



GOVERNMENT OF PUNJAB

**INSTRUCTIONS AND
APPLICATION FORM FOR
ENLISTMENT OF CONTRACTORS**

**DEPARTMENT OF SOIL AND WATER
CONSERVATION, PUNJAB**

DEPARTMENT OF SOIL AND WATER CONSERVATION, PUNJAB (DSWC)

INSTRUCTIONS FOR ENLISTMENT OF CONTRACTORS

1. Introduction

Department of Soil and Water Conservation (DSWC), Punjab enlists contractors who intend to work with the department. The purpose of enlistment is to have a ready list of experienced, suitable and competent contractors for works of DSWC so as to minimize requirement of verification of credentials of intending contractor at the time of individual tenders of works. At the same time only those contractors are allowed to continue in the list who remain active in DSWC and perform well in terms of timely completion, complying with Specifications and Standards and maintaining desired quality.

Notwithstanding enlistment in DSWC where it is decided to adopt the process of 'pre-qualification' or 'post-qualification', it may permit other eligible contractors, not enlisted with DSWC to bid/tender for the work, however, the successful bidder shall get himself enlisted in the appropriate class before issue of allotment letter for the work. For cost of works above Rs 250.00 lakh, the successful bidder shall be enlisted under Class A. For works of comparatively substantial value and/or works of specialized nature like installation of deep tubewells, solar panel and pump, electric installation, automation or in case of projects undertaken in Public-Private Participation (PPP) mode i.e. Build, Operate and Transfer (BOT) or other variants, the eligibility criteria will be determined separately.

2. Applicability

- 2.1 Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company is entitled to get enlistment as a contractor in Department of Soil and Water Conservation, Punjab under these instructions provided the eligibility criteria and other conditions are satisfied. The enlisted contractors have to abide by all the instructions made herein and as amended from time to time during the currency of their enlistment.
- 2.2 No individual or a firm having such individual as one of the partners, who is a dismissed govt. servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/suspended by any govt. department in the past or convicted by a court of law shall be entitled for enlistment. However cases where disciplinary action was taken against an individual, firm or firm having such individual as the partner for a specific period and such penalty period is already over, his case of enlistment/revalidation can be considered on merits.
- 2.3 No officer/official employed in any Department of the Govt. of Punjab or Punjab State Undertaking is allowed to work in the Department of Soil and Water Conservation, Punjab either as a contractor or as employee of a contractor for a period of 3 years after his retirement from govt. service unless he has obtained prior permission of Govt. of Punjab to do so. Even after enlistment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of Govt. of Punjab as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors.
- 2.4 A contractor is permitted to have enlistment in one class only. A contractor is not permitted to have enlistment in more than one name. A partner of a firm or a Director of company enlisted as a contractor cannot be a partner/Director in any other enlisted firm/company. The enlistment of contractor in Department of Soil and Water Conservation, Punjab shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in each individual Notice

Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of works.

- 2.5 A contractor who has been enlisted but who remained inactive/did not participate in tenders of department or any other Punjab govt department/entity for a period of 5 years shall not be enlisted under any class.
- 2.6 The individual or partner/director of a firm/company or member of consortium should not have failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor have been expelled from any contract by any public authority nor have had any contract terminated by any public authority for breach on his part during last three years from date of application for enlistment.

3. Scope

The enlistment of a contractor in DSWC, shall only entitle him to be eligible to bid for work(s) subject to fulfilling pre-requisites as laid down in each individual Notice Inviting Tender

4. Enlistment Procedure

- 4.1 The intending contractor shall have to submit the application in a prescribed form to the enlistment authority along with enlistment fee as given in Table-1, complete with all documents.
- 4.2 The application form shall be available on website <http://dswcpunjab.gov.in> or can be obtained from Head office or any Division/Circle office of the department.
- 4.3 Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.
- 4.4 The enlistment authority shall have the right to independently verify the details furnished by the contractors and to get works done by the contractor inspected and/or to get such other reports as may be considered necessary. Ordinarily works executed in the Department need not be inspected. The inspecting team for inspection of non DSWC works of the contractors shall furnish their report on quality of construction, workmanship etc. and make specific recommendations to the enlistment authority.
- 4.5 The Recommendation/Inspection Committee's will comprise of the following
 - a) For Class A Enlistment: A committee consisting of three DSCO
 - b) For Class B Enlistment: A committee consisting of two DSCO and one Sub Divisional officer.
 - c) For Class C Enlistment: A committee consisting of one DSCO and two Sub Divisional officers.
- 4.6 All documents submitted by applicant/contractor should be submitted in original duly signed by appropriate person/authority, while submitting application for enlistment/revalidation.
- 4.7 The enlistment authority shall decide all applications within a period of 90 days and if it finds the applicant suitable for enlistment, it shall issue the enlistment order and, otherwise send a letter of rejection of the application to the applicant.. The decision of the enlistment authority shall be final and binding on the applicant. Refund to the extent of 50% (fifty percent) of the enlistment fee remitted with the application shall be made to applicants whose applications are rejected.

5. Period/Validity of Enlistment

The enlistment shall be valid for a period of (3) three years. The enlistment can however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of three years from the date of expiry of the previous enlistment/revalidation. The enlistment shall be open to review by the enlistment authority and liable to termination, suspension or any such actions at any time, if considered, necessary by the enlistment authority after issue of show cause notice.

6. Enlistment Authority and Classes

- 6.1 The enlistment authority and classes along with other general eligibility criteria are given in Table 1. The companies/partnership firms or individual who want enlistment in any class shall apply for enlistment to relevant enlistment authority of DSWC.
- 6.2 A contractor is not permitted to have enlistment under more than one enlistment authority in DSWC.
- 6.3 The enlistment of the contractor can be upgraded to higher class by one step provided the contractor fulfils the criteria as laid down for the upper class. On up-gradation to higher class, the contractor shall have to deposit a enlistment fee for upgraded class, and he shall be enlisted in upgraded class for a period of three years, superseding previous enlistment. The minimum time gap required for up-gradation from any class to higher class shall be one year.
- 6.4 The enlistment authority after approving the enlistment of applicant/contractor shall send the detail of contractor being enlisted to technical branch of office of Chief Conservator of Soils as per Annexure –VIII, requesting issuance of unique number for the contractor, before issuance of enlistment certificate to the applicant/contractor. The enlistment certificate without the mention of unique number shall not be considered valid.
- 6.5 The technical branch shall make available the consolidated information of all enlisted contractors on website of the department.
- 6.6 In case, any enlistment authority or any other competent authority of DSCW take any action against the defaulting contractor on account of non-performance or for any other reason, then the intimation regarding the same shall immediately be given to technical branch of headquarters. The report of enlisted contractor is to be updated by enlistment authority every six months or in case of change in status report of the contractor.

7. Jurisdiction and Tendering Limits

The contractors enlisted in any class shall be entitled to tender for various works being executed by DSWC anywhere. The tendering limits upto which they shall be eligible to tender shall be as per details in Table-I, unless some restriction is imposed by enlistment authority. The contractors shall be governed by the rules, provisions and instructions existing at a particular point of time irrespective of when he was enlisted.

8. Eligibility Criteria

- 8.1 The applicant shall have to satisfy the minimum eligibility criteria specified in Table -1, before they can be considered for enlistment.
- 8.2 The criteria for experience shall be execution and completion of works of appropriate value, on work order/agreement basis, satisfactorily as the case may be, of specified magnitude and nature of work similar to being executed in DSWC, during the last five (5) years with details to be mentioned in Annexure-I and accompanied with performance certificate from client and with work

- orders/agreements, award letters and copy of final bills of completed works. The works should have been executed in the same name and style in Govt departments/PSU in which the enlistment is sought or all the eligible works(s) should have been secured in the name of any one of the partner.
- 8.3 The financial soundness shall be judged on the basis of Bank Solvency (Annexure –II), annual turnover of the applicant during last three (3) years as per balance sheet prepared by the Chartered Accountant in the format specified in Annexure-III, such certificate shall be issued by a scheduled bank and shall be submitted, in original, to the enlistment authority.
- 8.4 The person who is Agriculture Graduate (B.tech/Bsc (Hons)), shall be eligible for enlistment in Class-D, without fulfilling any other requirement except enlistment fee. He can be enlisted in higher class if he fulfils the eligibility criteria of that class.
- 8.5 The criteria to be fulfilled in terms of the experience, financial soundness and technical staff on role existing on the date of receipt of application by enlistment authority are detailed in Table -1 for each class.

9. Enlistment Fee

- 9.1 The applicant (intending contractor) shall forward the completed application to the enlistment authority along with a non-refundable enlistment fee by two crossed demand draft (each amounting to 50% of enlistment fee) by crossed demand draft drawn in the favour of DDO of circle/division payable at the place of that office or as mode specified by Govt For various classes of enlistment the fee is as below.
- (A) Class - A : Rs. 25,000/-,
 - (B) Class - B : Rs. 15,000/-
 - (C) Class - C : Rs. 10,000/-
 - (D) Class - D : Rs. 5,000/-
- 9.2 The enlistment fee is to be furnished along with the application form to the Enlistment Authority. In the case of such applicant whose application for enlistment is rejected by the Enlistment Authority, amount to the extent of 50% (fifty percent) of the enlistment fee remitted with the application shall be refunded.
- 9.3 The fees for revalidation of enlistment for various classes under each category shall be as under and is to be paid through a non-refundable crossed demand draft drawn in favour of relevant enlistment authority payable at place of that office or as per mode as specified by Govt
- (A) Class - A : Rs. 12,500/-,
 - (B) Class - B : Rs. 7,500/-
 - (C) Class - C : Rs. 5,000/-
 - (D) Class - D : Rs. 2,500/-
- 9.4 The above revalidation fee is applicable for the period upto month prior to date of expiry of enlistment/revalidation. However application received thereafter, but within three months of expiry of enlistment/revalidation, shall be charged with additional late fee of 10% of the enlistment fee as given in para above
- 9.5 Amount collected by the way of fee of Enlistment shall be deposited in Govt treasury as per rules and regulation.

9.6 The enlistment fee and fee for revalidation of enlistment may be revised from time to time in line with that followed in Water Resources department, Govt of Punjab

10 PAN card and Income Tax Clearance

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

11 Goods and Service Tax (GST) certificate

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

12 Labour License

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

13 Exemption for Labour and Construction Societies

Labour and Construction Workers Societies in context of instructions issued by Govt of Punjab vide memo no 76/52/79-C.1(5)/8856, Dated 4.11.2019 are exempt from enlistment with Department of Soil and Water Conservation, Punjab.

14 Change in Constitution of Firm

- 14.1 The contractor / firm/ shall not modify the existing partnership/membership or enter into any fresh partnership without the prior approval of the enlistment authority. Such proposal, if any, shall be submitted in advance giving full details of the intended partnership/sole proprietorship along with the draft partnership deed/affidavit and documents. Any change in status of the contractor as an Individual or in constitution of the firm without prior approval of the enlistment authority will render the contractor/firm liable to be removed from the approved list of contractors.
- 14.2 If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his (their) individual/joint capacity shall have to apply for enlistment afresh on the basis of work experience, financial soundness, owning of machinery and equipment as a separate entity and shall be governed by the eligibility criteria given in Table-1.
- 14.3 If new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions. Further, after the addition of new partner(s), the work experience for the works executed by the enlisted firm prior to addition of new partner(s) shall be reduced in proportion to the reduced equity of the original partner(s).
- 14.4 If the number of original partners or a firm reduces to less than half due to any reason including death of partner(s) the enlistments of the firm shall be withdrawn and the remaining/surviving partners shall have to seek fresh enlistment. Original partner (s) means constituents at the time of enlistment.

15. Change in Address

- 15.1 While applying for enlistment, the contractor should mention address of his Registered Office as well as Head Office, if different. All documents i.e. PAN, Income tax Return/assessment orders, GST Number, GST Certificate/assessment orders, Solvency Certificate/Banker's Certificate, Registration under Labour Cess Rules etc. should bear one such address, otherwise the same shall not be accepted.
- 15.2 The contractor shall intimate the change of address, if any, in advance or maximum within one month of such change. Failure to do so may result in removal of the name of the contractor from the approved list of contractors.

16. Near relatives working in DSWC

Individual Contractors or Partners in a Partnership firm of whose near relatives are working in the DSWC shall not be allowed to tender for works falling in the jurisdiction of the office responsible for award and execution of contract. For this purpose, a near relative shall mean wife, husband, parents, grand parents, children, grand children, brothers, sisters.

17. Review of approved list of contractors

The contractor shall be required to secure works of appropriate magnitude or should have participated/completed for minimum five (5) works of tendering limit in DSWC or any other Department/Board/Corporation of the State during the revalidation/enlistment period. Contractors shall be liable to be weeded out as enlisted contractor for non-observance of enlistment instructions. For this purpose, the enlistment authority shall have the power to periodically review the approved list of contractors.

18. Revalidation of Enlistment

- 18.1 The validity of enlistment of contractors shall be as given in para-3 above, It shall, however, be revalidated on merits if desired by the contractor. Only the contractor who has secured at least one work of appropriate magnitude or should have participated/completed for minimum five (5) works of tendering limit in DSWC or any other Department/Board/Corporation of the State during the revalidation/enlistment period, as the case may be shall be considered for revalidation.
- 18.2 The contractor shall apply for revalidation of the enlistment in the prescribed form along with all other documents so as to reach the enlistment authority at least two months before expiry of his enlistment. In case the contractor wants to get revalidation done from the authority other than the original enlistment authority, then he has to produce NOC from original enlisting authority as per Annexure –VII, before applying for enlistment/revalidation to another authority. Similar procedure shall also be applicable in case of up-gradation of enlistment to higher class. The fees for renewal in a particular class is given in table-1
- 18.3 The revalidation application with all documents shall be accepted up to one month prior to the date of expiry of enlistment without late fee. In case where the application is received after the date of expiry of enlistment/revalidation, but within three months of expiry, the application will be accepted with additional fee calculated at rate of 10% (ten percent of enlistment fee for new enlistment in the respective class. Applications received, thereafter, shall not be accepted and contractor shall apply for fresh enlistment, as per instructions.

- 18.4 On receipt of application for revalidation, complete in all respects and with all necessary documents provisional extension up to two (2) months from the date of expiry of the enlistment shall be granted.
- 18.5 The revalidation of the enlistment shall be permitted by the enlistment authority on the basis of review of the performance of the contractor pertaining to the period of enlistment/revalidation. Cases shall be categorized and action taken as below:
- a. Contractor, who secured and executed works of appropriate magnitude during the period of enlistment/revalidation, shall be considered for revalidation for a period of three years subject to satisfaction of enlistment authority.
 - b. Contractor, who secured works of appropriate magnitude but performance, has not been satisfactory, the revalidation shall be provisional for one year and on satisfactory completion, the revalidation shall be made for three years including period provisional revalidation to the entire satisfaction of the enlistment authority.

19. Performance Reports

- 19.1 The contractor should fill the details of each of the work, of appropriate magnitude, secured by him, during the last enlistment/revalidation period, in the Performa as given (Annexure-VI). The list should include all works of DSWC or other Govt departments/PSU secured by him at his name during the above mentioned period. In case, the contractor conceals any information or submits false information, his enlistment/ revalidation will be liable to be cancelled.
- 19.2 The contractor should fill up the details in the Performa as given in Annexure-VI in duplicate. For each works, separate Performa should be filled. One copy of all the Performa's should be given to the concerned Divisional Officer, in which the work was executed and the acknowledgement obtained on the second copy of the Performa. This second copy should then be submitted to the enlisting authority, along with the application for revalidation. The Divisional Officer should fill up the Performa and submit to the Enlistment Authority within two weeks of receipt of Performa. The enlistment authority shall submit the performance reports in consolidated form to technical branch at headquarters regularly.

20. Contractor's Obligations

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

- a. Prior approval shall be obtained from the enlisting authority before changing the constitution or name of the firm/company.
- b. Intimation of change of address should be given in advance or within one month to the office where he is originally enlisted.
- c. Shall secure at least one work of specified magnitude or compete/participate in at least five or more works of tendering limit in DSWC or any other Punjab Govt department/PSU during period of enlistment.
- d. Shall not try to contact and influence any department officer for processing of bids or award decision.
- e. Should not indulge in unethical, fraudulent practices.
- f. Shall execute the works awarded to him strictly as per the terms and conditions of the contract, specifications and standards.

- g. Shall adhere to all labour bye-laws and regulations.
- h. Shall pay all taxes, duties, levies and labour cess as per applicable law.

21. Disciplinary Actions

The contractor shall have to abide by all the rules/instructions of enlistment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works satisfactory, as per department specifications, contract agreement, on time and as per laid down quality standards. The enlisting authority shall have the right to demote a contractor to a lower class, suspend business with him for any period, debar him or remove his name from the approved list of contractors after issue of show cause notice and recording the findings after hearing. Decision of the department shall be final and binding on the contractor. All such decisions of the department will be displayed on the web site of the department and will be conveyed to all the departments of the state Govt. / State govt. Undertaking. If blacklisted, the decision shall be conveyed to Central/other State Governments also.

The following actions of the contractor shall in general, make him liable to disciplinary actions:

i) Demotion to a lower class: The contractor shall be liable for demotion to a lower class, by the enlisting authority if he

- a) Fails to execute a contract or executes it unsatisfactory or is proved to be responsible for constructional defects or fails to execute a work within a stipulated period or extended period.
- b) No longer has technical personnel or financial resources or
- c) is litigious by nature or
- d) violates any important condition of contract or
- e) is responsible for conduct which may justify his demotion to a lower class.
- f) any other reason which in view of enlistment authority is adequate for his demotion to a lower class

ii) Suspension of business: The enlistment authority may debar/suspend business with a contractor for a period upto two (2) years in the following events after having received reports from more than one officer or at more than one occasion from individual officer of DSWC or any other Department/Board/Corporation of Punjab Government.

- a) Adverse report related to performance
- b) Misbehaviour, direct or indirect involvement in threatening departmental officer/official.
- c) Making false complaints, filing legal suites for frivolous reasons.
- d) Hampering tender process for execution of contract.
- e) Any act, omission or commission etc damaging the reputation of the department or departmental officer/official.
- f) Having failed to take up work after allotment on two occasions.
- g) Any other complaint considered by the enlistment authority.

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

- a) has been involved in misappropriation of government money; or
- b) is convicted for an offence involving corruption or any other serious act or conduct; or
- c) has, on, more than one occasion failed to execute a contract or has executed it unsatisfactorily; or
- d) is proved to be responsible for constructional defect in more than one work; or

- e) has executed two or more works which were found to substandard during the course of departmental enquiry against delinquent officials; or
- f) ceases to fulfil eligibility criteria based on which enlistment/revalidation was allowed; or
- g) persistently violates any important conditions of the contract; or
- h) fails to abide by the conditions of enlistment; or
- i) is found to have given false particulars /material concealment or suppression of facts or misrepresentation of facts at the time of enlistment or in process of tendering; or
- j) advancing a claim on the basis of forged documents; or
- k) changes in constitution of the firm or individuals or changes the name of firm/company without prior approval of the enlistment authority; or
- l) changes permanent address/business address without intimation to the enlistment authority; or
- m) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- n) persistently violates the labour regulations and rules; or
- o) is involved in complaints of serious nature received from other departments which prima facie appear to be true; or
- p) default in settlement of tax dues like Income Tax, Contract tax, GST, Octroi, duties, levies, labour cess etc.; or
- q) any other case or situation involving national security.

The Chief Conservator of Soils shall decide the case within two months of the issue of notice by the Enlistment authority to the contractor after hearing the contractor, enlistment authority and other officers of DSWC and recording the decision in writing. If any of the charges are established, the Chief Conservator of Soils shall decide the period exceeding three years or in perpetuity depending on the extent, magnitude or culpability of conduct requires stern action. The decision taken in removal of name of the contractor from approved list for the decided period shall be posted on the website of DSWC and other departments/entities of Punjab state and other central/state governments shall be notified

Table: 1
GENERAL ELIGIBILITY CRITERIA

S.No.	Item	Class of Enlistment			
		Class-A	Class-B	Class-C	Class- D
1	Enlistment authority	Chief Conservator of Soils	Conservator of Soils	Conservator of Soils	DSCO
2	Tendering limit	Upto Rs. 250.00 Lakh	Upto Rs. 125.00 Lakh	Upto Rs. 60.00 Lakh	Upto Rs. 12.50 Lakh
3	Nature of work and Experience	Should have successfully completed works similar to nature of works being executed in Department of Soil and Water Conservation amounting to Rs. 200.00 lakh during past five years	Should have successfully completed works similar to nature of works being executed in Department of Soil and Water Conservation amounting to Rs. 100.00 lakh during past five years	Should have successfully completed works similar to nature of works being executed in Department of Soil and Water Conservation amounting to Rs. 50.00 lakh during past five years	Nil
4	Annual Financial Turnover	Should have achieved a minimum annual financial turnover of Rs. 75.00 lakh in any one of last three years.	Should have achieved a minimum annual financial turnover of Rs. 37.50 lakh in any one of last three years.	Should have achieved a minimum annual financial turnover of Rs. 18.00 lakh in any one of last three years.	Nil
5	Solvency Certificate	Rs. 125.00 lakh (out of this amount, minimum 20 % amount should be available in the form of capital with the applicant)	Rs. 62.50 lakh (out of this amount, minimum 20 % amount should be available in the form of capital with the applicant)	Rs. 25.00 lakh (out of this amount, minimum 20 % amount should be available in the form of capital with the applicant)	Rs. 5.00 lakh (out of this amount, minimum 20 % amount should be available in the form of capital with the applicant)
6	Minimum Technical Staff	Two Civil Engineering /Agriculture (Btech/Hons) Graduate with 3 year experience	One Civil Engineering /Agriculture (Btech/Hons) Graduate with 3 year experience	One Civil Engineering /Agriculture Diploma with 3 year experience	Nil

7	Recommendation Authority	1 CS + 2 DSCO	3 DSCO	1 DSCO + 2 SDSCO	Nil
8	Enlistment Fee	Rs. 25,000/-	Rs. 15,000/-	Rs. 10,000/-	Rs. 5,000/-
9	Revalidation Fee	Rs. 12,500/-	Rs. 7,500/-	Rs. 5,000/-	Rs. 2,500/-
10	Period of enlistment/ revalidation	Three years	Three years	Three years	Three years

Note:-

1. The Departmental works costing more than Rs. 2.50 Crore or works involving specialized skill shall be got executed by putting qualification criteria which will be open to all eligible contractors/firms.
2. While verifying the solvency certificate of the applicant, the enlistment authority shall also take into consideration the previous six months bank statements of the applicant.
3. The enlistment authority shall be competent to decide whether the works executed by the applicant are to be considered similar in nature to the works being executed in soil and water conservation department.
4. Terms Referred: DSWC: Department of Soil and Water Conservation, Punjab, CS: Conservator of Soils, DSCO: Divisional Soil Conservation Officer, SDSCO: Sub Divisional Soil Conservation Officer

No..... (For office use only)

DEPARTMENT OF SOIL AND WATER CONSERVATION, PUNJAB (DSWC)

APPLICATION FOR ENLISTMENT AS CONTRACTOR

Please read instructions carefully, application found deficient in any respect is liable to be rejected without any correspondence.

Type of Enlistment: New Revalidation

Registration as Class _____ Contractor

1	Name of Applicant/Firm			
2	Nationality			
3	Regd. Office			
4	Head Office			
5	Telephone Number		Mobile	
	Fax Number		Email	
6	Constitution (tick)	<input type="checkbox"/>	Individual	
		<input type="checkbox"/>	Sole Proprietorship	
		<input type="checkbox"/>	Partnership Firm	
		<input type="checkbox"/>	Public Limited Company	
		<input type="checkbox"/>	Private Limited Company	
		<input type="checkbox"/>	Others(specify) _____	
7	If partnership firm, names of the partner/ if company, name of directors			
	1			
	2			
	3			
	4			
	5			
8	PAN No. (Attach Copy)			
9	Details of Enlistment fee remitted as			
A	Amount			
B	Demand Draft No and Date			
c	Name of Issuing Bank and Branch			
	Is the applicant or any person working with the applicant is a near relative of the officer/official of DSWC (see rule 12 of the Enlistment Rules). If yes, give details on separate sheet.			Yes / No

11	Is the individual/sole proprietor/any partner/director of company	
a.	Dismissed / Removed Government Servant	Yes / No
b.	Demoted to a lower class of contractor	Yes / No
c.	Having business banned/suspended by any government in the past	Yes / No
d.	Convicted by a court of law	Yes / No
e.	Retired Officer/official from any Govt Deptt within last three years	Yes / No
f.	Director or partner of any other firm enlisted any other Govt Deptt	Yes / No
	*If answers to any of the above is 'yes' furnish details on a separate sheet	
12	Proof of Full time technical staff as per Table -1 for Class of Enlistment (attach details on separate sheet)	Yes / No
13	Does the applicant have sufficient T&P, machinery, equipment and workshop (Attach details on separate sheet).	Yes / No
14	Whether enlisted any other Punjab Govt Deptt (If yes, pls provide below)	
a.	Name of Department	
b.	Class & Category	
c.	Date of validity	
d.	Tendering limit	

Enclosures (Please attach following documents) :

S.No.	Particulars	Tick (if attached)
A	Proof of Constitution of firm a) In case of Sole Proprietorship/HUF: an affidavit executed before a 1 st Class Magistrate that the applicant is sole proprietorship of firm b) In case of Partnership firm (Submit attested copies) Partnership deed attested by Notary Form A or equivalent issued by Registrar of Firms Form B or equivalent issued by Registrar of Firms Form C or equivalent issued by Registrar of Firms c) In case of private/public limited Co, Article of Association duly attested by Notary	
B	Power of Attorney, if any (attested by Notary)	
C	Details of similar nature of works completed during the last 5 years to be filled in Performa as given as per Annexure-I.	
D	Solvency certificate & Bank Capital Proof as per Annexure - II	
E	Copies of PAN Card & Income Tax Return (3 years)	
D	CA Financial Turnover Certificate & Working Capital as per Annexure - III	
E	Details of Technical Staff employed as per Annexure - IV	
F	List of Machinery, T & P as per Annexure - V	

G	GST Certificate	
H	Other Enlistment certificate, if any	
I	Copy of Labour Licence	
J	Notary attested affidavit of not being blacklisted and No near Relative working in DSWC	
K	Demand Draft (Enlistment fee)	
L	Performance Certificate, if applying for renewal/revalidation as per Annexure -VI	

Certificates:

- i. I/We (including all partners) certify that I/We have read the rules of Enlistment of contractors in DSWC and shall abide by them.
- ii. I/We certify that the information given in this application is correct. I/We also understand that if any of the information or claims is found incorrect, I/We are liable to be debarred.
- iii. I/We shall not get myself/ourself registered as contractor in the Department under more than one name.
- iv. I certify that I did not retire as an officer/official from any Department of Government of Punjab during the last three years. I also certify that I have neither such a person under my employment nor shall I employ any such person within three years of his retirement except with the prior permission of the government (For individuals seeking enlistment in their own name).
- v. We certify that none of the partners/Directors retired as an Officer/official from any Department of Government of Punjab during the last three years. We also certify that we have neither under our employment any such person nor shall we employ any person within three years of his retirement except with the prior permission of the Government (For partnership firms and limited company).

Signature(s) of Applicant(s) with Name

Recommended By:

Signature and Seal of Authority	Signature and Seal of Authority	Signature and Seal of Authority

'Annexure-I'
Similar Works completed during the last five years (Add additional sheets, if necessary)
(Part-I)

Name/List of Work (s)	Date of start	Date of Completion	Cost of Work	Name & Address of department/division where work done

(Attach copies of work orders/completion certificates issued by competent authorities)

Signature of Applicant

Part-II
(Certificate by Department/Authority under whom the work was executed)

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

Dated:

Signature and Seal of Concerned Authority

'Annexure-II'

FORM OF SOLVENCY FROM A SCHEDULED BANK

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

**(Signature with Seal)
For the Bank**
.....

Note: In case of Partnership firm, certificate to include names of all partners as recorded with bank

FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK

Certificate that Sh/Smt/M/s and resident of has/have been maintaining a saving bank account/current account/fixed deposit account with this branch of bank since and an amount not less than Rs. has been available to the credit in his/her Account number for last six (6) months.

**(Signature with Seal)
For the Bank**
.....

'Annexure-III'

CERTIFICATE FROM CHARTERED ACCOUNTANT

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

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

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

Name & Address of Audit Firm

.....
.....

**(Signature & Seal of Authorized Signatory)
For the Audit firm**

'Annexure-IV'

DETAIL OF TECHNICAL STAFF EMPLOYED ON PERMANENT & TEMPORARY BASIS

This is to certify that following staff has been employed by me/us on permanent /temporary basis.

Name and Designation of Employee	Educational Qualification	Experience - Working since (date)	Permanent/ Temporary

(Note: Attach copies of Educational Qualification and Employment proof)

Signature of Applicant

'Annexure-V'

DETAIL OF MACHINERY, T & P WITH THE CONTRACTOR

This is to certify that I/We have following Machinery, T & P on owned/leased basis.

Detail of Machinery, T& P	Number	Whether Owned/Leased	Available Since

Signature of Applicant

'Annexure-VI'

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

Part-I (to be filled by the contractor)

1.	Name of the Contractor	
2.	Details of Works undertaken	
3.	Department(s) where work executed	
4.	Gross amount of work done during enlistment period.	
5.	Whether work completed satisfactorily	
6.	Amount of compensation levied for delay, if any,	
7.	Did the contractor go for arbitration?	

(Attach completion certificates issued by competent authorities)

Dated:

Signature of the Contractor

Part II (to be filled by the department)

Certified that details given by the contractor in part-1 have been verified and found to be correct/have been corrected wherever necessary. Quality of work has been Very Good/ Good/ Satisfactory/ Poor.

Dated:

Signature & Seal of Competent Authority

'Annexure-VII'

NO OBJECTION CERTIFICATE

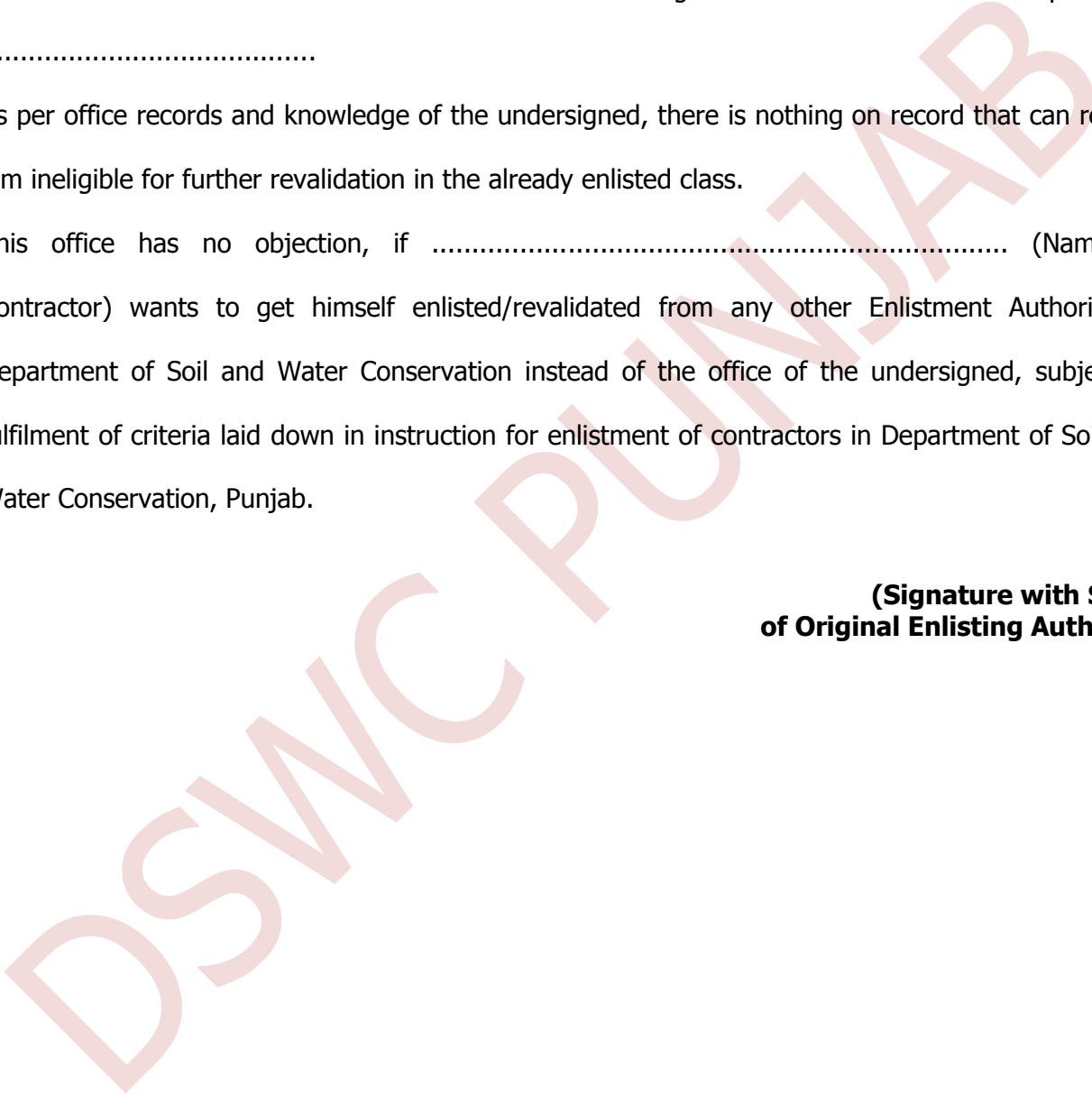
(In case contractor wants revalidation done from Enlistment Authority other than the original Enlisting Authority)

It is certified that (Name of Contractor), had got himself enlisted in Class in the office of undersigned. Now his enlistment is expiring on

As per office records and knowledge of the undersigned, there is nothing on record that can render him ineligible for further revalidation in the already enlisted class.

This office has no objection, if (Name of Contractor) wants to get himself enlisted/revalidated from any other Enlistment Authority of Department of Soil and Water Conservation instead of the office of the undersigned, subject to fulfilment of criteria laid down in instruction for enlistment of contractors in Department of Soil and Water Conservation, Punjab.

**(Signature with Seal)
of Original Enlisting Authority**



'Annexure-VIII'

**UNIQUE ID GENERATION FOR ENLISTMENT
(Performa for Issuance of Unique Id)**

S.No.	Name & Designation of Enlisting/ Revalidation Authority	Name of Contractor	Address of Contractor	Mobile and Email Id of Contractor	Class of Enlistment	Validity of Enlistment	Unique Id (to be filled by Head office)

**(Signature with Seal)
Enlisting Authority**

Note: This information is required to be submitted to Headquarters before issuance of Enlistment Certificate

RECIPT

No.....

Dated:.....

Received Amount of Rs.....(figure).....

.....(words),from.....

.....vide DD No.....

dated..... drawn from (name of Bank & Branch) on

account of Enlistment/Revalidation Fee

Authorized Signatory (with seal)
For DSWC, Punjab

DSWC PUNJAB