

Government of Punjab
Department of Public Works
(B&R-III Branch)

To

1. The Chief Engineer (North),
Punjab PWD (B&R), Patiala.
2. The Chief Engineer (South),
Punjab PWD (B&R), Patiala.
3. The Chief Engineer (Central),
Punjab PWD (B&R), Patiala.
4. The Chief Engineer (West),
Punjab PWD (B&R), Patiala.
5. The Chief Engineer (NH),
Punjab PWD (B&R), Patiala.
6. The Chief Engineer (IP),
Punjab PWD (B&R), Patiala.
- ✓ 7. The Joint Secretary,
Punjab Roads & Bridges Development Board,
SCO 61-62, Phase-2, S.A.S. Nagar.

Memo No.: 8/75/2016-1BR3 | 786174 | 1

Dated: 29-06-16

Subject: Instructions for Enlistment of Contractors in Punjab PWD (B&R)-2016.

Find enclosed herewith a copy of instructions regarding Enlistment of Contractors in Punjab PWD (B&R) for information and further necessary action please.

DA/ As above


Additional Secretary
Public Works

INSTRUCTIONS FOR ENLISTMENT OF CONTRACTORS IN PUNJAB PWD (B&R) – 2016

1. Title

These instructions shall be called “Instructions for Enlistment of Contractors in Punjab Public Works Department, 2016” and shall be applicable from 1st day of July, 2016.

2. Introduction

Punjab Public Works Department, Buildings and Roads Branch (hereinafter referred to as “PWD B&R”) 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 PWD B&R 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 who remain active in PWD B&R and perform well in terms of timely completion, complying with Specifications and Standards and maintaining desired quality.

Notwithstanding enlistment in PWD B&R where it is decided to adopt the process of ‘pre-qualification’ or ‘post-qualification’, it may permit other eligible contractors, not enlisted with PWD B&R to bid/tender for the work, however, the successful bidder shall get himself enlisted in the appropriate class before issue of allotment letter for the work.

For works of comparatively substantial value and/or works of specialized nature, 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.

3. Applicability

3.1 Any Indian Individual, Sole Proprietorship firm, Partnership Firm, Limited Liability Partnership Firms (LLPs), Public Limited Company or a Private Limited Company can apply for enlistment as a contractor in PWD B&R under the Instructions provided that eligibility criteria and other conditions are met with. The enlisted contractors shall have to abide by all the

Instructions (as existing) 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 Government Servant, or removed from approved list of contractors, 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 A director/partner of a firm/company enlisted as a contractor cannot be a partner/director in any other enlisted firm/company in PWD B&R.
- 3.4 A contractor will not be enlisted if it was enlisted in any category or class earlier but had remained inactive in PWD B&R. A contractor who remains inactive/do not participate or compete for minimum five (5) tenders during the period of enlistment in PWD B&R or any other department/ Board/Corporation of Punjab Government or Chandigarh Administration shall not be enlisted in any class or category.
- 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 three (3) years from date of application for enlistment.
- 3.6 A contractor is not permitted to have enlistment in more than one name.

4. Scope

- 4.1 The enlistment of a contractor in Punjab Public Works Department, Buildings and Roads Branch shall only entitle him to be eligible to bid for work(s) subject to fulfilling conditions as laid down in each individual Notice Inviting Tender.
- 4.2 The contractor enlisted in the PWD B&R shall be borne on the Register of Contractors to be maintained in Punjab Roads and Bridges Development Board (PRBDB). The details of registered contractors along with their

e-mail id, mobile number along with class and category, tendering limit etc. shall be made available on website of the PWD B&R and PRBDB.

5. Enlistment Procedure

5.1 The applicant (intending contractor) shall have to submit the application in a prescribed form Annexure-I or Annexure-IA (Annexure-I for Class I and II; and Annexure-IA for Class III and IV) to the Enlistment Authority, complete with all documents as per Annexure-II or Annexure-IIA (Annexure-II for Class I and II; and Annexure-IIA for Class III and IV). The application form shall be available on the website www.prbdb.gov.in & www.pwdpunjab.gov.in and is to be used for submission to the competent authority as mentioned in these instructions.

5.2 For Enlistment under Class-I & II for all categories, the applicant (intending contractor) shall have to submit the application online in a prescribed form available on www.prbdb.gov.in complete with scanned copies of all documents as per Annexure-II. The Enlistment Fee shall be deposited through NEFT/RTGS in the Joint Secretary, PRBDB Account No. 50027580862 of Allahabad Bank, IFSC Code : ALLA0211992 and the receipt no. shall be entered in the application form.

For Enlistment under Clause-III & IV for all categories, the applicant (intending contractor) shall have to submit application in the prescribed form (Annexure-I) to the Enlistment Authority, complete with all documents as per Annexure-II. The Enlistment Fee shall be deposited through NEFT/RTGS in the Joint Secretary, PRBDB Account No. 50027580862 of Allahabad Bank, IFSC Code : ALLA0211992 and the receipt no. shall be entered in the application form.

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 reports/information as may be considered necessary. Ordinarily works executed in Punjab PWD B&R need not be inspected. The inspection teams for inspecting the other works of the applicant shall furnish their

report on quality of construction, workmanship, timely completion etc. and make specific recommendations to the Enlistment Authority. The Inspection/ Recommendation Committee's will comprise of following :

(a) **For Class I Enlistment**

- A Committee consisting of one Superintending Engineer and two Executive Engineers.

(b) **For Class II Enlistment**

- A Committee consisting of two Executive Engineer and one Sub-Divisional Engineers.

(c) **For Class III Enlistment**

- A Committee consisting of one Executive Engineer and two Sub-Divisional Engineers.

- 5.5 The Enlistment Authority shall decide all applications received within a period of 60 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). Refund to the extent of 50% (fifty percent) of the enlistment fee remitted with the application shall be made to applicants whose application has been rejected.
- 5.6 If the decision regarding enlistment is not conveyed within 60 days of date of receipt of application, for any reason not attributable to Contractor, the contractor will be allowed to compete in the tender(s) but the work(s) will be allotted only after enlistment.
- 5.7 Notwithstanding above procedure, if the applicant for Class-IV (Civil), Class-IV (Furniture), Class-IV (Horticulture) & Class-IV (Electrical) does not have any experience and machinery shall be enlisted provisionally for one year, subject to fulfilling the requirement of financial soundness. During which period he shall have to secure works or participate in tenders for works of required magnitude to become eligible for regularization of the enlistment. On satisfactory completion of the works his enlistment may be regularized for two years from the date of initial provisional enlistment depending upon his performance on the work. In case the contractor is not able to secure any work or has failed to participate/compete in tenders of required magnitude in PWD B&R or any other Department/Board/

Corporation of Punjab Government or Chandigarh Administration during the specified period, his enlistment shall be cancelled and he shall be debarred from applying afresh for enlistment for one years.

6. Enlistment Period

The enlistment shall be valid for a period of two (2) years. The enlistment can, however, be revalidated in accordance with Instructions as contained in para 20 in this regard. Each revalidation shall be for a period of two (2) 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 such actions at any time, if considered, necessary by the Enlistment Authority, after issue of show cause notice.

7. Enlistment Authority, Categories & Classes

7.1 The Enlistment Authority, categories and classes, along with eligibility criteria are given in Table-I. The Enlistment Authority shall be a Committee comprising of CE (PRBDB), CE concerned and SE concerned in case of Enlistment under Class-I & II for all categories. For Enlistment under Class-III & IV for all categories the Enlistment Authority shall be the SE/EE as per competency in whose jurisdiction the applicant will have his proof of residence/registration of the firm/company.

In case of an applicant from outside Punjab and those having their heads offices at Chandigarh and Panchkula, Enlistment Authority shall be the Committee comprising of CE (PRBDB), CE (concerned) and SE Construction Circle, Punjab PWD (B&R), Chandigarh in case of Enlistment under Class-I & II for all categories. For Enlistment under Class-III & IV for all categories, the Enlistment Authority shall be SE, Construction Circle, Punjab PWD B&R Branch, Chandigarh/ Executive Engineer, Provincial Division, Punjab PWD (B&R), Chandigarh/ SE (Electrical), Electrical Circle, Punjab PWD B&R Branch, Chandigarh/ Executive Engineer, Electrical Division, Punjab PWD (B&R), Chandigarh, as the case may be.

7.2 A contractor is permitted to have enlistment in more than one category and under more than one enlistment authority but not in more than one class

of the same category in Punjab Public Works Department, Buildings and Roads Branch.

- 7.3 For road works under Class-III, there shall be further three categories namely, (i) all road works (bituminous, granular and earth work); (ii) road works involving granular layers; and (iii) road works involving earth work only depending upon the experience, ownership of the machinery and T&P with the applicant. The Enlistment Authority shall specify as regard the enlistment/revalidation of the contractor in any one or more categories under road works.
- 7.4 The Enlistment Authority shall have the power to upgrade the Class of an enlisted contractor if the contractor fulfills the criteria as laid down for the said Class as specified in Table-I during the enlistment period. For contractors enlisted for the road works, the Enlistment Authority shall have the power to add for additional sub-categories depending upon having executed the eligible works and acquiring of the machinery and equipment by the contractor. On upgradation to higher class the Contractor shall have to deposit an amount equal to 1.5 times of the difference of Enlistment Fee between the two classes. Mode of deposit of fee will be same as that for Enlistment to upgraded category.
- 7.5 The Enlistment Authority in case of Class-III & IV shall forward copy of certificate of enlistment/revalidation along with the check list appended as Annexure-II to Joint Secretary, Punjab Roads and Bridges Development Board. The Register of Contractors and website of PWD B&R and PRBDB shall be updated accordingly.

8. Jurisdiction & Tendering Limit

The contractors enlisted as Class I and Class II in the respective category shall be entitled to tender in the State of Punjab, Delhi & Shimla [for works by Punjab PWD (B&R) only] and others in respective Circles where enlisted and an adjoining Circle as specified by the Enlistment Authority for various works being executed by PWD B&R. 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 same category of appropriate value, satisfactorily as the case may be, of prescribed nature and magnitude on agreement basis, during the last five (5) years with details to be furnished in Annexure-III and accompanied with Performance certificate from Client in format prescribed at Annexure-IV. The works should have been executed in the same name and style 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 Statutory Auditor in the format prescribed in Annexure-V and solvency certificate issued by the Bankers of the applicant on the format prescribed in Annexure-VI. 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. In case of Co-operative Labour & Construction Society the solvency certificate issued by the Central Co-operative Bank shall be accepted instead of a certificate issued by the Scheduled Bank.
- 9.4 The machinery and T&P as owned by the applicant shall be taken into consideration unless specified otherwise. The key personnel on the role of the applicant shall also be taken into consideration unless specified otherwise.
- 9.5 The criteria to be fulfilled in terms of the experience, financial soundness, owning of machinery and T&P and technical staff on role existing on the date of receipt of application by Enlistment Authority are detailed in Table-I for each class and category.

10. Enlistment Fee

- 10.1 The applicant (intending contractor) shall forward the completed application to the Enlistment Authority along with a non-refundable

Enlistment Fee. The enlistment fee for various classes under each category shall be as under:

- (a) Class I Rs. 50000/-
- (b) Class II Rs. 30000/-
- (c) Class III Rs. 20000/-
- (d) Class IV Rs. 10000/-

(Note: The enlistment fee for road works under above classes shall be applicable whether the contractor is enlisted in one or more categories under road works).

The Enlistment Fee may be revised with the approval of the Secretary to Govt. of Punjab, Department of Public Works (B&R).

10.2 The fee for enlistment of Co-operative Labour & Construction Society will be governed by Rules & Notifications, as amended from time to time, by Department of Cooperation, Govt. of Punjab.

10.3 This enlistment fee is to be furnished along with application form to the Enlistment Authority. In the case of such applicant whose application for enlistment is rejected by the Enlistment Authority, amount to the extent of 50% (fifty per cent) of the enlistment fee remitted with the application shall be refunded.

10.4 The fees for revalidation of enlistment for various classes under each category shall be as under and is to be paid through NEFT/RTGS in the Joint Secretary, PRBDB Account No. 50027580862 of Allahabad Bank, IFSC Code: ALLA0211992 :

- (a) Class I Rs. 25000/-
- (b) Class II Rs. 15000/-
- (c) Class III Rs. 10000/-
- (d) Class IV Rs. 5000/-.

The Fee for Revalidation of Enlistment may be revised with the approval of the Secretary to Govt. of Punjab, Department of Public Works (B&R).

10.5 Amount collected by way of sale of application forms and fees for Enlistment/Revalidation by the Punjab Roads & Bridges Development Board (PRBDB) shall be utilized by the PWD B&R for construction, improvement & renovation of existing offices, residencies, PWD Rest Houses and automation of offices of PWD B&R. PRBDB shall submit information in respect of revenue collected during every quarter to Secretary, Public

Works Department and Chief Engineer (HQ), Punjab PWD B&R. Chief Engineer (HQ), PWD B&R shall send utilization of funds against the approved Estimates to the Accountant General, Punjab and Joint Secretary, Punjab Roads and Bridges Development Board.

11. Income Tax Certificate

The contractor/applicant along with its application for enlistment/revalidation shall 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

The contractor/applicant alongwith its application for enlistment/revalidation shall provide a copy of valid VAT (Value Added 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 Cess

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. Electrical Licence

The contractor/applicant of Electrical category shall have to produce valid electrical license from the Chief Electrical Inspector of the State of Punjab. The license shall be kept valid throughout the period of enlistment by getting it renewed at applicable intervals and submission of an attested copy of the same to the Enlistment Authority after each renewal. When applying for tender for a work the intending contractor shall have to possess an electrical license of appropriate voltage issued by the State Government Instrumentality under Clause 45 of Indian Electricity Rules, 1956 as amended from time to time.

15. Cooperative Labour & Construction Societies

The registered Cooperative Labour and Construction Society shall be allowed to quote for the works provided they shall fulfill the conditions laid down in the Detailed Notice Inviting Tenders/Bidding document for the work, including the ownership or should be in position to deploy the machinery and equipment and engaging services of key personnel as specified for the respective work etc.

16. Change in Constitution of Firm

16.1 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.

16.2 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.

16.3 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).

16.4 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.

17. Change in Address

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

18. Near Relatives Working in Punjab PWD B&R

Individual Contractors/partners in a Partnership firm/members of consortium/ joint ventures whose near relatives are Divisional Accountants or Engineering Officers between the grades of Chief Engineer and Junior Engineer (both inclusive) in the Punjab PWD (B&R) 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, grand children, brothers, sisters, first uncles, aunts, first cousins and their corresponding in-laws.

19. Review of Approved List of Contractors

The contractor shall be required to secure works of appropriate magnitude or should have participated/competed for minimum five (5) works of tendering limit in PWD B&R or any other departments/Board/Corporation of Punjab Government or Chandigarh Administration during the revalidation/enlistment period. Contractors shall be liable to be weeded out as enlisted contractor for non-

observance of enlistment instructions. For this purpose the Enlistment Authority shall have the power to periodically review the approved list of contractors.

20. Revalidation of Enlistment

- 20.1 The validity of initial enlistment of the contractor shall be as given in paragraph 6 above. It shall, however, be revalidated on merits if applied by the Contractor. Only the Contractor who has secured at least one work of appropriate magnitude or should have participated/competed for minimum five (5) works of tendering limit in PWD B&R, any other department/ Board/ Corporation of Punjab Government or Chandigarh Administration during the period of enlistment or last revalidation period of enlistment as the case may be, shall be considered for revalidation.
- 20.2 Application for Revalidation : The Contractor shall apply for revalidation of his enlistment in the prescribed form (Annexure-VIII) along with all documents as per Annexure-IX, so as to reach the Enlistment Authority at least two (2) months before expiry of his enlistment.
- 20.3 The fees for renewal in a particular class and category shall be as given in paragraph 10.4.
- 20.4 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 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 paragraph 10.1) in the respective class and category. Applications received, thereafter, shall not be accepted and Contractor shall apply for fresh enlistment, as per instructions.
- 20.5 On receipt of application for revalidation complete in all respects and with all necessary documents, provisional extension up to two (2) months from the date of expiry of the enlistment shall be granted.
- 20.6 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. Cases shall be categorized and action taken as below :

- (i) Contractor, who secured and executed works of appropriate magnitude during period of enlistment/revalidation shall be considered for revalidation for a period of two years subject to satisfaction of Enlistment Authority.
- (ii) Contractor, who secured works of appropriate magnitude but performance has not been satisfactory, the revalidation shall be provisional for one year and on satisfactory completion, the revalidation shall be made for two years including period provisional revalidation to the entire satisfaction of the Enlistment Authority.
- (iii) Contractor who could not secure any work during enlistment period but submitted five or more tenders during period of enlistment/ revalidation and was among the three lowest tenders for at least one work, the revalidation shall be one year only.

21. Performance Report

- 21.1 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 proforma as given in Annexure-X. 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.
- 21.2 The contractor should fill up the details in the proforma as given in Annexure-X, in duplicate. For each work, separate proforma shall be filled. One copy of all the proforma shall 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 proforma. The second copy shall then be submitted to the Enlistment Authority along with the application for revalidation.
- 21.3 The Executive Engineer should fill up the proforma and submit to the Enlistment Authority through his SE, within two weeks of receipt of proforma.

22. Contractor's Obligations

22.1 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.
- (c) He shall maintain valid electrical license for the Punjab State issued by the competent authority (in case of electrical category).
- (d) He shall compete/participate in atleast ~~for~~ five or more works of tendering limit in PWD B&R or any other department/Board/ Corporation of Punjab Government or Chandigarh administration during the period of enlistment/ revalidation.
- (e) He shall abide by these instructions.
- (f) He shall not indulge in unethical, fraudulent practices.
- (g) He shall execute the works awarded to him strictly as per the terms and conditions of the Contract, Specifications and Standards.
- (h) 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 per applicable law.

23. Disciplinary Actions

23.1 The contractor shall have to abide by all the Instructions of Enlistment and also by the terms and conditions of the Contract and the Detailed Notice Inviting Tenders/bidding document. He shall have to execute the works satisfactorily as per specifications and standards, in time and as per laid down quality. The Enlistment 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 and recording the findings after hearing him. The decision of the Enlistment Authority shall be final and binding on the

contractor. 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 to demotion to a lower class, by the Enlistment Authority, if he:
 - (a) fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects/ deficiencies; or
 - (b) no longer possess adequate equipment and machinery, technical personnel or financial resources; or
 - (c) is litigious by nature; or
 - (d) violates any important condition of contract; or
 - (e) is responsible for a conduct which may justify his demotion to a lower class; or
 - (f) any other reason which in view of the Enlistment Authority is adequate for his demotion to a lower class.
- ii) **Debarring/Suspension of business :** The Enlistment Authority may debar/suspend business with the contractor for a period upto 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 PWD B&R :
 - (a) adverse report related to adverse performance;
 - (b) misbehavior, 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.

In addition to above the Enlistment Authority may also debar/suspend business with the contractor in case the contractor fails to comply with the instructions/conditions of the bidding document which provide for debarring of the Contractor during the bidding process.

The decision taken shall be posted on the web site of PWD (B&R) and PRBDB.

- iii) **Blacklisting/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 been involved in misappropriation of government monies; or
 - (b) is convicted for an offence involving corruption or any other serious act or conduct etc.; 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 fulfill 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 of 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, VAT, octroi, duties, levies, labour cess etc.; or
- (r) any other case or situation involving national security.

The concerned Chief Engineer shall decide the case within two months of the issue of notice by the Enlistment Authority to the contractor after hearing the contractor, Enlistment Authority and other officers of PWD B&R and recording the decision in writing. If any of the charges are established, the Chief Engineer shall decide the period exceeding three years or in perpetuity depending on 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 PWD B&R and PRBDB and other departments, boards, corporations of the Punjab State and Chandigarh Administration shall be informed of the action taken.

(Note: The removal of name of the contractor from approved list for a particular period, shall amount to black listing for the said period.)

- iv) **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 i.e. Secretary to Govt. of Punjab, Department of Public Works (B&R) in case of Class-I & II and CE (PRBDB) in case of Class-III & IV respectively. The Appellant 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 shall be final and binding.
- v) Notwithstanding anything above, the provision of any rules/orders issued separately towards disciplinary action by PWD B&R shall be applicable for all enlisted contractors.

24. Revision/Modification of Instructions

Secretary, Punjab Public Works Department may modify, amend, add, delete and/or change any of the above instructions and same shall be binding on all enlisted contractors.

25. Repeal & Saving

- 25.1 All instructions regarding enlistment, revalidation of contractors in Punjab Public Works Department existing before coming into force of 'Instructions for Enlistment for Contractors - 2016' are repealed.
- 25.2 Notwithstanding such repeal, the contractors already enlisted on the basis of Instructions hitherto in force shall continue to avail of the status of enlisted contractors of Punjab Public Works Department (PWD B&R) till the period of such enlistment, including revalidation/extension granted before coming into effect of the 'Instructions for Enlistment of Contractors - 2016'.
- 25.3 The pending applications for enlistment/revalidation shall be processed on the basis of the 'Instructions for Enlistment of Contractors - 2016'.

Table – I
Eligibility Criteria for Enlistment of Contractor

Category	Class	Enlistment Authority	Tendering Limit	Past Experience of completed works (contract agreement) in last 5 years	Financial Soundness	Engineering Establishment	Machinery, Equipment, T&P (Ownership proof to be furnished)	Enlistment Fee (for two years)
Civil (Road/ Building/ Bridge works)	I	Committee comprising of CE (PRBDB), CE (concerned) & SE (concerned)	Upto Rs. 10.00 Crore	Should have successfully completed during last five years : - two similar works of Rs. 4.00 Crore each; Or - three similar works of Rs. 3.00 Crore each; Or - five similar works of Rs. 2.00 Crore each.	i) Should have achieved a minimum annual financial turnover of Rs. 4.00 Crore in any one of the last three years; And ii) Solvency Certificate of Rs. 5.00 Crore.	i) One Graduate Engineer (Civil) with minimum 5 years experience; ii) One Graduate Engineer (Civil) with minimum 2 years experience; And iii) One Diploma Engineer (Civil) with minimum 5 years experience in respective category.	1. Road Works : Hot Mix Plant (with electronic control) - 1 No. Sensor Paver Finisher - 1 No. Vibratory Roller - 2 No. Wet Mix Plant - 1 No. Wet Mix Paver - 1 No. Air Compressor - 1 No. Smooth Wheel Roller - 3 Nos. Emulsion Pressure sprayer - 1 No. Grader - 1 No. Tipper - 5 Nos. Water Tanker - 2 Nos. Front End Loader - 1 No. and Well Equipped Lab.	Rs. 50,000/-

Category	Class	Enlistment Authority	Tendering Limit	Past Experience of completed works (contract agreement) in last 5 years	Financial Soundness	Engineering Establishment	Machinery, Equipment, T&P (Ownership proof to be furnished)	Enlistment Fee (for two years)
							<p>2. Buildings Works :</p> <p>Concrete Batching & Mixing Plant (capacity 15cum/hr) - 1 No.</p> <p>Concrete Mixer with weigh batching-(one bag capacity) - 2 No.</p> <p>Steel Centering & Shuttering - 3000 sqm</p> <p>Steel Scaffolding/ props for an area of - 1000 sqm</p> <p>Buildings Hoist - 2 No.</p> <p>Vibrators (Needle) - 5 Nos.</p> <p>and</p> <p>Well equipped Lab.</p>	
							<p>3. Bridge Works :</p> <p>Concrete batching & Mixing Plant (capacity 15cum/hr). - 1 No.</p> <p>Concrete Mixer with weigh batching (one bag capacity) - 2 Nos.</p>	

Category	Class	Enlistment Authority	Tendering Limit	Past Experience of completed works (contract agreement) in last 5 years	Financial Soundness	Engineering Establishment	Machinery, Equipment, T&P (Ownership proof to be furnished)	Enlistment Fee (for two years)
							Steel Centering & Shuttering - 2000 sqm Steel Scaffolding/ props for an area of - 1000 sqm Crane with grab for sinking - 1 No. Vibrators (Needle & surface) - 5 Nos. Tipper - 2 Nos. and Well equipped Lab.	
Civil (Road/ Building/ Bridge works)	II	Committee comprising of CE (PRBDB), CE (concerned) & SE (concerned)	Upto Rs. 5.00 Crore	Should have successfully completed during last five years : - two similar works of Rs. 2.00 Crore each; Or - three similar works of Rs. 1.50 Crore each; Or - five similar works of Rs. 1.00 Crore each.	i) Should have achieved a minimum annual financial turnover of Rs. 2.00 Crore in any one of the last three years; And ii) Solvency Certificate of Rs. 2.50 Crore	One Graduate Engineer (Civil) with minimum 2 years experience and One Diploma Engineer (Civil) with minimum 3 years experience in respective category.	1. All Road Works : Hot Mix Plant (with electronic control) - 1 No. Paver Finisher - 1 No. Vibratory Roller - 1 No. Smooth Wheel Roller - 3 Nos. Bitumen Sprayer - 1 No. Front End Loader - 1 No. *Grader - 1 No. Tippers - 3 Nos.	Rs. 30,000/-

Category	Class	Enlistment Authority	Tendering Limit	Past Experience of completed works (contract agreement) in last 5 years	Financial Soundness	Engineering Establishment	Machinery, Equipment, T&P (Ownership proof to be furnished)	Enlistment Fee (for two years)
							Water Tanker - 1 No. Air compressor - 1 No. and Well equipped Lab. * In case of non-availability of Grader, an Affidavit shall be furnished that it shall be arranged on hire or lease to the entire satisfaction of Engineer in charge.	
							2. Buildings Works : Concrete Mixer with weigh batching - 1 No. Concrete Mixer - 1 No. Steel Centering and Shuttering - 1200 sqm Steel Scaffolding for - 600 sqm area Building Hoist - 1 No. Vibrators (Needle) - 4 Nos. and Well Equipped Lab.	

Category	Class	Enlistment Authority	Tendering Limit	Past Experience of completed works (contract agreement) in last 5 years	Financial Soundness	Engineering Establishment	Machinery, Equipment, T&P (Ownership proof to be furnished)	Enlistment Fee (for two years)
							3. Bridge Work: Concrete Mixer with weigh batching - 1 No. Concrete Mixer - 1 No. Steel Centering and Shuttering - 800 sqm Steel Scaffolding for - 300 sqm area Vibrators (Needle & surface) - 4 Nos. Winch Machines - 2 Nos. and Well Equipped Lab.	
Civil (Road/ Building/ Bridge works)	III	SE	Upto Rs. 2.00 Crore	Should have successfully completed during last five years : - two similar works of Rs. 80.00 lacs each; Or - three similar works of Rs. 60.00 lacs each;	i) Should have achieved a minimum annual financial turnover of Rs. 80.00 lacs in any one of the last three years; And ii) Solvency Certificate	One Graduate Engineer (Civil) Or One Diploma Engineer with minimum 3 years experience in respective category.	1. All Road Works : Hot Mix Plant (with electronic control) - 1 No. Paver Finisher - 1 No. Vibratory Roller - 1 No. Smooth Wheel Roller - 2 Nos. Bitumen Sprayer - 1 No.	R.s 20,000/-

Category	Class	Enlistment Authority	Tendering Limit	Past Experience of completed works (contract agreement) in last 5 years	Financial Soundness	Engineering Establishment	Machinery, Equipment, T&P (Ownership proof to be furnished)	Enlistment Fee (for two years)
				<p style="text-align: center;">Or</p> <p>- five similar works of Rs. 40.00 lacs each.</p>	of Rs. 1.00 Crore.		<p>Tippers - 2 Nos.</p> <p>Water Tanker - 1 No.</p> <p>Air compressor - 1 No.</p> <p style="text-align: center;">and</p> <p>Well Equipped Lab.</p>	
							<p>2. Road Work involving Granular Layers :</p> <p>Wet Mix Plant - 1 No.</p> <p>Wet Mix Paver - 1 No.</p> <p>Tippers - 2 Nos.</p> <p>Smooth Wheel Rollers - 2 Nos.</p> <p>Water Tanker - 1 No.</p> <p style="text-align: center;">and</p> <p>Well Equipped Lab.</p>	
							<p>3. Road Work involving Earthwork only:</p> <p>Compactor – Vibrator - 1 No.</p> <p>Smooth Wheel Roller - 2 Nos.</p> <p>Water Tanker - 1 No.</p>	

Category	Class	Enlistment Authority	Tendering Limit	Past Experience of completed works (contract agreement) in last 5 years	Financial Soundness	Engineering Establishment	Machinery, Equipment, T&P (Ownership proof to be furnished)	Enlistment Fee (for two years)
							Front End Loader - 1 No. and Well Equipped Lab.	
							4. Buildings Works: Concrete Mixer – full bag capacity - 1 No. Steel Centering and Shuttering - 500 sqm Vibrator (Needle) - 4 Nos. and Well Equipped Lab.	
							5. Bridge Work: Concrete Mixer – full bag capacity - 1 No. Concrete Mixer - 1 No. Steel Centering and Shuttering - 500 sqm Vibrators (Needle and surface) - 3 Nos. Winch Machine - 1 No.	

Category	Class	Enlistment Authority	Tendering Limit	Past Experience of completed works (contract agreement) in last 5 years	Financial Soundness	Engineering Establishment	Machinery, Equipment, T&P (Ownership proof to be furnished)	Enlistment Fee (for two years)
							and Well Equipped Lab.	
Civil (Road/ Building/ Bridge works)	IV	EE	Upto Rs. 50.00 lacs	Preferably unemployed Graduate Engineer (Civil)/ Diploma Engineer (Civil)	Certificate of working capital of Rs. 5.00 lacs for atleast last 6 months	Unless himself Graduate/ Diploma Engineer shall associate services of a Diploma Engineer for execution of works	Nil	Rs. 10,000/-
Furniture/ Interior Decoration	I	Committee comprising of CE (PRBDB), CE (concerned) & SE (concerned)	Upto Rs. 2.00 Crore.	Should have successfully completed during last five years : - two similar works of Rs. 80.00 lacs each; Or - three similar works of Rs. 60.00 lacs each; Or - five similar works of Rs. 40.00 lacs each.	i) Should have achieved a minimum annual financial turnover of Rs. 80.00 lacs in any one of the last three years; And ii) Solvency Certificate of Rs. 1.00 Crore.	i) One Graduate in Architecture/ Design with minimum experience of 2 years And ii) One Diploma Holder in Architecture/ Design with minimum experience of 5 years.	Properly fitted workshop, painting, polishing & other finishing equipment.	Rs. 50,000/-
Furniture/ Interior	II	Committee comprising	Upto Rs. 1.00 Crore	Should have successfully completed during last five	i) Should have achieved a	One Graduate in Architecture/ Design	Properly fitted workshop, painting, polishing & other finishing equipment.	Rs. 30,000/-

Category	Class	Enlistment Authority	Tendering Limit	Past Experience of completed works (contract agreement) in last 5 years	Financial Soundness	Engineering Establishment	Machinery, Equipment, T&P (Ownership proof to be furnished)	Enlistment Fee (for two years)
Decoration		of CE (PRBDB), CE (concerned) & SE (concerned)		years : - two similar works of Rs. 40.00 lacs each; Or - three similar works of Rs. 30.00 lacs each; Or - five similar works of Rs. 20.00 lacs each.	minimum annual financial turnover of Rs. 40.00 lacs in any one of the last three years; And ii) Solvency Certificate of Rs. 50.00 lacs.	or One Diploma Holder in Architecture/ Design with minimum experience of 5 years.		
Furniture/ Interior Decoration	III	SE	Upto Rs. 25.00 lacs	Should have successfully completed during last five years : - two similar work of Rs. 10.00 lacs each; Or - three similar works of Rs. 7.50 lacs each; Or - five similar works of Rs. 5.00 lacs each.	i) Should have achieved a minimum annual financial turnover of Rs. 10.00 lacs in any one of the last three years; And ii) Solvency Certificate of Rs. 12.50 lacs.	Nil	Properly fitted workshop, painting, polishing & other finishing equipment	Rs. 20,000/-

Category	Class	Enlistment Authority	Tendering Limit	Past Experience of completed works (contract agreement) in last 5 years	Financial Soundness	Engineering Establishment	Machinery, Equipment, T&P (Ownership proof to be furnished)	Enlistment Fee (for two years)
Furniture/ Interior Decoration	IV	EE	Upto Rs. 10.00 lacs	Nil	Certificate of working capital of Rs. 1.00 lac for atleast last 6 months	Nil	Not required.	Rs. 10,000/-
Horticulture & Landscaping	I	Committee comprising of CE (PRBDB), CE (concerned) & SE (concerned)	Upto Rs. 1.00 Crores.	Should have successfully completed during last five years : - two similar works of Rs. 40.00 lacs each; Or - three similar works of Rs. 30.00 lacs each; Or - five similar works of Rs. 20.00 lacs each.	i) Should have achieved a minimum annual financial turnover of Rs. 40.00 lacs in any one of the last three years; And ii) Solvency Certificate of Rs. 50.00 lacs.	i) One B.Sc (Agriculture) or equivalent with 3 years experience in Horticulture Activities. ii) One Supervisor with 5 years experience in Horticulture activities.	LCV - 1 No. Power Sprayer - 1 No. Wheel Barrow - 5 No Power Lawn movers - 2 Nos. Rubber hose pipes - 300 m and All other implements for day to day working.	Rs. 50,000/-
Horticulture & Landscaping	II	SE (Hort.)	Upto Rs. 50.00 lacs	Should have successfully completed during last five years : - two similar works of Rs. 20.00 lacs each; Or	i) Should have achieved a minimum annual financial turnover of Rs. 20.00 lacs in any one of the last three years; And	i) One B.Sc (Agriculture) or equivalent with 2 years experience in Horticulture Activities. ii) One Supervisor with 3 years	Power Sprayer - 1 No. Power Lawn movers - 1 No. Wheel Barrow - 3 No Rubber hose pipes - 200 m	Rs. 30,000/-

Category	Class	Enlistment Authority	Tendering Limit	Past Experience of completed works (contract agreement) in last 5 years	Financial Soundness	Engineering Establishment	Machinery, Equipment, T&P (Ownership proof to be furnished)	Enlistment Fee (for two years)
				<ul style="list-style-type: none"> - three similar works of Rs. 15.00 lacs each; <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> - five similar works of Rs. 10.00 lacs each. 	ii) Solvency Certificate of Rs. 25.00 lacs.	experience in Horticulture activities.	and All other implements for day to day working & carriage.	
Horticulture & Landscaping	III	SE (Hort.)	Upto Rs.25.00 lacs	<p>Should have successfully completed during last five years :</p> <ul style="list-style-type: none"> - two similar works of Rs. 10.00 lacs each; <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> - three similar works of Rs. 7.50 lacs each; <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> - five similar works of Rs. 5.00 lacs each. 	<p>i) Should have achieved a minimum annual financial turnover of Rs. 10.00 lacs in any one of the last three years;</p> <p style="text-align: center;">And</p> <p>ii) Solvency Certificate of Rs. 12.50 lacs.</p>	One Supervisor with 3 years experience in Horticulture activities.	<ul style="list-style-type: none"> Power Sprayer - 1 No. Power Lawn movers - 1 No. Wheel Barrow - 2 Nos. Rubber hose pipes - 200 m <p>and All other implements for day to day working & carriage.</p>	Rs. 20,000/-
Horticulture & Landscaping	IV	EE (Hort.)	Upto Rs.10.00 lacs	Preferably unemployed B.Sc. (Agriculture) or equivalent	Certificate of working capital of Rs. 1.00 lac for atleast last 6 months	Nil	Not required.	Rs. 10,000/-

Category	Class	Enlistment Authority	Tendering Limit	Past Experience of completed works (contract agreement) in last 5 years	Financial Soundness	Engineering Establishment	Machinery, Equipment, T&P (Ownership proof to be furnished)	Enlistment Fee (for two years)
Electrical	I	Committee comprising of CE (PRBDB), CE (Electrical) & SE (concerned)	Upto Rs. 5.00 Crore	Should have successfully completed during last five years : - two similar works of Rs. 2.00 Crore each; Or - three similar works of Rs. 1.50 Crore each; Or - five similar works of Rs. 1.00 Crore each.	i) Should have achieved a minimum annual financial turnover of Rs. 2.00 Crore in any one of the last three years; And ii) Solvency Certificate of Rs. 2.50 Crore.	One Graduate Engineer (Electrical) with minimum experience of 3 years And One Diploma Holder (Electrical) with minimum experience of 5 years.	Steel/Aluminum ladder 1.5m to 8m; chase cutting machines-2 nos., Torque wrench for nut/bolt/screw; Primary & Secondary injection equipment, dielectric strength testing equipment, magnetic dial indicator for alignment; conduit die set; Pipe vice; Bench vice; LT Meggar 500 volts & HT Meggar 5000 volts; Tong Tester, Multimeter; Hydraulically operated & hand operated crimping machines, Earth Tester; Portable Drilling Machine; overhead conduit puller, Test Bench for light fittings & MCB DB Electrical license valid for execution of works for 66 KV.	Rs. 50,000/-
Electrical	II	SE (Electrical)	Upto Rs. 2.00 Crore	Should have successfully completed during last five years : - two similar works of Rs. 80.00 lacs each; Or - three similar works of Rs. 60.00 lacs each; Or - five similar works of Rs. 40.00 lacs each.	i) Should have achieved a minimum annual financial turnover of Rs. 80.00 lacs in any one of the last three years; And ii) Solvency Certificate of Rs. 1.00 Crore.	One Graduate Engineer (Electrical) with minimum experience of 2 years Or One Diploma Holder (Electrical) with minimum experience of 5 years.	Steel/Aluminum ladder 1.5m to 8m; chase cutting machines-2 nos., Torque wrench for nut/bolt/screw; Primary & Secondary injection equipment, dielectric strength testing equipment, magnetic dial indicator for alignment; conduit die set; Pipe vice; Bench vice; LT Meggar 500 volts & HT Meggar 5000 volts; Tong Tester, Multimeter; Hydraulically operated & hand operated crimping machines, Earth Tester; Portable Drilling Machine; overhead conduit puller, Test Bench for light fittings & MCB DB Electrical license valid for execution of works for 11 KV.	Rs. 30,000/-

Category	Class	Enlistment Authority	Tendering Limit	Past Experience of completed works (contract agreement) in last 5 years	Financial Soundness	Engineering Establishment	Machinery, Equipment, T&P (Ownership proof to be furnished)	Enlistment Fee (for two years)
Electrical	III	SE (Electrical)	Upto Rs. 50.00 lacs	Should have successfully completed during last five years : - two similar works of Rs. 20.00 lacs each; Or - three similar works of Rs. 15.00 lacs each; Or - five similar works of Rs. 10.00 lacs each.	i) Should have achieved a minimum annual financial turnover of Rs. 20.00 lacs in any one of the last three years; And ii) Solvency Certificate of Rs. 25.00 lacs.	One Graduate Engineer (Electrical) Or One Diploma Holder (Electrical) with min. experience of 3 years.	Steel/Aluminum ladder 1.5m to 3.0m; chase cutting Machine; Conduit die set; Pipe vice; Earth Tester; Portable Drilling Machine. Electrical license valid for execution of works for 11 KV.	Rs. 20,000/-
Electrical	IV	EE (Electrical)	Upto Rs. 15.00 lacs	Preferably unemployed Graduate Engineer (Electrical)/ Diploma Engineer (Electrical)	Certificate of working capital of Rs. 1.50 lacs for atleast last 6 months	Unless himself Graduate/ Diploma Engineer (Electrical) shall associate services of a Diploma Engineer (Electrical) or Qualified Electrician or a person having Wireman's Licence	Chase Cutting Machine, Electrical wire Drawings equipment; Conduit Dye Set; Pipe-Vice; Earth tester; Portable drilling machine; Steel/Aluminium Ladder 1.5m to 3.0m.	Rs. 10,000/-
Note:	<p>1. For specialized works/services like EPABX, Fire Alarm and Fire Detection System, Diesel Generators, Sub Stations, Public Address System, Elevators (Passenger Lifts) & Escalators, HVAC (Heating, Ventilation and Air-Conditioning) & Traffic Signals, eligibility criteria and other terms and conditions shall be as down in the Tender Notice, Detailed Notice Inviting Tenders, the Tender (Bid) document.</p> <p>2. Similar work means the work of same category/nature under which the Enlistment is sought.</p>							

ANNEXURE-I A

**PUNJAB PUBLIC WORKS DEPARTMENT (B&R)
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	<input type="text"/>	Category	<input type="text"/>
1.	Name of the applicant	Shri/M/s _____		
2.	Nationality	Indian	<input type="text"/>	Other <input type="text"/>
3.	Address Regd. Office	_____ _____ _____		
4.	Telephone Number	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	Fax Number	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	E-mail	_____		
5.	Constitution	Individual	<input type="checkbox"/>	
		Sole Proprietorship	<input type="checkbox"/>	
		Partnership Firm	<input type="checkbox"/>	
		Public Limited Company	<input type="checkbox"/>	
		Private Limited Company	<input type="checkbox"/>	
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 No
 b) Removed from approved list of contractors 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/official from engineering Government of Punjab within last 3 years Yes No
 g) Director or partner of any other company/firm enlisted with PWD B&R or any other department Yes No
 h) Any contractor abandoned or action taken by any public authority Yes No

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

8. a) Name of person holding power of attorney _____
 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. Does the applicant possess valid Electrical License (for electrical enlistment only)

Yes No

14. a) Whether already enlisted with PWD (B&R) or any other department

Yes No

b) If yes, give details:

(i) Name of department _____

(ii) Class & Category _____

(iii) Enlistment Authority & Address _____

(iv) Enlistment No. & Date _____

(v) Date of validity _____

(vi) Tendering limit _____

15. Is any person working with the applicant is a near relative of the officer/official of PWD (B&R) (see para 18 of instructions for Enlistment)

Yes No

If yes, give details _____

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

UTR NO.	Date	Amount	Bank & Branch

17. Details of works completed and in progress during the last 3 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

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

Yes No

19. Certificate:

- i) I/We (including all partners) certify that I/We have read the instructions for Enlistment of Contractors in PWD (B&R) 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 PWD (B&R) under more than one name:
 - (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 in any Engineering Department of the Government of Punjab 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 it 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 t 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 A

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 form issued by Registrar of Firms Form "B" or equivalent form issued by Registrar of Firms Form "C" or equivalent form issued by Registrar of Firms	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	c) In case of private/public Ltd. Co. Article of Association duly attested by Notary Public.	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>
4.	Technical Staff : (S. No. 11 of application form).	<input type="checkbox"/>	<input type="checkbox"/>
	i) List of full time technical staff/Designers with qualification and experience of each	<input type="checkbox"/>	<input type="checkbox"/>
	ii) Attested copies of the degrees/diplomas of the technical staff/Designers	<input type="checkbox"/>	<input type="checkbox"/>
	iii) Declaration from the technical staff/Designer that they are employed with the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>
6.	Attested copy of valid Electrical License (S. No. 13 of application form). (For electrical category enlistment)	<input type="checkbox"/>	<input type="checkbox"/>
7.	Attested copy of Enlistment order (S. No. 14 of application form)	<input type="checkbox"/>	<input type="checkbox"/>

8.	List of all near relatives working in PWD, including their addresses (S. No. 15 of application form). See para 18 of Instructions regarding Enlistment.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Receipt of Enlistment Fee paid (S. No. 16 of application form)	<input type="checkbox"/>	<input type="checkbox"/>
10.	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"/>
11.	Attested copies of award letters for works included in Annexure-III.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Attested copy of PAN, latest Income Tax Return and/assessment orders.	<input type="checkbox"/>	<input type="checkbox"/>
13.	Attested copy of VAT No., latest VAT Return and/assessment orders.	<input type="checkbox"/>	<input type="checkbox"/>
14.	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"/>

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)

ANNEXURE-V**CERTIFICATE FROM STATUTORY AUDITOR**

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 IV (Civil),
Class IV (Furniture/interior Decoration), Class IV (Hort.) and Class IV (Electrical))**

Certificate that Shri/M/s _____ S/o _____ W/o _____
_____ and resident(s) of _____
_____ has/have been maintaining a saving bank
account/current account/fixed deposit account with this branch of bank since
_____ and an amount not less than Rs.
_____ (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 PWD (B&R).	<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 PWD (B&R).	<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 PWD (B&R), 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

ANNEXURE-VIII

**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	Category
1.	Name of the applicant	Shri/M/s _____
2.	Nationality	Indian <input style="width: 50px; height: 20px;" type="checkbox"/> Other <input style="width: 50px; height: 20px;" type="checkbox"/>
3.	Address Regd. Office	_____ _____ _____ _____
4.	Telephone Number	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>
	Fax Number	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>
	E-mail	_____
5.	Constitution	Individual <input style="width: 30px; height: 20px;" type="checkbox"/> Sole Proprietorship <input style="width: 30px; height: 20px;" type="checkbox"/> Partnership Firm <input style="width: 30px; height: 20px;" type="checkbox"/> Public Limited Company <input style="width: 30px; height: 20px;" type="checkbox"/> Private Limited Company <input style="width: 30px; height: 20px;" type="checkbox"/>
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. Does the applicant possess valid Electrical License (for electrical enlistment only)
 Yes No
13. a) Details of enlistment with PWD (B&R) other departments
- (i) Enlistment No. & Date _____
 (ii) Date of validity _____
14. Is any person working with the applicant is a near relative of the officer/official of PWD (B&R) (see para 13 of Instructions for Enlistment)
 Yes No

If answer to above is yes, give details : _____

15. 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

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

Name of work	Name of Department	Estimated cost	Date of tender	Position among bidder
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

17. Certificate:

- i) I/We (including all partners) certify that I/We have read the Instructions for Enlistment of Contractors in PWD (B&R) 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 Engineer of Gazetted rank or as a Gazetted Officer employed on Engineering or administrative duties 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 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 preforma 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 VAT Number latest/VAT Return and/ assessment orders.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Attested copy of Registration for purpose of payment of LabourCess.	<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

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

(a) Grading by EE

Signature of Executive Engineer

(b) Grading by SE

Signature of Superintending Engineer