

ਪੰਜਾਬ ਸਰਕਾਰ
ਜਲ ਸਰੋਤ ਵਿਭਾਗ
(ਸਿੰਚਾਈ ਪ੍ਰੋਜੈਕਟ-3 ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

1. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਹੈਡਕੁਆਰਟਰ,
ਜਲ ਸਰੋਤ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
2. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਨਹਿਰਾ-1,
ਜਲ ਸਰੋਤ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
3. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਨਹਿਰਾ-2,
ਜਲ ਸਰੋਤ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
4. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਜਲ ਨਿਕਾਸ-ਕਮ- ਮਾਈਨਿੰਗ ਅਤੇ ਜਿਆਲੋਜੀ-1,
ਜਲ ਸਰੋਤ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
5. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਜਲ ਨਿਕਾਸ-ਕਮ-ਮਾਈਨਿੰਗ ਅਤੇ ਜਿਆਲੋਜੀ-2
ਜਲ ਸਰੋਤ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
6. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਚੌਕਸੀ,
ਜਲ ਸਰੋਤ ਵਿਭਾਗ ਪੰਜਾਬ ਚੰਡੀਗੜ੍ਹ।
7. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਡੇਮਜ਼,
ਜਲ ਸਰੋਤ ਵਿਭਾਗ,
ਸ਼ਾਹਪੁਰਕੰਡੀ ਟਾਊਨਸਿੰਪ, ਪਠਾਨਕੋਟ।
8. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਡੇਮ ਸੈਫਟੀ ਆਰਗੇਨਾਈਜੇਸ਼ਨ,
ਜਲ ਸਰੋਤ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
9. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਹਾਈਡਲ
ਜਲ ਸਰੋਤ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
10. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਗਰਾਊਂਡ ਵਾਟਰ -ਕਮ-ਪ੍ਰੋਜੈਕਟ ਕੁਆਡੀਨੇਟਰ, (ਐਨ.ਐਚ.ਪੀ),
ਸੈਕਟਰ-68, ਮੋਹਾਲੀ।
11. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਪਾਲਿਸੀ ਰਿਫਾਰਮਜ਼, ਜਲ ਸਰੋਤ ਵਿਭਾਗ,
ਸੈਕਟਰ 68, ਮੋਹਾਲੀ
12. ਮੈਨੇਜਿੰਗ ਡਾਇਰੈਕਟਰ, ਪੰਜਾਬ ਜਲ ਸਰੋਤ ਪ੍ਰਬੰਧਨ ਅਤੇ ਵਿਕਾਸ ਨਿਗਮ,
ਐਸ.ਸੀ.ਓ ਨੰਬਰ: 8-10, ਫੇਸ-1, ਮੋਹਾਲੀ।
13. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਬੀ.ਬੀ.ਐਮ.ਬੀ, ਚੰਡੀਗੜ੍ਹ।

ਸ਼ੀਮੇ ਨੰ: 17/33/2022-3ਸਿਪੇ3/ 979-990
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ : 26.8.2022

ਵਿਸ਼ਾ :- Instructions regarding enlistment of Contractors in Water Resources Department
(WRD) Punjab, 2022.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ।

2. Enlistment of Contractors Ingibility Criteria ਨੂੰ ਤਰਕਸੰਗਤ ਬਣਾਉਣ ਲਈ ਸੁਝਾਅ ਮੰਗਣ ਲਈ ਇੱਕ ਵਰਕਸ਼ਾਪ ਆਯੋਜੀਤ ਕੀਤੀ ਗਈ ਸੀ ਇਸ ਵਰਕਸ਼ਾਪ ਦੌਰਾਨ ਪ੍ਰਾਪਤ ਹੋਏ ਸੁਝਾਵਾਂ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਦੇ ਹੋਏ Enlistment of Contractors Ingibility Criteria ਸਬੰਧੀ ਹਦਾਇਤਾਂ/ਗਾਈਡਲਾਈਨਜ਼ ਸੋਧੀਆਂ ਹਨ।

3. ਇਨ੍ਹਾਂ ਸੋਧੀਆਂ ਗਾਈਡਲਾਈਨਜ਼ ਦੀ ਪ੍ਰਵਾਨਗੀ ਮਾਨਯੋਗ ਜਲ ਸਰੋਤ ਮੰਤਰੀ ਜੀ ਵੱਲੋਂ ਦਿੱਤੀ ਗਈ ਹੈ, ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਕਾਪੀ ਭੇਜਦੇ ਹੋਏ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਹਨਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

4. ਇਹ ਗਾਈਡਲਾਈਨਜ਼ ਤੁਰੰਤ ਪ੍ਰਭਾਵ ਤੋਂ ਲਾਗੂ ਹੋਣਗੀਆਂ।

ਨੱਥੀ : ਗਾਈਡਲਾਈਨਜ਼


ਸੁਪਰਡੈਂਟ

ਪਿੱਠ ਅੰਕਣ ਨੰ: 17/33/2022-3ਸਿਪੇ3/

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 26.8.2022

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਇੰਚਾਰਜ ਕੰਪਿਊਟਰ ਸੈਲ, ਜਲ ਸਰੋਤ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ ਨੂੰ ਭੇਜਦੇ ਹੋਏ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਸੋਧੀਆਂ ਗਾਈਡਲਾਈਨਜ਼ ਵਿਭਾਗ ਦੀ ਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕੀਤੀਆਂ ਜਾਣ ਅਤੇ ਗਾਈਡਲਾਈਨਜ਼ ਵਿੱਚ ਦਿੱਤੇ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇ।

2. ਸੁਪਰਡੈਂਟ, ਸਿੰਚਾਈ ਕਾਰਜ ਅਤੇ ਪ੍ਰੋਜੈਕਟ ਸ਼ਾਖਾ।


ਸੁਪਰਡੈਂਟ

**INSTRUCTIONS
REGARDING ENLISTMENT
OF
CONTRACTORS
IN
WATER RESOURCES
DEPARTMENT (WRD), PUNJAB
2022**

INSTRUCTIONS REGARDING ENLISTMENT OF CONTRACTORS IN WATER RESOURCES DEPARTMENT (WRD), PUNJAB-2022

1. Title

These instructions substitute the exiting provision regarding enlistment of contractors in Water Resources Department, Punjab (formerly Irrigation Department Punjab) with immediate effect.

2. Introduction

Water Resources Department, Punjab enlists contractors who intend to work with the department. The purpose of enlistment is to have a ready list of experienced, suitable and competent contractors for works of Water Resources Department so as to minimize requirement of verification of credentials of intending contractor at the time of individual tenders of works. At the same time only those contractors are allowed to continue in the list that remain active in Water Resources Department or any other department /Board/ Corporation of Punjab Government/ any other state government or Chandigarh Administration/ any other Union Territories/ Government of India/ PSU/ Private Ltd Companies and perform well in terms of timely completion complying with Specifications and Standards and maintaining desired quality.

Notwithstanding enlistment in Water Resources Department where it is decided to get work executed on contract basis and/or it is decided to adopt the process of pre-qualification or post-qualification, it may permit other eligible contractors, not enlisted with Water Resources Department to bid/tender for the work, however the successful bidder shall get himself enlisted in the appropriate class before issuance of allotment letter for the work. If the cost of the work is more than 5 Cr. then the successful bidder shall be enlisted under class-A.

For works of comparatively substantial value as may be prescribed by Govt. from time to time and/or works/services of specialized nature (the reason for considering the work as specialised in nature to be clearly recorded in writing by the competent authority while approving the bid document), like installation of deep tubewells, regulating gates & gearings, tunnelling, solar power plant, electric installations, EPABX, Fire Alarm and Fire Detection System, Diesel Generators, Public Address System, Elevators (Passenger Lifts) & Escalators, HVAC (Heating, Ventilation and Air-Conditioning), specialized equipment etc. or in case of projects undertaken in Public-Private Participation (PPP) mode i.e. Build, Operate and Transfer (BOT) or other variants, the eligibility criteria will be determined separately which will be open to all eligible contractors/firms.

3) Applicability

- 3.1 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 Water Resources Department 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.

- 3.2 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/blacklisted by any govt. department in the past or convicted by a court of law shall be entitled for enlistment. However, cases where disciplinary action was taken against an individual, firm or firm having such individual as the partner for a specified period and such penalty period is already over, his case of enlistment/revalidation can be considered on merits.
- 3.3 No officer or any other official employed in the Department of the Govt. of Punjab or Punjab State Undertaking is allowed to work in the Water Resources 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 and his enlistment shall be cancelled.
- 3.4 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 Water Resources Department 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.
- 3.5 The individual or partner/ director of a firm/ company or member of Consortium should not have failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor have been expelled from any contract by any public authority nor have had any contract terminated by any public authority for breach on his part during last five (5) years from date of application for enlistment.

4. Scope

- 4.1 The enlistment of a contractor in Water Resources Department, shall only entitle him to be eligible to bid for work(s) subject to fulfilling pre requisites as laid down in each individual Notice Inviting Tender.
- 4.2 The contractor enlisted in the Water Resources Department shall be maintained in the online record on the departmental website. The details of registered contractors along with their email id, mobile number along with class, tendering limit etc. as per the specified format shall be made available on website of Water Resources Department, Punjab by the Enlistment Authority.

5. Enlistment Procedure

- 5.1 The applicant (intending contractor) shall have to submit the application in a specified form as Annexure-I to the Enlistment Authority, complete with all documents as per Annexure-II through website <http://irrigation.punjab.gov.in>.
- 5.2 The application form shall be available on the website <http://irrigation.punjab.gov.in/> and is to be used for submission to the competent authority as mentioned in these instructions.
- 5.3 Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.
- 5.4 The Enlistment Authority shall have the right to independently verify the details furnished by the applicant (intending contractor) and to get works executed by the applicant (intending contractor) inspected and/or to get such other report/ information as may be considered necessary.
- 5.5 All documents submitted by applicant/contractor online may be verified with original if needs be.
- 5.6 The Enlistment Authority shall decide all applications received within a period of 15 days and if it finds the applicant (intending contractor) suitable for enlistment, it shall issue the enlistment order and, otherwise, send a letter of rejection of the application to the applicant (intending contractor). The decision of the Enlistment Authority shall be final and binding on the applicant (intending contractor). No refund of the enlistment fee shall be made to applicants whose application has been rejected.

6. Enlistment Period

The enlistment shall be valid for a period of five/ten/fifteen/twenty (5/10/15/20) years depending upon the choice of the applicant by depositing enlistment fee accordingly. The enlistment can, however, be revalidated in accordance with Instructions as contained in Para 18 in this regard. Each revalidation shall be for a period of five/ten/fifteen/twenty (5/10/15/20) years from the date of expiry of the previous enlistment/revalidation as per the selection of applicant. The enlistment shall be open to review by the Enlistment Authority and liable to termination, suspension or any other such actions at any time, if considered, necessary by the Enlistment Authority, after issue of show cause notice.

7. Enlistment Authority & Classes

- 7.1 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 to enlistment authority of Water Resources Department online through website <http://irrigation.punjab.gov.in>.
- 7.2 The Enlistment Authority after approving the enlistment will issue the unique ID to the contractor who will be enlisted.

7.3 The enlistment Authority shall maintain the record of Blacklisted Debarred contractor and will publicize it online on departmental website.

8. Jurisdiction & Tendering Limit

The contractors enlisted in any class shall be entitled to tender for various works being executed by Water Resources Department. The tendering limit up to which they shall be eligible to tender shall be as per details in Table-I unless some restriction is imposed by the Enlistment Authority. The contractor shall be governed by instructions prevailing at a particular point of time irrespective of when he was enlisted.

9. Eligibility Criteria

9.1 The applicant shall have to satisfy the minimum eligibility criteria specified in Table I, before they can be considered for enlistment.

9.2 The criterion for experience shall be the execution and completion of works of appropriate value, on order/agreement basis, satisfactorily as the case may be, of specified magnitude and nature of work similar to being executed in Water Resources Department, during the last seven (7) years with details to be furnished in Annexure-III and accompanied with Performance certificate from Client in format specified at Annexure-IV along with the work order/agreements, award letters and copy of the final bills of the completed works, last six months bank statements, income tax returns, TDS certificate from client. The works should have been executed in the same name and style Department in Water Resources or any other department/Board/Corporation of Punjab Government/ any other state government or Chandigarh Administration any other Union Territories/Government of India/PSU/Private Ltd companies/firms doing work on sub contract in these departments in which the enlistment is sought or all the eligible work(s) should have been secured in the name of any one of the partner.

9.3 The financial soundness shall be judged on the basis of annual turnover of the applicant during last three (3) years as per balance sheet prepared by the Chartered Accountant in the format specified in Annexure-V and solvency certificate issued by the Bankers of the applicant on the format specified in Annexure-VI. Such certificate shall be issued by a Scheduled Bank and shall be submitted online. After issuance of the enlistment certificate the applicant is bound to give original Solvency Certificate within seven (7) days to the enlistment authority through registered post, otherwise his enlistment is liable to be cancelled.

9.4 The criteria to be fulfilled in terms of the experience, financial soundness and technical staff on role existing on the date of receipt of application by Enlistment Authority are detailed in Table-I for each class.

10. Enlistment Fee

10.1 The applicant (intending contractor) shall forward the complete application to the Enlistment Authority along with non-refundable Enlistment Fee through online mode. The enlistment fee for various classes is detailed in Table-1.

- 10.2 This enlistment fee is to be furnished along with application form to the Enlistment Authority through online mode as decided by enlistment authority. In the case of such applicant whose application for enlistment is rejected by the Enlistment Authority, fee remitted with the application shall not be refunded.
- 10.3 The fee for revalidation of enlistment for various classes under each category is detailed in Table-1.
- 10.4 The Enlistment Fee and Fee for Revalidation of Enlistment may be revised from time to time with the approval of the Administrative Secretary to Govt. of Punjab, Department of Water Resources, Chandigarh.

11. Income Tax Certificate

The contractor/applicant along with its application for enlistment/revalidation shall also provide copy of PAN (Permanent Account Number) as issued by the Department of Income Tax, copy of latest Income Tax Return as submitted and/ assessment orders as passed by the Income Tax Department, if any.

12. Sales Tax Certificate/GST

The contractor/applicant along with its application for enlistment /revalidation shall provide a copy of valid GST (Goods & Services Tax) Number Certificate (and/or any other as per applicable law) along with copy of latest return as submitted and/the assessment order passed by the competent authority, if any.

13. Labour License

The contractor/applicant along with its application for enlistment/revalidation shall provide copy of proof of registration as per provisions of The Punjab Building and other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2007 as amended from time to time.

14. Cooperative Labour & Construction Societies

Cooperative Labor and Construction Society will be enlisted as per the procedure set forth. However, any concession offered to such societies will be as per instructions/notification of the Government.

15. Change in Constitution of Firm

- 15.1 The contractor /firm/company shall not modify the existing name of firm, 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/affidavits and documents as per Annexure-VII. 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 liable to be removed from the approved list of contractors.

- 15.2 If an enlisted 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 on the basis of work experience, financial soundness, owning of machinery and equipment as a separate entity and shall be governed by the eligibility criteria given in Table-I. For new enlistment, the work experience of each partner of the previously enlisted firm shall be considered in proportion to the equity held by the partner in that enlisted firm.
- 15.3 If new partner(s) are taken in the firm, each new partner shall have to satisfy the eligibility conditions detailed in paragraph 3. Further, after the addition of new partner(s), the work experience for the works executed by the enlisted firm prior to addition of new partner(s) shall be reduced in proportion to the reduced equity of the original partner(s).
- 15.4 If the number of original partners of a firm reduces to less than half due to any reason including death of partner(s), the enlistment of the firm shall be withdrawn and the remaining /surviving partners shall have to seek fresh enlistment. Original partner(s) means constituents at the time of enlistment.

16. Change in Address

- 16.1 While applying for enlistment, the applicant/contractor should mention address of his registered office as well as Head Office. All documents i.e. PAN, Income Tax Return /assessment orders, GST Number, GST Certificate/assessment orders, Solvency Certificate/Banker's certificate, Registration under Labour Cess Rules etc. should bear one such address, otherwise the same shall not be accepted.
- 16.2 The contractor shall intimate the change of address, 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 Bank, Income Tax authorities, GST authorities etc. Failure to do so may result in removal of the name of the contractor from the approved list of contractors.

17. Near Relatives Working in Punjab, Water Resources Department.

Individual Contractors/partners in Partnership firm/members of consortium joint ventures whose near relatives are working at any post in the Punjab Water Resources Department 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, grandparents, children, grandchildren, brothers, sisters.

18. Review of Approved List of Contractors

The list of blacklisted and debarred contractors will be prepared along with list of approved contractors by the enlistment authority and will be publicized online. The list should be updated as soon as any contractor is enlisted or blacklisted or debarred.

19. Revalidation of Enlistment

- 19.1 The validity of initial enlistment of the contractor shall be as given under para 6. It shall, however, be revalidated on merits if applied by the Contractor.
- 19.2 Application for Revalidation: The Contractor shall apply for revalidation of his enlistment in the specified form (Annexure VIII) along with all documents as per Annexure-IX. Similar procedure shall also be applicable in case of up gradation of enlistment to higher class, through online mode.
- 19.3 The fee for renewal in a particular class is detailed in Table 1.
- 19.4 The revalidation application with all documents shall be accepted up to one month prior to the date of expiry of enlistment without any late fee. In cases where the application is received after date of expiry of enlistment/revalidation, but within three (3) months of expiry, the application will be accepted with additional fee calculated at rate of 10% (ten per cent) of enlistment fees for new enlistment (as laid in Table 1) in the respective class. Applications received, thereafter, shall be accepted with additional fee calculated at rate of 25% of enlistment fee of new enlistment.
- 19.5 Revalidation Procedure: The revalidation of the enlistment shall be permitted by the Enlistment Authority on the basis of review of the performance of the contractor pertaining to the period of enlistment /revalidation. The revalidation will not be accepted/ considered in case any work executed by the contractor has not been found as per specifications and guidelines issued time to time by the government in any department of Punjab or any department of any state/ central Union territories etc.

20. Performance Report

- 20.1 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 in Annexure-X. The list should include all works of Govt. Department/PSU's secured by him at his name during the above mentioned period. In case, the contractor conceals any information, his revalidation will be liable to be cancelled.
- 20.2 The contractor should fill up the details in the Performa as given in Annexure-X. For each work, separate Performa shall be filled. Performa shall be sent to the concerned Executive Engineer of the Division, through E-mail in which the work was executed. The Executive Engineer should fill up the Performa and send it back to the applicant through SE within one (1) week of receipt of Performa through E mail.

21. Contractor's Obligations

The contractor should fulfill all his obligations in a manner as specified, failing which he shall be liable for action as mentioned hereinafter. Some of the obligations are summarized below:

- a) Prior approval shall be obtained from the Enlisting Authority before changing the constitution or name of the firm/company.
- b) Intimation of change of address shall be given in advance or within one month in the office where he was originally enlisted.

- c) He shall abide by these instructions.
- d) He shall not try to contact and influence the Engineer's processing the Bids, or award decisions.
- e) He shall not indulge in unethical, fraudulent practices.
- f) He shall execute the works awarded to him strictly as per the terms and conditions of the Contract, Specifications and Standards.
- g) He shall continue to observe labour bye-laws and regulations.
- i) He shall continue to pay all taxes, duties, levies and labour cess etc. as applicable law.

22. 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, as per standards PWD specifications, contract agreement specifications in time and as per laid down 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, Blacklist after issue of show cause notice and recording the findings after hearing. Decision of the department shall be final and binding on the contractor. All such decisions of the department will be notified and displayed on the web site of the department and will be conveyed to the Water Resources Department or any other department/ Board/ Corporation of Punjab Government/ any other state government Administration/ Chandigarh other Union any Territories/Government of India.. If blacklisted, the decision shall be conveyed to Central/other State Government also.

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 work or executes it unsatisfactory or is proved to be responsible for constructional defects or fails to execute a work within a stipulated period or extended period.
 - (b) No longer has 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.
 - (f) any other reason which in view of the enlistment authority is adequate for his demotion to a lower class.
- ii) **Suspension of business:** The Enlistment Authority may debar/suspend business with the contractor for a period up to two (2) years in the following events after having received reports from more than one officer or at more than one occasion from individual officer

of Water Resources Department or any other Department/Board/Corporation of Punjab Government Chandigarh or administration:

- (a) adverse report related to adverse performance;
- (b) misbehaviour, direct or indirect involvement in threatening departmental officer/ official;
- (c) making false complaints, filing legal suites for frivolous reasons;
- (d) hampering tender process or execution of contract;
- (e) any act, omission or commission etc. damaging the reputation of the department or departmental officer/official;
- (f) having failed to take up the work after allotment on two occasions;
- (g) any other complaint considered fit by the Enlistment Authority.

iii) Blacklisting/ Removal from the approved list: The contractor may be blacklisted and his name may be removed from the approved list of contractors, by the Enlistment Authority, if he:

- (a) has been involved in misappropriation of government money; or
- (b) is convicted for an offence involving corruption or any other serious act conduct etc.; or or
- (c) has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or
- (d) is proved to be responsible for constructional defects in more than one work; or
- (e) has executed two or more works which were found to be substandard during the course of departmental enquiry against delinquent officials; or
- (f) ceases to fulfil eligibility criteria based on which enlistment/ revalidation was allowed; or
- (g) persistently violates any important conditions of the contract; or
- (h) fails to abide by the conditions of enlistment; or
- (i) is found to have given false particulars/material concealment or suppression facts or misrepresentation of facts at the time of enlistment or in the process of tendering; or
- (j) has indulged in any type of corrupt, fraudulent, coercive, undesirable or restrictive practice in the tendering process; or
- (k) advancing a claim on the basis of forged documents; or
- (l) changes in constitution of the firm or individuals or changes the name of the firm/company without prior approval of the Enlistment Authority; or
- (m) changes permanent address/business address without intimation to the Enlistment Authority; or
- (n) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- (o) persistently violates the labour regulations and rules; or
- (p) is involved in complaints of serious nature received from other departments which prima facie appear to be true; or

- (q) default in settlement of tax dues like income tax, contract tax, GST, octroi, duties, levies, labour cess etc.; or
- (r) any other case or situation involving national security.

The concerned Enlisting Authority shall decide the case within two (2) weeks of the issue of notice by the Enlistment Authority to the contractor after hearing the contractor, Enlistment Authority or any other officers of Water Resources Department and recording the decision in writing. If any of the charges are established, the Enlistment Authority shall decide the case depending upon the extent, magnitude or culpability of conduct requires stern action. The decision taken in removal of name of the contractor from approved list for the decided period shall be posted on the web site of Water Resources Department and other departments, boards, corporations of the Punjab State or any other state government or Chandigarh Administration/ any other Union Territories/Government of India shall be informed of the action taken.

Appeal: Aggrieved by the order of the Enlistment Authority in any disciplinary action described above, an appeal may be preferred within 30 (thirty) days from the date of communication of such orders, to the next higher authority. The Appellate Authority may, after hearing the appeal, confirm, vary or reverse the order appealed from and may pass such orders as may deem fit as per the merits of the case after giving an opportunity of being heard to the appellant, Enlistment Authority, their representatives. The decision of the Appellate Authority/ Enlisting Authority shall be final and binding.

Notwithstanding anything above, the provision of any rules/orders issued separately towards disciplinary action by Department of Water Resources shall be applicable for all enlisted contractors.

23. Revision/Modification of Instructions

Administrative Secretary to Govt. of Punjab, Department of Water Resources may modify, amend, add, delete and/or change any of the above instructions and same shall be binding on all enlisted contractors.

TABLE-1

GENERAL ELIGIBILITY CRITERIA FOR ENLISTMENT OF CONTRACTOR

Sr. No.	ITEM	CLASS OF ENLISTMENT			
		CLASS-A	CLASS-B	CLASS-C	CLASS-D
1.	Enlistment authority	Head of the department	Head of the department	Head of the department	Head of the department
2.	Upper Tendering limit.	Rs. 500 lacs	Rs. 250 lacs	Rs. 125 lacs	Rs. 75 lacs
3.	Past Experience of successfully completed works during last 7 years.	i) 1 works of more than Rs. 200 lacs each or ii) 2 works of more than Rs. 150 lacs each or iii) 3 works of more than Rs. 100 lacs each.	i) 1 works of more than Rs. 100 lacs each or ii) 2 works of more than Rs. 75 lacs each or iii) 3 works of more than Rs. 50 lacs each.	i) 1 works of more than Rs. 50 lacs each or ii) 2 works of more than Rs. 40 lacs each or iii) 3 works of more than Rs. 25 lacs each.	Nil
4.	Should have achieved a minimum annual financial turnover in any one of the last three years.	30% of Upper Tendering Limit	30% of Upper Tendering Limit	30% of Upper Tendering Limit	Nil
5.	Minimum Solvency Certificate by scheduled bank (to be submitted in original within seven days after issuance of the enlistment letter by registered post to the enlisting authority). However, scanned copy be submitted with the online application along with last six months bank statements.	Rs. 200 lacs (minimum 20% of the solvency amount should be available with the applicant in the form of capital)	Rs. 100 lacs (minimum 20% of the solvency amount should be available with the applicant in the form of capital)	Rs. 50 lacs (minimum 20% of the solvency amount should be available with the applicant in the form of capital)	Rs. 25 lacs (minimum 20% of the solvency amount should be available with the applicant in the form of capital)
6.	Engineering Establishment (Proof of Employment to be attached)	One graduate Engineer (Civil) with 1 year experience and one diploma Engineer (Civil) with 3 year experience.	One graduate Engineer (Civil) OR one diploma Engineer (Civil) with 3 year experience.	one diploma Engineer (Civil) with one year experience.	Unless himself graduate or diploma engineer shall associate services of diploma engineer for execution of works.
7.	Enlistment/Revalidation Fee (For five/ten/fifteen /twenty years,	Rs. 50000/- for Five years;	Rs. 30000/- for Five years;	Rs. 20000/- for Five years;	Rs. 10000/- for Five years;

	respectively), GST as applicable to be paid additionally.	Rs. 95000/- for Ten years; Rs.140000/- for fifteen years; Rs.185000/- for Twenty Years respectively.	Rs.57000/- For Ten years; Rs.84000/-for Fifteen Years; Rs.110000/- for Twenty Years respectively.	Rs.39000/- for Ten years; Rs.58000/-for Fifteen Years; Rs.77000/- for Twenty years respectively.	Rs.19000/- for Ten Years; Rs.28000/- for Fifteen years; Rs.37000/- for Twenty Years respectively.
8.	Period of enlistment/revalidation	Five/ Ten/ Fifteen/ Twenty years	Five/ Ten/ Fifteen/ Twenty years	Five/ Ten/ Fifteen/ Twenty years	Five/ Ten/ Fifteen/ Twenty years

Note:

1. The person who is graduate Engineer (Civil) shall be eligible for enlistment in Class -C without fulfilling any other requirement except enlistment fee. He can be enlisted in the higher class if he fulfills the eligibility criteria of that class.
2. For works of comparatively substantial value as may be specified by Govt. from time to time and/or works/services of specialized nature, like installation of deep tube wells, regulating gates & gearings, tunneling, solar power plant, electric installations, EPABX, Fire Alarm and Fire Detection System, Diesel Generators, Public Address System, Elevators (Passenger Lifts) & Escalators, HVAC (Heating, Ventilation and Air-Conditioning), specialized equipment etc. or in case of projects undertaken in Public-Private Participation (PPP) mode i.e. Build, Operate and Transfer (BOT) or other variants, the eligibility criteria will be determined separately which will be open to all eligible contractors/firms.
3. The enlistment authority shall be competent to decide whether the works executed by the applicant are to be considered similar in nature to the works being executed in Water Resources Department or not.
4. The upper tendering limit for different classes of contractor can be reviewed by the competent authority in future, if necessary.
5. While verifying the solvency certificate, the enlistment authority shall also take into consideration the previous six months bank statement of the applicant.

ANNEXURE-I

**WATER RESOURCES DEPARTMENT, PUNJAB
APPLICATION FOR ENLISTMENT AS CONTRACTOR**

The applicant should study carefully the Instruction of Enlistment and the list of documents to be annexed with the application form. Application found deficient in any respect is liable to be rejected without any further correspondence.

Class

Category

1. Name of the 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

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

(i) _____
(ii) _____
(iii) _____
(iv) _____

(v) _____
(vi) _____

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

- | | | |
|---|------------------------------|-----------------------------|
| a) Dismissed Government Servant | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b) Removed from approved list of contractors | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c) Demoted to a lower class of contractor | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| d) Having business banned/suspended by any government in the past | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| e) Convicted by a court of law | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| f) Retired <i>officer/ any other official</i> from engineering Government of Punjab within last 3 years | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| g) Director or partner of any other company/firm enlisted with WRD, Pb. or any other department | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| h) Any contractor abandoned or action taken by any public authority | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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 Nos:

- a) Graduate Engineers _____ (trade) with _____ years experience: _____
b) Graduate Engineers _____ (trade) with _____ years experience: _____
_____ [excluding (a) above]

- c) Diploma Engineers _____ (trade) with _____ years experience: _____
- d) Diploma Engineers _____ (trade) with _____ years experience: _____ [excluding (a) above]
- e) Furniture/Furnishing Designers of _____ years experience: _____
 (As per requirements mentioned in the instructions regarding Enlistment for the Class & category applied for (Attached details on separate sheet))

12. Does the applicant have sufficient T&P, machinery, equipment and workshop as per requirements mentioned in the instructions regarding enlistment for the class & category applied for (Attach details on separate sheet):

Yes No

13. a) Whether already enlisted with WRD, Punjab 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 _____

14. Is any person working with the applicant is a near relative of the officer/official of WRD, Punjab (see para 18 of instructions for Enlistment)

Yes No

If yes, give details _____

15. Enlistment fee paid (through NEFT/RTGS):

Draft NO.	Date	Amount	Issuing Bank & Branch	Branch drawn upon

16. Details of works completed and in progress during the last 5 years (to be filled in Performa 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:

Yes No

17. Certificate from Clients in original as per Performa given in Annexure IV for all eligible works:

Yes No

18. Certificate:

- i. I/We (including all partners) certify that I/We have read the instructions for Enlistment of Contractors in Water Resources Department, Punjab as amended upto date and shall abide by them.
- ii. I/We certify that the information given above is true to the best of me/our knowledge.
- iii. I/We also understand that if any of the information is found wrong or concealed, my/our application shall not be considered and I/We are liable to be debarred.
- iv. I/We certify that I/We will not get myself/ourselves registered as contractor in the Water Resources Department, Punjab under more than one name:

a) I certify that I did not retire as an officer/any other official employed in the department of Punjab or Punjab state undertaking during the last three years.

b) I also certify that I have neither such a person given under my employment nor I shall 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.)

c) 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 the Engineering Departments of the Govt. of Punjab during 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 companies. (Strike out whichever is not applicable).

- v I/We shall make available any additional information if Enlisting Authority may find necessary or required to supplement or authenticate the information supplied.

- vi I/We certify that in the last three years, we/any of partners/directors have neither failed on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on part of partner/director(s).

- vii I/We acknowledge the right of the Enlistment Authority to reject my/our application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account what so ever.

Signature(s) of applicant(s)

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

ANNEXURE-II

S. No.	Document	Yes	No
1	Proof of constitution (S. No. 5 of application form) : 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"/>	<input type="checkbox"/>
	b) In case of partnership firm : (Submit attested copies) Partnership deed attested by Notary Public Form "A" or equivalent from issued by Registrar of Firms Form "B" or equivalent from issued by Registrar of Firms Form "C" or equivalent from issued by Registrar of Firms		
	c) In case of private/public Ltd. Co. Article of Association duly attested by Notary Public.		
2.	Power of Attorney, if any (S. No. 8 of application form), attested by Notary Public		
3.	Solvency certificate from scheduled bank in the Performa given in Annexure-VI. The certificate should be on the bank's letter head and in sealed cover and shall be addressed to the concerned Enlistment Authority (S. No. 9 of application form).		
4.	Technical Staff : (S. No. 11 of application form). i) List of full time technical staff/Designers with qualification and experience of each ii) Attested copies of the degrees/diplomas of the technical staff/Designers iii) Declaration from the technical staff/Designer that they are employed with the applicant.		
5.	List of machinery, T&P including 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 (S. No. 12 of application form).		
6.	Attested copy of Enlistment order (S. No. 13 of application form)		

7.	List of all near relatives working in WRD, Punjab, including their addresses (S. No. 14 of application form). See para 17 of Instructions regarding Enlistment.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Demand draft towards of Enlistment Fee paid (S. No. 15 of application form)	<input type="checkbox"/>	<input type="checkbox"/>
9.	Original or attested copies of certificates, for works done, from concerned clients, in Performa as given in Annexure-IV	<input type="checkbox"/>	<input type="checkbox"/>
10.	Attested copies of award letters for works included in Annexure-III.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Attested copy of PAN, latest Income Tax Return and/assessment orders.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Attested copy of GST No., latest GST Return and /assessment orders.	<input type="checkbox"/>	<input type="checkbox"/>
13.	Attested copy of Registration for payment of Labour Cess under the Punjab Building and other Construction Workers Welfare Cess Rules, 2007.	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Applicant

Works completed and in progress during the last five years (including all works awarded) (Add additional sheets, if necessary)

- (1) In case of Enlistment : works completed, in progress and secured during last five years;
 (2) In case Revalidation : list of works completed, in progress and secured during last enlistment./ revalidation period.
 (Note : It is mandatory to submit details of all works secured irrespective of cost)

Sr. No.	Name of Work and Agreement	Date of Start	Date of Completion		Reasons for delay and compensation levied if any	Tendered cost	Gross cost of completion	Net amount Received	Name, Designation and complete address of the authority/ <i>Govt. Department /PSU</i> for whom the work was
			Stipulated	Actual					

Signature of Applicant

Annexure-IV

Name & Address of the Client :

Details of works executed by Shri/ M/s

- | | | |
|-----|--|------------------------------|
| 1. | Name of work with brief particulars | _____ |
| 2. | Agreements No. and date | _____ |
| 3. | Date of commencement of work | _____ |
| 4. | Stipulated date of completion | _____ |
| 5. | Actual date of completion | _____ |
| 6. | Details of compensation levied for delay, if any | _____ |
| 7. | Tendered amount | _____ |
| 8. | Gross Amount of the work completed | _____ |
| 9. | Name and address of the authority under whom works executed | _____ |
| 10. | Whether the contractor employed qualified Engineer/Junior Engineer during execution of work ? | _____ |
| 11. | (i) Quality of work (Indicate grading)
(ii) Amount of work paid on reduced rate basis, if any | Outstanding/V.Good/Good/Poor |
| 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 | |
| | (a) Technical Proficiency | Outstanding/V.Good/Good/Poor |
| | (b) Financial Soundness | Outstanding/V.Good/Good/Poor |
| | (c) Mobilisation of adequate T&P | Outstanding/V.Good/Good/Poor |
| | (d) Mobilisation of manpower | Outstanding/V.Good/Good/Poor |
| | (e) General behavior | Outstanding/V.Good/Good/Poor |

(Note : All Columns should be filled in properly)

Signature of the Reporting Officer
With Official Seal

Countersigned
(Officer of the rank of Superintending
Engineer or equivalent)

**CERTIFICATE FROM CHARTED
ACCOUNTANT**

Based on its books of accounts and other information authenticated by it, this is to certify that Shri M/s _____ had a financial turnover of below noted amounts by way of payments received for the construction works during the past three financial years as per year wise details noted below :

Year	Amount
.....	Rs. (Rupees.....)
.....	Rs. (Rupees.....)
.....	Rs. (Rupees.....)

(It is further certified that financial turnover for construction works are restricted to the share of the Applicant who undertook the construction works as a partner/director of firm/company)

Name of Audit Firm:

Seal of Audit Firm

(Signature, name and designation of
Authorized signatory)

ANNEXURE-VI

FORM OF SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s Shri _____ a customer of our bank are/is respectable and can be treated as good for any engagement upto a limit of Rs. _____, This certificate is issued without any guarantee or responsibility on behalf of the Bank or any of the officers.

(Signature)
For the Bank

Note : In case of partnership firm, certificate to include names of all partners as recorded with Bank.

FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK (For Class-D)

Certificate that Shri/M/s _____ and _____ S/o _____ W/o _____ 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. _____ (Rs. _____) has been available to the credit in his/her/their account No. _____ for the last six (6) months.

(Signature)
For the Bank

ANNEXURE-VII

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

- A. Document to be submitted
- i) Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
 - ii) Attested copy/copies of PAN, latest Income Tax Return/and assessment orders in respect of each proposed partner.
 - iii) 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.
 - iv) 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.

Sr. No.	Particulars	Yes	No
(i)	Whether he is enlisted with WRD, Punjab.	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	Whether he is a dismissed Govt. servant.	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	Whether he is a partner/director of any other firm enlisted with this WRD, Punjab.	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	Whether he is member of Indian Parliament or Punjab Legislative Assembly.	<input type="checkbox"/>	<input type="checkbox"/>
(v)	Whether during last three years he has failed to execute any contract of a public authority or has been expelled from a project by any public authority or any of his contract has been terminated by public authority for breach on his part.	<input type="checkbox"/>	<input type="checkbox"/>
(vi)	Whether his name has been blacklisted or removed from the approved list of contractors or demoted to lower class or orders banning/suspending business with him by any department in the past.	<input type="checkbox"/>	<input type="checkbox"/>
(vii)	Whether he is a dismissed/removed/retired Govt. servant (retired within 3 years).	<input type="checkbox"/>	<input type="checkbox"/>
(viii)	Whether he has any relative working in WRD, Punjab, if yes, give details.	<input type="checkbox"/>	<input type="checkbox"/>
(ix)	Whether he has any civil or criminal case pending in any court in India, if yes give details.	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Contractor

**PUBLIC WORKS DEPARTMENT
APPLICATION FOR REVALIDATION OF ENLISTMENT**

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

Class

1. Name of the 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
6. If partnership firm, names of the partners/if company, name of directors
- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____
- (v) _____

(vi) _____

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. Full time technical staff in applicant's employment :

a) Graduate Engineers with minimum 5 years experience

b) Graduate Engineers with minimum 3 years experience (excluding (a) above).

c) Diploma Engineers with minimum 3 years experience

b) Diploma Engineers with minimum 3 years experience (excluding (c) above).

e) Furniture/Furnishing Designers

11. 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

12. a) Details of enlistment with WRD, Punjab and other departments

(i) Enlistment No. & Date _____

(ii) Date of validity _____

13. Is any person working with the applicant is a near relative of the officer/official of WRD, Punjab (see para 13 of Instructions for Enlistment)

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 Performa 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 :

Yes No

15. List of Works in which the Contractor had participated/completed during the Enlistment period

Name of Work among bidder	Name of Deptt.	Estimated cost	Date of Tender	Position
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

16. Certificate:

- i) I/We (including all partners) certify that I/We have read the Instructions for Enlistment of Contractors in WRD, Punjab as amended upto date and shall abide by them.
- ii) I/We certify that I/We will not get myself/ourselves registered as contractor in the Department under more than one name.
- iii) 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 found wrong, I/We are liable to be debarred.
- iv) (a) I certify that I did not retire as an officer/any other official employed in the department of Govt. of Punjab or Punjab state undertaking, 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 (Strike out whichever is not applicable).

- v) I/We certify that in the last three years, we/any of partners/directors have neither failed on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on part of partner/director.

Signature(s) of applicant(s)

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

ANNEXURE-IX

DOCUMENTS ATTACHED FOR REVALIDATION

Sr. No.	Document	Yes	No
1.	Attested copy of power of attorney, if any	<input type="checkbox"/>	<input type="checkbox"/>
2.	Solvency certificate in original from scheduled bank in the parforma given in the Enlistment Rules. The certificate should be on bank's letter head and in sealed cover.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Attested copy of valid Electrical License.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Attested copy of Enlistment order.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Attested copies of award letters for works included in Annexure-III.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Attested Copies of works in which participated or completed in the tenders.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Attested copy of PAN, latest Income Tax Return and/ assessment orders.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Attested copy of GST Number, latest GST Return and assessment orders.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Attested copy of Registration for purpose of payment of Labour Cess.	<input type="checkbox"/>	<input type="checkbox"/>
10.	Annexure-VIII with acknowledgement of EE.	<input type="checkbox"/>	<input type="checkbox"/>

ANNEXURE-X

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

Part-I (to be filled in 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 :
9. Actual date of completion or percentage progress :
10. Amount of compensation levied for delay, if any :
11. Amount of reduced rate items, if any :
12. Did the contractor go for arbitration :
13. If yes, total amount claimed & 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-I have been verified and found to be correct/have been corrected wherever necessary.

Signature of Executive Engineer or equivalent

3. Quality of work (Please grade as Very Good/Good/Satisfactory/Poor) :

(a) Grading by EE

(b) Grading by SE

Signature of Executive Engineer or equivalent

Signature of Superintending Engineer