

**NEW INSTRUCTIONS REGARDING ENLISTMENT OF CONTRACTORS IN PUNJAB P.W.D.
(IRRIGATION BRANCH)**

These instructions substitute the exiting provision regarding enlistment of contractions in Irrigation Branch with immediate effect.

(1) Applicability

Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company is entitled to get enlistment as a contractor in P.W.D. (Irrigation Branch) under these instructions provided the eligibility criteria and other conditions are satisfied. The enlisted contractors have to abide by all the instructions made herein and as amended from time to time during the currency of their enlistment. Co-operative Labour and Construction Society will be enlisted as per decision taken in the meeting dated: 24-09-2014 held under the chairmanship of Hon'ble Chief Minister, Punjab [Govt. memo no. 10/78/10-IW(2)/P.F./5285-5296 Dated:17-10-2014] attached as **Annexure 'Z'**.

No individual or a firm having such individual as one of the partners, who is a dismissed govt. servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/suspended by any govt. department in the past or convicted by a court of law shall be entitled for enlistment.

No engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Govt. of Punjab or Punjab State Undertaking is allowed to work in the P.W.D. (Irrigation Branch) Department either as a contractor or as employee of a contractor for a period of 3 years after his retirement from govt. service unless he has obtained prior permission of Govt. of Punjab 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 Govt. of Punjab as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors.

A contractor is permitted to have enlistment in one class only.

A contractor is not permitted to have enlistment in more than one name.

A partner of a firm or a Director of company enlisted as a contractor cannot be a partner/Director in any other enlisted firm/company.

The enlistment of contractor in PWD (I.B) 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 works.

(2) Enlistment Procedure

The intending contractor shall have to submit the application in a prescribed form (Annexure-1) to the enlistment authority along with 50% of the enlistment fee as given in Table-1, complete with all documents as per Annexure-1. The application form shall be available upon payment of Rs 200/- in the form of crossed demand draft from any Divisional Office of P.W.D. (I.B)

Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.

The enlistment authority shall have the right to independently verify the details furnished by the contractors and to get works done by the contractor inspected and/or to get such other reports as may be considered necessary. Ordinarily works executed in P.W.D. (I.B) Department need not be inspected. The inspecting team for inspection of non P.W.D.(I.B) works of the contractors shall furnish their report on quality of construction, workmanship etc.

and make specific recommendations to the enlistment authority. The inspections/recommendations committee will consist of members as given in Table -I.

If the Enlistment Authority finds the contractor suitable for enlistment, it shall issue the enlistment orders and, otherwise send a letter of rejection of application to the contractor within three months from date of receipt of application. The decision of the enlistment authority shall be final and binding on the applicant. No refund of 50% of the enlistment fee remitted with the application shall be made to applicants whose applications are rejected.

(3) Period of enlistment

The enlistment shall be valid for a period of three years. The enlistment can however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of three years from the date of expiry of the previous enlistment/revalidation. The enlistment shall be open to review by the enlistment authority and liable to termination, suspension or any other punitive actions at any time, if considered necessary by the enlistment authority after issue of show cause notice.

The existing enlisted contractors will have to get enlisted afresh as per these instructions before 31-7-2010 and till that already enlisted contractors will continue to participate in tendering.

(4) Enlistment Authority and Classes

The enlistment authority and classes along with other general eligibility criteria are given in table 1. The companies/partnership firms or individual who want enlistment in any class shall apply for enlistment in any Circle/ Division office of Irrigation Branch as applicable

(5) Jurisdiction and Tendering Limits

The contractors enlisted in any class shall be entitled to tender for various works being executed by PWD I.B. Branch anywhere. Other details such as tendering limit etc. are as per table-I. The contractors shall be governed by the rules, provisions and instructions existing at a particular point of time irrespective of when he was enlisted.

(6) Eligibility Criteria

The contractors shall have to satisfy the minimum eligibility criteria specified in Table-1 before they can be considered for enlistment.

The criterion for experience shall be the execution and completion of minimum three works satisfactorily or as the case may be of prescribed nature and magnitude on agreement/work order basis during the last five years. The works should have been executed in the same name and style in which the enlistment is sought .

The financial soundness shall be judged on the basis of the solvency certificate issued by the Bankers of the contractor. Such certificate shall be issued by a scheduled bank and shall be submitted in original, in a Bank sealed cover addressed to the enlistment authority.

The criteria for the experience and financial soundness existing on the date of receipt of application by enlistment authority as indicated for each class in Table-I shall be applicable.

(7) Enlistment Fee

The intending contractor shall forward the completed application to the enlisting authority along with a non refundable enlistment fee by crossed demand draft drawn in the favour of DDO of Circle/Division payable at place of that office. For various classes of enlistment the fee is as below.

(A)Class A-I = Rs. 15,000/-,

(B)Class A-II = Rs. 10,000/-

(C)Class A-III = Rs. 5000/-

(D)Class A-IV = Rs. 3,000/-

The 50% of the fee is to be submitted along with the application form to the enlistment

authority.

In the case of applicants whose application of enlistment is rejected by the Enlistment Authority, amount deposited with the enlistment application stands forfeited and no refund will be made. This condition of no refund also applies to those other applicants, who make request to withdraw enlistment application voluntarily after submission of the same. Once the enlistment authority approves the enlistment application, the applicant has to deposit the balance fee in the office through bank draft drawn in the favour of D.D.O. through which application was made within 30 days of issue of such orders. Failure to do so without justified reason means cancellation of the approval.

The fee for revalidation of Enlistment shall be the same as for new/fresh enlistment.

(8) Income Tax Clearance

The contractor shall produce a valid Income Tax Clearance Certificate ,(ITCC) along with his application for enlistment. After enlistment, he shall have to apply to the Income Tax Department for issue of ITCC in the month of May every year and submit the same or an attested copy thereof to the enlistment authority by the end of June every year unless exempted by guidelines/instructions issued by Reserve Bank Of India/ Govt. Of India . Failure to submit the ITCC in this manner without any justifiable reason will render the contractor liable to be removed from the approved list of contractors. In case of partnership firms, the names of all the partners should be mentioned in the ITCC

(9) Sale Tax and VAT Clearance

The contractor shall produce a valid Sales Tax Clearance Certificate along with his application for enlistment. After enlistment, he shall have to apply to Sale and value added Tax Department for issue of No objection/Sales Tax and value added Tax clearance Certificate in the month of May every year and submit the same or an attested copy thereof to the enlistment authority by the end of June every year. Failure to do so without any justifiable reason will render the contractor liable to be removed from the approved list of contractors unless exempted by guidelines/instructions issued by the Punjab Govt./ Govt. Of India. In case of partnership firms, the names, of the partners should be mentioned in the certificate.

(10) Change in Constitution of Firm

The contractor / firm/ LC Society shall not modify the existing partnership /membership or enter into any fresh partnership without the prior approval of 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. Any change in status of the contractor as an Individual or in constitution of the firm without prior approval of the enlistment authority will render the contractor/firm/LC Society liable to be removed from the approved list of contractors.

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 enlistment afresh and shall be governed by the eligibility criteria given in Table-1.

If new partners are taken in the firm, the eligibility criteria mentioned in Table-1 shall be applicable.

If the number of original partners or a firm reduces to less than half due to any reason including death of partner(s) the enlistments of the firm shall be withdrawn and the remaining/surviving partners shall have to seek fresh enlistment. Also, any change in constitution of the societies shall be in accordance of Labour & Construction Societies Act.

(11) Change in Address

- (a) While applying for enlistment, the contractor should mention address of his Registered Office as well as Head Office, if different. All documents i.e. ITCC, Sales Tax Clearance Certificate, Solvency Certificate, Electrical License etc. should bear one such address, otherwise the same shall not be accepted.
- (b) The contractor shall intimate the change of address, if any, in advance or maximum within one month of such change. Failure to do so may result in removal of the name of the contractor from the approved list of contractor.

(12) Near relatives working in PWD (IB)

Individual Contractors/Partners in a Partnership firm/members of Co-Operative L&C Society whose near relatives of Divisional Accountants, CHD, DHD, DM/JDM & Superintendents, Assistants and Clerical Staff or Engineering Officers between the grades of Chief Engineer and Junior Engineer (both inclusive) in the Public Works Department (I.B.) shall not be allowed to tender for works falling in the jurisdiction of the office responsible for award and execution of contract where the near relative is working. For this purpose, a near relative shall mean wife, husband, parents, grand parents, children, grand children, brothers, sisters, first uncles, aunts, first cousins and their corresponding in-laws.

(13) Review of approved list of contractors

The contractor shall be required to secure works of appropriate magnitude in PWD (IB) Department and others Department of the State during the revalidation/enlistment period. Contractors shall be liable to be black listed for non-observance of enlistment rules. For this purpose, the enlistment authority shall have the power to periodically review the approved list of contractors.

(14) Revalidation of Enlistment

The validity of enlistment of contractors shall be as given in para-3 above, It shall, however, be revalidated on merits if desired by the contractor. Only the contractor who has secured at least one work of appropriate magnitude in PWD Irrigation Department during the period of enlistment or last revalidation period of enlistment as the case may be shall be considered for revalidation.

Application for Revalidation:

The contractor shall apply for revalidation of the enlistment in the prescribed form (Annexure-II) along with all other documents so as to reach the enlistment authority at least two months before expiry of his enlistment.

The fees for renewal shall be 100% of the fee required for fresh enlistment of that class. 50% of the fee shall be deposited in the same manner as for new enlistment along with revalidation application.

The revalidation application with all documents shall however be accepted up to the date of expiry of enlistment without late fee.

In case where the application is received after date of expiry of enlistment/revalidation but within three months of expiry, the application can be accepted with additional 20% of enlistment fee. Application received, thereafter, shall not be accepted and contractor should apply for fresh enlistment as per instructions. On receipt of application for revalidation, complete in all respects and with all necessary documents provisional extension up to three month from the date of expiry of the enlistment/date of issue of order, which ever is later may be issued

(15) Performance Reports

The contractor should fill the details of each of the work, of appropriate magnitude, secured by him, during the last revalidation/enlistment period, in the Performa as given

(Annexure-III).

The list should include all works secured by him during the above mentioned period. In case, the contractor conceals any information, his revalidation will be liable to be cancelled.

The contractor should fill up the details in the Performa as given in Annexure-III in duplicate. For each work, separate Performa should be filled. One copy of all the Performa's should be given to the concerned Executive Engineer of the division, in which the work was executed and the acknowledgement obtained on the second copy of the Performa. This 2nd copy should then be submitted to the enlisting authority, along with the application for revalidation.

The Executive Engineer should fill up the Performa and submit to the Enlistment Authority through his SE within two weeks of receipt of Performa. In addition to above:

Within one week of completion of each work the SE will forward performance report of all the Agencies who have executed the said work. The performance report shall include the following points:-

- (a) Whether work has been completed before/late/as per time schedule.
- (b) Whether work has been executed as per specifications.
- (c) Any other information which reflects the overall performance of the contractor and grading his performance as very good, good, satisfactory or poor. The performance report shall be intimated to the concerned S.E. where the contractor is enlisted. The performance report of the contractor is required to consider his merits for revalidation.

(16) Revalidation Procedure

The revalidation shall be done on the basis of review of the performance of the contractor pertaining to the period of enlistment/revalidation. Cases shall be categorized and action taken as below:-

- i) Category-A-1: Enlistment of such contractors, who secured work(s) of appropriate magnitude during the period of enlistment/revalidation shall be considered for revalidation for a period of three years subject to evaluation of their performance.
- ii) Category-A-II: Enlistment of contractors, who secured work(s) of appropriate magnitude recently in the final year of their enlistment, because of which the performance cannot be properly judged, shall be extended on deposit of requisite fees for one year for watching the performance and then revalidated for three years from the date of expiry of previous enlistment. if found satisfactory.
- iii) Category-A-III & IV: contractor who could not secure any work during the enlistment period but submitted three or more tenders (out of which at least 2 tenders should be during the first years of enlistment/revalidation) for works of appropriate magnitude shall be eligible for extension of enlistment for one year, provided he was among the three lowest tenders in at least one work, so as to enable him to try to secure at least one work. After one year, he shall be regularized in the following manner.
 - a) If he has not been able to secure any work of appropriate magnitude during the extended period, his enlistment shall stand cancelled and he shall be entitled to apply for fresh enlistment only after one year of expiry of his extended enlistment.
 - b) If he secured at least one work of appropriate magnitude during the extended one year, he shall be granted further extension of one year so as to watch his performance. After this one year, when his performance report is available, the same shall be evaluated and if found satisfactory, the enlistment shall be revalidated for three years from the date of expiry of previous enlistment.

For the purpose of (iii) above, the contractor should submit certificate in Original from the concerned Executive Engineer in the Performa as given in Annexure-IV

(17) Contractor's Obligations

The contractor should fulfil all his obligations in a manner specified, failing which he

shall be liable for action as mentioned there in. Some of the obligations are summarized below:

- (a) Prior approval shall be obtained from the enlisting authority before changing the constitution of the firm/company.
- (b) Intimation of change of address should be given in advance or within one month to the Circle/ Division office where enlisted .
- (c) He should obtain valid electrical license for the state.
- (d) He should secure at least one work of specified magnitude during the period of enlistment/revalidation.
- (e) He shall abide by these rules.
- (f) He should not indulge in unethical practices.
- (g) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.

(18) Disciplinary Actions

The contractor shall have to abide by all the rules/instructions of enlistment and also by the terms and conditions of the contract and the Notice. Inviting Tenders He shall have to execute the works satisfactory, 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 after issue of show cause notice . Decision of the department shall be final and binding on the contractor. All such decisions of the department will be notified in newspaper, displayed on the web site of the department and will be conveyed to all the departments of the state Govt. / State govt. undertaking in which such type of works are undertaken. The following actions of the contractor shall in general, make him liable to disciplinary actions:

- i) **Demotion to a lower class:** The contractor shall be liable for demotion to a lower class, by the enlisting authority if he
 - (a) Fails to execute a contract or executes it unsatisfactory or is proved to be responsible for constructional defects or fails to execute a contract within a stipulated period or extended period.
 - (b) No longer has adequate equipment, technical personnel or financial resources or
 - (c) is litigious by nature or
 - (d) violates any important condition of contract or
 - (e) is responsible for conduct which may justify his demotion to a lower class.
- ii) **Suspension of business:** The enlistment authority may suspend business with a contractor for indefinite period pending till enquiry into a allegations, if the enlistment authority is prima facie of the view that the contractor is guilty of an offence in relation to his dealings which, when established would result in his removal/ ban business and it is not considered desirable to entrust new works or continue business with the contractor
- iii) **Removal from the approved list :** The name of the contractor may be removed from the approved list of contractors by the enlistment authority if he:
 - (a) has, on, more than one occasion failed to execute a contract or has executed it unsatisfactorily or
 - (b) is proved to be responsible for constructional defect in three or more works or
 - (c) has executed two or more works which was found to substandard during the course of departmental enquiry against delinquent officials; or
 - (d) persistently violates any important conditions of the contract or
 - (e) fails to abide by the conditions of enlistment; or
 - (f) is found to have given false particulars at the time of enlistment ;or
 - (g) has indulged in any type of forgery or falsification of records; or
 - (h) changes constitution of the firm or individual without prior approval of the enlistment authority; or
 - (i) changes permanent address/business address without intimation to the

- enlistment authority; or
- (j) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned or
- (k) persistently violates the labour regulations and rules or
- (l) is involved in complaints of serious nature received from other departments which prima facie appear to be true or
- (m) default in settlement of tax dues like Income Tax, Sale Tax, Octroi duties etc.
- (n) is found to have failed twice in completing the work within the stipulated period (closure or as per time limit in contract where no extension was accorded for valid reasons).

(19) Revision/Modification of the Instructions

Secretary P.W.D. (I.B) may modify, add, delete and/or change any of the above instructions and same shall be binding on all enlisted contractors.

GENERAL ELIGIBILITY CRITERIA

SR.NO.	ITEM	CLASS OF ENLISTMENT			
		CLASS A - I	CLASS A - II	CLASS A - III	CLASS A - IV
1.	Enlistment authority	Superintending Engineer	Superintending Engineer	Superintending Engineer	Executive Engineer
2.	Inspection/Recommendation Committee	3 XEN	2 XEN + 1 SDO	1 XEN + 2 SDO	2 SDO
3.	Tendering limit	Upto Rs. 2.50 Crore	Upto Rs. 1.25 Crore	Upto 60 lacs	Upto Rs.12.50 lacs
4.	Experience	3 works of more than Rs.50 lacs each in the last five years OR All works amounting more than Rs. 12.50 lacs totalling its amount more than Rs.250 lacs in the last five years.	3 works of more than Rs.25 lacs each in the last five years OR All works amounting more than Rs. 12.50 lacs total amounting to more than 125 lacs in the last five years.	3 Works of more than Rs.12.50 lacs each during the last five years OR All works total amounting to Rs. 60 lacs during the last five years	Nil
5.	Solvency Certificate	Rs. 60 lacs	Rs. 30 lacs.	Rs. 12 Lacs.	Rs. 2.50 Lacs
6.	Enlistment Fee	Rs. 15,000/-	Rs. 10,000/-	Rs. 5,000/-	Rs. 3,000/-
7.	Period of enlistment/re-validation	Three years	Three years	Three years	Three years

Note:- 1. The works costing more than Rs. 2.50 Crore or works involving specialized skill shall be got executed by putting qualification criteria which will be open to all eligible contractors/firms.

2. The person who is graduate Engineer shall be eligible for enlistment in Class-A-III without fulfilling any other requirement except enlistment fee. He can be enlisted in the higher class if he fulfils the eligibility criteria of that class.

3. The Inspection/Recommendation Committee shall be constituted by the concerned Superintending Engineer. One Member should be Member Secretary who will conduct meeting as and when required for the inspection/recommendation of the enlistment applications.

ANNEXURE-Z

4

Annexure 'Z'

ਰਜਿਸਟਰਾਰ, ਸਹਿਕਾਰੀ ਸਭਾਵਾਂ, ਪੰਜਾਬ, ਵੱਲੋਂ ਜਾਣਕਾਰੀ ਦਿੱਤੀ ਗਈ ਕਿ ਸਹਿਕਾਰੀ ਕਿਰਤ ਉਸਾਰੀ ਸਭਾਵਾਂ ਨੂੰ ਸਰਕਾਰ ਵੱਲੋਂ ਸਾਲ 1957 ਤੋਂ ਸਹੂਲਤਾਂ ਦਿੱਤੀਆਂ ਜਾ ਰਹੀਆਂ ਹਨ। ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਹਰ 5 ਸਾਲ ਬਾਅਦ ਵਾਧਾ ਕਰਨ ਲਈ ਵਿਚਾਰ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਇਸੇ ਹੀ ਲਗਾਤਾਰਤਾ ਵਿੱਚ ਇਹ ਮੀਟਿੰਗ ਰੱਖੀ ਗਈ ਹੈ। ਮੀਟਿੰਗ ਵਿੱਚ ਏਜੰਡਾ ਆਈਟਮਵਾਈਜ਼ ਵਿਚਾਰ ਕਰਨ ਉਪਰੰਤ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਫੈਸਲੇ ਕੀਤੇ ਗਏ:-

ਏਜੰਡਾ ਨੰ:1 ਪੱਕੇ ਕੰਮਾਂ ਦੀ ਲਿਮਟ 30.00 ਲੱਖ ਰੁਪਏ ਤੋਂ ਵਧਾ ਕੇ 50.00 ਲੱਖ ਰੁਪਏ ਕਰਨ

ਸਬੰਧੀ :

ਇਸ ਮੁੱਦੇ ਤੇ ਵਿਚਾਰ ਕਰਨ ਉਪਰੰਤ ਫੈਸਲਾ ਹੋਇਆ ਕਿ ਸੀ.ਐਸ.ਆਰ.ਰੋਟਾਂ ਵਿੱਚ ਪਿਛਲੇ ਸਾਲਾਂ ਦੌਰਾਨ ਹੋਏ ਵਾਧੇ ਨੂੰ ਮੁੱਖ ਰੱਖਦੇ ਹੋਏ 40.00 ਲੱਖ ਰੁਪਏ ਤੱਕ ਦੇ ਪੱਕੇ ਕੰਮ (skilled work) ਇਨ੍ਹਾਂ ਸਭਾਵਾਂ ਲਈ ਰੱਖਵੇਂ ਹੋਣਗੇ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਕੱਚੇ ਕੰਮ (unskilled work) ਚਾਹੇ ਕਿਸੇ ਕੀਮਤ ਦੇ ਵੀ ਹੋਣ ਪਹਿਲਾਂ ਵਾਂਗ ਹੀ ਸਹਿਕਾਰੀ ਕਿਰਤ ਤੇ ਉਸਾਰੀ ਸਭਾਵਾਂ ਲਈ ਰੱਖਵੇਂ ਹੋਣਗੇ।

ਏਜੰਡਾ ਨੰ:2 ਬਿਆਨਾ ਰਕਮ (Earnest Money) ਤੋਂ ਛੋਟ ਦੇਣ ਸਬੰਧੀ ।

ਇਸ ਮੁੱਦੇ ਤੇ ਵਿਚਾਰ ਕਰਨ ਉਪਰੰਤ ਫੈਸਲਾ ਹੋਇਆ ਕਿ:

- 6.50 ਲੱਖ ਰੁਪਏ ਤੱਕ ਦੇ ਪੱਕੇ ਕੰਮਾਂ ਲਈ ਸਹਿਕਾਰੀ ਕਿਰਤ ਉਸਾਰੀ ਸਭਾਵਾਂ ਨੂੰ ਬਿਆਨਾ ਰਕਮ ਤੋਂ ਪੂਰੀ ਛੋਟ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ।
- ਜੇ ਪੱਕੇ ਕੰਮ 6.50 ਲੱਖ ਰੁਪਏ ਤੋਂ ਵੱਧ ਅਤੇ 13.00 ਲੱਖ ਰੁਪਏ ਤੱਕ ਕੀਮਤ ਦੇ ਹੋਣਗੇ, ਉਨ੍ਹਾਂ ਕੰਮਾਂ ਲਈ ਸਹਿਕਾਰੀ ਕਿਰਤ ਉਸਾਰੀ ਸਭਾਵਾਂ ਤੋਂ ਵਿਭਾਗ ਵੱਲੋਂ ਤਹਿ ਬਿਆਨਾ ਰਕਮ ਦੀ 25% ਰਕਮ ਲਈ ਜਾਵੇਗੀ।
- ਜੇ ਪੱਕੇ ਕੰਮ ਮੁੱਲ:13.00 ਲੱਖ ਰੁਪਏ ਤੋਂ ਵੱਧ ਰਕਮ ਦੇ ਹੋਣਗੇ, ਉਨ੍ਹਾਂ ਕੰਮਾਂ ਲਈ ਸਹਿਕਾਰੀ ਕਿਰਤ ਉਸਾਰੀ ਸਭਾਵਾਂ ਤੋਂ ਵਿਭਾਗ ਵੱਲੋਂ ਤਹਿ ਬਿਆਨਾ ਰਕਮ ਦੀ 50% ਰਕਮ ਲਈ ਜਾਵੇਗੀ।

ਏਜੰਡਾ ਨੰ:3 ਕੰਮ ਦੇਣ ਵਾਲੇ ਵਿਭਾਗਾਂ ਦੇ ਨਾਂ ਨੋਟੀਫਿਕੇਸ਼ਨ ਵਿੱਚ ਦਰਜ ਕਰਨ ਸਬੰਧੀ ।

ਵਿਚਾਰ-ਵਟਾਂਦਰਾ ਕਰਨ ਉਪਰੰਤ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਕਿ ਪਹਿਲਾਂ ਪ੍ਰਵਾਨ ਹੋਏ ਮਹਿਕਮਿਆਂ ਤੇ ਇਲਾਵਾ ਪੰਜਾਬ ਮੰਡੀ ਬੋਰਡ ਅਤੇ ਪੇਂਡੂ ਵਿਕਾਸ ਤੇ ਪੰਚਾਇਤੀ ਰਾਜ ਵਿਭਾਗ ਵੀ ਕਿਰਤ ਤੇ ਉਸਾਰੀ ਸਹਿਕਾਰੀ ਸਭਾਵਾਂ ਨੂੰ ਕੰਮ ਪਹਿਲ ਦੇ ਅਧਾਰ ਤੇ ਦੇਣਗੇ।

ਏਜੰਡਾ ਨੰ:4 ਟੈਂਡਰ ਕੁਟੋਸ਼ਨ ਦੀ ਸੂਚਨਾ ਸਹਿਕਾਰੀ ਕਿਰਤ ਉਸਾਰੀ ਯੂਨੀਅਨ ਅਤੇ ਸਹਾਇਕ ਰਜਿਸਟਰਾਰ, ਸਹਿਕਾਰੀ ਸਭਾਵਾਂ ਨੂੰ ਭੇਜਣ ਸਬੰਧੀ ।

ਵਿਚਾਰ ਕਰਨ ਉਪਰੰਤ ਫੈਸਲਾ ਲਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਸਮੂਹ ਕੰਮ ਦੇਣ ਵਾਲੇ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਹਰ ਟੈਂਡਰ ਕੁਟੋਸ਼ਨ ਦੀ ਸੂਚਨਾ ਲੇਬਰਫੈਡ, ਪੰਜਾਬ, ਜਿਲ੍ਹਾ ਸਹਿਕਾਰੀ ਕਿਰਤ ਤੇ ਉਸਾਰੀ ਯੂਨੀਅਨ ਅਤੇ ਸਬੰਧਤ ਸਹਾਇਕ ਰਜਿਸਟਰਾਰ, ਸਹਿਕਾਰੀ ਸਭਾਵਾਂ ਨੂੰ ਭੇਜਣੀ ਜ਼ਰੂਰੀ ਹੋਵੇਗੀ ਅਤੇ ਇਸ ਨੂੰ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਏਜੰਡਾ ਨੰ:5 ਸਹਿਕਾਰੀ ਕਿਰਤ ਤੇ ਉਸਾਰੀ ਸਭਾਵਾਂ ਦੀ ਪੇਮੈਂਟਾਂ ਸਬੰਧੀ ।

ਵਿਚਾਰ ਕਰਨ ਉਪਰੰਤ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਕਿ ਸਬੰਧਤ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਕਿਰਤ ਤੇ ਉਸਾਰੀ ਸਹਿਕਾਰੀ ਸਭਾਵਾਂ ਦੀਆਂ ਅਦਾਇਗੀਆਂ ਕੇਂਦਰੀ ਸਹਿਕਾਰੀ ਬੈਂਕਾਂ ਰਾਹੀਂ ਹੀ ਕੀਤੀਆਂ ਜਾਣਗੀਆਂ।

ਏਜੰਡਾ ਨੰ :6 ਸਹਿਕਾਰੀ ਕਿਰਤ ਤੇ ਉਸਾਰੀ ਸਭਾਵਾਂ ਨੂੰ ਇਨਲਿਸਟਮੈਂਟ ਤੋਂ ਛੋਟ ਦੇਣ ਸਬੰਧੀ ।

ਇਸ ਮੁੱਦੇ ਤੇ ਵਿਚਾਰ ਕਰਨ ਉਪਰੰਤ ਫੈਸਲਾ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਸਹਿਕਾਰੀ ਕਿਰਤ ਤੇ ਉਸਾਰੀ ਸਭਾਵਾਂ ਪਹਿਲਾਂ ਵਾਂਗ ਲੋਕ ਨਿਰਮਾਣ ਵਿਭਾਗ (ਭ ਤੇ ਮ) ਵਿੱਚ ਹੀ ਇਨਲਿਸਟਮੈਂਟ ਕਰਵਾਉਣਗੀਆਂ ਪ੍ਰੰਤੂ ਸਭਾਵਾਂ ਲਈ ਸਿੰਚਾਈ ਵਿਭਾਗ ਦੀ ਗਰੇਡੇਸ਼ਨ ਸਬੰਧੀ ਕੋਈ ਸ਼ਰਤ ਨਹੀਂ ਹੋਵੇਗੀ।

ਏਜੰਡਾ ਨੰ:7 ਸਹਿਕਾਰੀ ਕਿਰਤ ਤੇ ਉਸਾਰੀ ਸਭਾਵਾਂ ਨੂੰ ਈ.ਪੀ.ਐਫ ਤੋਂ ਛੋਟ ਦੇਣ ਸਬੰਧੀ ।

ਇਸ ਮੱਦ ਤੇ ਵਿਚਾਰ ਕਰਨ ਉਪਰੰਤ ਫੈਸਲਾ ਹੋਇਆ ਕਿ ਸਬੰਧਤ ਵਿਭਾਗ ਕਿਰਤ ਤੇ ਉਸਾਰੀ ਸਹਿਕਾਰੀ ਸਭਾਵਾਂ ਕੋਲੋਂ ਈ.ਪੀ.ਐਫ ਨੰ (EPF number) ਦੀ ਮੰਗ ਉਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿੱਚ ਹੀ ਕਰਨਗੇ ਜਿਥੇ ਅਜਿਹਾ ਕਰਨਾ ਈ.ਪੀ.ਐਫ ਐਕਟ ਅਨੁਸਾਰ ਜ਼ਰੂਰੀ ਹੋਵੇ।

ਉਕਤ ਤੇ ਇਲਾਵਾ ਸਹਿਕਾਰੀ ਤੇ ਕਿਰਤ ਉਸਾਰੀ ਸਭਾਵਾਂ ਨੂੰ ਈ.ਟੈਂਡਰਿੰਗ ਤੇ ਪ੍ਰੋਸੈਸਿੰਗ ਫੀਸ ਜੋ ਕਿ ਕੁਝ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਲਗਾਈ ਜਾ ਰਹੀ ਹੈ, ਤੋਂ ਛੋਟ ਦੇਣ ਸਬੰਧੀ ਮਾਮਲਾ ਸ੍ਰੀ ਗੁਰਪ੍ਰਤਾਪ ਸਿੰਘ

ਗੁਲਪੁਰ, ਚੇਅਰਮੈਨ, ਲੇਬਰਫੈਡ ਪੰਜਾਬ ਵੱਲੋਂ ਉਠਾਇਆ ਗਿਆ। ਇਸ ਸਬੰਧੀ ਹਦਾਇਤ ਕੀਤੀ ਗਈ ਕਿ ਪ੍ਰੋਸੈਸਿੰਗ ਫੀਸ ਫਿਕਸ/ਘੱਟ ਕਰਨ ਸਬੰਧੀ ਵਿੱਤ ਕਮਿਸ਼ਨਰ ਸਹਿਕਾਰਤਾ INFOTEC PUNJAB ਨਾਲ ਵਿਚਾਰ ਵਟਾਂਦਰਾ ਕਰਨ ਉਪਰੰਤ ਵੱਖਰੇ ਤੌਰ ਤੇ ਫੈਸਲਾ ਲੈਣਗੇ।

ਮੀਟਿੰਗ ਮਾਨਯੋਗ ਮੁੱਖ ਮੰਤਰੀ ਜੀ ਦੇ ਧੰਨਵਾਦ ਦੇ ਮਤੇ ਨਾਲ ਸਮਾਪਤ ਹੋਈ।

ANNEXURE-I

**PUBLIC WORKS DEPARTMENT (I.B.)
APPLICATION FOR ENLISTMENT AS CONTRACTOR**

The applicant should study carefully the Rules/Instructions of Enlistment and the list of documents to be annexed with the application form before filling the form. Application found deficient in any respect are liable to be rejected without any further correspondence.

Class	Category
1. Name of applicant	Shri/M/s _____
2. Nationality	Indian _____ Other _____
3. Address	_____
Regd.Office	_____

4. Telephone Number	_____
Fax Number	_____
E-mail	_____
5. Constitution	Individual _____
	Sole Proprietorship _____
	Partnership Firm _____
	Public Limited Company _____
	Private Limited Company _____
	Others _____
6. If partnership firm, names of the partner/ 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 Government Servant | Yes | No |
| c) | Demoted to a lower class of contractor | 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/officials from engineering
Government of India within last two years | Yes | No |
| g) | Director or partner of any other company
firm enlisted with PWD or any other
department. | Yes | No |
| h) | Member of Parliament or any State
Legislative Assembly. | Yes | No |

If answers 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 Banker with full address _____

10. Place of business _____

11. Full time technical staff in applicant's
Employment (attached details on separate sheet)

12. Does the applicant have sufficient T&P, machinery, equipment and workshop (Attach details on separate sheet).

13. Does the application posses valid Electrical License (for electrical) Yes No

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

(b) If yes give details _____

(i) Name of department _____

(ii) Class & Category _____

(iii) Enlistment authority & address _____

(iv) Date of validity _____

(v) Tendering limit _____

15. Is any person working with the applicant is a near relative of the Yes No

officer/official of PWD(IB) (see rule 18 of the Enlistment Rules).

If yes, give details.

16. Details of enlistment fee remitted as :

Draft No.	Date	Amount	Name of issuing bank branch	Payable at	Name of officer in whose favour drawn

17. Details of works completed and in progress during the last 5 years to be fill ed in Performa as given as Annexure-I-A 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 as per performa given in Annexure I-A for all eligible works.

19. Copies of income tax clearance certificate, sale tax clearance certificate, solvencies certificate and electrical license etc. to be attached.

20. Certificates:

(i) I/We (including all partners) certify that I/We have read the rules of Enlistment of contractors in P.W.D.(I.B.) as amended upto date and shall abide by them.

(ii) I/We certify that the information given above is true to the of the 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 that I/We will not get myself/ourself registered as contractor 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 a Gazetted Officer employed on Engineering or administrative duties during my service in any engineering Department of Government of Punjab during the last three years. I also certify that I have neither such a person under my employment nor shall I employ any such person within three years 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 three years. We also certify that we have neither under our employment any such person nor shall we employ any person within three years of his retirement except with the prior permission of the Government (For partnership firms and limited company. (Strike out whichever is not applicable).

Signature(s) of applicant(s)

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

Annexure-1A

Works completed and in progress during the last five years regarding all works awarded

Add additional sheets, if necessary

(Part-I)

Name of Work	Date of start	Date of Completion		Reason for delay & Compensation levied if any	Tendered cost	Gross cost of completion	Net Amt. received	Name, Designation & complete address of the authority for whom the work was done
		Stipulated	Actual					

Signature of Applicant

Part-II

Certified that details given by the contractor in part-1 have been verified and found to be correct/have been corrected wherever necessary. Quality of work has been very good / good/ satisfactory/ poor.

Signature of Executive Engineer

Countersigned

Officer of the rank of S.E.

PUBLIC WORKS DEPARTMENT

APPLICATION FOR REVALIDATION OF ENLISTMENT

(The application should study carefully the Rules of Enlistment and the list of documents to be annexed with the application form before filling the form. Application found deficient in any respect are liable to be rejected without any further correspondence)

Class	_____	Category	_____
1.	Name of applicant	Shri/M/S	_____
2.	Nationality	Indian	_____ Others _____
3.	Address	_____	
	Regd. Office	_____	

4.	Telephone Number	_____	
	Fax Number	_____	
	E-mail	_____	
5.	Constitution	Individual	_____
		Sole Proprietorship	_____
		Partnership Firm	_____
		Public Limited Company	_____
		Private Limited Company	_____
		Others	_____
6.	If partnership firm, names of the partner/if company, name of directors		
	1.	_____	
	2.	_____	
	3.	_____	
	4.	_____	
	5.	_____	
	6.	_____	

7. (a) Name of person holding power of attorney _____
 (b) Nationality Indian Other
 (c) Liabilities _____
8. Name of Bankers with full address _____

9. Place of business _____
10. a) Full time technical staff in applicant's employment(attach detail on separate sheet

 b) Does the applicant have sufficient t&p machinery,
 equipment and workshop (Attach details on separate sheet) Yes No
11. Does the application posses valid Electrical License (for electrical) Yes No
12. Details of enlistment with P.W.D.(I.B.)
 (i) Enlistment No. and date _____
 (ii) Date of validity _____
13. Is any person working with the applicant is a near relative of the officer/official of PWD(IB)(see rule 18 of the Enlistment Rules) Yes No
- If answer to above is yes, give details
14. Details of works completed and in progress during the last 5 years (to be filled in proforma as given in Annexure -IA. This list should include all works whose gross amount of work done is more than the required magnitude for the class in which revalidation is required.
15. Contractors performance report as per Annexure-III to be attached.
16. Details of the works for which tenders were submitted as per Annexure-IV to be attached.
17. Details of the revalidation fee remitted:

Draft No.	Date	Amount	Name of issuing bank branch	Payable at	Name of officer in whose favour drawn

18. Copies of income tax clearance certificate, sale tax clearance certificate, solvencies certificate and electrical license etc. to be attached.

19. Certificates:

- (i) I/We certify that I/We will not get myself/yourself register as contractor in the Department under more than one name
- (ii) I/We certify that the information given above is true to the best of the knowledge. I/We also understand that if any of the information is four wrong. I am/ we are liable to be debarred.
- (iii) (a)I certify that I did not retire as an Engineer of Gazetted rank or as a Gazetted Officer employed on Engineering or administrative duties during service in any engineering Department of the Government of Punjab during the last three years. I also certify that I have neither such a person under my employment nor shall I employ any such person within three years of his retirement except with the prior permission of Government.(Strike out whichever is not applicable)

Signature of applicant(s)

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

**CONTRACTOR'S PERFORMANCE REPORT FOR WORKS COMPLETED OR
UNDER EXECUTION, FOR REVALIDATION OF ENLISTMENT**

Part-11 (to be filled by the contractor))

1. Name of the Contractor
2. Name of work.
3. Agreement no.
4. Name of division in which the work was executed.
5. Estimated cost put to tender.
6. Tendered Cost.
7. Gross amount of final bill/work done till date.
8. Stipulated date of Start and Completion Actual date of completion or percentage progress.
9. Actual date of completion or percentage progress.
10. Amount of compensation levied for delay, if any,
11. Amount reduced rate items, if any
12. Did the contractor go for arbitration?
13. If yes, total amount claimed 7 amount awarded.

Signature of the contractor

Part II (to be filled by the department)

Note:- This performance report, duly completed by EE&SE, should be forwarded to enlistment authority within two weeks of its receipt from the contractor.

Certified that details given by the contractor in part-1 have been verified and found to be correct/have been corrected wherever necessary. Quality of work has been very good/ good/ satisfactory/ poor.

Signature of Executive Engineer

Countersigned

Officer of the rank of S.E.

DETAIL OF THE WORKS FOR WHICH TENDERS WERE SUBMITTED BY THE APPLICANT AND DETAIL OF ATLEAST ONE TENDER THAT WAS AMONG THREE LOWEST TENDERS.

PART-I

S.No.	Name of work	Tendered cost	Date of Tender	Name,Designed and complete address of authority for whom work was to be done	Was tender cost among three lowest tenders yes/no.

Signature of applicant

Part-II (to be filled by the department)(Not below rank of Executive Engineer)

Certified that details given by the contractor in part-1 have been verified and found to be correct/have been corrected wherever necessary.

Countersigned

Signature of Executive Engineer

Officer of the rank of S.E.