

ANNEXURE-I
Central Public Works Department
APPLICATION FOR ENLISTMENT AS CONTRACTOR

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

CLASS **Category**

1. Name of applicant
2. Nationality Indian Other
3. Address i) Regd office.....
 ii) Head Office.....
 (Attach separate paper for addresses of other offices)

4. Telephone Number Fax No.

E-mail address

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

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

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

7. Is the individual/sole proprietor/any partner/director of company:

- (a) Dismissed Government Servant Yes No
- (b) Removed from approved list of contractors Yes No
- (c) Demoted to a lower class of contractors Yes No
- (d) Having business banned/suspended by any government in the past Yes No
- (e) Convicted by a court of law Yes No
- (f) Retired engineer/official from engineering deptt. of Govt. of India within last One year Yes No
- (g) Director or partner of any other Company/firm enlisted with CPWD or any other department Yes No
- (h) Member of Parliament or any State Legislative Assembly Yes No

Handwritten signature and date
 14/07/06

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

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

(b) Nationality Indian Other

(c) Liabilities

9. Name of Bankers with full address

10. Place of business

11. Full time technical staff in applicant's employment (Refer Table I & fill up the columns below in respect of requisite trade and experience only)

(a) Graduate engineers with minimum ²----- years' experience

(b) Graduate engineers with minimum ²----- years' experience [excluding (a) above]

(c) Diploma engineers with minimum' experience ²----- year.

(d) Diploma engineers with minimum experience ²----- years (excluding (c) above)

(e) Furniture/Furnishing Designers of minimum.....years experience

(f) Graduate in Agricultural Sciences of minimum.....years experience

(g) Post Graduate in Agricultural Science of minimum.....years experience

12. 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 [Attach details on separate sheet] Yes No

13. [For Electrical]

i) Does the applicant possess valid Electrical License Yes No

ii) Do the permanent electricians employed by contractor posses valid license Yes No

14. (a) Whether already enlisted with CPWD or any other department Yes No

(b) If yes, give details:

(i) Name of department

(ii) Class & category

(iii) Enlistment authority & address

(iv) Enlistment No. & date

(v) Date of validity

(vi) Tendering limit

15. Is any person working with the applicant is a near relative of the officer/official of CPWD [See Rule 17 of the Enlistment Rules] If yes, give detail Yes No

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16. Enlistment Processing fee enclosed:-

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

17. Details of Works completed, in progress and secured during the last 5 years (to be filled in proforma as given in Annexure -III). This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.

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

19. Certificates :

- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in CPWD as amended upto-date and shall abide by them.
- (ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am/ we are liable to be debarred.
- (iii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name.
- (iv) (a) I certify that I did not retire as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in any engineering Department of the Government of India during the last One year. I also certify that I have neither such a person under my employment nor shall I employ any such person within One year of his retirement except with the prior permission of the Government. (For individuals seeking enlistment in their own name)
- (b) We certify that none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last one year. We also certify 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. (For partnership firms and limited companies).

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Name	Signature	Address
1.		
2.		
3.		
4.		
5.		

Date :

No. of Documents attached

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ANNEXURE-II

Documents attached for enlistment

S.No.	Document	Yes	No
1.	Proof of constitution (Sl.no..5) :		
	a) In case of sole proprietorship/HUF: an affidavit executed before a 1 st Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF.		<input type="checkbox"/>
	b) In case of partnership firm: (Submit attested copies)		
	i) Partnership deed attested by Notary Public		<input type="checkbox"/>
	ii) Form "A" or equivalent form issued by Registrar of Firms		<input type="checkbox"/>
	iii) Form "B" or equivalent form issued by Registrar of Firms		<input type="checkbox"/>
	iv) Form "C" or equivalent form issued by Registrar of Firms		<input type="checkbox"/>
	c) In case of Private/Public Ltd Co. Article of Association duly attested by Notary Public.		
2.	Power of attorney, if any (Sl.no..8), attested by Notary Public.		<input type="checkbox"/>
3.	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..9)		<input type="checkbox"/>
4.	Technical Staff: (Sl.no..11)		
	i) 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)		<input type="checkbox"/>
	(ii) Attested copies of the degrees/diplomas of the technical staff/Designers.		<input type="checkbox"/>
	(iii) Declaration from the technical staff/Designers that they are employed with the applicant.		<input type="checkbox"/>
	(iv) Documents like PF subscription, copy of Income Tax return with, IT form16 etc conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant)		<input type="checkbox"/>

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	<p>Note :- The documents at (iv) will not be required in case details at (i) &(iii) above are in shape of affidavits sworn in before Magistrate/Notary Public by the concerned parties.</p>		
5	<p>(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 provided and proof of sufficient stock of Materials as required for Furniture category. (Sl.no..12).</p>		<input type="checkbox"/>
	<p>(ii) Copy of purchase document etc (Onus of submitting adequate proof lies with applicant)</p>		<input type="checkbox"/>
	<p>Note :- The documents at (ii) will not be required in case detail at (i) above is in shape of affidavit sworn in before Magistrate/Notary Public.</p>		
6.	<p>Attested copies of valid Electrical Licenses (Sl.no..13(i)&(ii))</p>		<input type="checkbox"/>
7.	<p>Attested copy of Enlistment order (Sl.no..14)</p>		<input type="checkbox"/>
8.	<p>List of all near relatives working in CPWL, including their addresses (Sl.no..15) See also Rule 17.0 of Enlistment Rule.</p>		<input type="checkbox"/>
9.	<p>Demand Draft for processing the case (Sl.no..16)</p>		<input type="checkbox"/>
10.	<p>Original or attested copies of certificates for works done, from concerned clients, in proforma as given in annexure-IV</p>		<input type="checkbox"/>
11.	<p>Attested copies of award letters for works included in Annexure-III</p>		<input type="checkbox"/>

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[Signature]
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