/-</td> </tr> </tbody> </table>	Sr. no.	Class	Fees	1	I	35000/-	2	II	25000/-	3	III	20000/-	4	IV	10000/-	5	V	5000/-	6	P	Security deposit of Rs. 50000/-
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13.0	Income Tax Clearance – Deleted.																					
14.0	N.A.																					
15.0	<p>Change in Constitution of Firm - The contractor/firm shall not modify the existing partnership or enter into any fresh partnership or change the name of firm without the prior intimation to the enlistment authority. Such proposal, if any, shall be submitted in advance giving full details of the intended partnership/sole proprietorship along with the draft partnership deed/affidavit and documents as per Annexure-VI. The change in status of the contractor as an 'Individual' or in constitution of the firm or change in the name of firm will have to be intimated to the enlistment authority within one month of the approval of the enlistment authority failing which, the contractor/firm shall become liable to be Removed from the approved list of contractors.</p>																					
15.1	If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his (their) individual/joint capacity shall have to apply for the enlistment afresh on the basis of work experience gained as a separate entity.																					
15.2	If new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 4.0.																					
15.3	If the number of original partners of a firm reduces to less than half due to any reason including death of partner(s)/death of sole proprietor in case of sole proprietorship firm, the enlistment of the firm shall be withdrawn. Original partners means constituents at the time of Enlistment and those who have remained as constituent for more than 5 years.																					
15.4	Conversion of partnership firm to LLP and vice versa shall not be permitted.																					
16.0	<p>Change in Address - While applying for enlistment, the contractor should mention address of his Registered office as well as Head Office, if different. All documents i.e. , Bankers' Certificate, Electrical license etc. should bear one of the above addresses, otherwise the same shall not be accepted</p>																					
16.1	The contractor shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, GST authorities etc. Failure to do so may result in removal of his name from the approved list of contractors.																					
17.0	Near Relatives Working in DJB – Modified as 17.1 and 17.2																					

17.1	<p>Restrictions for close relatives: CEO, All Members, All Directors, Jt. Directors, Secretary (DJB), All Assistant Commissioners, Dy. Directors, CWAs, ACWAs, Entire engineering cadre from JE to CE (both inclusive) and Entire Finance Cadre from Divisional Accountant and above, themselves and their close family members will not be allowed to be enlisted as DJB contractor in any class and will not be allowed to participate in the tenders of Delhi Jal Board during their tenure of service in DJB. For this purpose, definition of 'Close family member' shall include respective spouses, parents, children and children's spouses.</p>
17.2	<p>Restriction for near relatives: In addition to above contractors whose near relatives are in the finance cadre in the rank of Divisional Accountant and above or Engineering Officers between the grades of Junior Engineer and Chief Engineer (both inclusive) in the Delhi Jal Board will not be allowed to tender for works if the circle responsible for award and execution of contract is the one where the near relative is working or supervising. For this purpose near relatives shall include grandparents, grandchildren, brothers, sisters, uncles, aunts, cousins and their spouses and corresponding in-laws. For the sake of clarity, it is reiterated that close relatives (respective spouses, parents, children and children's spouses and the individual himself/herself) stand barred already as per clause 16.1 (now modified 17.1.)</p>
18.0	<p>Review of Approved List of Contractors -The contractor shall be required to secure works of appropriate magnitude in DJB during the revalidation/enlistment period. Contractors shall be liable to be weeded out for non-observance of enlistment rules. For this purpose the enlistment authority shall have the power to periodically review the approved list of contractors.</p>
19.0	<p>Revalidation of enlistment – Enlisted, including revalidated, contractors, who have completed or secured works of appropriate nature (as per rules 24 and 25) and appropriate magnitude (lowest of the costs of works for the category and class given in rule-11.1.) either</p> <ol style="list-style-type: none"> I. In the DJB or II. In Central or State Government Department or Autonomous body or Public Sector undertaking provided, however, that the contractor has participated in tendering process for at least Three works in the DJB having estimated Cost at least hat of the appropriate magnitude, for which participation certificate from the Executive Engineer/DDH shall be provided. <p>May apply for revalidation of enlistment under one of the two divisions as detailed below:-</p> <ul style="list-style-type: none"> • Division A: - Enlistment of such contractors who satisfy the following criterion shall be considered for revalidation for a period of five years. Securing two works of appropriate magnitude during last enlistment/revalidation period and at least one of them has been completed 100% and the second completed more than 50%. In case the works of appropriate magnitude have been completed/in progress in govt. departments as mentioned above other than Delhi Jal Board, the department will get the work inspected or verified from appropriate authority of Delhi Jal Board and evaluation of the quality in Annexure X shall be done based on this inspection/verification. Securing and completion of one work of value three times the appropriate magnitude (for class V (Civil) contractor it shall be 1.5 times). • Division B: - Enlistment of contractors, who secured only one work of appropriate magnitude during last enlistment/revalidation period and that even not completed, shall be extended for a period of two years. Revalidation for the balance period of three years shall be granted, only when the contractor satisfies the criterion laid down in division A above i.e. execution of requisite works in the extended period of two years also. The work completed/secured as an associate contractor of the main contractor, to whom a composite contract was/has been awarded, shall also qualify for consideration of revalidation. The value of executed works in last 5 years shall be brought to current costing level by enhancing the actual value of work at simple rate of 6.5% per annum, calculated from the date of completion to the last date of validity of enlistment/revalidation or date of processing the case whichever is earlier.
19.1	<p>Application for Revalidation -</p>
19.1.1	<p>The contractor shall apply for revalidation for his enlistment in the prescribed form 'Annexure VIII' along with all documents as per Annexure IX so as to reach the Enlistment Authority at least 6 or not more than 9 months before expiry of his enlistment with 50% processing fee. The revalidation application with all documents shall however be accepted up to the date of expiry of enlistment</p>

	with processing fee as mentioned in rule 12.
19.1.2	In cases where the application is received after date of expiry of enlistment/revalidation, but within three months of expiry, the application can be accepted with the late fee equal to processing fee. Applications received, thereafter, shall not be accepted and contractor should apply for fresh enlistment, as per rules.
19.1.3	Enlistment/Revalidation processing fee is payable in the form of Demand Draft in favour of the Delhi Jal Board, as authorized by enlisting authority.
19.1.4	On receipt of application for revalidation complete in all respect and with all necessary documents, provisional extension upto six months from the date of expiry of enlistment/date of issue of order, whichever is later may be issued.
20.0	Performance Reports/Inspection Report:
20.1	The Contractor should fill up the details of each work, of appropriate magnitude, secured by him during the last revalidation/enlistment period, in the proforma as given in Annexure VII.
20.2	The list should include all works secured by him during the above mentioned period. In case, the contractor hides any information, his revalidation will be liable to be cancelled.
20.3	<p>The contractor should fill up the details in the pro forma as given in Annexure VII, in duplicate. For each work, separate pro forma should be filled. One copy of all the pro forma should be submitted to the reporting officer and the acknowledgement obtained on the second copy of the pro forma. This 2nd copy should then be submitted to the enlisting authority along with the application.</p> <p>It shall be mandatory for the contractor to submit the performance report (PR) of each work executed by him in the approved format duly filled with all the required details to respective Executive Engineer within 3 months of completion of work under intimation to enlisting authority as laid out in the preceding para. However, there shall be no bar for Department Officers to take cognizance of bad performance of the contractor where he deliberately avoids submission of PR.</p> <p>If the grading of quality of work in annexure-VII is not graded good or higher, then a show cause notice shall be issued to the contractor as to why his name should not be deleted from the approved list of the contractor. The decision taken by the Empowered Committee considering explanation of the contractor if any regarding suspension of sale of tenders to such DJB Contractor and communicated by the Enlistment Authority shall be final and binding.</p>
20.4	The graded performance report shall be communicated to the contractor by reviewing authority and he may appeal for a review of graded performance report given by reviewing authority from the next higher authority with 3 months.
20.5	<p>Inspection Reports:-</p> <p>The agency shall provide all the necessary documents of work executed by him to the inspecting authority after receipt of initiation inspection of work from department shall accompany and facilitate the team of DJB for inspection of works.</p>
21.0	<p>Revalidation Procedure - The revalidation shall be done on the basis of Review of performance of the contractor during the period of enlistment/revalidation. This shall be based on evaluation of performance reports as given in Annexure X or as decided by the enlisting authority. However, the performance report of eligible work(s) (securing and completing either one work and another work with progress of work more than 50 % of appropriate amount or securing and completing one work of three times of appropriate amount) shall be sufficient for consideration of case. The following extra marks shall also be given:-</p> <p>(i) Extra marks for completing more works : Weight age of 2 marks for each additional work secured and completed will be given to the contractor who secure more works than minimum eligible criteria i.e. 1 completed work and other work of appropriate magnitude with progress more than 50%</p> <p>(ii) Bonus mark for early completion of work: 2 marks will be given as bonus for each completed work, if contractor completes the work by 1/10th of completion period before the stipulated date of</p>

	completion.																				
22.0	<p>Contractor's obligations - The contractor should fulfil all his obligations under these rules in time and manner as specified, failing which he shall be liable for the action as mentioned therein. Some of the obligations are summarized below:-</p> <p>a) Prior approval shall be obtained from the enlisting authority before changing the name or constitution of the firm/company.</p> <p>b) Intimation of change of address should be given in advance or within one month along with acknowledgement from Banker, Income Tax and Sales Tax authorities.</p> <p>c) He shall continue to possess, throughout the period of enlistment/revalidation, a valid electrical licence of appropriate voltage issued by appropriate authority.</p> <p>d) He should secure works of specified magnitude during the period of enlistment/revalidation as provided in Para 19.0 above</p> <p>e) He shall abide by these rules.</p> <p>f) He should not indulge in unethical practices and maintain good conduct.</p> <p>g) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.</p> <p>h) Contractor shall submit the performance report of each work executed by him in the approved format duly filled with all the required details to respective Executive Engineer within 3 months of completion of work under intimation to enlisting authority.</p>																				
23.0	<p>Disciplinary Actions -The contractor shall have to abide by all the rules of enlistment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works as per contract on time and with good quality. The enlisting authority shall have the right to demote a contractor to a lower class, suspend business with him for any period, debar him or remove his name from the approved list of contractors indefinitely or for a period as decided by enlisting authority after issue of Show cause notice. Decision of the enlisting authority shall be final and binding on the contractor. The following actions of the contractor shall, in general, make him liable to disciplinary actions:-</p>																				
23.1.	<p>Demotion to a lower class -The contractor shall be liable to demotion to a lower class, by the enlisting authority, if he:</p> <p>a) fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects; or</p> <p>b) no longer has adequate equipment, technical personnel or financial resources; or</p> <p>c) His staff misconducts or misbehaves with DJB officials on more than one Occasion.</p> <p>d) is responsible for a conduct which may justify his demotion to a lower class; or</p> <p>e) Any other reason which in view of enlisting authority is adequate for his demotion to a lower class.</p>																				
23.2	<p>Suspension of Business :Whenever adverse reports related to adverse performance, misbehaviour, direct or indirect involvement in threatening, making false complaints, filing legal suites for frivolous reasons, hampering tender process or execution of contract or any act, omission or commission etc. damaging the reputation of department /officer or any other type of complaint considered fit by enlistment authority, are received from more than one officer or at more than one occasion from individual officer of Delhi Jal Board works for the various class/categories of contractor, sale of tender to such Delhi jal Board contractors shall be suspended immediately by the Enlisting Authority pending full enquiry into the allegations and decision by the empowered committee as indicated below.</p> <p>The Committee will decide the case in time bound manner from the date of issuance of letter of suspension of sale of tender to the contractor. If any of the charges are established then this would result in banning of business with the contractor for the period as decided by Empowered Committee. Business may also be suspended with a contractor up to a period of one year in case he fails to start the work after the award on two occasions.</p> <p>Empowered Committee for various classes in DJB</p> <table border="1"> <thead> <tr> <th>Enlistment Authority</th> <th>Class</th> <th>Categories</th> <th>Empowered Committee</th> <th>Sub-Committee</th> </tr> </thead> <tbody> <tr> <td>CEO (DJB)</td> <td>I, II, III, and IV</td> <td>Civil</td> <td>Member (Dr), CE(East), CE(West), CE(South), CE(Dr)Pr-I, & Dir (F&A)</td> <td>SE(P)Water, SE(P)Dr, EE(P)Water-I, AO(Audit) & EO to CE(Dr)Pr-I</td> </tr> <tr> <td>CEO (DJB)</td> <td>V</td> <td>Civil</td> <td>CE(Dr)Pr-I Chairman, SE(P)Dr, SE(Dr)Pr s&sw Dy Dir (F&A)III</td> <td>---DO---</td> </tr> <tr> <td>Addl. CEO</td> <td>Probationary</td> <td>Civil & E&M</td> <td>EO to CE(Dr)Pr-I</td> <td>ASO to CE(Dr)Pr-I, Dealing Asst.</td> </tr> </tbody> </table>	Enlistment Authority	Class	Categories	Empowered Committee	Sub-Committee	CEO (DJB)	I, II, III, and IV	Civil	Member (Dr), CE(East), CE(West), CE(South), CE(Dr)Pr-I, & Dir (F&A)	SE(P)Water, SE(P)Dr, EE(P)Water-I, AO(Audit) & EO to CE(Dr)Pr-I	CEO (DJB)	V	Civil	CE(Dr)Pr-I Chairman, SE(P)Dr, SE(Dr)Pr s&sw Dy Dir (F&A)III	---DO---	Addl. CEO	Probationary	Civil & E&M	EO to CE(Dr)Pr-I	ASO to CE(Dr)Pr-I, Dealing Asst.
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23.3	<p>Removal from the approved list: The name of the contractor may be removed from the approved list of contractors, by the enlisting authority, if he:</p> <p>A. has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or</p> <p>B. is proved to be responsible for constructional defects in two or more works; or</p> <p>C. persistently violates any important conditions of the contract; or</p> <p>D. fails to abide by the conditions of enlistment; or</p> <p>E. is found to have given false particulars at the time of enlistment; or</p> <p>F. has indulged in any type of forgery or falsification of records; or</p> <p>G. changes constitution of the firm or Individual or changes the name of the firm without prior approval of the enlistment authority; or</p> <p>H. changes permanent address / business address without intimation to the enlistment authority; or</p> <p>I. is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or</p> <p>J. persistently violates the labour regulations and rules; or</p> <p>K. is involved in complaints of serious nature received from of the departments which prima facie appear to be true; or</p> <p>L. Default in settlement of tax dues like income tax, Contract tax, sales tax, octroi, duties etc.; or</p> <p>M. has already been demoted for other reason(s); or</p> <p>N. Ceases to fulfil eligibility criteria based on which enlistment/revalidation was done; or</p> <p>O. is considered not required to be in list of CPWD for any other reason considered fit by enlistment authority; or</p> <p>P. Does not start the work after the same is awarded to him on three occasions; or</p> <p>Q. Fails to provide satisfactory explanation wherever any action or bid or tender in whole or part appears unrealistic or unreasonable</p>												
24	Definition of Building, Civil Work, Road Work and Composite Work:												
24.1	<p>The composite work of building means “Civil building work” including at least one of the E&M services mentioned below with internal electrification under one agreement:</p> <ol style="list-style-type: none"> 1. Fire fighting 2. Fire alarm 3. HVAC 4. Lift 5. Electrical Sub Station 6. DG Set 												
24.2	<p>Civil Building Work means construction of building under one agreement including civil items relating to foundation, structure, envelope & partition, joinery and finishing and at least one of the items of</p> <ol style="list-style-type: none"> a) Water supply and sanitary installation b) Drainage work c) Water proofing work <p>Value of the works for following Items shall be reduced by the factor given below, if executed exclusively under separate contract and not as part of main building contract.</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Sl.</th> <th style="text-align: left;">No.</th> <th style="text-align: left;">Item Factor</th> </tr> </thead> <tbody> <tr> <td>A.</td> <td>Pre fabricated huts, industrial sheds</td> <td>0.5</td> </tr> <tr> <td>B.</td> <td>False ceiling, compound wall, storm water drain, sewer lines, water supply lines, Road side gully chamber and supply & fixing of SFRC covers</td> <td>0.25</td> </tr> <tr> <td>C.</td> <td>Additions/ alterations/ renovations/up-gradations / maintenance</td> <td>0.33</td> </tr> </tbody> </table>	Sl.	No.	Item Factor	A.	Pre fabricated huts, industrial sheds	0.5	B.	False ceiling, compound wall, storm water drain, sewer lines, water supply lines, Road side gully chamber and supply & fixing of SFRC covers	0.25	C.	Additions/ alterations/ renovations/up-gradations / maintenance	0.33
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C.	Additions/ alterations/ renovations/up-gradations / maintenance	0.33											
24.3	<p>Civil work:</p> <p>Any Civil work which also includes works of additions/ alterations/ renovations/ up-gradations/road work/maintenance including maintenance work which shall be reduced by a factor 0.33.</p> <p>Exclusions: Maintenance work does not include works of sweeping, care taking, watch & ward and the like.</p>												
24.4	<p>Road Work : Road work means</p> <ol style="list-style-type: none"> 1. New road, bridge or flyover construction 2. Strengthening of existing road 3. C/o bridge/flyover approaches. 4. A/R & M/O Works pertaining to road and annual/periodical repairs of road surface including patch repairs, reduced by a factor of 0.33. 												

24.5	<p>Composite work:- Composite work means Civil work including either internal/external electrification or any one of E&M services like (Fire fighting, Fire alarm, HVAC, Lift, Electrical Sub Station, DG Set).</p>
25	<p>Demotion to a lower class on request: - In case, the contractor himself seeks demotion to a lower class on account of non fulfilment of revalidation criterion, the enlisting authority of Class in which he is enlisted, on being satisfied prima-facie, of the contractor fulfilling the requirements of enlistment to a lower class, may revalidate the enlistment in the lower class for a period of one year to enable the contractor to obtain fresh enlistment in such lower class with concerned enlisting authority. To avail this provision the Contractor's application must reach the enlistment authority before three months period from date of expiry of enlistment. There can be two type of cases: Type I – Contractor applies for revalidation for full term of 5 years but when not found fit for revalidation, he requests demotion to lower class. Type II – At the time of submission of application for revalidation, he is aware that he is not eligible for revalidation of enlistment for 5 years and in place of 5 years he requests for enlistment in lower class for a period of 1 year. For such case falling under Type I, contractor has to pay fee or late fee or double the late fee for revalidation as the case may be. The fee paid shall be non refundable, in case either he is not found eligible for revalidation of enlistment for full term or even if he is enlisted in lower class for a period of one year. For cases falling under Type II, contractor has to pay proportionate fee @ 20% of enlistment fee as applicable to the class in which he desires enlistment for a period of one Year. To continue his enlistment further, he has to submit fresh application before the competent authority to obtain fresh enlistment and he has to pay full enlistment fee as applicable.</p>



ANNEXURE-I (Refer Rule 6.1)

Application For Enlistment As Contractor In All Categories Class –I, II, III and IV and V.
Supporting Documents annexed with the application form should be listed in Annexure-II.

CLASS:
CATEGORY:
JURISDICTION:

1. (a) Name of the Applicant
- (b) Nature of Entity (Individual/Firm/LLP /Company)
- (c) Registration No. for Firm/LLPIN for LLP /CIN for Company
2. Nationality
3. Address
 - (i) Registered Office :
 - (ii) Head Office: (if different from Registered 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 / LLP/ Company)
6. Name, scanned passport size photo and 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)

PHOTO	PHOTO	PHOTO	PHOTO
Name	Name	Name	Name

7. Is the Individual / Sole Proprietor / any Partner / Director of company?
 - i) Dismissed Government Servant: Yes..... No
 - ii) Removed from approved list of contractors: Yes..... No
 - iii) Demoted to a lower class of contractors: Yes..... No
 - iv) Having business banned/suspended by any Government in the past: Yes..... No
 - v) Convicted by Court of Law:
 - vi) Retired Engineer/official from Engineering Department of Government of India within last one year: Yes/No
 - vii) Director or Partner of any other company/firm enlisted with CPWD or any other department: Yes / No
 - viii) Member of Parliament or any State Legislative assembly: Yes..... No

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

8. a) Name of person holding power of attorney (if any):
- b) Nationality:
- c) Liabilities (if any):
9. Name of the Banker with full address:

- 10 (a) whether already enlisted with DJB or any other Department: Yes/No
- (b) If Yes, give details in table below:-

Sl. No.	Class/Category	Department	Enlistment Authority and address	Enlistment No and date	Validity	Tendering limit in lacs

- 11 . (a) Is any person working with the applicant a near relative of the officer/official of DJB.
[See Rule 17 of the Enlistment Rules]
- (b) If Yes, give details (Name, Designation, PIMS ID)

12 . Enlistment Processing Fee Enclosed Details:

Draft Number...
Draft Date:
Amount:
Bank Name:
Branch:
Branch Drawn Upon:
Whose Favour:

13. Details of works completed, in progress and secured during the last 5 years (to be filled in the Proforma as given in Annexure-III (1 and 2). This list should include only those works whose gross amount of works done including enhancement if any is more than the lowest required magnitude for the class in which registration is required.

14 . Number of Certificates from clients in original or self-attested copy as per proforma given in Annexure-IV for works selected for evaluation of contractors performance (as reflected in Annexure-XV):

15. Marks obtained as per Self Evaluation calculation as per XV for New Enlistment.....

16. Certificates (Strike out whichever is not applicable):

- i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in CPWD as amended up to date and shall abide by them.
- ii) I/We certify that I/We are not registered and will not get myself/ourselves registered as contractor(s) in the Department under more than one name in the same category.
- 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
 - a) the constituents of the Firm/LLP /Company reflected in Sl. No. 6 and 7 above are as applicable on the date of this application which tallies with the record of the registering authority .
 - b) 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 One year.
 - c) that we have neither under our employment any such person nor shall we employ any person within One year of his retirement except with the prior permission of the Government.
 - v) I/We undertaken that I/We will, if we do not own, hire or otherwise arrange the required tool and plant required for the works we procure as a result of this Enlistment. I/We undertaken that I/We will, if we do not employ, hire or otherwise arrange the required Engineering Establishment required for the works we procure as a result of this enlistment.
 - vi) I/We undertake that, if we do not possess in my/ own name a valid electrical license as required, we shall associate with as agency having such a license for execution of work which requires such a license.
 - vii) I/We have attached Annexure-II duly completed and signed.

Signature(s) of applicant(s) as applicable:

(Sole Proprietor OR All Partners OR Either All Directors or the Chief Managing Director if authorised specifically by a Board Resolution)

Sl.	Name	Signature & Date	Address
1.			
2.			
3.			
4.			

Annexure II

Documents Attached for Enlistment

Your Application No.

Documents Code	Annexure	Document Description	Users 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; Certificate of Registration, Partnership Deed and prescribed documents indicating approval of change in address or constitution of Partnership Firm duly self-attested.		
c		In case of Limited Liability Partnership, Certificate of Incorporation, Partnership Deed and prescribed documents indicating approval of change in address or constitution of Partnership duly self-attested.		
d		In case of Private/Public Limited Company, Certificate of Incorporation, Articles of Association and prescribed documents indicating approval of change in address or constitution of Board of Directors duly self-attested.		
2.		Power of attorney, if any (Annexure-I Sl.no.9a), attested by Notary Public		
3.	V-1,V-2 and V-3	(A) Banker's/ Working capital certificate in original from Scheduled bank in the Performa given in Annexure-V-1 or V-3. (B) The Average annual turnover on construction work of the firm in the last three years as per Performa Annexure-V-2 (see Rule 11).		
4		Self-Attested copy of Enlistment order if any		
5		List of all close/near relatives working in DJB (See also Rule 17.0 of Enlistment Rule)		
6	III	Annexure-III-1 (completed work) and III-2 (work not yet completed).		
7	IV	Original or self-attested copies of certificates for works done, from concerned clients, in proforma as given in Annexure -IV (Annexure- I Sl. No. 15) (see also Rule 11.1).		

Sl.	Name	Signature & Date	Address
1.			
2.			
3.			
4.			

Annexure – III-1 (completed works) (Refer Rule 11.1.1)

(1) In case of enlistment – works completed during the last 5 year.

or

(2) In case of revalidation – List of works completed during last enlistment/revalidation period (It is mandatory to submit detail of all the works completed irrespective of its cost)

S.No	Name of Works & Agreement No.	Date of start	Date of completion		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
			Stipulated	actual					

Certificate:

This is to certify that no adverse action on any of the above mentioned works has been taken by the concerned department against me/us. I/we understand that if any information is found incorrect, our enlistment is liable to be cancelled.

Applicant's Signatures (As per Annexure-1)

ANNEXURE-III-2 (Work not yet Completed) (Refer Rule 11.1.1)

(1) In case of enlistment- Works in progress and secured during the last five years or

(2) In case of revalidation- List of works in progress and secured during last enlistment/revalidation period

(It is mandatory to submit details of all such works irrespective of its cost)

S.No	Name of Works & Agreement No.	Date of start	Date of completion		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
			Stipulated	actual					

Certificate:

This is to certify that no adverse action on any of the above mentioned works has been taken by the concerned department against me/us. I/we understand that if any information is found incorrect, our enlistment is liable to be cancelled.

Applicant's Signatures (As per Annexure-I)

CLIENT'S CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

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	
6.a. Justified extended 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 Who works executed.	
10. Whether the contractor employed qualified Engineer / Overseer during execution of work? (Yes or No)	
11. (i) Quality of work indicate grading Outstanding/V.Good/Good/Poor (ii) Amount of work paid on reduced rates, if any.	
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. (i) Technical Proficiency (ii) Financial Soundness (iii) Mobilisation of adequate T & P (iv) Mobilisation of manpower (v) General behaviour	Outstanding/V.Good/Good/Poor Outstanding/V.Good/Good/Poor Outstanding/V.Good/Good/Poor Outstanding/V.Good/Good/Poor Outstanding/V.Good/Good/Poor

Note: All columns should be filled in properly.

Signature of the Reporting Officer
With official sealSignature of the Officer
Officer of the rank of Superintending Engineer
or equivalent with Official Seal

(Attestation by applicant as per annexure I)

Annexure –V-1

FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s / Shri

_____ having
marginally noted address, a customer of our bank are/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.

This certificate is issued on request of M/s _____ for obtaining enlistment in
DJB in Civil (Name of category) Class _____.

(Signature)

for the Bank

Note :

(1) Bankers' certificate 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 – V-2 (Refer Rule 11.2)

FORM FOR CERTIFICATE OF TURNOVER FROM CHARTERED ACCOUNTANT

Certified that following is the turnover on construction work/ Civil Road only/Furniture work/Horticulture of the individual/ firm/ company as per returns filed with Income Tax of for the past 3 years.

Name and Registered Address of individual/ firm/ company:-.....

Sr. No.	Accounting year	Turnover on Construction in Lacs

Note:- Copies of Income Tax Returns or Balance Sheets are not required and will be returned to the applicant.

(Signature)
(Name)
For the Chartered Accountant
Membership No. of ICAI
Date and seal

ANNEXURE – V-3 (Refer Rule 11.2)

FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK
(Applicable only for Class IV relevant category of Graduate 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 CPWD in (Name of category)

Class.....
Signature
For the Bank

ANNEXURE-V-4 (Refer Rule 11.2)

FORM FOR CERTIFICATE OF NET WORTH FROM CHARTERED ACCOUNTANT

It is to certify that as per the audited balance sheet and profit & loss
account during the financial year , the Net Worth of M/s
.....
(Name & Registered Address of individual/firm/company), as on (the
relevant date) is Rs. after considering all liabilities. It is
further certified that the Net Worth of the company has not eroded by more
than 30 % in the last three years ending on {the relevant date}."

Signature
Name
For the Chartered Accountant

Membership No. of ICAI

FOR CHANGE OF CONSTITUTION LIST OF DOCUMENTS / INFORMATION REQUIRED TO BE SUBMITTED

A. DOCUMENTS TO BE SUBMITTED :

- i. Copy of proposed partnership deed duly signed / proposed Memorandum of articles.
- ii. 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.
- iii. 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 DJB / CPWD / MES / Railway / P&T / State PWD.
- (ii) Whether he is a dismissed Govt. servant.
- (iii) Whether he is a partner / director of any other firm enlisted with this Department / CPWD / MES/Railway. / P & T / State PWD.
- (iv) Whether he is Member of Indian Parliament or State Legislature.
- (v) Whether his name has been black-listed 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 DJB, 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 f Enlistment application form (Annexure-I) from new partners be given.

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

- i. Copy of the partnership deed duly attested by the Notary Public.
- ii. Fresh Bankers' certificate from banker of the contractor indicating new constitution.
- iii. Form A, B & C or equivalent as the case may be.
- iv Acknowledgement from the Income Tax / GST department for having noted the change.

Annexure – VII (Refer Rule 20)
PERFORMANCE REPORT OF WORKS FOR REVALIDATION

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 enlistment rules read with rule 11. One copy be submitted to Reporting Officer and other, containing acknowledgement of receipt and seal of reporting officer, be submitted to enlisting authority)

Sr. No.	ITEM	
1	Period:	
2	Name & Address of contractor:	
2.1	Name(s) of Proprietor/Partners	
3	Class, Category and Enlisting No. :	
4	Name & Address of enlisting authority	
5	Name of work	
6	Agreement No.	
7	Name & Address of DJB Division	

8.1	Estimated Cost	
8.2	Tender 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 completed	
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	
9	Designation and email address of	
9.1	Reporting Officer	
9.2	Reviewing Officer	
9.3	Enlistment Authority	

Signature of the contractor

Part-II (To be filled by the department)

9.0 Certified that details given by the contractor in Part-I have been verified and found to be Correct /have been corrected wherever necessary. Delay is partly /not / fully attributable to contractor.

Signature of Divisional /
Sub Divisional Engineer

10.0 Note: After submission of Annexure VII by contractor, reporting officer shall write the report and forward to reviewing officer within a week's time. Reviewing officer shall then forward the report to the enlisting authority within week's time.

Class	I	II	III	IV	V
Reporting Officer	EE	EE	EE	AE	AE
Reviewing Officer	SE	SE	SE	EE	EE
Report to be sent to o/o CE(Dr.)Pr. -I	CE(Dr)Pr-I	CE(Dr)Pr-I	CE(Dr)Pr-I	CE(Dr)Pr-I	CE(Dr)Pr-I

Part-III**(To be filled by the Department)**

(Serial 1 to 7 are repeat information for proper linkage)

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 D.J.B. Division:	

11.0 Contract Performance:

S.No.	Status of Contract Remark	Yes/No/NA
11.1	Successful Completion of Work	
11.2	Determination of Contract	
11.3	Part work done at the risk and cost of Contractor.	

12.0 Quality of Works

12.1	Quality of Work	Outstanding/Very good/Good/Poor
12.2	Comments on capability of Contractor	
12.2.1	Technical proficiency	Outstanding/Very good/Good/Poor
12.2.2	Financial soundness	Outstanding/Very good/Good/Poor
12.2.3	Mobilization of T&P	Outstanding/Very good/Good/Poor
12.2.4	Mobilization of man power	Outstanding/Very good/Good/Poor
12.2.5	General behaviour	Outstanding/Very good/Good/Poor

Signature of Reporting Officer (Designation and Address)

13.1	Quality of Work	Outstanding/Very good/Good/Poor
13.2	Comments on capability of Contractor	
13.2.1	Technical proficiency	Outstanding/Very good/Good/Poor
13.2.2	Financial soundness	Outstanding/Very good/Good/Poor
13.2.3	Mobilization of T&P	Outstanding/Very good/Good/Poor
13.2.4	Mobilization of man power	Outstanding/Very good/Good/Poor
13.2.5	General behavior	Outstanding/Very good/Good/Poor

Signature of Reviewing Officer (Designation and Address)

Copy sent to contractor vide no. Dt.....

PART-IV**(To be filled by the department)**

Appeal and Review (if any)

1.	Reference of Appeal	
2.	Decision of the Appellant Authority	

Signature of Reviewing Officer (Designation and Address)

required magnitude for the class in which registration is required. Receipted copy of the Annexure –VII for DJB works also is enclosed

Whether above details enclosed?

Yes /No

14. Certificates (strike out whichever is not applicable):

i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in DJB 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.

iv) I/We certify that: –

a) The constituents of the firm/LLP/Company reflected in Sl. No. 6 above are as applicable on the date of this application which tallies with the record of the registering authority.

b) 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 One year.

c) that we have neither under our employment any such person nor shall we employ any person within One year of his retirement except with the prior permission of the Government.

V. I/We certify that full time technical staff with qualifications and experience shall be deployed as required in NIT.

VI. I/We certify that T&P Machinery shall be deployed on the execution of work as required in NIT.

VII. I/We undertake that, if we do not possess in my/own name a valid electrical license as required, we shall associate with an agency having such a license for execution of work which required such a license.

VIII. I/We have attached Annexure-IX duly completed and signed.

Signature(s) of applicant(s) :

Name Signature Address

1.

2.

3.

4.

Date

No. of documents attached.....

Documents attached for revalidation

Sr. No.	Document	Yes	No
1	Attested copy of power of attorney, if any		
2	<p>I. Banker's/working capital certificate in original from scheduled bank in the proforma 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. (Annexure-V)</p> <p>II. The sum of annual financial turnover on civil construction works of the firm is the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department for Class-I,II,III,IV and V in proforma Annexure-V-2. *(Should be at least equal to amount of banker's certificate (solvency) required in rule 11.2.)</p>		
3	Self attested copies of valid Electrical License(s) if any		
4	Self attested copy of Enlistment order		
5	Annexure III -1 and III-2– List of works completed and secured respectively during last enlistment revalidation period		
6	Certificate as per Annexure - XIV		
7	Self attested copies of award letters for works included in Annexure III (as per rule 19.1.1)		
8	Copies of Annexure – VII with acknowledgement of E.E/AE.		
9	Late fee(if applicable)		

CONTRACTOR'S SIGNATURE

ANNEXURE – X (Refer Rule 21)

Criteria for Evaluation of Contractor's Performance in DJB for Revalidation

Name of Contractor:

Name of Work:

Item No	Parameter	Calculation for Points	Score	Max. Marks
1.	Levy of Compensation	Compensation levied for Delay= C Tendered Amount=E $B= 100X(C/E)$	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, Poor = 0	40
3.	Capability	I Technical Proficiency	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		II Financial Soundness	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		III Mobilization of Adequate T&P	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		IV Mobilization of Manpower	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		V General Behaviour	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
4.	Contract Performance	Contract Performance	I. Successful Completion of Work = (+) 20 II. Determination of Contract = (-) 20 III. Part work done at the risk and cost of Contractor = (-) 15	20
<p>Note:</p> <p>1. Marks for values in between are to be determined by Straight line variation.</p> <p>2. Eligibility Criteria for Revalidation of Enlistment will be 70% marks (Overall average of all works)</p> <p>3. Marks obtained shall be rounded to one figure of decimal.</p>				

ANNEXURE – XA (Refer Rule 11)

Evaluation Criteria of Contractor's Performance in DJB for Fresh Enlistment based on client's Annexure-IV

Name of Contractor:

Name of Work:

Agreement No.

DOS

DOC

Date of Actual Completion

Item No	Parameter	Calculation for Points	Score	Max. Marks
1.	Levy of Compensation	Compensation levied for Delay= C Tendered Amount=E B= 100X(C/E)	10 if B = 0 5 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.	10
2.	Initiatives taken by contractor to compensate delay	TOR = (AT-ST)/ST, where AT=Actual time taken ST =stipulated time of completion plus (+) justified period of extension of time	10 if TOR = 0 5 if TOR = 0.25 0 if TOR = 0.5 or more	10
3.	Quality	Quality	Outstanding = 40, Very Good = 30, Good = 20, Poor = 0	40
4.	Capability	I Technical Proficiency	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		II Financial Soundness	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		III Mobilization of Adequate T&P	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		IV Mobilization of Manpower	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		V General Behaviour	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
5.	Contract Performance	Contract Performance	I Successful Completion of Work = (+) 20 II Determination of Contract = (-) 20 III Part work done at the risk and cost of Contractor = (-) 15	20

Note: 1. Marks for values in between are to be determined by Straight line variation.

2. Eligibility Criteria for Enlistment will be 70 % marks for all classes (Overall average of all works).

3. Marks obtained shall be rounded to one figure of decimal.

ANNEXURE – XIV
Affidavit to be applicant contractor / firm along with application for revalidation
INDIAN NON JUDICIAL STAMP
(As applicable for affidavit as Per respective state Government rule).

AFFIDAVIT

I, S/o Sh..... Aged Years, R/o
..... Sole proprietor/Partner/ Director (as the case may be) of
M/s/Shri.....(Name of firm with address).....do hereby
solemnly affirm and declare that;

1. I/we confirm and submit that no work other than shown in the Annexure-III has been secured and executed
by me/us during the period ofto(Indicate period of last valid period of enlistment) . This is my
true statement.

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

Deponent

It is verified that my above statements are true and correct to the best of my knowledge and belief and nothing
is concealed therein.

Deponent

Date:

Place:

Identified by me

Dated signature with seal of Ist class Magistrate/Notary Public

Annexure-XIV (For all Classes)

(Note:- Affidavit on Rs. 10/- Non Judicial Stamp verified by SDM/1st class Magistrate.)

AFFIDAVIT

I.....S/o.....aged about..... years, resident of
..... do hereby solemnly affirm and declares as under:-

That I am working in the name & style of M/sand I am sole proprietor of the firm .

1. That I agree and undertake that I will not either directly or indirectly get myself registered as contractor in Delhi Jal Board in more than one name.
2. That I am related to Sh. Who is my near relative asand who is presently working in the DJB as

OR

That I am not related to any person employed in the DJB

3. That I will not bid for OR directly or indirectly take up govt work in an division/office of the DJB where my family member / relative are working.
4. That I am not debarred /black listed in any department anywhere in the country.
5. That I or any partner of the firm am/is related to the contractor/firm already Registered in the DJB, the details to the related contractor is as under :-
Name of the contractor /firm:.....
Address of the firm /contractor.....
Relation with the proprietor.....
6. That in case my firm is found to indulge in any foul practice, such as pooling etc. the deptt. can take any disciplinary action such as debarring / cancellation of Registration as deemed fit by the deptt.
7. That I am an Indian domicile.
8. I am graduate engineer/ diploma engineer and not employed in Govt. Organisation / PSUs/Institutions etc.(Only in case of unemployed graduate engineer).

Deponent

Verification

Verified at New Delhi on this Day ofthat the contents given above are true to the best of my knowledge and belief.

Deponent

Place :-

Date :-



DELHI JAL BOARD

Govt. of NCT of Delhi

APPLICATION FORM FOR ENLISTMENT AS CIVIL/E&M CONTRACTOR WITH DJB
Probationary Class

Self
attested
photo

- 1. Name of applicant
- 2. Father /Husband Name.....
- 3. Nationality Indian others
- 4. Residential Address (attach Proof-Address Proof)
- 5. Office Address
- 6. PAN Number (Self Attested Copy)
- 7. Mob No Land Line No.
- 8. Constitution: Individual _____ Sole Proprietorship Concern _____ Partnership Firm _____
- 9. If partnership firm, Name & Address of partners.
- 10. Detail of Security Deposit:-
(1) DD/Pay order No. _____ Date:- _____ Amount Rs: _____

Certificates: -

- I/We (including all partners) certify that I/We have read the Rules of Enlistment of contractors with DJB available on DJB website.
- 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.

Signature(s) of applicant(s) :

(In case of Partnership firm)

Name of partners Signature

- 1. _____
- 2. _____
- 3. _____

Annexure-XVI (Probationary Class)

(Note:- Affidavit on Rs. 10/- Non Judicial Stamp verified by SDM/1st class Magistrate.)

AFFIDAVIT

I.....S/o.....aged about..... years, resident of
..... do hereby solemnly affirm and declares as under:-

That I am working in the name & style of M/sand I am sole proprietor of the firm.

1. That I agree and undertake that I will not either directly or indirectly get myself registered as contractor in Delhi Jal Board in more than one name.
2. That I am related to Sh. Who is my near relative asand who is presently working in the DJB as

OR

That I am not related to any person employed in the DJB

3. That I will not bid for OR directly or indirectly take up govt work in an division/office of the DJB where my family member / relative are working.
4. That I am not debarred /black listed in any department anywhere in the country.
5. That I or any partner of the firm am/is related to the contractor/firm already Registered in the DJB, the details to the related contractor is as under:-
Name of the contractor /firm:.....
Address of the firm /contractor.....
Relation with the proprietor.....
6. That in case my firm is found to indulge in any foul practice, such as pooling etc. the deptt. can take any disciplinary action such as debarring / cancellation of Registration as deemed fit by the deptt.
7. That I am an Indian domicile.

Deponent

Verification

Verified at New Delhi on this Day ofthat the contents given above are true to the best of my knowledge and belief.

Deponent

Place :-

Date :-