**Annexure-I**

**Application for Enlistment and re-validation in all categories and classes**

**(Supporting documents annexed with the application form should be listed as Annexure-II)**

Class …………………………………….……………………………………………………..

Category …………………………………………………………………………………………...

1. (a) Name of the applicant………………………………………………..……………………

(b) Status of entity (Individuals/Sole Proprietorship/Partnership Firm/Limited Liability Partnership/Company)

(c) Registration Number for Firm

(LLPIN for LLP and CIN for Company) ………………………………………………..

2. Nationality………………………………………………..……..……………………………..

3. Address

(a) Registered Office………………………………………………..…….………..………….

(b) Head Office (if different from Registered Office)………….…………..……..…………..

4. Contact Details

(a) Telephone Number…………………………………………….……..………….…...……  
 (b) Fax Number…………………………………………………….…..…………….…..……

(c) Mobile Number………………………………………………………….…………………

(d) Website URL (If any)…………………………………………………….………………..

(e) Email Id…………………………………………………………………….………………

5. (a) PAN (Individual/ Firm/ LLP/ Company)…………………………………….…………….

(b) GST registration number…………………………………………………….……………..

6. Name, scanned passport size photograph and signature of the individual(s)/ Partner(s)/ Director(s) [Size of photograph should be 2.5 x 3.5 cm having white background and printed name at bottom]

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name | Photo | Signature |
|  |  |  |  |

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 court of law : Yes …… No……

(f) Retired engineer/official from Engineering Department of

Government of India within last one year : Yes …… No……

(g) Director or partner of any other company/firm enlisted

with CPWD or any other organization : Yes …… No……

(h) 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. (a) Name of the banker : …………………………..

(b) Full address : …………………………..

(c) Phone number : …………………………..

(d) e-mail account : …………………………..

10. (a) Whether already enlisted with CPWD or any other

Department : Yes/No

(b) If yes, give details in table below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Class/Category | Department Name | Enlistment Authority and address | Enlistment Number and date | Validity Date | Tendering Limit (in Rs. lakhs) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

11. (a) Is any person working with the applicant a near relative of the official of CPWD (See Rule)

(b) If yes, give details (Name, Designation, PIMS ID)…………………………………..

…………………..……………………………………………………………….……

12. Enlistment fee details:

(a) Transaction Reference Number ……………………………………………………………

(b) Transaction Date…………………………………………………………………………….

(c) Amount ……………………………………………………………………………………..

13. Details of completed works secured during the last 7 years, eligible for work experience (to be filled in the proforma given in Annexure-III. This list should include required number of works with gross value of work done (including enhancement) more than the lowest required magnitude of works for the class in which registration is required.

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

(a) 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.

(b) 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.

(c) I/we certify that the information given above is true to the best of my/our knowledge. I/we understand that if any information is found incorrect, our enlistment is liable to be cancelled.

(d) I/we certify that,

(i) The constituents of the Firm/LLP/Company reflected in Sl. No. 1(b) and 7 above are as applicable on the date of this application which tallies with the record of the registering authority. I/none of the partners/directors retired from Government service during the last one year.

(ii) I/we have neither employed nor shall employ any person within one year of his retirement from the Government except with the prior permission of the Government.

(e) I/we undertake that i/we will hire or otherwise arrange the tools and plants required for the works procured as a result of this enlistment if I/we do not have our own tools and plants. I/we further undertake that I/we will hire or otherwise arrange the required Engineering Establishment required for the works procured as a result of this enlistment if I/we have not already employed the required Engineering Establishment.

(f) I/we undertake that, if I/we do not possess in my/our name a valid electrical license as required, I/we will associate an agency having such a license for execution of work which requires such as license for execution of work which requires such a license.

(g) I/we have attached Annexure-II duly completed.

(h) I/we undertake that the works have not been got executed through another contractor on back-to-back basis.

(i) I undertake that I am unemployed engineer/ architect/ horticulturist (submit on affidavit executed before the executive magistrate/first class magistrate/ notary).

In the following table in case of partnership firm or limited liability partnership or company all partners or either all Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Name | Address | Mobile Number | Adhar Number | PAN |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

**Place Signature / Digital Signature of applicant**

**Date (Authorised Signatory)**

**Annexure-II**

**List of Documents Attached for Enlistment**

**Name of entity:**

**Category : Class:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Document Description | Annexure | Whether enclosed | |
| Yes | No |
| 1. | Proof of constitution {(Annexure-I, S No.1(b)} | None |  |  |
| (a) | In case of sole proprietorship: an affidavit executed before the Magistrate not below the rank of Executive Magistrate/First Class Magistrate that the applicant is the sole proprietor of the firm | None |  |  |
| (b) | In case of partnership firm: Certification of Registration, Partnership Deed, and prescribed documents indicating change in address or constitution of Partnership Firm. | None |  |  |
| (c) | In case of Limited Liability Partnership: Certificate of Incorporation, Partnership Deed and prescribed documents indicating change in address or constitution of LLP. | None |  |  |
| (d) | In case of Private/Public Limited Company: Certificate of Incorporation, Articles of Association and prescribed documents indicating change in address or constitution of Board of Directors. | None |  |  |
| 2. | Power of attorney, if any, Annexure-I, Sl. No. 8(a) or Board Resolution, if any. | None |  |  |
| 3. | Self-attested copy of enlistment order, if any {Annexure-I, Sl. No.10(a) & 10(b)} | None |  |  |
| 4. | List of all near relatives working in CPWD {Annexure-I, Sl. No. 11(a) & 11(b)} (See also Rule 10.0 of Enlistment Rules) | None |  |  |
| 5. | List of completed works (see Rule 6.0) in Annexure-III | Annexure III |  |  |
| 6. | Self-attested copies of award letters and final bill for completed works included in Annexure-III (See Rule 6.0). | None |  |  |
| 7. | a) Banker’s Certificate from Scheduled Bank in original (in Annexure V-I) **or** Networth Certificate in original (in Annexure V-3).  b) Average Annual Turnover Certificate on works during the last three financial years in Annexure V-2 | V-I  V-3  V-2 |  |  |

**Annexure-III**

**Details of Completed Works:** Eligible works completed during the last seven years

|  |  |  |
| --- | --- | --- |
| 1. | Name of work/project & location |  |
| 2. | **Name of agency** |  |
| 3. | Agreement number |  |
| 4. | Agreement amount |  |
| 5. | Gross value of completed work |  |
| 6. | Stipulated date of start |  |
| 7. | Date of completion   1. Stipulated date of completion 2. Actual date of completion 3. Justified extended date of completion, if any |  |
| 8. | Details and cost included   1. Civil (Water supply, sanitary installation, drainage and water proofing work, etc) 2. Electrical (internal electrical installation, firefighting, fire arm, HVAC, lift, electrical substation, and DG set, etc) 3. Number of storeys constructed |  |
| 9 | Amount of compensation levied for delayed completion if any   1. Whether case of levy of compensation for delay has been decided or not Yes/No 2. If decided, amount of compensation levied for delayed completion, if any |  |
| 10. | Details of litigation/arbitration, if any |  |
| 11. | Details of owner |  |
|  | 1. (a) Name |  |
|  | 1. (b) Address |  |
|  | 1. (c) Phone |  |
|  | 1. (d) E-mail |  |

**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 Shri/Smt/M/s……………......................................... having registered address………………..

………………………………………………………………………..…………………………… a customer of our bank, is/are respectable and can be treated as reliable 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 in N.U. in…………………………………………………………... (Name of category), in Class…………….

(Signature)

For the Bank

**Note:**

1. Banker’s certificate should be on the letter head of the bank, addressed to enlisting authority.
2. In case of partnership firm, the certificate shall include names of all partners as recorded with the bank.

**Annexure-V-2**

**Form of Certificate of Annual Turnover on works from Chartered Accountant**

Certified that following is the annual turnover on works of the individual/firm/company as per returns filed with Income Tax Department for the past 3 (three) financial years.

Name and registered address of individual/firm/company:……………………………………….

……………………………………………………………………………………………………...

|  |  |  |
| --- | --- | --- |
| Sl. No | Financial Year | Annual Turnover on works in Rs. Lakhs |
|  |  |  |
|  |  |  |
|  |  |  |

Unique Document Identification Number (UDIN)…………………………………

(Signature of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI

Date and seal

**Annexure-V-3**

**Form of 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 Shri/Smt/M/s………………………………………………………... (Name & Registered Address of individual/firm/company), as on …………………………… (the date of certificate) is Rs……………………………… after considering all liabilities. It is further certified that the net worth of the individual/firm/company has not eroded by more than 50% during the last three years ending on 31st March ………..……. ( the relevant year as per Rule 6.3.6).

Unique Document Identification Number (UDIN)……………………………….

(Signature of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI

Date and seal