

**Government of Himachal Pradesh
Public Works Department**

No. PBW(B)A(3)1/2018 Dated: Shimla-2 the 13th April, 2021

Notification

For Enlistment
C.T.R.
16/4/21
The Governor of Himachal Pradesh is pleased to order to make "Rules for Enlistment of Contractors in Himachal Pradesh Public Works Department-2021" as per Annexure-"A" annexed. This issues in supersession of all previous notifications for Enlistment Rules issued from time to time. These Rules shall come into force w.e.f. date of publication.

By order

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16/4/21
Addl. Chief Secretary(PW) to the
Government of Himachal Pradesh

Endst. No. No. PBW(B)A(3)1/2020. Dated: Shimla-2, the 13th April, 2021
Copy forwarded to the followings for information and n/action:

1. The Spl. PS to Chief Minister, Government of Himachal Pradesh, Shimla-2
2. The Engineer-in-Chief, HPPWD, Nigam Vihar, Shimla-2 with reference to his office letter No. PW/CTR/32-20/Enlist Rules/2019-12340 dated 01.01.2021. He is requested to upload the same in Official website of HP PWD and also directed to issues necessary directions to subordinate offices.



(Arindam Chaudhary)
Special Secretary(PW) to the
Government of Himachal Pradesh

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Rules for Enlistment of Contractors in HP PWD-2021

1.0 Title: These rules shall be called the “Rules for Enlistment of contractors in HPPWD 2021” and shall come into force with effect from the date of publication in gazette.

1.1 Short Title: Hereinafter these rules shall be referred to as HPPWD Enlistment Rules-2021.

1.2 Enlistment Authority: Enlistment of Contractor/Firm/Company under these rules shall be done by the authority shown in Table-I to these rules on the recommendations of the Designated Committee (Annexure-III to the application form).

Provided that overall suitability to register a contractor in HP PWD based on overall performance shall be adjudged by the Designated Committee constituted under these rules and the decision of the Committee shall be final.

1.3 Contractor: A Contractor shall mean the individual, sole proprietorship firm, Partnership firm, Public limited company, Private limited company registered with appropriate authority.

2.0 Repeal and Saving: All rules/ amendments regarding enlistment/revalidation of contractor/firm/company in HP PWD existing before coming into force of Enlistment Rules-2021 are repealed hereby.

2.1 Notwithstanding such repeal, the contractor/firm/company already enlisted on the basis of existing rules hitherto in force shall continue to enjoy the status of enlisted contractor/firm/company of HP PWD till the expiry of validity period of such enlistment including revalidation/extension granted before these Rules come into force. However, as regards to all other matters and further revalidation of their enlistment, they shall be governed by the “Rules for Enlistment of Contractors in HPPWD-2021”.

2.2 And also, notwithstanding such repeal, applications for enlistment received with all required documents on or before coming into force these Rules, shall be

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| <p>processed on the basis of existing Rules and amendments issued thereunder from time to time and enlisted if found fit.</p> <p>Note: Provision under 2.2 above i.e. cases to be processed as per existing Rules are related to eligibility criteria for Enlistment. All other provisions like tendering limit, processing/late fee, disciplinary action etc. shall be applicable as per HP PWD Enlistment Rules-2021.</p> |
| <p>3.0 The term HP PWD wherever occurring includes HPPWD Civil/HP PWD Electrical and HPPWD Mechanical Contractors.</p> |
| <p>3.1 Tendering limit:- Tendering limit means the limit for participating the tender process as prescribed in table 1 of the appropriate class.</p> |
| <p>4.0 Applicability:</p> <p>a) Himachal Pradesh Public Works Department will Enlist Contractor/Firm/Company who intends to work with the Department. It is done to have a ready list of suitable and competent contractors/firms/companies of HP PWD works so as to minimize requirement of verification of credentials of contractors at the time of individual tenders.</p> <p>Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company, Private Limited Company may apply for enlistment as a contractor in HP PWD under these Rules provided that eligibility criteria and other conditions are satisfied as per table -1. The enlisted contractors have to abide by all the rules made herein and as amended from time to time during the currency of their Enlistment.</p> |
| <p>b) An un-employed Bonafide Himachali Engineer/Architect who has completed his Degree/Diploma on regular basis is also entitled to get enlistment as a contractor in HP PWD under these Rules in the different class as per Table-1 to these rules provided that the prescribed eligibility criteria and other conditions are satisfied.</p> |
| <p>c) The Engineers who have retired from any Engineering post of H.P. Government/Semi Govt. are also entitled to get enlistment as contractors in HP PWD under these Rules in the different classes as per Table-1 to these rules provided the prescribed Eligibility Criteria and other conditions including relating to Service matters are satisfied.</p> |

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| d) | <p>The contractors enlisted with the Himachal Jal Shakti Vibhag in class “A” &”B” shall be eligible for participation in the tendering process of HP PWD., for tenders of their class of registration. The amount of work done of civil engineering works executed by him in Himachal Jal Shakti Vibhag shall be taken as 50% for the purpose of eligibility criteria of any tender. However, the successful bidder must get registered in HP PWD., in appropriate class after successful execution of any two works in his class of registration. Otherwise he will not be eligible for participation in any tender of HPPWD, for which he has to submit an affidavit in this regard to participate in any tender that he has completed or not have more than one work in hand of HPPWD till date.</p> |
| e) | <p>The contractor so enlisted shall have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.</p> |
| 4.1 | <p>An Individual Firm/Company/ Partnership Firm having such individual as one of the partner who is a dismissed government servant or removed from the approved list of contractors or demoted to lower class by legal action or having business banned/ suspended by any Government Department (Centre or any State Government) in the past or convicted by a Court of Law shall not be entitled for Enlistment/ up gradation/renewal. However, cases where Disciplinary Action was taken against the individual for a specified period and such penalty period is already over, his case for Enlistment/Revalidation can be considered. An affidavit to this effect that the penalty period is over/penalty exonerated duly attested by the Magistrate 1st Class as per Annexure XIV shall be supplied along with application for Enlistment.</p> |
| 4.1.1 | <p>If two or more individuals form a partnership firm / company and if any of the partners having acquired work experience as per table I to become eligible for Enlistment in any category in which enlistment of firm/company is sought, the case shall be considered for Enlistment of the partnership of firm/company subject to fulfillment of other laid down criteria provided he has disassociated himself from earlier enlistment.</p> |

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| 4.2 | No retired officer/official is allowed to work in the HP PWD either as contractor or as employee of a contractor for a period of two years after his retirement from the services of Government of India/State Government/U.T Government/PSU's/ Semi Govt. or any department funded/ aided by the Government unless he has obtained prior permission of Government 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 aforementioned prior permission of the Government, the enlistment of the contractor/firm/Company shall be cancelled and removed from the list of Enlisted Contractors. |
| 4.3 | A contractor is permitted to have Enlistment in more than one category/ stream i.e. Civil/Electrical/ Mechanical and under more than one Enlistment Authority but not in more than one class of the same Category/stream of Contractorship in HP Public Works Department. |
| 4.4 | A contractor is not permitted to have Enlistment in more than one name i.e. individual/ Sole Proprietorship firm/ Partnership firm/Company in HP PWD. |
| 4.5 | An individual or a partner of a firm or a Director of a company enlisted as a contractor cannot be a partner/director in any other Enlisted Firm/Company in HP PWD. |
| 5.0 | Scope: The Enlistment of a Contractor in HPPWD shall only entitle it to be considered for issue of tender papers/forms in the Department subject to the conditions laid down in each individual Notice Inviting Tender. It shall not confer any right on him either to be necessarily issued the tender papers/forms or for award of work. |
| 6.0 | Enlistment/ Up gradation Procedure:- For all classes of enlistment the application form in prescribed form (Annexure-I) is to be submitted to Enlistment Authority offline/online with all documents as per Annexure II& II-A . |
| 6.1 | Incomplete Applications not accompanied with necessary documents are liable to be rejected. Shortcomings noticed in the application will be communicated to the applicant by the Enlistment Authority within 15 days from receipt of the application. All the short comings shall be communicated in one go. |

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| 6.2 | The Enlistment Authority shall have the right to independently verify the details furnished by the applicant if it desires so, and to get work done by him inspected and to get such other reports as may be considered necessary through registered post as well as through e- mode. |
| 6.3 | All Verifications/Submissions of reports etc are to be pursued by the Committee. Any delay on account of Verifications/Submissions of reports etc will not entitle applicant to have any claim for any type of Enlistment. |
| 6.4 | If after the verifications under Rules 6.2 above, the “Enlistment Authority” finds the applicant suitable for Enlistment, the Applicant will be intimated immediately to deposit the requisite enlistment fee within 15 days from the date of receipt of such intimation or otherwise a letter of rejection of the application shall be sent through registered post with grounds/reasons to the applicant. The Enlistment Orders shall be issued by the “Enlistment Authority” within 30 days from the receipt of original GR/Challan for depositing the Enlistment Fee. The enlistment orders shall be sent through registered post to the applicant. The decision of the Enlistment Authority shall be final and binding on applicant. |
| 6.5 | The “Enlistment Authority” reserves right to limit number of contractors to be enlisted in any Class / Category. |
| 6.6 | Enlistment of Contractors in the Department may be closed at any point of time. While closing the Enlistment, the Department may have a list of pending applications for registration, out of which, Contractors may be enlisted depending upon the requirement. |
| 7.0 | Period of Enlistment: - The Enlistment shall be valid for a period of five years (Financial years). The Enlistment can however be revalidated in accordance with rules 19.0 to 19.5 in this regard. Each Revalidation shall be for a period of five years (Financial Years) from the date of expiry of the previous Enlistment/Revalidation. The Enlistment shall be open to review by the Enlistment |

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| <p>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 to the erring Contractor/Firm/Company.</p> |
| <p>8.0 Categories and Classes: - The Enlistment shall be done in categories as applied for and in four Classes (A, B, C & D) as per criteria/ eligibility mentioned in Table-1. The categories & class shall be reviewed by the committee as per Annexure –III of the “Enlistment Rules-2021”.</p> |
| <p>8.1 A contractor enlisted in a particular class shall be eligible to tender for his own class and One step below. NOTE:- 1. However for works of Periodical renewal, and for works involved laying of Bitumen, a contractor enlisted in a particular class shall be eligible to tender for his own class and Two step below subject to requirement of T&P, machinery and fulfillment of all conditions as per Standard Bidding Documents (S.B.D.).</p> |
| <p>9.0 Jurisdiction and Tendering Limits:-The Jurisdiction and Tendering Limit for different Classes of Contractors as per Rules for “Enlistment of Contractors in HPPWD-2021” will be applicable to all the Contractors Enlisted in various categories and classes as per Table-1.</p> |
| <p>9.1 The Contractors shall be governed by the provision existing at a particular point of time irrespective of when they were enlisted.</p> |
| <p>10.0 Authorities for Enlistment: - Enlistment in different categories and classes shall be done in all the Zonal/Circle Offices of the Department by the authorities as mentioned in Annexure-“III” to these rules on the recommendation of “Designated Committee”.</p> |
| <p>11.0 Eligibility Criteria: Before the contractors are considered for Enlistment, they shall have to satisfy the minimum Eligibility Criteria specified in Table-1 for respective category. All Contractors are expected to keep abreast with Enlistment/Revalidation Rules modified from time to time.</p> |

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| <p>11.1 The Criteria for Experience in case of individual/sole proprietorship firm for Enlistment /up-gradation, shall be quantum of completed work in ongoing Project/completion of requisite number of projects in a particular category (see Rule 24) as the case may be, of prescribed nature and magnitude executed on independent contract basis/ individual contract agreement during the last 5 years. The works should have been executed in the same name & style in which the enlistment is sought. The work executed under Joint Venture Agreement in Govt./Semi Govt. organization can be considered in proportion to their share in Joint Venture.</p> |
| <p>11.1.1 The criteria for experience in case of enlistment of partnership firm/company shall be completion/ execution of requisite numbers of works/projects in a particular category (see Rules 24) as the case may be of prescribed nature & magnitude executed on independent contract basis in the last five years (see rule 4.1.1) only by the firm/company. Even the work executed by aforementioned individual partner (Firm /Company) under joint venture agreement in Govt./semi govt., organizations can be considered in proportion to its share in the joint venture.</p> |
| <p>11.2 The financial soundness for up gradation / renewal shall be adjudged on the basis of the Bankers Certificate or the working capital certificate as the case may be, issued by the Bankers of the contractor on the format prescribed in Annexure-IV. Such certificate shall be issued by a bank and shall be submitted “in original”. However the financial soundness shall be adjudged on the basis of property papers and affidavit for new enlistment.</p> |
| <p>11.3 The Criteria for the experience and financial soundness existing on the date of receipt of application by the enlistment authority shall be the Governing criteria for the Enlistment/ up-gradation of the applicant Table-1 indicate the criteria.</p> |
| <p>12.0 Application form: Application form can be obtained from any HPPWD Division under the respective enlistment authority duly signed by the Divisional Engineer by depositing its cost and processing fees as prescribed in Table-1 which shall be non refundable / Downloaded from HP PWD website (the receipt of HPPWD Sub-</p> |

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| <p>Division on account of non refundable cost of form and processing fee shall be submitted along with downloaded application form). The application should be submitted in any Division office under the enlistment authority supported by all the documents as per Annexure-II & II-A to these rules. However the enlistment Fee should be obtained from the applicant after the approval of the case from the Enlistment Authority.</p> |
| <p>12.1 Enlistment Fee:- After the completion of process under Rule 6.4 is complete, the contractor shall have to deposit enlistment fee as prescribed in Table-1 on the demand of the Enlistment Authority in any Sub- Division Office under the enlistment authority or in any Govt., treasury of Himachal Pradesh against the challan generated by any D.D.O. of HPPWD (under the enlistment authority) after the application is found to be completed in all respects and demanded by the Enlistment Authority .The one copy of challan to be submitted to concerned D.D.O. and 2nd copy to the Enlistment Authority duly forwarded by the said D.D.O.</p> |
| <p>13.0 Income Tax Clearance: The contractor shall submit a copy of PAN card and a copy of latest Income Tax Return (ITR) filed along with his application for up gradation /renewal/new enlistment whereas only a copy of PAN card is required for new enlistment as class “D” or in case of fresh Degree /Diploma Holder.</p> |
| <p>13.1 GST number: The contractor/applicant shall submit a copy of GST No. along with his application for new enlistment /up gradation /renewal.</p> |
| <p>13.2 EPF number: The contractor/applicant shall submit a copy of EPF No. along with his application for new enlistment /up gradation /renewal.</p> |
| <p>14.0 Electrical license:-The contractors of Electrical Category shall have to produce valid electrical license issued by the competent authority in the name of the contractor/firm/company. They shall keep valid license throughout the period of enlistment by getting it renewed at suitable intervals and submit an attested copy of the same along with his application for any tender. In the event of any discontinuity in validity of electrical license of the contractor, its enlistment and authority to work with HP PWD also automatically ceases. For applying for tenders of works, contractor shall have to possess electrical license to appropriate voltage issued by any State government under Clause 45 of compilation of rule of Indian</p> |

Electricity Rules 1956 or as amended from time to time.

15.0 Change in the constitution of Firm: An individual contractor/ firm/ company shall not enter into any fresh partnership/modify the existing partnership without the prior approval of the Enlistment Authority. Such proposal, if any, shall be submitted in advance giving full details of the intended sole proprietorship/partnership/company along with affidavit/ draft partnership deed/Memorandum of Article of Association and documents as per **Annexure-V**. Any change in status of the contractor as an 'Individual' or in constitution of the Firm/Company without prior approval of the Enlistment Authority will render the Contractor/Firm/Company liable to be cancelation of enlistment and removal from the approved list of contractors.

15.1 If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his (their) individual/joint capacity shall have to apply for the enlistment afresh on the basis of work experience gained as a separate entity. The Past experience gained from the works completed by the partner of firm shall be proportioned as per share of the applicant in that partnership firm.(Also see Rule 11.1.1)

15.2 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. Original partners means constituents at the time of Enlistment and those who have remained for more than five years would also be termed as original partner.

15.3 The individual contractor may modify the existing registration into a sole proprietorship firm subject to fulfillment of other conditions of these rules with prior permission of the "Enlistment Authority".

16.0 Changes in Address: While applying for the enlistment, the contractor should mention address of his permanent residence, present residence, registered office and also of Head Office (if different) along with Mobile No. & e-mail address

(mandatory). All documents i.e. Bankers Certificate, Electrical license etc. should bear one of the above addresses otherwise the same shall not be accepted. In case the contractor fails to receive any correspondence on the given address on consecutively two occasions, the enlistment shall be liable to be cancelled. The contractor shall intimate the change in address, if any, in advance or maximum within one month from such change along with acknowledgement of noting down of such change in address with the documentary proof from the bank, income tax, sale tax, GST, octroi duties etc. Failure to do so may result in cancelation of enlistment and removal of his name from the approved list of contractors.

17.0 Near Relatives Working in HPPWD: Contractors whose near relatives are Divisional Accountant/Superintendent/HDM/DM or Engineering Officers between the grades of Superintending Engineer and Junior Engineer (both inclusive) in the Himachal Pradesh Public Works Department, shall not be allowed to tender for works in a Division if that Division responsible for award/execution of contract where the near relative is working. For this purpose a near relative shall mean wife/husband/parents/grandparents/brother/ sister along with brother-in-law, sister-in-law and children. In case the relative happens to be the Superintending Engineer, the contractor cannot tender in that Circle.

18.0 Approved List of Contractors:- The “Enlistment Authorities” shall prepare a list of all registered contractors in electronic form in **Annexure-XV** and upload the same in the departmental website. This list shall be updated from time to time by the concerned “Enlistment Authority”. The details of C & D class contractors will be kept at Circle Level in an electronic form.

18.1 Meeting with contractors/construction agencies:-The meeting with contractors/ firms / companies shall be held half yearly at the Divisional level and annually at the Circle level to sought out the issues of contractors as well as of the department. Such meetings may be attended by all the desirous working contractors/ representatives of construction agencies working in the Division/Circle. Such meetings may also be held at the level of Chief Engineer, if there is such demand from the contractors/construction agencies or required by

the department and such meetings may be attended by the President, Secretaries or authorized representatives of the Registered Contractors Association/Construction Agencies.

19.0 Revalidation of Enlistment: - The application for revalidation of enlistment shall be submitted only in the Zonal/Circle office in which the contractor is originally enlisted. The validity of initial enlistment of the contractors shall be as given in Rule 7.0 above. However the same shall be revalidated on merits if desired by the contractor. Only the contractors who have executed/secured some work(s) in category of their enlistment (See para 24) of *appropriate magnitude in their respective classes (as per rules 19.5)* in HP PWD **as well as Central Government Departments/ State Government Departments/ Central Autonomous Bodies/ State Autonomous Bodies Central Public Sector Undertakings/ State Public Sector Undertakings (Govt./Semi Govt. Organizations)** (with documentary proof) shall be considered for Revalidation. The quantum of work executed under sub contract clause with prior approval of employer of aforesaid Govt., /Semi Govt., institutions may also be considered. The work experience issued by the private concerns is not eligible for revalidation/Enlistment.

19.1 A contractor/firm/company can submit application for revalidation if he/it fulfills all the eligibility criteria except work done of appropriate magnitude & further provided he/it has participated in tendering process in HP PWD of *appropriate magnitude in its respective classes(original class)or in one step lower class* but remained second lowest or third lowest at least in 2 occasions (with documentary proof as per Annexure-IX-A) during the validity period of its Enlistment *their validity may be extended for 2 years in first instance only*. However the further renewal of the balance period of three years shall be granted only when the Contractor/Firm/Company satisfied the criteria laid down under Rule 19.5 failing which his/its enlistment would lapse.

19.2 Application for Revalidation: The contractor shall apply to any Divisional Engineer under the enlistment authority for revalidation of his enlistment in the prescribed form “**Annexure-VI**” along with all documents as per **Annexure-VII**. The concerned Superintending Engineer /Executive Engineer to ensure it reaches the Enlistment

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| <p>Authority where originally enlisted at least 3 months before the date of expiry of validity of his enlistment/renewal. The Revalidation application with all documents shall however be accepted up to the date of expiry of enlistment without late fee in the Division Office. The Revalidation fee shall be 50% of the Enlistment Fee of particular category.</p> | |
| <p>19.3 In cases where the application is received by the Divisional Office after date of expiry of enlistment/revalidation, but within six months after the expiry, the application can be accepted with the late fee as per rule 19.4. Thereafter, the enlistment shall be deemed to have been expired and any such application for renewal shall be rejected by the Enlistment Authority and the contractor should apply for fresh enlistment under these rules.</p> | |
| <p>19.4 Late fee for renewal per month (maximum up to 6 months only after the expiry of enlistment.) shall be Rs. 1000/- for Class -A contractors; Rs.800/- for Class B contractors; Rs. 400/- for Class C contractors and Rs.200/- for class D contractors (for this purpose fraction of a calendar month even single day shall be counted as full month). This is payable in the form of Govt. Receipt (G.R) duly issued by the Assistant Engineer in HPPWD only after the recommendation of Enlistment Authority.</p> | |
| <p>19.5 Minimum work Executed in the ongoing projects/completed during period of Enlistment/ previous revalidation as applicable required to comply with the provisions of rule 19.0 above while submitting application for revalidation. Only those works completed /in progress would be considered which are without any compensation/L.D.</p> | |
| <p>Category/ Class</p> | <p>Minimum work Executed in ongoing project /completed during the last 5 years from the date of submission of application for revalidation of enlistment without any compensation/L.D. (See rule 19.0 above)</p> |
| <p>Nature of work: Civil Engineering</p> | |
| <p>A</p> | <p>(i) Should have completed at least one civil work not less than Rs.300.00 lacs</p> |

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| | <p style="text-align: center;">Or</p> <p>(ii) Secured two works of appropriate magnitude above Rs. 120.00 lac and executed component of both works not less than the aggregate value of 400.00 lac during the last Enlistment/ Revalidation period, out of which one work should be successfully completed. The value of completed component of works would be assessed on the basis of last bill entered in relevant measurement book (M.B).</p> <p style="text-align: center;">Or</p> <p>(iii) Secured one/ two works of appropriate magnitude of above Rs. 200.00 lacs after the last enlistment /revalidation period but neither completed nor fulfill the criteria at Sr. No. (i) or (ii) above the renewal shall be extended for a period of two years. However the renewal of balance period of three years shall be granted only when the contractor satisfies the criteria for work done under Rules 19.5(i) or (ii) within this extended period failing which the enlistment of the contractor would lapse & the contractor may apply afresh for enlistment as per enlistment rules.</p> <p style="text-align: center;">Or</p> <p>(iv) If a contractor does not fulfill the criteria as per (i) or (ii) or (iii) above but has participated in tendering process in HP PWD of appropriate magnitude in its respective class at least for two occasions and technically qualified for the said tenders or remained second lowest or third lowest (with documentary proof as per Annexure IX-A) during the validity period of his Enlistment, his validity may be extended for 2 year in first instance only. However the renewal of balance period of three years shall be granted, only when the contractor satisfies the criteria under rules 19.5 (i) or (ii) within this extended period failing which the enlistment of the contractor would lapse & the contractor may apply afresh for enlistment as per enlistment rules.</p> |
| B | <p>(i) Should have completed at least One Civil work not less than Rs.100.00 lacs.</p> <p style="text-align: center;">Or</p> <p>(ii) Secured two works of appropriate magnitude (more than 50.00 lac and executed component of both works not less than the aggregate value of Rs. 120.00 lacs during the last enlistment /revalidation period, out of which one work should be successfully completed. The value of completed component of works would be assessed on the basis of last bill entered in relevant measurement book (M.B).</p> |

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| | <p style="text-align: center;">Or</p> <p>(iii) Secured one/ two works work of appropriate magnitude more than 40.00 lac after the last enlistment /revalidation period but neither completed nor fulfil the criteria at Sr. No. (i) & (ii) above the renewal shall be extended for a period of two years. However the renewal of balance period of three years shall be granted only when the Contractor satisfies the criteria for work done under Rules 19.5 (i) or (ii) within this extended period failing which the enlistment of the contractor would lapse & the contractor may apply afresh for enlistment as per enlistment rules.</p> <p style="text-align: center;">Or</p> <p>(iv) If a contractor/firm/company does not fulfill the criteria as per (i) or (ii) or (iii) above but has participated in tendering process in HP PWD of appropriate magnitude in its respective class at least for two occasions and technically qualified for the said tenders or remained second lowest or third lowest (with documentary proof as per Annexure IX-A) during the validity period of his Enlistment, his validity may be extended for 2 year in first instance only. However the renewal of balance period of three years shall be granted, only when the Contractor satisfies the criteria under Rule 19.5 (i) or (ii) above for works more than 100.00 lac within this extended period failing which the enlistment of the contractor would lapse & the contractor may apply afresh for enlistment as per enlistment rules.</p> |
| C | <p>(i) Should have completed at least one Civil work not less than Rs.50.00 lacs.</p> <p style="text-align: center;">Or</p> <p>(ii) Secured two works of appropriate magnitude (more than Rs. 30.00 lac and executed component of both works not less than the aggregate value of Rs. 60.00 lacs during the last enlistment/revalidation period, out of which one work should be successfully completed. The value of completed component of works would be assessed on the basis of last bill entered in relevant measurement book (M.B).</p> <p style="text-align: center;">Or</p> <p>(iii) Secured one/ two works work of appropriate magnitude of Class (more than Rs. 20.00 lac after the last enlistment /revalidation period, but neither completed nor fulfill the criteria at Sr. no. (i) & (ii) above the renewal shall be extended for a period of two years. However the renewal of balance period of three years shall be granted, only when the</p> |

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| | <p>Contractor satisfies the criteria for work done under rules 19.5 (i) or (ii) within this extended period failing which the enlistment of the contractor would lapse & the contractor may apply afresh for enlistment as per enlistment rules .</p> <p style="text-align: center;">Or</p> <p>(iv) If a contractor does not fulfill the criteria as per (i) or (ii) or (iii) above but has participated in tendering process in HP PWD of appropriate magnitude in its respective class at least for two occasions and technically qualified for the said tenders or remained second lowest or third lowest (with documentary proof as per annexure IX-A) during the validity period of his Enlistment, his validity may be extended for 2 year in first instance only.</p> <p>However the renewal of balance period of three years shall be granted, only when the Contractor satisfies the criteria under Rule 19.5 (i) or (ii) regarding completion of work not less than Rs. 50.00 lac within this extended period failing which the enlistment of the contractor would lapse & the contractor may apply afresh for enlistment as per enlistment rules.</p> |
| D | (i) Should have completed in at least one Mechanical work of any value after his last enlistment/Revalidation. |
| Nature of work : Mechanical Engineering | |
| A | <p>(i) Should have completed at least one Mechanical work not less than Rs. 25.00 lacs</p> <p style="text-align: center;">Or</p> <p>(ii) Secured two works of appropriate magnitude (Class “A” more than Rs. 25.00 lac) after the last enlistment/revalidation period and value of completed component of both the works should be not less than 25.00 lac. The value of completed component of works would be assessed on the basis of last bill entered in relevant measurement book (M.B).</p> <p style="text-align: center;">Or</p> <p>(iii) Secured one/ two works work of appropriate magnitude of Class (class “A more than Rs. 25.00 lac) during the last enlistment /revalidation period but not completed, the renewal shall be extended for a period of two years. However the renewal of balance period of three years shall be granted, only when the contractor/firm/company satisfies the criteria for work done under rules 19.5 (i) or (ii) with in this extended period failing which the enlistment of</p> |

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| | <p>the contractor would lapse & the contractor may apply afresh for enlistment as per enlistment rules</p> <p style="text-align: center;">Or</p> <p>(iv) If a contractor does not fulfill the criteria as per (i) or(ii) or(iii) but has participated in tendering process in HP PWD of appropriate magnitude in its respective class at least for two occasions and technically qualified for the said tenders or remained second lowest or third lowest (with documentary proof as per Annexure IX-A) during the validity period of his Enlistment, his validity may be extended for 2 year in first instance only. However the renewal of balance period of three years shall be granted, only when the Contractor satisfies the criteria under Rule 19.5 (i) or (ii) within this extended period failing which the enlistment of the contractor would lapse & the contractor may apply afresh for enlistment as per enlistment rules.</p> |
| B | <p>(i) Should have completed at least one Mechanical work not less than Rs. 10.00 lacs.</p> <p style="text-align: center;">Or</p> <p>(ii) Secured two works of appropriate magnitude (Class “B” more than Rs. 10.00 lac) during the last enlistment /revalidation period and value of completed component of both the works should be not less than 10.00 lac. The value of completed component of workswould be assessed on the basis of last bill entered in relevant measurement book (M.B).</p> <p style="text-align: center;">Or</p> <p>(iii) Secured one/ two works work of appropriate magnitude of class (Class “B” more than Rs. 10.00 lac) after the last enlistment /revalidation period but not completed, the renewal shall be extended for a period of two years. However the renewal of balance period of three years shall be granted only when the contractor satisfies the criteria for work done under rules 19.5 (i) or(ii) within this extended period failing which the enlistment of the contractor would lapse & the contractor may apply afresh for enlistment as per enlistment rules .</p> <p style="text-align: center;">Or</p> <p>(iv) If a contractor does not fulfill the criteria as per (i) or (ii) or (iii) but has participated in tendering process in HP PWD of appropriate magnitude in its respective class at least for two occasions and technically qualified for the said tenders or remained second lowest or third lowest (with documentary proof as per Annexure IX-A) during the validity period of his Enlistment, his validity</p> |

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| | <p>may be extended for 2 year in first instance only. However the renewal of balance period of three years shall be granted, only when the Contractor satisfies the criteria under Rule 19.5 (i) or (ii) within this extended period failing which the enlistment of the contractor would lapse & the contractor may apply afresh for enlistment as per enlistment rules.</p> |
| <p>C</p> | <p>(i) Should have completed at least one Mechanical work not less than Rs. 3.00 lacs.</p> <p style="text-align: center;">Or</p> <p>(ii) Secured two works of appropriate magnitude (Class “C” more than Rs. 3.00 lacs) after the last Enlistment /Revalidation period and value of completed component of both the works should be not less than 3.00 lac. The value of completed component of works would be assessed on the basis of last bill entered in relevant measurement book (M.B).</p> <p style="text-align: center;">Or</p> <p>(iii) Secured one/ two works work of appropriate magnitude of Class (Class “C” more than Rs. 3.00 lac) after the last enlistment /revalidation period but not completed, the renewal shall be extended for a period of two years. However the renewal of balance period of three years shall be granted only when the contractor satisfies the criteria for work done under rules 19.5 (i) or (ii) within extended period failing which the enlistment of the contractor would lapse & the contractor may apply afresh for enlistment as per enlistment rules</p> <p style="text-align: center;">Or</p> <p>(iv) If a contractor does not fulfill the criteria as per (i) or(ii)or(iii) but has participated in tendering process in HP PWD of appropriate magnitude in its respective class at least for two occasions and technically qualified for the said tenders or remained second lowest or third lowest (with documentary proof as per Annexure IX-A) during the validity period of his Enlistment, his validity may be extended for 2 year in first instance only. However the renewal of balance period of three years shall be granted, only when the Contractor satisfies the criteria under Rule 19.5 (i) or (ii)above for Class “C” category more than Rs. 3.00 lac with in this extended period failing which the enlistment of the contractor would lapse & the contractor may apply afresh for enlistment as per enlistment rules.</p> |

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| D | (i) Should have completed in at least one Mechanical work of any value after his last enlistment/Revalidation. |
| Nature of work : Electrical Engineering | |
| A | <p>(i) Should have completed in at least one Electrical work not less than Rs. 25.00 lacs</p> <p style="text-align: center;">Or</p> <p>(ii) Secured two works of appropriate magnitude (Class “A” more than Rs. 25.00 lac) after the last Enlistment/Revalidation period and value of completed component of both the works should be not less than 25.00 lac. The value of completed component of works would be assessed on the basis of last bill entered in relevant measurement book (M.B).</p> <p style="text-align: center;">Or</p> <p>(iii) Secured one/ two works work of appropriate magnitude of Class (Class “A” more than Rs. 25.00 lac) after the last enlistment /revalidation period but not completed, the renewal shall be extended for a period of two years. However the renewal of balance period of three years shall be granted only when the Contractor satisfies the criteria for work done under rules 19.5 (i) or (ii) within this extended period failing which the enlistment of the contractor would lapse & the contractor may apply afresh for enlistment as per enlistment rules</p> <p style="text-align: center;">Or</p> <p>(iv) If a contractor does not fulfill the criteria as per (i) or (ii) or (iii) but has participated in tendering process in HP PWD of appropriate magnitude in its respective class at least for two occasions and technically qualified for the said tenders or remained second lowest or third lowest with documentary proof as per Annexure IX-A) during the validity period of his Enlistment, his validity may be extended for 2 year in first instance only. However the renewal of balance period of three years shall be granted, only when the Contractor satisfies the criteria under Rule 19.5 (i) or (ii) within this extended period failing which the enlistment of the contractor would lapse & the contractor may apply afresh for enlistment as per Enlistment Rules.</p> |
| B | <p>(i) Should have completed at least one Electrical work not less than Rs.10.00 lacs</p> <p style="text-align: center;">Or</p> <p>(ii) <u>Secured two works of appropriate magnitude i.e(Class “B” more than</u></p> |

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| | <p>Rs. 10.00 lac) after the last Enlistment /Revalidation period and value of completed component of both the works should be not less than 10.00 lac. The value of completed component of work would be assessed on the basis of last bill entered in relevant measurement book (M.B).</p> <p style="text-align: center;">Or</p> <p>(iii) Secured one/ two works work of appropriate magnitude of Class(Class “B” more than Rs. 10.00 lac) after the Enlistment/Revalidation period but not completed, the renewal shall be extended for a period of two years. However the renewal of balance period of three years shall be granted only when the Contractor satisfies the criteria for work done under rules 19.5 (i) or (ii) within this extended period failing which the enlistment of the contractor would lapse & the contractor may apply afresh for enlistment as per Enlistment Rules.</p> <p style="text-align: center;">Or</p> <p>(iv) If a contractor does not fulfill the criteria as per (i)or(ii)or(iii) but has participated in tendering process in HP PWD of appropriate magnitude in its respective class at least for two occasions and technically qualified for the said tenders or remained second lowest or third lowest at least in 2 occasions (with documentary proof as per Annexure IX-A) during the validity period of his Enlistment, his validity may be extended for 2 year in first instance only. However the renewal of balance period of three years shall be granted, only when the Contractor satisfies the criteria under Rule 19.5 (i) or (ii) within this extended period failing which the enlistment of the contractor would lapse & the contractor may apply afresh for enlistment as per Enlistment Rules.</p> |
| C | <p>(i) Should have completed at least one Electrical work not less than Rs. 3.00 lacs</p> <p style="text-align: center;">Or</p> <p>(ii) Secured two works of appropriate magnitude Class “C” more than Rs. 3.00 lac after the last enlistment/revalidation period and value of completed component of both the works should be not less than 3.00 lac. The value of completed component of works would be assessed on the basis of last bill entered in relevant measurement book (M.B).</p> <p style="text-align: center;">Or</p> <p>(iii) Secured one/ two works work in appropriate magnitude of Class (Class “C” more than Rs. 3.00 lac) during the enlistment /revalidation period but not completed, the renewal shall be extended for a period of two years. However</p> |

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| | <p>the renewal of balance period of three years shall be granted only when the Contractor satisfies the criteria for work done under rules 19.5 (i) or (ii) within this extended period failing which the enlistment of the contractor would lapse & the contractor may apply afresh for enlistment as per enlistment rules</p> <p style="text-align: center;">Or</p> <p>If a Contractor does not fulfill the criteria as per (i)or(ii)or(iii) but has participated in tendering process in HP PWD of appropriate magnitude in its respective class at least for two occasions and technically qualified for the said tenders or remained second lowest or third lowest (with documentary proof as per Annexure IX-A) during the validity period of his Enlistment, his validity may be extended for 2 year in first instance only. However the renewal of balance period of three years shall be granted, only when the Contractor satisfies the criteria under Rule 19.5 (i) or (ii) within this extended period failing which the enlistment of the contractor would lapse & the contractor may apply afresh for enlistment as per Enlistment Rules.</p> |
| D | (i) Should have completed at least One Electrical work of any value after his last Enlistment/Revalidation. |
| <p>Note:- The Electrical contractors, whose enlistment have been expired and extended for a period of two years under enlistment rules 2015 but renewal could not be granted due to non fulfillment of work done criteria, the renewal of those contractors can be granted as special case for further period of two years after the date of notification of new rules, 2021, if they submit award letter of work in hand between the period 26/05/2015 to date of notification/publication of Enlistment Rules-2021 along with certificate of concerned Executive Engineer (Electrical) for non execution of work due to hindrance on the part of department/Civil contractor.</p> | |
| <p>20.0 Revalidation Procedure: - The revalidation shall be done on the basis of review of performance of the contractor during the period of enlistment/revalidation. This shall be based on evaluation of performance report as given in Annexure-X.</p> | |
| <p>20.1 The contractor should fill the details of each of the work, secured by him during the last 5 years of revalidation/enlistment period, in the Performa as given in Annexure IX duly supported with details as per Annexure-X separately for each work. The Annexure-IX should include all works secured by him during the above mentioned period to be submitted to Enlistment Authority along with the application for revalidation. In case the Contractor hides any information, his</p> | |

revalidation Shall be liable to be cancelled.

21.0 A register shall be maintained in the office of Enlistment Authority showing the enlistment of various contractors in different classes with their registration number as per **Annexure-XI**. Whenever the contractors are temporarily suspended, black listed or removed from the list of approved contractors a remark in red ink shall be made in this register against the name of the contractor concerned and should be displayed on official website of HP.PWD.

21.1 Entry of each agreement on official website:

The record of works allotted to any contractor would be kept on official website, the entry of which would be made by the Executive Engineer at the time of executing agreement in respect of each work allotted to the contractor concerned on the format given below:-

- i) Name of Contractor:.....
- ii) Registration No.
- iii) e-mail I.D.(updated)
- iv) Mobile No.(updated)

| Sr No | Date of entry | Agreement No. & date | Name of work. | Estimated cost. | Date of commencement of work | Stipulated date of completion of work | Name of authority awarding the work. | Name of authority making entries | Actual date of completion. | Remarks of XEN with date & initial. |
|-------|---------------|----------------------|---------------|-----------------|------------------------------|---------------------------------------|--------------------------------------|----------------------------------|----------------------------|-------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |

22.0 Contractor Obligations: The Contractor should fulfill all his obligations under these rules in letter & spirit as specified, failing which he shall be liable for the action. Some of the obligations are summarized below:

- (a) He should abide by the contents of affidavit submitted on **Annexure-XIV** with the application for enlistment.
- (b) Prior approval shall be obtained from the Enlistment Authority before changing the constitution of the firm/company.
- (c) Intimation of change of address should be given in advance or within one month along with reason for change of address with documentary proof thereof (as mentioned

under rules 16.0).

- (d) Electrical Contractor should obtain valid electrical license for the class in which he wants to get enlisted/revalidated from the competent authority.
- (e) He shall abide by these rules of Enlistment.
- (f) He should not indulge in unethical practices.
- (g) He shall execute the works awarded to him strictly as per the terms and Conditions of the contract and specifications
- (h) The contractor must submit the original documents of tender as per terms and condition of the bid documents.

23.0 Disciplinary Actions against defaulting Contractor : Enlistment authority is competent to take disciplinary action as decided after issue of show cause notice and being heard in person. Enlistment authority can take the following disciplinary action after issue of show cause notice within 60 days. The decision of the Enlistment authority shall be final and binding on the contractor. The disciplinary action can be taken against the contractor for any of following reasons:-

- a) Contractor is responsible for fundamental breach of contract conditions of work being executed by him with any department of the State Government, he shall be debarred to participate in any tender in that particular Division/circle for a period of six months.
- b) Found responsible for constructional defects in one or more works having gradation of US (unsatisfactory)/ poor performance (duly certified by an officer not below the rank of Executive Engineer) for any work. The Contractor will be debarred to participate in any tender in that particular Division/circle/Zone/State for a period of three months or satisfactory rectification of such defects (which ever is more).
- c) Willfully fails to start the awarded work within one month of start date in any Division. The Earnest Money of the contractor shall be forfeited without any notice and he will be debarred to participate in any tender in that particular Division/circle for a period of six months.

- (d) Fails to submit the hard/original documents of tenders as up loaded in e-procurement within prescribed time limit in the bid document. The contractor will be debarred to participate in any tender in that particular Division/circle for a period of three months. However for more than two repeated instances , he will be debarred to participate in any tender in that particular Division/circle for a period of Six months.
- (e) In case any work of a contractor is rescinded or earnest money is forfeited for any reason, he will not be eligible to participate for the tender of said work in future and further he will be debarred to participate in any tender in that particular Division/circle for a period of three months. However for more than two repeated instances , he will be debarred to participate in any tender in that particular Division/circle for a period of Six months.

23.1 Blacklisting/ demoting to lower class/ Removal of a contractor from the approved list of contractors:

The contractor shall be liable to be Blacklisted/demoting to lower class/removal from the approved list of contractors by the Enlistment Authority on approval from the designated committee or debarring him from renewal by the Enlistment authority, if he:-

- (a) Has failed to execute a contract on more than one occasions or has executed it unsatisfactorily;
- Or
- (b) Fails to abide by the condition of enlistment.
or
- (c) If found to have given false particulars at the time of enlistment/tendering.
or
- (d) Does not have the adequate equipment/ technical personal/ financial resources to execute work in the class enlisted.
or
- (e) Indulged in any type of forgery or falsification of records;
or

- (f) Changes constitution of the firm/company without prior approval of the enlistment authority;
- or
- (g) Changes permanent address/business address without intimation to the enlistment authority;
- or
- (h) Declared or is in the process of being declared bankrupt/ insolvent/ wound up/ dissolved
- or
- (i) Persistently violates the labour regulations and rules.
- or
- (j) Involved in complaints of serious nature received from any department which prima facie appear to be true;
- or
- (k) Defaults in settlement of tax dues like GST, income tax, Contract tax, sales tax, octroi, duties, EPF etc. or any tax/ obligation imposed by the Govt., from time to time.
- or
- (l) Compensation for delay imposed for three times or more duly confirmed by the competent authority specified in the contract agreement.

23.2 Suspension of business: Whenever adverse reports from at least two divisional engineers related to performance, misbehavior, direct or indirect involvement in threatening, making false complaints, filling legal suites for frivolous reasons, hampering tender process or execution of contract or any act of omission and commission etc. damaging the reputation of department/officer or any other type of complaints are received from a officer/official, sale of tender to such HP PWD contractors shall be suspended immediately by the Executive Engineer/Superintending Engineer till pendency of enquiry into the allegations and case be referred to the **Designated Committee (Annexure-III)**. The Committee will decide the case in time bound manner from the date of issuance of letter of suspension to the contractor.

If any of the charges is established then this would result in blacklisting / banning of business with the contractor for the period as may be decided by **Designated Committee (Annexure-III)**. The business may also be suspended with a contractor for a period of maximum three years.

24.0 Definition of works:

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| 1 | Civil Works:- | Any original works relating to Building, Bridge, Road & also Civil Work which also includes works of additions/alterations/renovations/up-gradations/repair & maintenance of Building, Road, Bridges and other Civil Engineering structures. |
| 2 | Road & Bridges Work | Road works mean (i) C/O New Road, Bridge or flyover construction. (ii) Strengthening of existing road. (iii) C/O Bridge flyover approaches. (iv) A/R & M/O Works Pertaining to road and annual/periodical repairs of road surface, including patch repairs etc. & any civil work which also includes works of additions/alterations/renovations/up-gradation/ repair & maintenance of road, Bridges and flyovers etc. |
| 3 | Civil Building Works | Civil Building works means construction of building under one agreement including Civil items relating to site development, foundation, structure, roofing, partition, joinery, finishing & furnishing work including items of:- a) Water supply and sanitary installation. b) Drainage work c) Water proofing work. |
| 4 | Electrical Work | Any electrical work either internal or external electrification and includes additions /alteration/renovation /up-gradation /maintenance Central Heating /HVAC/fire fighting /fire alarm /DG sets/ Solar Lighting /Solar heating /floor heating etc. |
| 5 | Mechanical | Any Mechanical Work either internal or external includes |

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| | Works | additions /alteration /renovation/up-gradation /maintenance of combustion machinery. |
| <p>24.1 Power to Relax. “In Exigency of work or to execute the specialized nature of works the power to relax any provision of the rules/clauses shall vest with a committee, comprising of Engineer-in-Chief, HP PWD, Superintending Engineer (D-III), Joint Controller (F&A), District Attorney and Zonal Chief Engineer”.</p> | | |
| <p>24.2 Dispute Redressal Committee:- Any dispute /grievance regarding new enlistment/up-gradation/renewal with reference to above rules, the contractor shall have right to represent his case before the designated Dispute Redressal Committee comprising of the same members as mentioned for the committee under rule 24.1, who shall decide the matter within 90 days from the date of submission of application and in case the decision of the DRC (Dispute Redressal Committee) is not acceptable to either of the party, the decision of Govt., shall be final and binding on both the parties.</p> | | |
| <p>24.3 Jurisdiction in respect of Dispute:-All the disputes regarding these rules shall be subject to the jurisdiction of courts with in the territory of the Himachal Pradesh.</p> | | |
| <p>25.0 Revision of the Rules: The Government of Himachal Pradesh has right to relax, modify or to make any change in these rules at any time and the same shall be binding on all the parties.</p> | | |

| | Enlistment Rules 2021 | Table -1 for Class "A" Civil |
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| 1. Category | Civil | |
| 2. Class | A | |
| 3. Jurisdiction of operation area of the enlisted Contractor. | All over H.P. (i/c where H.P. Govt. has its establishments / works. | |
| 4. Tendering limit. | Without any upper limit and not eligible to participate for the tenders in the limit of class "C" & Class "D". | |
| 5. Eligibility | A contractor as defined under ibid rules 1.3 with work experience shown against next column to this Table. | |
| 6. Past Experience of on going/ completed works in last 5 years | <p>The Contractor should have satisfactorily executed work in ongoing projects /completed works without any compensation/L.D /litigation in HP PWD/ CPWD/ State/Central Govt. Departments & undertakings/ Boards and Corporations/ Govt. Universities (Govt./Semi Govt., Organizations only) in last Five Years from the date of submission of application.</p> <p>(1) At least Three Civil works each not less than Rs.80.00 lac. and above (aggregate value of Rs. 240.00 lacs) out of which Two works should be successfully completed.</p> <p>or</p> <p>(2) Two works not less than 120.00 lacs and above (aggregate value of Rs. 240.00 lacs). out of which one work should be successfully completed.</p> <p>or</p> <p>(3) One work of not less than Rs. 200.00 lacs should be successfully completed.</p> <p>Note :- i) The certificates regarding performance issued under the signature of the Executive Engineer or an equivalent authority should be submitted in original or attested photocopies with the application.</p> <p>Note:- ii) The work Experience from Private concerns is not eligible for enlistment.</p> <p>Note:- iii) The amount of ongoing / in progress/completed work would be assessed on the basis of last bill entered in the Measurement Book(M.B) up to date of submission of application for enlistment .</p> | |
| 7. Financial Soundness. | <p>1.Bankers certificate of Rs. 5.00 lacs issued by any nationalized/commercial bank.</p> <p>2. Financial turnover (in original) issued by the registered Chartered Accountant for the last 5 years.(for up gradation only)</p> <p>3.Copy of ITR's for the last 5 financial years. (for up gradation only)</p> <p>4. Immovable property of Rs. 25.00 lacs in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property as surety of property. And in case of Firm/Company the surety of property of the same value from the Partner of the Firm/Director of Company would be accepted.</p> <p>Note: -i) The applicant having no property in his name, may furnish legal surety of his parents/grand parents in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property.</p> <p>Note:- ii) In case where the applicant has no immovable property in the name of his parents/Grand parents he may submit an FDR equal to above amount duly pledged in favour of Enlisting Authority along with affidavit duly attested by the Magistrate 1st class. The same will be released to the contractor on his request in writing to the Enlistment Authority when it intends to cease to be in the enlistment panel & No Objection Certificate (NOC) is issued from the field offices to the effect that no liability</p> | |

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| | is pending against the contractor . |
| 8. Engineering Organization, | <p>The applicant contractor shall furnish with application an affidavit as per (Annexure-XII, XII-A & XII-B to application form) for having or to engage (for new enlistment only) the following staff in his regular establishment:-</p> <ol style="list-style-type: none"> 1. Qualified regular Degree holder Civil Engineer One No. 2. Qualified regular Diploma Holders Civil Engineer /Architect Diploma Holder One No. 3. Foreman One No 4. Work Mistry One No. <p>Note(i):- The contractor so enlisted shall have to fulfill all the additional conditions of the particular tender document while participating in any tender floated by the department. Note (II):- The contractor will be exempted to deploy one of the above staff if he himself holding the above required qualifications.</p> <p>Note(III):- In case of up-gradation the affidavit from engaged staff would also be attached with the application as per Annexure-XII-A along with copy of salary account statements issued by the bank at least for Six months for the period of any work executed by the contractor in last 5 years.</p> |
| 9. T&P and Machinery requirements. | <p>The contractor shall arrange T&P/Machinery / Steel centering/ shuttering/ Builders hoist/ Road rollers/ air compressor/excavator/ concrete mixers of full bag capacity/Vibrators/ Trucks/ Tippers/ First aid kit and Laboratory with required equipments as per terms and conditions of the tender. The contractor will submit an affidavit (Annexure-XVI to application form) duly attested by Ist class magistrate with the application to this effect that he shall provide the T&P & Machinery as per requirement of particular work. .</p> <p>Note:- In case where the T&P, Machinery etc on hire basis is procured , the proof thereof in the shape of lease agreement would be attached.</p> |
| 10. Fee (non refundable) | <p>i) Cost of application form inclusive of processing fees Rs. 500/- (non- refundable) ii) Enlistment fees Rs.10,000/- to be deposited in any Govt., treasury of Himachal Pradesh against the challan generated by any D.D.O. of HPPWD under the enlistment authority after the application is found to be completed in all respects and demanded by the Enlistment Authority .The one copy of challan to be submitted to concerned D.D.O. and 2nd copy to the Enlistment Authority duly forwarded by the said D.D.O. or Govt, receipt (G.R) duly issued by the Assistant Engineer HPPWD.</p> |
| 11. Enlistment Authority | C.E (Zonal) on the recommendations of the Designated Committee. |

| | Enlistment Rules 2021 | Table -1 for Class "B" Civil |
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| 1. Category | CIVIL | |
| 2. Class | B | |
| 3. Jurisdiction of operation area of the enlisted Contractor. | All over H.P. (i/c where H.P.Govt. has its establishments / works. | |
| 4. Tendering limit. | Amount put to tender upto Rs 500.00 lacs and not eligible to participate for the tenders in the limit of Class "D" | |
| 5. Eligibility | <p>A contractor as defined under ibid rules 1.3 with work experience shown against next column to this Table.</p> <p>Or</p> <p>An unemployed bonafied himachali Graduate Engineer having regular Degree in Civil Engineering/ Architecture, will be eligible for registration directly in this class. He is eligible to tender up to Rs.500.00 lac only. However the contractor shall be eligible for relaxation of tender conditions of tender costing upto Rs. 100.00 lac regarding experience/turn over/bidding capacity requirements till he secures two jobs of aforesaid magnitude, (one in road work & other in building work) subject to fulfilling all other conditions laid down in each individual Notice Inviting Tender. Such contractor has to submit an affidavit for participation in any tender duly attested by the Executive Magistrate 1st class that he has not been awarded more than two such works by relaxation of tender conditions since his enlistment under new rules 2021.</p> <p>Or</p> <p>In case of firm/ Company with no work experience, one of its partner /director of the firm/company should be a Graduate in Civil Engineering / Degree in Architecture from any recognized University./retired Assistant Engineer(Civil/Architecture) or equivalent or above from govt., Semi Govt. establishment, they are eligible to tender up to Rs.500.00 lac only with relaxation of tender conditions of tender costing upto Rs. 100.00 lac regarding experience/turn over/bidding capacity requirements till it secures two jobs of aforesaid magnitude, (one in road work & other in building work) subject to fulfilling all other conditions laid down in each individual Notice Inviting Tender. Such contractor has to submit an affidavit for participation in any tender duly attested by the Executive Magistrate 1st class that he has not been awarded more than two such works by relaxation of tender conditions since his enlistment under new rules 2021.</p> <p>Or</p> <p>Retired Civil Engineer from Govt./Semi Govt. establishment from the post of Assistant Engineer/equivalent or above, is also eligible for enlistment in class "B" after 2 year from retirement or earlier with necessary permission from the competent authority. He is eligible to tender up to Rs.500.00 lac only with relaxation of tender conditions of tender costing upto Rs. 100.00 lac regarding experience/turn over/bidding capacity requirements till he secures two jobs of aforesaid magnitude,(one in road work & other in building work) subject to fulfilling all other conditions laid down in each individual Notice Inviting Tender. Such contractor has to submit an affidavit for participation in any tender</p> | |

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| | duly attested by the Executive Magistrate 1st class that he has not been awarded more than two such works by relaxation of tender conditions since his enlistment under new rules 2021. | | | | | | | | | | | | |
| 6 . Past Experience of on going/ completed works in last 5 years | <p>The contractor should have satisfactorily executed works in ongoing projects /completed works without any compensation/L.D /litigation in HP PWD/ CPWD/State/Central Govt. Departments & undertakings/ Boards and Corporations/ Govt. Universities (Govt./Semi Govt. organizations only).in last Five years from the date of submission of application.</p> <p>(1) At least three Civil works each not less than Rs.30.00 lacs and above (aggregate value of Rs. 100.00 lacs) out of which Two works should be successfully completed.</p> <p>or</p> <p>(2) Two works not less than Rs.50.00 lac and above (aggregate value of Rs. 100.00 lacs) out of which one work should be successfully completed.</p> <p>or</p> <p>(3) one work not less than of Rs. 80.00 lacs, should be successfully completed.</p> <p>Note:- i) The certificates regarding performance issued under the signature of the Executive Engineer or an equivalent authority should be submitted in original or attested photocopies with the application.</p> <p>Note :- ii) The work Experience from Private concerns is not eligible for enlistment</p> <p>Note:- iii) The amount of ongoing / in progress/completed work would be assessed on the basis of last bill entered in the Measurement Book (M.B) upto the date of submission of application for enlistment.</p> | | | | | | | | | | | | |
| 7. Financial Soundness. | <p>1. Bankers certificate of Rs.2.00 lacs issued by any nationalized /commercial bank.</p> <p>2. Financial turnover (in original) issued by the registered Chartered Accountant for the last 5 years. (for Up-gradation Only)</p> <p>3. Copy of ITR's for the last 5 Financial years (for up-gradation only)</p> <p>4. Immovable property of Rs.15.00 lacs in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property as surety of property. And in case of Firm/Company the surety of property of the same value from the Partner of the Firm/Director of Company would be accepted.</p> <p>Note: -i) The applicant having no property in his name, may furnish legal surety of his parents/grand parents in the shape of an affidavit duly attested by Magistrate 1st Class alongwith latest copy of Jamabandi of property.</p> <p>Note:- ii) In case where the applicant has no immovable property in the name of his parents/Grand parents name, he may submit an FDR equal to above amount duly pledged in favour of Enlisting Authority along with affidavit duly attested by the Magistrate 1st class. The same will be released to the contractor on his request in writing to the Enlistment Authority when it intends to cease to be in the enlistment panel & No Objection Certificate (NOC) is issued from the field offices to the effect that no liability is pending against the contractor .</p> | | | | | | | | | | | | |
| 8. Engineering Organization, | <p>The applicant contractor shall furnish with application an affidavit as per (Annexure-XII, XII-A & XII-B to application form) for having or to engage(for new enlistment only) the following staff in his regular establishment :-</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Qualified regular diploma holder</td> <td style="width: 10%;">Civil Engineer.</td> <td style="width: 10%; text-align: center;">One</td> <td style="width: 10%; text-align: center;">No</td> </tr> <tr> <td>2. Foreman</td> <td></td> <td style="text-align: center;">One</td> <td style="text-align: center;">No</td> </tr> <tr> <td>3. Work Mistry</td> <td></td> <td style="text-align: center;">One</td> <td style="text-align: center;">No</td> </tr> </table> <p>Note(i):- The contractor so enlisted shall have to fulfill all the additional conditions of</p> | 1. Qualified regular diploma holder | Civil Engineer. | One | No | 2. Foreman | | One | No | 3. Work Mistry | | One | No |
| 1. Qualified regular diploma holder | Civil Engineer. | One | No | | | | | | | | | | |
| 2. Foreman | | One | No | | | | | | | | | | |
| 3. Work Mistry | | One | No | | | | | | | | | | |

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| | <p>the particular tender document while participating in any tender floated by the department. Note (II):- The contractor will be exempted to deploy one of the above staff if he himself holding the above required qualifications. Note(III):- In case of up gradation the affidavit from engaged staff would also be attached with the application as per Annexure-XII-A alongwith copy of salary account statements issued by the bank at least for Three months for the period of any work executed by the contractor in last 5 years.</p> |
| 9. T&P and Machinery requirements. | <p>The contractor shall arrange T&P/Machinery /Steel centering & shuttering /concrete mixers of full bag capacity/Vibrators/ Road rollers /builder hoist /loader with back hoe/ Trucks/ Tipper/ First aid kit and Laboratory with required equipment's as per terms and conditions of the tenders. The contractor will submit an affidavit (Annexure-XVI to application form) duly attested by 1st class magistrate with the application to this effect & also that he shall provide the T&P & Machinery as per requirement of particular work. . Note:- In case where the T&P, Machinery etc on hire basis is procured , the proof thereof in the shape of lease agreement would be attached.</p> |
| 10. Fee (non refundable) | <p>i) Cost of application form inclusive of processing fees Rs. 500/- (non- refundable) ii) Enlistment fees Rs. 5,000/- be deposited in any Govt., treasury of Himachal Pradesh against the challan generated by any D.D.O under the enlistment authority of HPPWD after the application is found to be completed in all respects and demanded by the Enlistment Authority .The one copy of challan to be submitted to concerned D.D.O. and 2nd copy to the Enlistment Authority duly forwarded by the said D.D.O or Govt, receipt (G.R) duly issued by the Assistant Engineer HPPWD.</p> |
| 11. Enlistment Authority. | <p>C.E (Zonal) on the recommendations of the Designated Committee.</p> |

| | Enlistment Rules 2021 | Table -1 for Class “C” Civil |
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| 1. Category | CIVIL | |
| 2. Class | C | |
| 3. Jurisdiction of operation area of the enlisted Contractor. | All over H.P. (i/c where H.P.Govt. has its establishments/ works. | |
| 4. Tendering limit. | Amount put to tender upto Rs 200.00 lacs | |
| 5. Eligibility | <p>A contractor as defined under ibid rules 1.3 with work experience shown against next column to this Table. Or An unemployed, bonafied himachali Engineer having regular Diploma in Civil Engineering/ Architecture or degree holder in any stream other than civil/Architect from recognized university will be eligible for registration directly in this class. He is eligible to tender for up to Rs.200.00 lac relaxation of tender condition of tender costing upto Rs. 50 lac only regarding experience/turn over/bidding capacity requirements till he secures two jobs of aforesaid magnitude,(one in road work & other in building work) subject to fulfilling all other conditions laid down in each individual Notice Inviting Tender. Such contractor has to submit an affidavit for participation in any tender duly attested by the Executive Magistrate 1st class that he has not been awarded more than two such works by relaxation of tender conditions since his enlistment under new rules 2021. Or In case of firm/ company with no work experience & one of its partner should be a Diploma in Civil Engineering /Architecture or Degree holder in any stream other than Civil/ Architect will be eligible for registration directly in this class he/it is eligible to tender for up to Rs.200.00 lac only subject to fulfilling all other conditions laid down in each individual Notice inviting tender relaxation of tender condition of tender costing up to Rs. 50 lac. only regarding experience/turn over/bidding capacity requirements till he secures two jobs of aforesaid magnitude,(one in road work & other in building work) subject to fulfilling all other conditions laid down in each individual Notice Inviting Tender. Such contractor has to submit an affidavit for participation in any tender duly attested by the Executive Magistrate 1st class that he has not been awarded more than two such works by relaxation of tender conditions since his enlistment under new rules 2021.</p> | |
| 6 . Past Experience of on going/ completed works in last 5 years | <p>The contractor should have satisfactorily executed works in ongoing projects /completed works without any compensation/L.D /litigation in HP PWD/ CPWD/ State/Central Govt. Departments & undertakings,/Boards and Corporations, Govt. Universities (Govt./Semi Govt. organizations only).in last Five Years from the date of submission of application. (1) at least three works each not less than Rs. 10.00 lacs and above (aggregate value of Rs. 40.00 lacs) out of which Two works should be successfully completed. or (2) Two works not less than of Rs. 20.00 lac and above (aggregate value of Rs. 40.00 lacs) out of which one work should be successfully completed. or (3) One work not less than of Rs. 30.00 lac should be successfully completed. Note :- i) The certificates regarding performance issued under the signature of the</p> | |

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| | <p>Executive Engineer or an equivalent authority should be submitted in original or Attested photocopies with the application.</p> <p>Note:- ii) The work Experience from Private concerns is not eligible for enlistment.</p> <p>Note:- iii) The amount of ongoing / in progress/completed work would be assessed on the basis of last bill entered in the Measurement Book (M.B) upto date of submission of application for enlistment /up-gradation.</p> |
| 7. Financial Soundness. | <p>1. Bankers certificate of Rs.1.00 lacs issued by any nationalized /commercial bank.</p> <p>2. Financial turnover (in original) issued by the registered Chartered Accountant for the last 5 years. (for up gradation only)</p> <p>3. Copy of ITR's for the last 5 financial years. (for up gradation only)</p> <p>4. Immovable property of Rs.10.00 lacs in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property as surety of property. And in case of Firm/Company the surety of property of the same value from the Partner of the Firm/Director of Company would be accepted.</p> <p>Note: -i) The applicant having no property in his name, may furnish legal surety of his parents/grand parents in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property.</p> <p>Note:- ii) In case where the applicant has no immovable property in the name of his parents/Grand parents name, he may submit an FDR equal to above amount duly pledged in favour of Enlisting Authority along with affidavit duly attested by the Magistrate 1st class. The same will be released to the contractor on his request in writing to the Enlistment Authority when it intends to cease to be in the enlistment panel & No Objection Certificate (NOC) is issued from the field offices to the effect that no liability is pending against the contractor .</p> |
| 8. Engineering Organization, | <p>The applicant contractor shall furnish with application an Affidavit as per (Annexure-XII, XII-A & XII-B to application form) for having or to engage (for new enlistment only) the following staff in his regular establishment :- One No Foreman and one No. work Mistry</p> <p>Note(I):- The contractor so enlisted shall have to fulfill all the additional conditions of the particular tender document while participating in any tender floated by the department.</p> <p>Note(II):- In case of up gradation the affidavit from engaged staff would also be attached with the application as per Annexure-XII-A.</p> |
| 9. T&P and Machinery requirements. | <p>The contractor shall arrange T&P/Machinery/Steel centering & shuttering /concrete mixers of full bag capacity/vibratos/road rollers/ builder hoist/loader with back hoe/ Trucks/ Tipper, First aid kit and Laboratory with required equipments as per terms and conditions of the tenders. The contractor will submit an affidavit (Annexure-XVI to application form) duly attested by 1st class magistrate with the application to this effect & also that he shall provide the T&P & Machinery as per requirement of particular work.</p> <p>Note:- In case where the T&P, Machinery etc on higher basis is procured , the proof thereof in the shape of lease agreement would be attached.</p> |
| 10. Fee (non refundable) | <p>i). Cost of application form inclusive of processing fees Rs. 500/- (non- refundable)</p> <p>ii). Enlistment fees Rs.3000/- to be deposited in any Govt., treasury of Himachal Pradesh against the challan generated by any D.D.O.under the enlistment authority of HPPWD after the application is found to be completed in all respects and demanded by</p> |

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| | the Enlistment Authority .The one copy of challan to be submitted to concerned D.D.O. and 2nd copy to the Enlistment Authority duly forwarded by the said D.D.O or Govt, receipt (G.R) duly issued by the Assistant Engineer HPPWD. |
| 11. Enlistment Authority | S.E (.Circle) on the recommendations of the Designated Committee. |

H.P.P.W.D

| | Enlistment Rules 2021 | Table -1 for Class “D” |
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| 1. Category | New Enlistment rules CIVIL | |
| 2. Class | D | |
| 3. Jurisdiction of operation area of the enlisted Contractor. | Within Zone of enlistment and in any one of the other Zones provided undertaking is to be submitted by Contractor at the time of his enlistment. | |
| 4. Tendering limit. | Amount put to tender upto Rs 50.00 lacs | |
| 5. Eligibility | <p>A contractor as defined under ibid rules 1.3 should meet the following criteria :-</p> <ol style="list-style-type: none"> 1.The applicant should be middle/Matric pass. 2. He should have good moral character (Certificate of it should be issued by 1st Class Magistrate) 3. He Should be above 18 years of age. 4. In case of Firm, the Firm should have been registered with Registrar of Firms & in case of company, it should be registered under Company Act. | |
| 6 . Past Experience of on-going/ completed works in last 5 years | Inserted in columns No.5 of this table. | |
| 7. Financial Soundness. | <p>1. .Immovable property of Rs.5.00 lacs in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property as surety of property. And in case of Firm/Company the surety of property of the same value from the Partner of the Firm/Director of Company would be accepted.</p> <p>Note:- i) The applicant having no property in his name he may furnish legal surety of his parents/grand parents in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property.</p> <p>Note:- ii) In case where the applicant has no immovable property in his parents/Grand parents name he may submit an FDR equal to above amount duly pledged in favour of Enlisting Authority along with affidavit duly attested by the Magistrate 1st class. The same will be released to the contractor on his request in writing to the Enlistment Authority when it intends to cease to be in the enlistment panel & No Objection Certificate (NOC) is issued from the field offices to the effect that no liability is pending against the contractor.</p> | |
| 8. Engineering Organization, | <p>The applicant contractor shall furnish with application an Affidavit as per (Annexure- XII-B to application form) for having or to engage (for new enlistment only) the following staff in his regular establishment :- One No Foreman and one No. work Mistry</p> <p>Note(I):- The contractor so enlisted shall have to fulfill all the additional conditions of the particular tender document while participating in any tender floated by the department.</p> | |

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| 9. T&P and Machinery requirements. | ----- |
| 10. Fee (non refundable) | i) Cost of application form inclusive of processing fees Rs. 500/- (non- refundable) ii) Enlistment fees Rs.1,500/- to be deposited in any Govt., treasury of Himachal Pradesh against the challan generated by any D.D.O. under the enlistment authority of HPPWD after the application is found to be completed in all respects and demanded by the Enlistment Authority .The one copy of challan to be submitted to concerned D.D.O. and 2nd copy to the Enlistment Authority duly forwarded by the said D.D.O.or Govt, receipt (G.R) duly issued by the Assistant Engineer HPPWD. |
| 11. Enlistment Authority | S.E (.Circle) on the recommendations of the Designated Committee Committee. |

H.P.P.W.D

| Enlistment rules 2021 | | Table -1 for Class "A" Electrical |
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| 1. Category | Electrical | |
| 2. Class | A | |
| 3. Jurisdiction of operation area of the enlisted Contractor. | All over H.P. (i/c where H.P.Govt. has its establishments / works. | |
| 4. Tendering limit. | Without any upper limit and not eligible to participate for the tenders in the limit of class "C" & Class "D". | |
| 5. Eligibility | A contractor as defined under ibid rules 1.3 with work experience shown against next column to this Table. | |
| 6. Past Experience of on going/ completed works in last 5 years | <p>The contractor should have satisfactorily executed work in ongoing /completed works without any compensation/L.D/litigation in HP PWD/ CPWD/ State/Central Govt. Departments & undertakings/ Boards and Corporations/ Govt. Universities (Govt./Semi Govt., Organizations). only in last 5 years from the date of submission of application.</p> <p>(1) At least three works each not less than Rs 15.00 lacs out of which one work should be successfully completed.</p> <p>or</p> <p>(2) Two works either of it not less than 22.50 lac out of which one work should be successfully completed.</p> <p>or</p> <p>(3) one work not less than Rs. 45.00 lacs, should be successfully completed.</p> <p>Note:- i) The certificates regarding performance issued under the signature of the Executive Engineer or an equivalent authority should be submitted in original or attested photocopies with the application.</p> <p>Note :- ii) The work Experience from Private concerns is not eligible for enlistment.</p> <p>Note:- iii) The amount of ongoing / in progress / completed work would be assessed on the basis of last bill entered in the Measurement Book(M.B) upto date of submission of application for enlistment.</p> | |
| 7. Financial Soundness. | <p>1. Bankers certificate of Rs.5.00 lacs issued by any nationalized/commercial bank.</p> <p>2. Financial turnover (in original) issued by the registered Chartered Accountant for the last 5 years (for up gradation only).</p> <p>3. Copy of ITR's for the last 5 Financial years. (for up gradation only).</p> <p>4. .Immovable property of Rs. 15.00 lacs in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property as surety of property. And in case of Firm/Company the surety of property of the same value from the Partner of the Firm/Director of Company would be accepted.</p> <p>Note: -i) The applicant having no property in his name, may furnish legal surety of his parents/grand parents in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property.</p> <p>Note:- ii) In case where the applicant has no immovable property in the name of his parents/Grand parents he may submit an FDR equal to above amount duly pledged in favour of Enlisting Authority along with affidavit duly attested by the Magistrate 1st class. The same will be released to the contractor on his request in writing to the Enlistment Authority when it intends to cease to be in the</p> | |

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| | enlistment panel & No Objection Certificate (NOC) is issued from the field offices to the effect that no liability is pending against the contractor . |
| 8. Engineering Organization, | <p>The contractor shall have to furnish with application an affidavit Annexure-XII, XII-A & XII-B to the application form) duly attested by the Magistrate class-I for having the following staff in his regular establishment:-</p> <ol style="list-style-type: none"> 1. One No. Graduate Engineer (Electrical) from recognized institute (with valid Electrical Supervisor permit.) 2. One No Diploma Holder Engineer (Electrical) from recognized institute (with valid Electrical Supervisor permit.) 3. Two No Wireman /Electricians qualified from recognized institute <p>Or</p> <p>Two No wireman /Electricians having valid wireman permit issued by the Chief Electrical inspector of HP.</p> <ol style="list-style-type: none"> 4. One No. Middle pass skilled helper with one year experience. <p>Note(i):- The contractor so enlisted shall have to fulfill all the additional conditions of the particular tender document while participating in any tender floated by the department. Note (II):- The contractor will be exempted to deploy one of the above staff if he himself holding the above required qualifications.</p> <p>Note(III):- In case of up gradation the affidavit from engaged staff would also be attached with the application as per Annexure-XII-A along with copy of salary account statements issued by the bank at least for six months for the period of any work executed by the contractor in last 5 years.</p> <p>Note (IV):- The contractor should have valid electrical license issued by the competent authority.</p> |
| 9. T&P and Machinery requirements. | <p>The contractor shall arrange following T&P/Machinery as per terms and conditions of the tenders:- 2 Nos chase cutting machine, 1 Nos electrical wire drawing Equipment/steel/aluminum ladder 1.5 m to 8m/Conduit die set/ Pipe vice/ Bench vice/ LT Megger 1000 volts Tong Tester/ Multi Mete/Hydraulically operated or hand operated crimping machines/ Earth tester/ Portable drilling operated or hand operated crimping machines/ earth tester/ portable drilling machine overhead conduit puller etc. with First aid kit.</p> <p>The contractor will submit an affidavit (Annexure-XVI to application form) duly attested by 1st class magistrate with the application to this effect .</p> <p>Note:- In case where the T&P, Machinery etc on hire basis is procured , the proof thereof in the shape of lease agreement would be attached.</p> |
| 10. Fee (non refundable) | <ol style="list-style-type: none"> i) Cost of application form inclusive of processing fees Rs. 500/- (non- refundable) ii) Enlistment fees Rs.10,000/- to be deposited in any Govt., treasury of Himachal Pradesh against the challan generated by any D.D.O.under the enlistment authority of HPPWD after the application is found to be completed in all respects and demanded by the Enlistment Authority .The one copy of challan to be submitted to concerned D.D.O. and 2nd copy to the Enlistment Authority duly forwarded by the said D.D.O. or Govt, receipt (G.R) duly issued by the Assistant Engineer HPPWD. |
| 11. Enlistment Authority | C.E (Zonal) on the recommendations of the Designated Committee. |

| Enlistment Rules 2021 | | Table-1 for Class "B" Electrical |
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| 1. Category | Electrical | |
| 2. Class | B | |
| 3. Jurisdiction of operation area of the enlisted Contractor. | All over H.P. (i/c where H.P.Govt. has its establishments / works. | |
| 4. Tendering limit. | Up to 25.00 lac and not eligible to participate for the tenders in the limit of class Class "D". | |
| 5. Eligibility | <p>A contractor as defined under ibid rules 1.3 with work experience shown against next column to this Table.</p> <p>Or</p> <p>Unemployed bonafied himachali Graduate Engineer having regular Degree in Electrical will be eligible for registration directly in this class. He is eligible to tender up to Rs.25.00 lac only with relaxation of tender conditions of tender costing upto Rs. 5 lac only regarding experience/turn over/bidding capacity requirements till he secures two jobs of aforesaid magnitude, subject to fulfilling all other conditions laid down in each individual Notice Inviting Tender. Such contractor has to submit an affidavit for participation in any tender duly attested by the Executive Magistrate 1st class that he has not been awarded more than two such works by relaxation of tender conditions since his enlistment under new rules 2021.</p> <p>Or</p> <p>In case of firm/ Company with no work experience, one of its partner /director of the firm/company should be a Graduate in Electrical Engineering from any recognized University./retired Assistant Engineer (Electrical) or equivalent or above (Electrical) from Govt./ Semi Govt. establishment, they are eligible to tender up to Rs.25.00 lac only with relaxation of tender conditions of tender costing upto Rs. 5.00 lac only regarding experience/turn over/bidding capacity requirements till he secures two jobs of aforesaid magnitude, subject to fulfilling all other conditions laid down in each individual Notice Inviting Tender. Such contractor has to submit an affidavit for participation in any tender duly attested by the Executive Magistrate 1st class that he has not been awarded more than two such works by relaxation of tender conditions since his enlistment under new rules 2021.</p> <p>Or</p> <p>Retired Electrical Engineer from Govt./Semi Govt. establishment from the post of Assistant Engineer/equivalent or above, is also eligible for enlistment in class "B" after 2 year from retirement or earlier with necessary permission from the competent authority. He is eligible to tender up to Rs.25.00 lac only with relaxation of tender conditions of tender costing upto Rs. 5.00 lac only regarding experience/turn over/bidding capacity requirements till he secures two jobs of aforesaid magnitude, subject to fulfilling all other conditions laid down in each individual Notice Inviting Tender. Such contractor has to submit an affidavit for participation in any tender duly attested by the Executive Magistrate 1st class that he has not been awarded more than two such works by relaxation of tender conditions since his enlistment under new rules 2021.</p> | |
| 6. Past Experience of on | The contractor should have satisfactorily executed works in ongoing /completed works without any compensation/L.D/litigation in HP PWD/ CPWD/ State/Central Govt. | |

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| <p>going/ completed works in last 5 years</p> | <p>Departments & undertakings/ Boards and Corporations/ Govt. Universities (Govt./Semi Govt., Organizations). only in last 5 years from the date of submission of application. (1) At least three works each not less than Rs 5.00 lacs out of which one work should be successfully completed. or (2) Two works either of it not less than 7.50 lac out of which one work should be successfully completed. or (3) one work not less than Rs.15.00 lacs, should be successfully completed. Note:- i) The certificates regarding performance issued under the signature of the Executive Engineer or an equivalent authority should be submitted in original or attested photocopies with the application. Note :- ii)The work Experience from Private concerns is not eligible for enlistment. Note:- iii) The amount of ongoing / in progress / completed work would be assessed on the basis of last bill entered in the Measurement Book(M.B) upto date of submission of application for enlistment.</p> |
| <p>7. Financial Soundness.</p> | <p>1. Bankers certificate of Rs.1.00 lacs issued by any nationalized /Commercial bank. 2. Financial turnover (in original) issued by the registered Chartered Accountant for the last 5 years.(for upgradation only). 3. Copy of ITR's for the last 5 Financial years. (for up gradation only). 4. .Immovable property of Rs.10.00 lacs in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property as surety of property. And in case of Firm/Company, the surety of property of the same value from the Partner of the Firm/Director of Company would be accepted. Note: -i) The applicant having no property in his name, may furnish legal surety of his parents/grand parents in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property. Note:- ii) In case where the applicant has no immoveable property in the name of his parents/Grand parents he may submit an FDR equal to above amount duly pledged in favour of Enlisting Authority along with affidavit duly attested by the Magistrate 1st class. The same will be released to the contractor on his request in writing to the Enlistment Authority when it intends to cease to be in the enlistment panel & No Objection Certificate (NOC) is issued from the field offices to the effect that no liability is pending against the contractor .</p> |
| <p>8. Engineering Organization,</p> | <p>The contractor shall have to furnish with application an affidavit Annexure-XII, XII-A & XII-B to the application form) duly attested by the Magistrate class-I for having(or to engage (for new enlistment only) the following staff in his regular establishment:- 1. One No.Diploma Engineer (Electrical) from recognized institute (with valid Electrical Supervisor permit.) 2. One No wireman /Electrician qualified from recognized institute. Or 3. One No. Middle pass skilled helper with one year experience. Note(i):- The contractor so enlisted shall have to fulfill all the additional conditions of the particular tender document while participating in any tender floated by the department. Note (II):- The contractor will be exempted to deploy one of the above staff if he himself holding the above required qualifications. Note(III):- In case of up gradation the affidavit from engaged staff would also be attached with the application as per Annexure-XII-A alongwith copy of salary account statements</p> |

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| | <p>issued by the bank at least for Three months for the period of any work executed by the contractor in last 5 years.</p> <p>Note (IV):- The contractor should have valid electrical license issued by the competent authority.</p> |
| 9. T&P and Machinery requirements. | <p>The contractor shall arrange following T&P/Machinery as per terms and conditions of the tenders:-</p> <p>2 Nos chase cutting machine/ 1 Nos electrical wire drawing Equipment/ steel/aluminum ladder 1.5 m to 8m/Conduit die set/ Pipe vice/ Bench vice/ LT Megger 1000 volts Tong Tester/ Multi Meter/Hydraulically operated or hand operated crimping machines, Earth tester/ Portable drilling operated or hand operated crimping machines/earth tester/portable drilling machine overhead conduit puller etc. with First aid kit. The contractor will submit an affidavit (Annexure-XVI to application form) duly attested by 1st class magistrate with the application to this effect .</p> <p>Note:- In case where the T&P, Machinery etc on hire basis is procured , the proof thereof in the shape of lease agreement would be attached.</p> |
| 10. Fee (non refundable) | <p>i) Cost of application form inclusive of processing fees Rs. 500/- (non- refundable)</p> <p>ii) Enlistment fees Rs.5,000/- to be deposited in any Govt., treasury of Himachal Pradesh against the challan generated by any D.D.O. of HPPWD after the application is found to be completed in all respects and demanded by the Enlistment Authority .The one copy of challan to be submitted to concerned D.D.O. and 2nd copy to the Enlistment Authority duly forwarded by the said D.D.O.or Govt, receipt (G.R) duly issued by the Assistant Engineer HPPWD.</p> |
| 11. Enlistment Authority | C.E (Zonal) on the recommendations of the Designated Committee. |

| Enlistment Rules 20211 | | Table-1 for Class "C" Electrical |
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| 1. Category | Electrical | |
| 2. Class | C | |
| 3. Jurisdiction of operation area of the enlisted Contractor. | All over H.P. (i/c where H.P.Govt. has its establishments / works). | |
| 4. Tendering limit. | Up to 10.00 lac | |
| 5. Eligibility | <p>A contractor as defined under ibid rules 1.3 with work experience shown against next column to this Table.</p> <p>Or</p> <p>Unemployed bonafied himachali Diploma holder in Electrical Engineer will be eligible for registration directly in this class. He is eligible for tender for 10.00lac only with relaxation of tender upto Rs. 4.00 lac only regarding experience/turn over/bidding capacity requirements till he secures two jobs of aforesaid magnitude, subject to fulfilling all other conditions laid down in each individual Notice Inviting Tender. Such contractor has to submit an affidavit for participation in any tender duly attested by the Executive Magistrate 1st class that he has not been awarded more than two such works by relaxation of tender conditions since his enlistment under new rules 2021.</p> <p>Or</p> <p>In case of firm/ Company with no work experience, one of its partner /director of the firm/company should be a Diploma holder in Electrical Engineering from any recognized University./retired Assistant Engineer (Electrical) or equivalent or above (Electrical) from Govt./Semi Govt. establishment, they are eligible to tender up to Rs.10.00 lac only with relaxation of tender conditions of tender costing upto Rs. 4.00 lac only regarding experience/turn over/bidding capacity requirements till he secures two jobs of aforesaid magnitude, subject to fulfilling all other conditions laid down in each individual Notice Inviting Tender. Such contractor has to submit an affidavit for participation in any tender duly attested by the Executive Magistrate 1st class that he has not been awarded more than two such works by relaxation of tender conditions since his enlistment under new rules 2021.</p> <p>Or</p> <p>Retired Electrical Engineer from Govt./Semi Govt. establishment from the post of Assistant Engineer/equivalent or above, is also eligible for enlistment in class "B" after 2 year from retirement or earlier with necessary permission from the competent authority. He is eligible to tender up to Rs.10.00 lac only with relaxation of tender conditions of tender costing upto Rs.4.00 lac only regarding experience/turn over/bidding capacity requirements till he secures two jobs of aforesaid magnitude, subject to fulfilling all other conditions laid down in each individual Notice Inviting Tender. Such contractor has to submit an affidavit for participation in any tender duly attested by the Executive Magistrate 1st class that he has not been awarded more than two such works by relaxation of tender conditions since his enlistment under new rules 2021.</p> | |

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| <p>6 . Past Experience of on going/ completed works in last 5 years</p> | <p>The contractor should have satisfactorily executed works in ongoing projects /completed works without any compensation/L.D/litigation in HP PWD, CPWD/State/Central Govt. Departments & undertakings/Boards and Corporations/ Govt. Universities (Govt./Semi Govt., Organizations) in last Five Years from the date of submission of application.</p> <p>(1) At least three works each not less than of Rs. 2 lacs out of which one work should be successfully completed.</p> <p>or</p> <p>(2) two works either of them not less than 3.00 lac out of which one work should be successfully completed.</p> <p>or</p> <p>(3) one work not less than Rs. 6.00 lacs, should be successfully completed.</p> <p>Note:- i) The certificates regarding performance issued under the signature of the Executive Engineer or an equivalent authority should be submitted in original or attested photocopies with the application.</p> <p>Note :- ii)The work Experience from Private concerns is not eligible for enlistment.</p> <p>Note:- iii) The amount of ongoing / in progress/completed work would be assessed on the basis of last bill entered in the Measurement Book(M.B). upto date of submission of application for enlistment.</p> |
| <p>7. Financial Soundness.</p> | <p>1. Bankers certificate of Rs.0.50 lacs issued by any nationalized /commercial bank.</p> <p>2. Financial turnover (in original) issued by the registered Chartered Accountant for the last 5 years (for up gradation only).</p> <p>3. Copy of ITRs for the last 5 financial years. (for up gradation only).</p> <p>4. Immovable property of Rs.5.00 lacs in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property as surety of property.And in case of Firm/Companythe surety of property of the same value from the Partner of the Firm/Director of Company would be accepted.</p> <p>Note: -i) The applicant having no property in his name, may furnish legal surety of his parents/grand parents in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property.</p> <p>Note:- ii) In case where the applicant has no immovable property in the name of his parents/Grand parents he may submit an FDR equal to above amount duly pledged in favour of Enlisting Authority along with affidavit duly attested by the Magistrate 1st class. The same will be released to the contractor on his request in writing to the Enlistment Authority when it intends to cease to be in the enlistment panel & No Objection Certificate (NOC) is issued from the field offices to the effect that no liability is pending against the contractor .</p> |
| <p>8. Engineering Organization,</p> | <p>The contractor shall have to furnish with application an affidavit Annexure-XII, XII-A & XII-B to the application form) duly attested by the Magistrate class-I for having(or to engage (for new enlistment only) the following staff in his regular establishment:-</p> <p>1. One No wire man /Electrician qualified from recognized institute.</p> <p>Or</p> <p>One No. wireman having valid wireman permit issued by the chief Electrical inspector of HP.</p> <p>2. One No. Middle pass skilled helper with one year experience.</p> <p>3. The contractor will be exempted to deploy one of the above staff if he himself holding the above required qualifications.</p> <p>Note(i):- The contractor so enlisted shall have to fulfill all the additional conditions of the particular tender document while participating in any tender floated by the department.</p> <p>Note (II):- The contractor will be exempted to deploy one of the above staff if he himself</p> |

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| | <p>holding the above required qualifications.</p> <p>Note(III):- In case of up gradation the affidavit from engaged staff would also be attached with the application as per Annexure-XII-A</p> <p>Note (IV):- The contractor should have valid electrical license issued by the competent authority.</p> |
| 9. T&P and Machinery requirements. | <p>The contractor shall arrange following T&P/Machinery as per terms and conditions of the tenders:-</p> <p>1 Nos. chase cutting machine/ sel/aluminum ladder 1.5 m to 8m/Conduit die set/ Pipe vice/ Bench vice/ LT Megger 500 volts Tong Teste/ Multi Meter/ Earth tester/ Portable drilling machines,</p> <p>The contractor will submit an affidavit (Annexure-XVI to application form) duly attested by 1st class magistrate with the application to this effect .</p> |
| 10. Fee (non refundable) | <p>i) Cost of application form inclusive of processing fees Rs. 500/- (non- refundable)</p> <p>ii) Enlistment fees Rs.3,000/- to be deposited in any Govt., treasury of Himachal Pradesh against the challan generated by any D.D.O under the enlistment authority of HPPWD after the application is found to be completed in all respects and demanded by the Enlistment Authority .The one copy of challan to be submitted to concerned D.D.O. and 2nd copy to the Enlistment Authority duly forwarded by the said D.D.O. or Govt. receipt (G.R) duly issued by the Assistant Engineer HPPWD.</p> |
| 11. Enlistment Authority | S.E. (Circle) on the recommendations of the Designated Committee |

| Enlistment Rules 2021 | | Table-1 for Class "D" Electrical |
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| 1. Category | Electrical | |
| 2. Class | D | |
| 3. Jurisdiction of operation area of the enlisted Contractor. | Within Zone of enlistment and in any one of the other Zones provided undertaking is to be submitted by Contractor at the time of his enlistment. | |
| 4. Tendering limit. | Up to 3.00 lac | |
| 5. Eligibility | A contractor as defined under ibid rules 1.3 should meet the following criteria :- 1.The applicant should be middle pass. 2. He should have good moral character (Certificate of it should be issued by Ist Class Magistrate) 3.He Should be above 18 years of age. 4. In case of Firm, the Firm should have been registered with Registrar of Firms & in case of company, it should be registered under Company Act. | |
| 6. Past Experience of on going/ completed works in last 5 years | ----- Inserted at Sr. No. 5 of this table. | |
| 7. Financial Soundness. | 1. .Immovable property of Rs.1.00 lacs in the shape of an affidavit duly attested by Magistrate Ist Class along with latest copy of Jamabandi of property as surety of property and in case of Firm/Company the surety of property of the same value from the Partner of the Firm/Director of Company would be accepted. Note: -i) The applicant having no property in his name, may furnish legal surety of his parents/grand parents in the shape of an affidavit duly attested by Magistrate Ist Class along with latest copy of Jamabandi of property. Note:- ii) In case where the applicant has no immoveable property in the name of his parents/Grand parents name he may submit an FDR equal to above amount duly pledged in favour of Enlisting Authority along with affidavit duly attested by the Magistrate 1st class. The same will be released to the contractor on his request in writing to the Enlistment Authority when it intends to cease to be in the enlistment panel & No Objection Certificate (NOC) is issued from the field offices to the effect that no liability is pending against the contractor . | |
| 8. Engineering Organization, /Staff. | The contractor shall have to furnish with application an affidavit(Annexure-XII, XII-A & XII-B to the application form) duly attested by the Magistrate class-I for having(or to engage (for new enlistment only) the following staff in his regular establishment:- 1. One No wire man /Electrician qualified from recognized institute. Or One No. wireman having valid wireman permit issued by the chief Electrical inspector of HP. 2. One No. Middle pass skilled helper with one year experience. 3. The contractor will be exempted to deploy one of the above staff if he himself holding | |

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| | <p>the above required qualifications.</p> <p>Note(i):- The contractor so enlisted shall have to fulfill all the additional conditions of the particular tender document while participating in any tender floated by the department.</p> <p>Note (II):- The contractor will be exempted to deploy one of the above staff if he himself holding the above required qualifications.</p> <p>Note(III):- In case of up gradation the affidavit from engaged staff would also be attached with the application as per Annexure-XII-A</p> <p>Note (IV):- The contractor should have valid electrical license issued by the competent authority.</p> |
| 9. T&P and Machinery requirements. | <p>The contractor shall arrange following T&P/Machinery: 1 No chase cutting machine/sel/aluminum ladder 1.5 m to 8m/Conduit die set/ Pipe vice/ Bench vice/ LT Megger 500 volts Tong Tester/ Multi Meter/ Earth tester/ Portable drilling machines.</p> <p>The contractor will submit an affidavit (Annexure-XVI to application form) duly attested by 1st class magistrate with the application to this effect .</p> |
| 10. Fee (non refundable) | <p>i) Cost of application form inclusive of processing fees Rs. 500/- (non- refundable)</p> <p>ii) Enlistment fees Rs.1500/- to be deposited in any Govt., treasury of Himachal Pradesh against the challan generated by any D.D.O under the enlistment authority of HPPWD after the application is found to be completed in all respects and demanded by the Enlistment Authority .The one copy of challan to be submitted to concerned D.D.O. and 2nd copy to the Enlistment Authority duly forwarded by the said D.D.O or Govt, receipt (G.R) duly issued by the Assistant Engineer HPPWD.</p> |
| 11. Enlistment Authority | S.E. (Circle) on the recommendations of the Designated Committee. |

| Enlistment Rules 2021 | | Table-1 for Class "A" Mechanical |
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| 1. Category | Mechanical | |
| 2. Class | A | |
| 3. Jurisdiction of operation area of the enlisted Contractor. | All over H.P. (i/c where H.P.Govt. has its establishments / works. | |
| 4. Tendering limit. | Without any upper limit and not eligible to participate for the tenders in the limit of class "C" & Class "D". | |
| 5. Eligibility | A contractor as defined under ibid rules 1.3 with work experience shown against next column to this Table. | |
| 6. Past Experience of on going/ completed works in last 5 years | <p>The contractor should have satisfactorily executed works in on going projects /completed works without any compensation/L.D /litigation in HP PWD/ CPWD/ State/Central Govt. departments & undertakings, Boards and Corporations, Govt. universities (Govt./Semi Govt., organizations only) in last Five Years from the date of submission of application.</p> <p>(1) At least three works each not less than of Rs 15.00lacs out of which one work should be successfully completed.</p> <p>or</p> <p>(2) Two works either of it not less than 22.50 lac out of which one work should be successfully completed.</p> <p>or</p> <p>(3) one work of not less than Rs. 45.00 lacs, should be successfully completed.</p> <p>Note:- i) The certificates regarding performance issued under the signature of the Executive Engineer or an equivalent authority should be submitted in original or attested photocopies with the application.</p> <p>Note :- ii)The work Experience from Private concerns is not eligible for enlistment.</p> <p>Note:- iii) The amount of ongoing / in progress/completed work would be assessed on the basis of last bill entered in the Measurement Book(M.B) upto date of submission of application for enlistment</p> | |
| 7. Financial Soundness. | <p>1. Bankers certificate of Rs.5.00 lacs issued by any nationalized /commercial bank.</p> <p>2. Financial turnover (in original) issued by the registered Chartered Accountant for the last 5 years (for upgradation only).</p> <p>3.Copy of ITR's for the last 5 financial years. (for upgradation only).</p> <p>4. Immovable property of Rs.15.00 lacs in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property as surety of property and in case of Firm/Company the surety of property of the same value from the Partner of the Firm/Director of Company would be accepted.</p> <p>Note: -i) The applicant having no property in his name, may furnish legal surety of his parents/grand parents in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property.</p> <p>Note:- ii) In case where the applicant has no immovable property in the name of his parents/Grand parents he may submit an FDR equal to above amount duly pledged in favour of Enlisting Authority along with affidavit duly attested by the Magistrate 1st class. The same will be released to the contractor on his request in writing to the Enlistment Authority when it intends to cease to be in the enlistment panel & No Objection</p> | |

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| | Certificate (NOC) is issued from the field offices to the effect that no liability is pending against the contractor . |
| 8. Engineering Organization, | <p>The contractor shall have to furnish with application an affidavit (Annexure-XII, XII-A & XII-B to the application form) duly attested by the Magistrate class-I for having the following staff in his regular establishment:- 1 No. Mechanical Engineer, 1 No Foreman and 2 No Mechanics.</p> <p>Note(i):- The contractor so enlisted shall have to fulfill all the additional conditions of the particular tender document while participating in any tender floated by the department.</p> <p>Note (II):- The contractor will be exempted to deploy one of the above staff if he himself holding the above required qualifications.</p> <p>Note(III):- In case of up gradation the affidavit from engaged staff would also be attached with the application as per Annexure-XII-A alongwith copy of salary account statements issued by the bank at least for six months for the period of any work executed by the contractor in last 5 years.</p> |
| 9. T&P and Machinery requirements. | The contractor shall have to furnish with application an affidavit (Annexure-XVI to the application form) duly attested by the Magistrate class-I that he has well established workshop with first aid kit, required equipment's, and machines. |
| 10. Fee (non refundable) | <p>i) Cost of application form inclusive of processing fees Rs. 500/- (non- refundable)</p> <p>ii) Enlistment fees Rs.10,000/- to be deposited in any Govt., treasury of Himachal Pradesh against the challan generated by any D.D.O under the enlistment authority of HPPWD after the application is found to be completed in all respects and demanded by the Enlistment Authority .The one copy of challan to be submitted to concerned D.D.O. and 2nd copy to the Enlistment Authority duly forwarded by the said D.D.O. or Govt, receipt (G.R) duly issued by the Assistant Engineer HPPWD.</p> |
| 11. Enlistment Authority | C.E (Zonal) on the recommendations of the Designated Committee. |

| Enlistment Rules 2021 | | Table-1 for Class "B" Mechanical |
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| 1. Category | Mechanical | |
| 2. Class | B | |
| 3. Jurisdiction of operation area of the enlisted Contractor. | All over H.P. (i/c where H.P.Govt. has its establishments / works. | |
| 4. Tendering limit. | Up to 25.00 lac and not eligible to participate for the tenders in the limit of class Class "D". | |
| 5. Eligibility | <p>A contractor as defined under ibid rules 1.3 with work experience shown against next column to this Table.</p> <p>Or</p> <p>An unemployed bonafied himachali graduate Mechanical Engineer will be eligible for registration in this class. He is eligible to tender up to Rs.25.00 lac only. However the contractor shall be eligible for relaxation of tender conditions of tender costing upto Rs. 5 lac only regarding experience/turn over/bidding capacity requirements till he secures two jobs of aforesaid magnitude, subject to fulfilling all other conditions laid down in each individual Notice Inviting Tender. Such contractor has to submit an affidavit for participation in any tender duly attested by the Executive Magistrate 1st class that he has not been awarded more than two such works by relaxation of tender conditions since his enlistment under new rules 2021.</p> <p>Or</p> <p>In case of firm/ Company with no work experience, one of its partner /director of the firm/company should be a Graduate in Mechanical Engineering from any recognized University./retired Assistant Engineer (Mechanical) or equivalent or above (Mechanical) from Govt./Semi Govt. establishment, they are eligible to tender up to Rs.25.00 lac only with relaxation of tender conditions of tender costing upto Rs. 5.00 lac only regarding experience/turn over/bidding capacity requirements till he secures two jobs of aforesaid magnitude, subject to fulfilling all other conditions laid down in each individual Notice Inviting Tender. Such contractor has to submit an affidavit for participation in any tender duly attested by the Executive Magistrate 1st class that he has not been awarded more than two such works by relaxation of tender conditions since his enlistment under new rules 2021.</p> <p>Or</p> <p>Retired Mechanical Engineer from Govt./Semi Govt. establishment from the post of Assistant Engineer/equivalent or above, is also eligible for enlistment in class "B" after 2 year from retirement or earlier with necessary permission from the competent authority. He is eligible to tender up to Rs.25.00 lac only with relaxation of tender conditions of tender costing upto Rs. 5.00 lac only regarding experience/turn over/bidding capacity requirements till he secures two jobs of aforesaid magnitude, subject to fulfilling all other conditions laid down in each individual Notice Inviting Tender. Such contractor has to submit an affidavit for participation in any tender duly attested by the Executive Magistrate 1st class that he has not been awarded more than two such works by relaxation</p> | |

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| | of tender conditions since his enlistment under new rules 2021. |
| 6. Past Experience of on going/ completed works in last 5 years | <p>The contractor should have satisfactorily executed works ongoing projects /completed works without any compensation/L.D /litigation in HP PWD/CPWD/State/Central Govt. departments & undertakings/Boards and Corporations/ Govt. Universities (Govt./Semi Govt., organizations only) in last 5 years from the date of submission of application.</p> <p>(1) at least three works each of them not less than Rs.5.00 lacs out of which one work should be successfully completed.</p> <p>or</p> <p>(2) Two works either of them not less than Rs. 7.50 lac out of which one work should be successfully completed.</p> <p>or</p> <p>(3) One work not less than Rs. 15.00 lac should be successfully completed. .</p> <p>Note:- i) The certificates regarding performance issued under the signature of the Executive Engineer or an equivalent authority should be submitted in original or attested photocopies with the application.</p> <p>Note :- ii)The work Experience from Private concerns is not eligible for enlistment.</p> <p>Note:- iii) The amount of ongoing / in progress /completed work would be assessed on the basis of last bill entered in the Measurement Book(M.B) upto the date of submission of application for enlistment.</p> |
| 7. Financial Soundness. | <p>1. Bankers certificate of Rs.1.00 lacs issued by any nationalized/commercial bank.</p> <p>2. Financial turnover (in original) issued by the registered Chartered Accountant for the last 5 years. (for upgradation only).</p> <p>3.Copy of ITR's for the last 5 financial years. (for upgradation only).</p> <p>4. Immovable property of Rs.10.00 lacs in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property as surety of property. And in case of Firm/Company the surety of property of the same value from the Partner of the Firm/Director of Company would be accepted.</p> <p>Note: -i) The applicant having no property in his name, may furnish legal surety of his parents/Grand parents in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property.</p> <p>Note:- ii) In case where the applicant has no immovable property in the name of his parents/Grandparents name he may submit an FDR equal to above amount duly pledged in favour of Enlisting Authority along with affidavit duly attested by the Magistrate 1st class. The same will be released to the contractor on his request in writing to the Enlistment Authority when it intends to cease to be in the enlistment panel & No Objection Certificate (NOC) is issued from the field offices to the effect that no liability is pending against the contractor .</p> |
| 8. Engineering Organization, | <p>The contractor shall have to furnish with application an affidavit Annexure-XII, XII-A & XII-B to the application form) duly attested by the Magistrate class-I for having(or to engage (for new enlistment only) the following staff in his regular establishment:-</p> <p>1 No Foreman and 2 No Mechanics.</p> <p>Note (i):- The contractor so enlisted shall have to fulfill all the additional conditions of the particular tender document while participating in any tender floated by the department.</p> <p>Note (II):- The contractor will be exempted to deploy one of the above staff if he himself</p> |

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| | <p>holding the above required qualifications.</p> <p>Note(III):- In case of up gradation the affidavit from engaged staff would also be attached with the application as per Annexure-XII-A alongwith copy of salary account statements issued by the bank at least for Three months for the period of any work executed by the contractor in last 5 years.</p> |
| 9. T&P and Machinery requirements. | The contractor shall have to furnish with application an affidavit(Annexure-XVI to the application form) duly attested by the Magistrate class-I that he has well established workshop with first aid kit, required equipment's, and machines. |
| 10. Fee (non refundable) | <p>i) Cost of application fee inclusive of processing fees Rs. 500/-(Non refundable)</p> <p>ii) Enlistment Fees Rs. 5,000/- to be deposited in any Govt., treasury of Himachal Pradesh against the challan generated by any D.D.O. under the enlistment authority of HPPWD after the application is found to be completed in all respects and demanded by the enlistment authority .The one copy of challan to be submitted to concerned D.D.O. and 2nd copy to the enlistment authority duly forwarded by the said DDO or Govt, receipt (G.R) duly issued by the Assistant Engineer HPPWD.</p> |
| 11. Enlistment Authority | C.E (Zonal) on the recommendations of the Designated Committee. |

| Enlistment Rules 2021 | | Table-1 for Class "C" Mechanical |
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| 1. Category | Mechanical | |
| 2. Class | C | |
| 3. Jurisdiction of operation area of the enlisted Contractor. | All over H.P. (i/c where H.P.Govt. has its establishments / works. | |
| 4. Tendering limit. | Up to 10.00 lac | |
| 5. Eligibility | <p>A contractor as defined under ibid rules 1.3 with work experience shown against next column to this Table.</p> <p>Or</p> <p>An unemployed bonafied himachali diploma in Mechanical Engineer will be eligible for registration in this class. He is eligible to tender up to Rs.10.00 lac only with relaxation of tender upto Rs. 4.00 lac only regarding experience/turn over/bidding capacity requirements till he secures two jobs of aforesaid magnitude, subject to fulfilling all other conditions laid down in each individual Notice Inviting Tender. Such contractor has to submit an affidavit for participation in any tender duly attested by the Executive Magistrate 1st class that he has not been awarded more than two such works by relaxation of tender conditions since his enlistment under new rules 2021.</p> <p>Or</p> <p>In case of firm/ Company with no work experience, one of its partner /director of the firm/company should be a Graduate in Mechanical Engineering from any recognized University./retired Assistant Engineer (Mechanical) or equivalent or above (Mechanical) from Govt./ Semi Govt. establishment, they are eligible to tender up to Rs.10.00 lac only with relaxation of tender upto Rs. 4.00 lac only regarding experience/turn over/bidding capacity requirements till he secures two jobs of aforesaid magnitude, subject to fulfilling all other conditions laid down in each individual Notice Inviting Tender. Such contractor has to submit an affidavit for participation in any tender duly attested by the Executive Magistrate 1st class that he has not been awarded more than two such works by relaxation of tender conditions since his enlistment under new rules 2021.</p> <p>Or</p> <p>Retired Mechanical Engineer from Govt./Semi Govt. establishment from the post of Assistant Engineer/equivalent or above, is also eligible for enlistment in class "B" after 2 year from retirement or earlier with necessary permission from the competent authority. He is eligible to tender up to Rs.10.00 lac only with relaxation of tender conditions of tender costing upto Rs.4.00 lac only regarding experience/turn over/bidding capacity requirements till he secures two jobs of aforesaid magnitude, subject to fulfilling all other conditions laid down in each individual Notice Inviting Tender. Such contractor has to submit an affidavit for participation in any tender duly attested by the Executive Magistrate 1st class that he has not been awarded more than two such works by relaxation of tender conditions since his enlistment under new rules 2021.</p> | |

| | |
|---|--|
| <p>6 . Past Experience of on going/ completed works in last 5 years</p> | <p>The contractor should have satisfactorily executed works in on going projects /completed works without any compensation/LD /litigation in HP PWD/CPWD, State/Central Govt. departments & undertakings/ Boards and Corporations/Govt. Universities (Govt./Semi Govt., organizations only) in last Five Years from the date of submission of application.</p> <p>(1) At least three works each of not less than Rs.2 lacs out of which one work should be successfully completed.</p> <p>or</p> <p>(2) Two works 3.00 lac out of which one work should be successfully completed.</p> <p>or</p> <p>(3) one work of Rs. 6.00 lacs, should be successfully completed.</p> <p>Note:- i) The certificates regarding performance issued under the signature of the Executive Engineer or an equivalent authority should be submitted in original or attested photocopies with the application.</p> <p>Note :- ii)The work Experience from Private concerns is not eligible for enlistment.</p> <p>Note:- iii) The amount of ongoing / in progress/completed work would be assessed on the basis of last bill entered in the Measurement Book(M.B) upto date of submission of application for enlistment.</p> |
| <p>7. Financial Soundness.</p> | <p>1. Bankers certificate of Rs.0.50 lacs issued by any nationalized bank.</p> <p>2. Financial turnover (in original) issued by the registered Chartered Accountant for the last 5 years (for up gradation only).</p> <p>3.Copy of ITR's for the last 5 financial years.(for up gradation only).</p> <p>4. Immovable property of Rs.5.00 lacs in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property as surety of property. And in case of Firm/Company the surety of property of the same value from the Partner of the Firm/Director of Company would be accepted.</p> <p>Note: -i) The applicant having no property in his name, may furnish legal surety of his parents/grand parents in the shape of an affidavit duly attested by Magistrate 1st Class along with latest copy of Jamabandi of property.</p> <p>Note:- ii) In case where the applicant has no immoveable property in the name of his parents/Grand parents name he may submit an FDR equal to above amount duly pledged in favour of Enlisting Authority along with affidavit duly attested by the Magistrate 1st class. The same will be released to the contractor on his request in writing to the Enlistment Authority when it intends to cease to be in the enlistment panel & No Objection Certificate (NOC) is issued from the field offices to the effect that no liability is pending against the contractor .</p> |
| <p>8. Engineering Organization,</p> | <p>The contractor shall have to furnish with application an affidavit Annexure-XII, XII-A & XII-B to the application form) duly attested by the Magistrate class-I for having(or to engage (for new enlistment only) the following staff in his regular establishment: 2 Nos. Mechanics.</p> <p>Note(i):- The contractor so enlisted shall have to fulfill all the additional conditions of the particular tender document while participating in any tender floated by the department.</p> <p>Note (II):- The contractor will be exempted to deploy one of the above staff if he himself holding the above required qualifications.</p> <p>Note(III):- In case of up gradation the affidavit from engaged staff would also be attached with the application as per Annexure-XII-A.</p> |

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|--|---|
| <p>9. T&P and Machinery requirements.</p> | <p>The contractor shall have to furnish with application an affidavit(Annexure-XVI to the application form) duly attested by the Magistrate class-I that he has well established workshop with first aid kit, required equipment's, and machines.</p> |
| <p>10. Fee (non refundable)</p> | <p>i) Cost of application form inclusive of processing fees Rs. 500/-(Non refundable) ii) Enlistment Fees Rs. 3,000/- to be deposited in any Govt., treasury of Himachal Pradesh against the challan generated by any D.D.O. of HPPWD under the enlistment authority after the application is found to be completed in all respects and demanded by the Enlistment Authority .The one copy of challan to be submitted to concerned D.D.O. under the enlistment authority and 2nd copy to the Enlistment Authority duly forwarded by the said D.D.O or Govt, receipt (G.R) duly issued by the Assistant Engineer HPPWD.</p> |
| <p>11. Enlistment Authority</p> | <p>S.E. (Circle) on the recommendations of the Designated Committee</p> |

| Enlistment Rules 2021 | | Table-1 for Class “D” Mechanical |
|--|--|---|
| 1. Category | Mechanical | |
| 2. Class | D | |
| 3. Jurisdiction of operation area of the enlisted Contractor. | Within Zone of enlistment and in any one of the other Zones provided undertaking is to be submitted by Contractor at the time of his enlistment. | |
| 4. Tendering limit. | Up to 3.00 lac | |
| 5. Eligibility | A contractor as defined under ibid rules 1.3 should meet the following criteria :- 1.The applicant should be middle pass. 2. He should have good moral character (Certificate of it should be issued by Ist Class Magistrate) 3.He Should be above 18 years of age. 4. In case of Firm, the Firm should have been registered with Registrar of Firms & in case of company, it should be registered under Company Act. | |
| 6 . Past Experience of on-going/ completed works in last 5 years | Inserted at Sr. No. 5 of this table. | |
| 7. Financial Soundness. | 1. Immovable property of Rs.1.00 lacs in the shape of an affidavit duly attested by Magistrate Ist Class along with latest copy of Jamabandi of property as surety of property. And in case of Firm/Company the surety of property of the same value from the Partner of the Firm/Director of Company would be accepted. Note: -i) The applicant having no property in his name, may furnish legal surety of his parents/grand parents in the shape of an affidavit duly attested by Magistrate Ist Class along with latest copy of Jamabandi of property. Note:- ii) In case where the applicant has no immoveable property in the name of his parents/Grand parents name he may submit an FDR equal to above amount duly pledged in favour of Enlisting Authority along with affidavit duly attested by the Magistrate 1st class. The same will be released to the contractor on his request in writing to the Enlistment Authority when it intends to cease to be in the enlistment panel & No Objection Certificate (NOC) is issued from the field offices to the effect that no liability is pending against the contractor . | |
| 8. Engineering Organization, | he contractor shall have to furnish with application an affidavit(Annexure-XII, XII-A & XII-B to the application form) duly attested by the Magistrate class-I for having(or to engage (for new enlistment only) the following staff in his regular establishment:- 1 No Mechanic. Note(i):- The contractor so enlisted shall have to fulfill all the additional conditions of the particular tender document while participating in any tender floated by the department. | |

| | |
|---------------------------------------|---|
| | <p>Note (II):- The contractor will be exempted to deploy one of the above staff if he himself holding the above required qualifications.</p> <p>Note(III):- In case of up gradation the affidavit from engaged staff would also be attached with the application as per Annexure-XII-A</p> |
| 9. T&P and Machinery requirements. | The contractor shall have to furnish with application an affidavit(Annexure-XVI to the application form) duly attested by the Magistrate class-I that he has one work shop, required equipment's and first aid kit. |
| 10. Fee (non refundable) | <p>i) Cost of application form inclusive of processing fees Rs. 500/- (non- refundable)</p> <p>ii) Enlistment fees Rs.1500/- to be deposited in any Govt., treasury of Himachal Pradesh against the challan generated by any D.D.O under the enlistment authority of HPPWD after the application is found to be completed in all respects and demanded by the Enlistment Authority .The one copy of challan to be submitted to concerned D.D.O. and 2nd copy to the Enlistment Authority duly forwarded by the said D.D.O or Govt, receipt (G.R) duly issued by the Assistant Engineer HPPWD.</p> |
| 11. Enlistment Authority | S.E. (Circle) on the recommendations of the Designated Committee. |

HIMACHAL PUBLIC WORKS DEPARTMENT

(Only for Office use)

(See Rule 6.0)

Sl. No. of form issued..... G.R. No.....Amount.....Date:.....

Name of the applicant to whom issued.....

Issuing Division with seal/sign.& Date

(Cost of form including processing fee Rs.500/-)

APPLICATION FOR ENLISTMENT/ UP-GRADATION FOR CONTRACTORSHIP

[The applicant should study carefully the Rules of Enlistment and the list of documents to be Annexed with the application form before filling the form. Applications found deficient in any respect are liable to be rejected without any further correspondence]

CLASS(A/B/C/D)..... CATEGORY
(Civil/Electrical/Mech.).....

1. Name of applicant/firm/Co.
Shri/Smt./M/s.....
2. Nationality(Indian/ Other)
3. Address:- (With documentary proof viz. Voter I.D Card, PAN card, Driving license, Ration Card, Passport)
 - i) Permanent:- PIN.....
 - ii) Present:.....
 - iii) Regd. Office
 - iv) Head Office
4. Contact Details (Mandatory):-
 - a) Telephone Number -..... b) Fax No.
 - c) Mobile No..... d) e-mail address.....
5. Constitution: Individual/ Sole Proprietorship Concern/Partnership Firm/ Public Ltd. Company Private Ltd. Company.....
6. Paste photograph(s) (Size of photo should be 2.5 cm x 3.5 cm having white background and printed name at bottom)of individual/sole proprietor/all partners/all directors against his/their names.

| 1. | 2. | 3. | 4. |
|--------------------|--------------------|--------------------|--------------------|
| Paste photo | Paste photo | Paste photo | Paste photo |
| Name..... | Name..... | Name..... | Name..... |
| Signatures..... | Signatures..... | Signatures..... | Signatures..... |

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 contractors Yes /No
- (d) Having business banned/suspended by any government in the past Yes /No
- (e) Convicted by a court of law Yes /No
- (f) Retired engineer/official from engineering Department of Govt. of H.P. within last two years Yes /No
- (g) Director or partner of any other company/firm enlisted with HPWD or any other department Yes /No
- (h) Member of Parliament or any State Legislative Assembly Yes /No
- (If answer to any of the above is 'Yes' furnish details on a separate sheet.)**

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

 (b) Nationality Indian Other
 (c) Liabilities

9. Name of Bankers with full address
- i) Bank Account No.....
- ii) IFSC code.....
- iii) PAN No.....
- iv) S.T./VAT No.....

10. Place of business.....
- (I) For Class D Contractors. (a) Zone of Enlistment. (SZ/KZ/MZ/HZ)
 (b) 2nd proposed Zone (SZ/KZ/MZ/HZ)
- (II) For other classes of Contractors. All over Himachal Pradesh

11 Full time technical staff in applicant's employ:
 For Civil, Electrical & Mechanical contractors (Give details in the form of an affidavits on **Annexure-XII & XII-A**)

- 12 Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class & category applied for (Affidavit on **Annexure- VIII & VIII(A)** duly attested by Ist Class Magistrate to be attached) Yes/No

13. Does the applicant possess valid Electrical License [For Electrical] Yes/No
 (Attested photocopy of the Electrical License be attached)

- 14 (a) Whether already enlisted with HP PWD or any other department Yes/No

If yes, give details:

- (i) Name of department
- (ii) Class of category
- (iii) Enlistment authority & address
- (iv) Enlistment No. & date

(v) Date of validity.....

(vi) Tendering limit

(Attested copy of enlistment order to be attached)

15. Is applicant or any person working with the applicant is a near relative of the officer/official working in HP PWD

[See Rule 17.0]

Yes/No

(If yes, give details in a separate sheet)

16. Details of cost of form/processing fee deposited: (Original receipt issued to be attached)(See rule 12.1 read with Table-1)

| Receipt No. & Date | Amount (Rs.) | Name Division/Sub Division where fee has been deposited |
|--------------------|--------------|---|
| | | |

17. Details of Works completed and in progress during the last 5 years (to be filled in proforma as given in **Annexure IX**).

18. Certificates from client(s) in original as per proforma given in **Annexure-X** for all eligible works executed during the last five years.

19. Certificates:

(i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in HP PWD as amended upto date and shall abide by them.

(ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am liable to be debarred.

(iii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name and more than one enlisting authority/ Zone in HP PWD.

(iv) that since my/our registration as contractor in HP P.W.D. I/we never been blacklisted from the contractor ship..

(v) I /We are aware of e-procurement and (Tick either of below)

a. I/We have obtained Digital Signature Certificate (DSC)

b. I /We will obtain Digital from approved vendor at our own cost

(vi) (A) I certify that I am not a retired officer/official from any service of Government of India/State Government/ U.T Government/ PSU's/ Semi Government or any department funded/aided by the Government during the last two years. I also certify that I have neither such

(a) person under my employment nor shall I employ any such person within two years of his retirement except with the prior permission of the Government. (For Individuals seeking enlistment in their own name).

(b) We certify that none of such person is the partner/Director in our firm/Co. We also certify that we have neither under our employment any such person nor

shall we employ any person within two years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies).
(Strike out whichever is not applicable)

(B) Certified that no individual, or a partner/Director of the firm/Co. is a dismissed government/Semi Government servant; or blacklisted contractor or removed from the approved list of contractors; or demoted to lower class of the contractor; or having business banned/ suspended by any government/Semi Government department in the past; or under trial/convicted by a court of law.

Note:- Power of attorney is required to sign on behalf of firm/Company.

Signature(s) of applicant(s):

Name with complete Address

Date:

No. of documents attached.....

Annexure – II

**DETAILS OF THE DOCUMENTS ATTACHED WITH THE APPLICATION FOR
ENLISTMENT ONLY (see rule 6.0 &12.0)**

| Sr. No. | Details of documents attached | Applicable to | Yes / No |
|----------------|--|--|-----------------|
| 1 | Application Form duly filled on line. | All category | |
| 2. | Proof of constitution (SI. No. 5*): (a) In case of sole proprietorship/HUF : an affidavit executed before a 1st Class Magistrate that the applicant is a sole proprietor of the firm/Karta of HUF. (b) In case of partnership firm: (Submit attested copies) (i) Partnership deed duly attested. (ii) Certificate of Registration of Firm issued by Registrar of Firms. (c) In case of Private/Public Ltd. Co. Article of Association & Memorandum of Association duly attested by Notary Public. | All category | |
| 3. | Power of attorney, if any (SI. No. 8*), attested by Notary Public | All category | |
| 4 | Banker certificate from scheduled /commercial bank in the proforma given in Annexure IV. (See table-1) The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority (SI. No.9)*. | All category | |
| 5. | Technical Staff : (SI. No. 11)* (i) Affidavit of full time technical staff/Designers with qualification and experience of each. (ii) Attested copies of the degree/diploma of the technical staff/Designers. (iii) Affidavits from the technical staff/contractor on Annexure XII, XII-A & XII-B (along with the copy of salary account statement issued by the bank at least of six months for class A & three months for class B) | (i)Annexure-XII for all category (ii) Annexure-XII-A for fresh degree/diploma holders (iii) Annexure-XII-B for Class D & fresh Degree/diploma holders) | |
| 6. | Affidavit of M/C, T&P, i/c steel centering & shuttering, possessed by the applicant. Full details and location of workshop including details of Machines & Equipment in the shape of affidavit as per Annexure- VIII & VIII(A) (SI. No. 12)* | (i) Ann.-VIII for all categories (ii)Ann.-VIII(A)For class D & fresh degree/diploma holders. | |
| 7. | Attested copy of valid Electrical License (SI. No.13*). | Applicable only for all category of Electrical contractors | |
| 8. | List of all near relatives working in HP PWD, (in the shape of affidavit) including their addresses (SI. No. 15)*. See also Rule 17.0 of Enlistment Rules 2021. | All category | |
| 9. | Cost of form/ processing fee (SI. No. 16*). | All category | |
| 10. | Original or attested copies of certificates for works done, from concerned clients, (Central/State Government Departments/Public undertakings/Boards/Universities etc.) in proforma as given in Annexure-X Note: -(i) The work done to be submitted as per class of enlistment as per Table -1 of Enlistment Rules 2021 (ii) The certificate regarding performance to be issued under the signature of the EE or an equivalent authority and shall be submitted in original or attested | All category except for class D & fresh Degree/ Diploma holders | |

| | | | |
|-----|--|---|--|
| | <p>photocopies.</p> <p>(iii) The work experience from private concerns is not eligible for enlistment.</p> <p>(iv) The amount of ongoing/in progress/completed work would be assessed on the basis of last bill entered in MB up to date of submission of application for enlistment.</p> | | |
| 11. | Attested copies of award letters for works included in Annexure-IX | All category except for class D & fresh Degree/ Diploma holders | |
| 12. | Attested copy of valid PAN, GST, EPF No. | All category | |
| 13. | Proof of temporary residence and permanent residence. (copy of Voter I.D Card, PAN card, Driving license, Ration Card, Passport) | All category | |
| 14. | Proof of ownership of property i.e. copy of latest Zamabandi with affidavit on Annexure-XIII (See table -1) along with valuation of property from the competent authority/ registered valuer. | All category | |
| 15. | An affidavit on Annexure (XIV) duly attested by the Magistrate Ist Class to the effect that no individual, or a firm/Co. having such individual as one of the partner or Director of the firm/Co., who is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class of the contractor; or having business banned/ suspended by any government/semi government department in the past; or under trial/convicted by a court of law and to the effect that all the documents attached to the application and information supplied are true to the best of knowledge and belief and nothing has been concealed. | All category | |
| 16. | Bonafied Himachali Certificate issued by Competent authority | For Degree/ Diploma Holder Engineers only | |
| 17. | Character Certificate issued by the Competent authority. | All category | |
| 18. | Attested copy of Degree/ Diploma along with attested copies of marks sheet of each year. | Applicable to Degree/Diploma holder applicants | |
| 19. | Undertaking by the contractor regarding jurisdiction of operation area in any one of the other zones in addition to zone of his enlistment.(See Table 1 for Class D). (Note:- If the contractor does not submit such undertaking at the time of enlistment then he will only be eligible to participate in tenders within his zone of enlistment .) | Applicable to Class D only (Civil/Mech./Elec.) | |

Annexure – II (A)

**CHECK LIST FOR THE DOCUMENTS TO BE ATTACHED WITH THE APPLICATION
UP-GRADATION ONLY (see rule 6.0 &12.0)**

| Sr. No. | Details of documents attached | Applicable to | Yes / No |
|----------------|---|---|-----------------|
| 1 | Application form on line | All category | |
| 2. | Proof of constitution (Sl. No. 5*) : (a) In case of sole proprietorship/HUF : an affidavit executed before a 1st Class Magistrate that the applicant is a is the sole proprietor of the firm/Karta of HUF. (b) In case of partnership firm: (Submit attested copies) (i) Partnership deed duly attested. (ii) Certificate of Registration of Firm issued by Registrar of Firms. (c) In case of Private/Public Ltd. Co. Article of Association & Memorandum of Association duly attested by Notary Public. | All category | |
| 3. | Power of attorney, if any (Sl. No. 8*) , attested by Notary Public | All category | |
| 4. | Banker certificate from scheduled /commercial bank in the proforma given in Annexure IV. (See table-1) The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority (Sl. No.9)* . | All category | |
| 4(a) | Copy of Financial Turnover (in original) issued by the CA in last five years. | | |
| 4(b) | Copy of ITR for the last 5 Financial Years | | |
| 5. | Technical Staff : (Sl. No. 11)* (i) Affidavit 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) Affidavits from technical staff/contractor on Annexure XII, XII-A (along with the copy of salary account statement issued by the bank at least of Six months for class A & Three months for class B.) | (i)Annexure-XII for all category (ii)Annexure-XII-A for degree/diploma holders | |
| 6. | Affidavit of M/C, T&P, i/c steel centering & shuttering, possessed by the applicant. Full details and location of workshop including details of Machines & Equipment in the shape of affidavit as per Annexure- VIII (Sl. No. 12)* | All category | |
| 7. | Attested copy of valid Electrical License (Sl. No.13*) | Applicable to all Electrical contractors only | |
| 8. | Attested copy of Enlistment order, in case already enlisted (Sl. No.14)* . | All category | |
| 9. | List of all near relatives working in HP PWD, (in the shape of affidavit) including their addresses (Sl. No. 15)* . See also Rule 17.0 of Enlistment Rule. | All category | |

| | | | |
|-----|--|-------------------------------------|--|
| 10. | Cost of form/ processing fee (Sl. No. 16*). | All category | |
| 11. | Original or attested copies of certificates for works done, from concerned clients, (Central/State Government Departments/Public undertakings/Boards/Universities etc.) in proforma as given in Annexure-X . (Note: - (i) The work done be submitted as per class of enlistment as per Table -1 of Enlistment Rules 2021 (ii) The certificate regarding performance to be issued under the signature of the EE or an equivalent authority and shall be submitted in original or attested photocopies. (iii) The work experience from private concerns is not eligible for enlistment. (iv) The amount of ongoing/in progress/completed work would be assessed on the basis of last bill entered in MB up to date of submission of application for enlistment. | All category | |
| 12. | Attested copies of award letters for works included in Annexure-IX . | All category | |
| 13. | Attested copy of valid PAN, GST, EPF No. | All category | |
| 14. | Proof of temporary residence and permanent residence. (copy of Voter I.D Card, PAN card, Driving license, Ration Card, Passport) | All category | |
| 15. | Proof of ownership of property i.e. copy of latest Zamabandi with affidavit on Annexure-XIII (See table -1) along with valuation of property issued by the competent authority/ valuer | All category | |
| 16. | An affidavit on Annexure (XIV) duly attested by the Magistrate Ist Class to the effect that no individual, or a firm/Co. having such individual as one of the partner or Director of the firm/Co., who is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class of the contractor; or having business banned/ suspended by any government/semi government department in the past; or under trial/convicted by a court of law and to the effect that all the documents attached to the application and information supplied are true to the best of knowledge and belief and nothing has been concealed. | All category | |
| 17. | Character Certificate issued by the Competent authority. | All category | |
| 18. | Bonafied Himachali Certificate | For Degree/Diploma Holder Engineers | |

* Sl. No. of application form

Signature(s) of the applicant

Annexure III

Designated Committee to consider the Enlistment/Up-gradation of different categories of contractors in HP Public Works Department. (See Rule 1.2,10.0,23.2)

| Enlistment Authority | Category | Class | Designated Committee | |
|------------------------------|-----------------|--------------|---------------------------------------|------------------------------|
| CE at Zonal level | Civil | A & B | CE SE(D) JC(F&A)/DC(F&A) | Chairman Member Member |
| SE at Circle level. | Civil | C & D | SE XEN Div. Accountant | Chairman Member Member |
| CE at Zonal level | Electrical | A & B | CE SE(Elect) JC(F&A)/DC(F&A) | Chairman Member Member |
| SE (Elect.) at Circle level. | Electrical | C & D | SE XEN (Elect.) Div. Accountant | Chairman Member Member |
| CE at Zonal level | Mechanical | A & B | CE SE(D) JC(F&A)/DC(F&A) | Chairman Member Member |
| SE (Mech.) at Circle level. | Mechanical | C & D | SE XEN (Mech.) Div. Accountant | Chairman Member Member |

(See Rule 11.2 & 11.3)

FORM OF BANKERS CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information Shri/Smt. M/s.....having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement upto a limit of _____ Rs.(Rupees.....). and further certified that he/firm/company 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..... (Rupees.....) has been available to the credit in his/her/their account No. for the last six months.

No. _____

Date _____

(Signature of authority)
for the Bank

(with Seal & Date)

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

**FOR CHANGE OF CONSTITUTION LIST OF DOCUMENTS/INFORMATION
REQUIRED
TO BE SUBMITTED
(See Rule 15.0)**

A. Document to be Submitted

1. Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
2. Attested copy/copies of valid ITCC(s) in respect of each proposed partner.
3. 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.
4. 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

- (i) Whether he is enlisted with HP PWD/CPWD/MES/Railway/P&T/State PWD.
- (ii) Whether he is a dismissed Govt. servant.
- (iii) Whether he is a partner/director of any other firm enlisted with HP PWD/CPWD/MES/Rly. /P&T/State PWD.
- (iv) Whether he is member of Indian Parliament or State Legislature.
- (v) Whether his name has been blacklisted or removed from the approved list of contractors or blacklisted contractor/ demoted to lower class or orders banning/suspending business with him by any Government /Semi Government department in the past.
- (vi) Whether he is a dismissed/removed/retired Govt./Semi Govt. servant within last 2 years.
- (vii) Whether he has any relative working in HP PWD, if yes, give details.
- (viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.
- (ix) Whether he has ever been convicted by a court of law, if yes, give details.

Signature of Contractor/ Firm

(Cost of form including processing fee Rs.500/-)

HIMACHAL PUBLIC WORKS DEPARTMENT
(see Rule 19.3)

(Only for Office use)

Sl. No. of form issued..... G.R. No.....Amount.....Date:.....

Name of the applicant to whom issued.....

Issuing Division with seal/sign.

APPLICATION FOR REVALIDATION/RENEWAL OF ENLISTMENT

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

CLASS CATEGORY(Civil/Mechanical/Electrical as the case may be)

1. Name of applicant Shri/Smt/M/s

.....

2. Nationality Indian Other

Address:- (With documentary proof viz. Voter I.D Card, PAN card, Driving license, Ration Card, Passport)

i) Permanent:- PIN.....

ii) Present:.....

iii) Regd. Office

.....

iv) Head Office

.....

4. Contact Details (Mandatory):-

a) Telephone Number -..... b) Fax No.

c) Mobile No..... d) e-mail address.....

5. Constitution

Individual/Sole Proprietorship Concern/Partnership Firm /Public Ltd. Company/ Private Ltd. Company.

6. If partnership firm, names of the partners and in case of Company, name of directors

1.....

2.....

3.....

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

(b) Nationality Indian Other

(c) Liabilities

8. Name of Bankers with full address

* a. Bank Account No.....b. IFSC code.....

9. Place of business.....

(1) For Class D Contractors. (a) Zone of Enlistment. (SZ/KZ/MZ/HZ)

(b) 2nd proposed Zone (SZ/KZ/MZ/HZ)

(II) For other classes of Contractors. All over Himachal Pradesh

*10. Does the applicant have full time technical staff in applicant's employment: Yes/No
(if yes, attach affidavit as per annexure XII, XII-A.)

*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
Yes/ No

(if yes, attach affidavit as per Annexure- VIII & VIII(A))

12. Does the applicant possess valid Electrical License [For Electrical contractor] Yes/ No

13. (a) Details of enlistment with HP PWD

(i) Enlistment No. & date

(ii) Date of validity

14. Is applicant or any person working with the applicant is a near relative of the officer/official of HP PWD

Yes/No

[See Rule 17.0 of the Enlistment Rules] If answer to above is yes, give details.

15. Details of all Works completed, in progress and participated (which were secured during the last 5 years) (to be filled in proforma as given in Annexure -IX/IX-A)

16. Certificates:

(i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in HPWD as amended up to date and shall abide by them.

(ii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name.

(iii) I/We certify that the information given above is true to the best of our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled. In addition to disciplinary action as provide in the enlistment rules.

(iv)* I/We are aware of e-procurement and (Tick either of below)
a. I/We have obtained Digital Signature Certificate (DSC)
b. I/We will obtain Digital from approved vendor at our own cost

(v) I/ We certify that none of such person is the partner/Director in our firm/Co. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies).
(Strike out whichever is not applicable)

(vi) I/We certified that no individual, or a partner/Director of the firm/Co. is a dismissed government/Semi Government servant; or blacklisted contractor or removed from the approved list of contractors; or demoted to lower class of the contractor; or having business banned/ suspended by any government/Semi Government department in the past; or under trial/convicted by a court of law.

(vii) that since my/our registration as contractor in HP P.W.D. I/we never been blacklisted from the contractor ship..

*(Strike out whichever is not applicable).

Signature(s) of applicant(s):
Name
Address
Date:
No. of documents attached

Annexure - VII

CHECK LIST FOR THE DOCUMENTS TO BE ATTACHED FOR REVALIDATION

(See Rule 19.0 ,19.1, 19.2 ,19.3&19.12)

| Sr. No. | Details of documents attached | Applicable to | Yes / No |
|----------------|---|--|-----------------|
| 1 | Application Form on line (to be submitted to the zonal/circle office of original enlistment or to any Divisional Engineer under the enlistment authority) See rule19.0 and 19.2 | All category | |
| 2 | Proof of Constitution in case of Firm/ Company | All category | |
| 3 | Cost of application form/ processing fee | All category | |
| 4 | Bankers certificate in original from scheduled/ commercial bank in the Annexure-IV given in the Enlistment Rules. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority. | All category | |
| 5 | Affidavit of M/C, T&P, i/c steel centering & shuttering, possessed by the applicant. Full details and location of workshop including details of Machines & Equipment in the shape of affidavit as per Annexure- VIII & VIII (A) . | All category however Annexure VIII (A) shall be used for enlistment/revalidation as Class D & for Degree/Diploma Holders in their applicable class of enlistment. | |
| 6. | Attested copy of valid Electrical License. | Only for Electrical contractors | |
| 7 | Attested copy of Enlistment order with HPPWD.(Sl.No.13 of Annexure-VI) | All category | |
| 8 | Details of works executed/completed/in progress on Annexure-IX & Annexure X along with attested copies of award letters for works. | All category | |
| 9 | Details of works in which the contractor has participated on Annexure-IX-A duly signed by Executive Engineer concerned with full address and office seal | All category | |
| 10 | Original or attested copies of certificates of performance for works done, from concerned clients, (Central/State Government Department/Public undertakings/Boards/ Universities etc.) in proforma as given in Annexure-X . (Note:- (i) The work done be submitted as per class of | All category | |

| | | | |
|-----|--|--|--|
| | <p>enlistment as per Table -1 of Enlistment Rules 2021</p> <p>(ii) The certificate regarding performance to be issued under the signature of the EE or an equivalent authority and shall be submitted in original or attested photocopies.</p> <p>(iii) The work experience from private concerns is not eligible for enlistment.</p> <p>(iv) The amount of ongoing/in progress/completed work would be assessed on the basis of last bill entered in MB up to date of submission of application for enlistment.</p> | | |
| 11 | Attested copies of PAN, GST,EPF No. | All category | |
| 12 | <p>Technical Staff : (Sl. No. 11)*</p> <p>(i) Affidavit of full time technical staff/Designers with qualification and experience of each.</p> <p>(ii) Attested copies of the degrees/diplomas of the technical staff/Designers.</p> <p>(iii) Affidavits from the technical staff/contractor on Annexure XII, XII-A along with the copy of salary account statement issued by the bank at least of six Month for class A & three Month for class B.</p> | <p>(i)Annexure-XII for all category</p> <p>(ii)Annexure-XII-A for degree/diploma holders</p> | |
| 13 | Proof of ownership of property i.e. copy of latest Zamabandi with affidavit on Annexure-XIII along with valuation of property issued by the competent authority/ valuer. | All category | |
| 14 | Attested copy of Power of attorney, if any | All category | |
| 15. | An affidavit on Annexure (XIV) duly attested by the Magistrate Ist Class to the effect that no individual, or a firm/Co. having such individual as one of the partner or Director of the firm/Co., who is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class of the contractor; or having business banned/ suspended by any government/semi government department in the past; or under trial/convicted by a court of law and to the effect that all the documents attached to the application and information supplied are true to the best of knowledge and belief and nothing has been concealed. | All category | |
| 16 | <p>List of all near relatives working in HPPWD, (in the shape of affidavit) including their addresses (Sl. No. 14 of Annexure-VI)*.</p> <p>See also Rule 17.0 of Enlistment Rules 2021</p> | All category | |

*Sl. No. of application form

Signature(s) of the applicant

Annexure VIII

**Affidavit regarding possession of Tools & Machinery to be filed by applicant contractor /
firm**
(See Table-1)

INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-)
(As applicable for affidavit as per respective state Government rule).

Affidavit

I, Sole proprietor /Director/Partner of
M/s/Shri. Regd. Office
at..... do hereby solemnly affirm and declare that our firm is in
possession of following Tools & Machinery:-

| S. No. | Description of Item | Quantity |
|--------|---------------------|----------|
| | | |
| | | |
| | | |
| | | |
| | | |

I am deponent herein and I am fully acquainted with the facts of the affidavit. Further I/we undertake that I/we will provide the additional T&P, machinery etc as per requirement of particular work. In case where the T&P machinery etc on hire basis is procured, the proof thereof in the shape of lease agreement would be attached.

Deponent

I/We.....s/o.....on this..... day of.....
month.....year verify that the information given above is true to the best of our
knowledge. I/We understand that if any information is found incorrect, our enlistment is
liable to be cancelled, in addition to disciplinary action as provide in the enlistment rules.

Date:

Place:

Deponent

Identified by me

Dated

Signature with seal of 1st class Magistrate

Annexure VIII (A)

**Affidavit regarding possession of Tools & Machinery to be filed by applicant for enlistment
as
Class "D" & for fresh Degree/Diploma Holders
(See Table-1)**

INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-)
(As applicable for affidavit as per respective state Government rule).

Affidavit

I/We, Sole proprietor
/Director/Partner of M/s/Shri. Regd. Office
at..... do hereby solemnly affirm and declare that I /we shall
provide necessary Tools & Machinery as required on any work awarded to me /us after
enlistment.

I am deponent herein and I am fully acquainted with the facts of the
affidavit. Further I/we undertake that I/we will provide the additional T&P, machinery etc as per
requirement of particular work. In case where the T&P machinery etc on hire basis is procured,
the proof thereof in the shape of lease agreement would be attached.

Deponent

I/We.....s/o.....on this..... day of.....
month.....year verify that the information given above is true to the best of our
knowledge. I/We understand that if any information is found incorrect, our enlistment is
liable to be cancelled, in addition to disciplinary action as provide in the enlistment rules.

Date:

Place:

Identified by me

Dated

Deponent

Signature with seal of 1st class Magistrate

Annexure – IX

**WORKS COMPLETED AND IN PROGRESS
(INCLUDING ALL WORKS AWARDED during the last FIVE year of enlistment)
(See rule 20.1)**

Name of the Contractor / Firm :-

| Sr.No. | Name of work | Agreement No. with date | Name of Division. | Date of start | Date of Completion | | Reason for delay |
|--------|--------------|-------------------------|-------------------|---------------|--------------------|--------|------------------|
| | | | | | Stipulated | Actual | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| Tendered cost | Awarded amount of the work | Weather L.D imposed or Not. If yes, please give detail. | Did the Contractor go for arbitration / court | If yes, amount claimed | Amount awarded by the forum/court |
|---------------|----------------------------|---|---|------------------------|-----------------------------------|
| 9 | 10 | 11 | 12 | 13 | 14 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Signature of the Contractor / Firm

**PROFORMA FOR GIVING CERTIFICATE FOR TENDERS SUBMITTED BY THE
CONTRACTOR(See rule 19.1 &19.2)
(Separate form to be used for each work)**

Sub: Revalidation of contractors as Class — () in HP.PWD.

Certified that M/s. / Shri

..... have
submitted

tenders for the following works:

| Name of Work | Date of opening of tender | Estimated cost put to tender | Position of contractor in the tender (L1, L2, L3 etc.) | Name & address of the contractor to whom work awarded |
|--------------|---------------------------|------------------------------|--|---|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |

Signature of Executive Engineer
with full address and office seal

CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR
(To be issued separately for each work and no column should be kept blank)
(see rule 20.1)

Dispatch No..... Date.....

Name of issuing

Division.....

(Name of Division should be clear and legible)

Name & Address of the Contractor with enlistment No.:

-
1. Name of work with brief particulars
 2. Agreement No. and date
 3. Date of commencement of work
 4. Stipulated date of completion
 5. Actual date of completion
 6. Details of compensation, if levied for delay, if any(with amount and detailed reason)
 7. Amount put to tender
 8. Awarded Amount
 9. Gross Amount of the work completed (M.B No. _____ Page No. _____)
 - 10 (a) If the work is in progress,
Gross amount of the completed component (M.B No. _____ Page No. _____)
 11. Whether the contractor employed qualified
Engineer/Staff during execution of work? Yes / No
 12. If yes, detail of such person:-
Name _____ Father Name _____

Qualification _____

Period of employment:- _____ to _____

13. (i) Quality of work (indicate grading) Out Standing/V. Good/Good/Poor
(ii) Amount of work paid on reduced rate basis, if any
14. (i) Did the contractor go for arbitration?
(ii) If yes, total amount of claim
(iii) Total amount awarded
15. Comments on the Capabilities of the contractor
 - (a) Technical Proficiency Out Standing/V. Good/Good/Poor
 - (b) Financial Soundness Out Standing/V. Good/Good/Poor
 - (c) Mobilization of adequate T&P Out Standing/V. Good/Good/Poor
 - (d) Mobilization of manpower Out Standing/V. Good/Good/Poor
 - (e) General behavior Out Standing/V. Good/Good/Poor

Note:- 1. All Columns should be filled in properly.
2 The columns No.6 must be elaborated.

Signature of the Executive Engineer
with Official Seal

Dated:

Signature of the applicant
Name.....
Address.....

**PROFORMA FOR REGISTER OF ENLISTED CONTRACTOR AND ISSUE OF
REGISTRATION NUMBER
(See Rule 21.0)**

1 Name of the Contractor:

2 Address:

3 Registration No. & Date:

4 Class of Registration:

5 Contact Details: Mobile No. Phone No. e-mail I D

**Signature of the
Superintendent**

Renewal Details: -

| Sr. No. | Revalidation order No. & date | Revalidation up to | Remarks |
|---------|-------------------------------|--------------------|---------|
| 1 | 2 | 3 | 4 |
| | | | |
| | | | |
| | | | |
| | | | |

6. If temporarily suspended/blacklisted or removed from the list of approved contractors, please give detail:-

1) Date of Display of such action on official website of HP PWD. _____

Signature of enlistment authority

MODE OF ALLOTMENT OF REGISTRATION NUMBER

Some illustrations are given below;

1. For Circles:-

HP-10-R-0015
HP-06-R-0009
HP-08-R-0009

For 10th Circle Bilaspur
For 6th Circle Kullu
For 8th Circle Hamirpur

2. For Zones:-

HP-SZ-R-0025
HP-KZ-R-0008

For Shimla Zone
For Kangra Zone

Note:-The last four digits will vary from 0001 to 9999 .

**Affidavit to be submitted by the Individual/sole proprietorship firm/partnership firm/Company regarding Technical Staff employed by them.
(For enlistment/upgradation/renewal only) (See Table 1)**

INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-)
(As applicable for affidavit as per respective state Government rule).

AFFIDAVIT

I, S/o Sh. aged
about.....years.

R/o.....

Individual/Sole Proprietor/Partner/Director (as the case may be) do hereby solemnly affirm and declare that the following Technical Staff (Engineers) are working as full time staff with me/us/our firm (Strike out whichever is not applicable)

| Sr. No. | Name of Engineer | Father's Name | Qualification | Institute | Passed out in year | Date of engagement/ appointment |
|---------|------------------|---------------|---------------|-----------|--------------------|---------------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

(Deponent)

I/We.....S/o.....on this..... day
of.....month..... Year verify that the information given above is true to the best of our knowledge and nothing has been concealed. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled, in addition to disciplinary action as provide in the enlistment rules. Further I undertake to provide additional technical/other staff as per requirement of particular work.

Date:

Place:

(Deponent)

Identified by me

Dated

Signature with seal of 1st Class Magistrate

Affidavit to be field by individual Technical staff
(For enlistment/upgradation/renewal only)
(See Table 1)

INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-)
(As applicable for affidavit as per respective state Government rule).

AFFIDAVIT

I, S/o Sh..... aged about.....Years

R/o

.....
do hereby solemnly affirm and declare that:-

1. I have passed degree/diploma in Civil Engineering/Electrical/Mechanical (as the case may be) during the year from.....University/Board.
2. I am working full time under M/s/Shri, Government contractor as since (Month & Year) till date.
3. I am enclosing copy of salary account issued by the bank _____ Branch _____
4. I am deponent herein and I am fully acquainted with the facts of the affidavit.

Deponent

I/We.....s/o.....on this..... day of..... Month..... year verify that the information given above is true to the best of our knowledge and nothing has been concealed. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled, in addition to disciplinary action as provide in the enlistment rules.

Date:

Place:

(Deponent)

Identified by me

Dated

Signature with seal of Ist class Magistrate

Affidavit to be submitted by the Individual/sole proprietorship firm/partnership firm/Company regarding Technical Staff to be employed by them. (For New Enlistment for class “D” & for fresh Degree/Diploma Holders Only) (See Table 1)

INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-)
(As applicable for affidavit as per respective state Government rule).

AFFIDAVIT

I, S/o Sh. aged about.....years.

R/o.....

Individual/Sole Proprietor/Partner/Director (as the case may be) do hereby solemnly affirm and declare that I shall engage following technical staff on works awarded to me after my new enlistment as a contractor in HP PWD (Strike out whichever is not applicable)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

(Deponent)

I/We.....S/o.....on this..... day of.....month..... Year verify that the information given above is true to the best of our knowledge and nothing has been concealed. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled, in addition to disciplinary action as provide in the enlistment rules. Further I undertake to provide additional technical/other staff as per requirement of particular work.

Date:

Place:

(Deponent)

Identified by me

Dated

Signature with seal of 1st Class Magistrate

Annexure – XIII
Affidavit to be submitted by the applicant contractor/firm/company
(See Table-1)
(Affidavit to be filled by the applicant)
INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-)or
(As applicable for affidavit as per respective State Government rule)

I,.....S/oSh.....aged about.....years
R/o..... Individual/Sole
Proprietor/Partner/Director (as the case may be) do hereby declare as under:-

- i) That I am owner in possession of immovable property as per latest copy of Zamabadi attached to this affidavit situated at Mauza.....Khasra no..... Tehsil..... District..... (State) which is free from all encumbrances.
- ii) That the market value of the above mentioned property is Rs.....
- iii) That I will not sell/mortgage this property during the period of enlistment as contractor in HP PWD.
- iv) That if any liability/default is found in my favour by the department, during my contractor ship, the same may be liquidated/recovered from my above mentioned property.

Deponent

I/We.....s/o.....on this..... day of..... Month year verify that the information given above is true to the best of my/our knowledge and nothing has been concealed. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled, in addition to disciplinary action as provide in the enlistment rules.

Deponent

Dated

signature with seal of Ist class Magistrate

ANNEXURE-XIV

Affidavit to be filled by the applicant

INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-)

(As applicable for affidavit as per respective State Government rule)

I,.....S/o.....aged aboutYears
R/o do hereby solemnly affirm and declare that:-

- (i) I have read the Rules of Enlistment of Contractors in HPWD as amended upto date and shall abide by them.
- (ii) The information given in the application for enlistment and in all the documents attached to the application is true to the best of my knowledge. I, also understand that if any of the information is found wrong I will be liable for action under law and disciplinary action as per enlistment rules, notified and instructions issued there under by the Government of Himachal Pradesh from time to time.
- (iii) I will not get myself/my firm registered as contractor(s) in the Department under more than one name and with more than one enlisting authority/ Zone in HP PWD.
- (iv) I certify that I am not a retired officer/official from any service of Government of India/State Government/ U.T Government/ PSU's/ Semi Government or any department funded/aided by the Government during the last two years.
- (v) no person under my employment nor shall I employ any retired Government/Semi Government servant before two years of his retirement from Government/semi Government service in any case except with the prior permission of the Government.
- (vi) that neither none of the partner of the firm /Director of Company is a retired Government/Semi Government servant nor will be appointed as such before two years of retirement from Government of India/State Government/ U.T Government/ PSU's/ Semi Government or any department funded/aided by the Government (For partnership firms and limited companies).
- (vii) that no individual, or a partner of the firm is a dismissed government servant; or removed from the approved list of contractors or blacklisted contractor or demoted to lower class of contractor or having business banned/ suspended by any government department in the past or under trial/convicted by a court of law.
- (viii) that since my registration as contractor in HP P.W.D. neither any penalty/compensation has been imposed on me/our firm/Company, due to any poor performance/non-start of work or for any other reasons nor my earnest money has been forfeited by the department.

Deponent

I/We.....s/o.....on this..... day of..... Month
year verify that the information given above is true to the best of our knowledge and nothing has been concealed. I/We understand that if any information is found incorrect my/our enlistment is liable to be cancelled, in addition to disciplinary action as provide in the enlistment rules.

Deponent

Dated :

Signature with seal of 1st class Magistrate

| List of Class _____ contractors registered in _____ Zone/Circle of HP PWD (This list should be displayed on official website of HP PWD also) (See Rule 18.0) | | | | | | | |
|---|--------------------|---------|--------------------------|---|-----------------|-------------|---------|
| Sr. No. | Name of contractor | Address | Registration No. & Date: | Contact Number i.e. Phone Nos. & e-mail | Renewal Details | | Remarks |
| 1 | 2 | 3 | 4 | 5 | 6 | | 7 |
| | | | | | Order No & Date | Valid up to | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
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