

NOTICE

**Subject: Irrigation Department (Regulation and Enlistment of Contractors)
Rules 2010 – Finalization of draft.**

Irrigation Department, Haryana is in the process of finalization of rules for enlistment of contractors/firms/societies etc. in the Department as per the provisions under clause 14.2.1 of the Haryana PWD Code and draft rules have accordingly been prepared and circulated amongst the various field Superintending Engineers of the Department for inviting their comments and suggestions.

Draft rules are being published on the web site also for inviting comments and suggestions from the various officers of the Department and the contractors. They may offer their comments/suggestions on the e-mail at **xencoordination@yahoo.in** or may forward the same to Executive Engineer/Coordination/Member Secretary, Enlistment Committee at the following address :-

Executive Engineer/Coordination,
Irrigation Department Haryana,
Room No. 311, 3rd Floor, Sinchai Bhawan,
Sector – 5, Panchkula.

Member Secretary,
For Chairman, Enlistment Committee,
Irrigation Department Haryana,
Panchkula.

GOVERNMENT OF HARYANA

IRRIGATION DEPARTMENT (REGULATION AND ENLISTMENT OF CONTRACTORS) RULES-2010

(As per clause 14.2.1 of Haryana PWD Code)

- 1 **Title** - These rules shall be called the Irrigation Department (Enlistment of Contractors) Rules-2010 and shall come into force with effect from the date of notification.
- 2 **Short Title** – For the sake of brevity, the Irrigation Department (Enlistment of Contractors) Rules-2010 shall, hereinafter, be referred to as ‘Enlistment Rules-2010’.
- 3 **Objective of Enlistment** –Irrigation Department enlists contractors, who intend to work with the Department. The objective of such enlistment is to have a ready list of suitable and competent contractors for the works to be executed by Irrigation department, so as to minimize requirement of verification of credentials of contractors at the time of inviting individual tenders. Besides, only those contractors shall be allowed to continue in the list that remain active in the department and perform well. It shall not confer any right on him either to obtain tender documents or to get a work awarded to him. The department may add any condition while inviting a tender. Enlistment of a contractor only entitles him to be considered for issuance of tender papers subject to the conditions that may be prescribed in each notice inviting tender.
- 4 **Definitions: -**
 - 4.1 ‘*Category*’ means type of works for which contractor has been enlisted,
 - 4.2 ‘*Chief Engineer*’ means Chief Engineer of the department
 - 4.3 ‘*Class*’ means the class in which a contractor has been enlisted,
 - 4.4 ‘*Company*’ means the company formed & registered under the Indian Company’s Act, 1956,
 - 4.5 ‘*Corporate body*’ means a body incorporated under the Company’s Act-1956, Haryana companies Act-1956 or The Haryana Co-operative Societies Act-1984.
 - 4.6 ‘*Department*’ means Irrigation Department of the Government of Haryana.
 - 4.7 ‘*Earnest money*’ means a sum of money required to be submitted with the tender.
 - 4.8 ‘*Engineer-in-Chief*’ means Engineer-in-Chief of the department.
 - 4.9 ‘*Enlistment*’ means empanelment of a contractor by the competent authority of the department under any appropriate class and category,
 - 4.10 ‘*Executive Engineer*’ means Executive Engineer of a division of the department,
 - 4.11 ‘*Firm*’ means a firm registered by Registrar of Firms and Societies under the Indian Partnership Act-1932,

- 4.12 '*Labour and construction society*' means a labour and construction society registered under the Haryana Cooperative Societies Act-1984 for undertaking civil works,
- 4.13 '*PAN*' means Personal Account Number issued by the Income Tax Authorities, Government of India,
- 4.14 '*Rupee*' means Indian rupee,
- 4.15 '*Sales tax number*' means the Sales Tax Number issued by the concerned department of Government of Haryana,
- 4.16 '*Secretary*' means Secretary or Principal Secretary to Government of Haryana, Irrigation Department,
- 4.17 '*State Government*' means Government of Haryana,
- 4.18 '*Statutory organization*' means an organization set up by an Act of State Legislative or Parliament or under Constitution of India.
- 4.19 '*Superintending Engineer*' means Superintending Engineer of Circle of Haryana Irrigation Department,
- 4.20 '*Tender*' means an offer submitted by a contractor to the Department in response to a notice inviting tender for executing a work, and
- 4.21 '*Tendering limit*' means the maximum limit up to which an enlisted contractor is eligible to tender,

5 Every enlisted contractor shall abide by rules made herein and as amended from time to time, during currency of his enlistment.

6 There shall be following classes of contractors:-

Class	Category	Tendering Limit
I	Irrigation & Drainage Works	No limit
II	Irrigation & Drainage Works	Works up to Rupees 100 lacs
III	Irrigation & Drainage Works	Works up to Rupees 50 lacs
IV	Irrigation & Drainage Works	Works up to Rupees 10 lacs

7 The following authorities are authorized to enlist contractors:-

Class	Category	Authority competent to enlist (here-in-after referred to as Enlistment Authority)
I	Irrigation & Drainage Works	Committee of three Chief Engineers constituted by Engineer-in-Chief,
II	Irrigation & Drainage Works	Chief Engineer (in-charge) of concerned Circle.
III	Irrigation & Drainage Works	Superintending Engineer
IV	Irrigation & Drainage Works	Executive Engineer

8 **Minimum qualification for enlistment** - For the enlistment of contractors in different classes & categories, one must qualify the minimum qualification criteria as prescribed in Appendix-A.

9 **Jurisdiction**– The jurisdiction of Class 1 to Class IV contractors shall be the entire State of Haryana and even any other place where the department undertakes the works.

10 **Eligibility**

10.1 An Indian national who is resident of India, sole proprietorship firm, partnership firm, company, statutory organization, co-operative society or corporate body may apply for enlistment as a contractor under these rules, provided the eligibility criteria and other conditions as mentioned in these rules are satisfied.

10.2 No employee of Government department, Government company or statutory organization shall be entitled for enlistment. For the purpose of this rule, government company includes a co-operative society, labour & construction society or corporate body, which receives financial grants from any government on a regular basis.

10.3 No employee of Government department, Government Company or statutory organization, shall be entitled to enlistment in his individual capacity or as a partner of firm or Director of a company for a period of two years after retirement, unless he has obtained permission from the competent authority of his former employer. For the purpose of these rules, a government company includes a cooperative society, labour and construction society or corporate body, which receive financial grants from any government on a regular basis.

10.4 An individual or a firm or a company or Karta of Hindu undivided Family, corporate body, firm, cooperative society, Labour and Construction Society, who has been debarred for doing business with any government department (center or any state government) or government company or co-operative society or corporate body or a statutory organization, which receives financial grants from government, shall not be eligible for enlistment.

10.5 An individual or a partner of a firm or Director of a company or organization, Managing Director or Chief Executive has been convicted by a court of law in a case of moral turpitude or in a case under Prevention of Corruption Act, shall not be eligible for enlistment.

- 10.6 Any individual who is a partner of a firm or a member of a society or a Director of a company enlisted as a contractor cannot be a partner or director in any other enlisted firm, society or company.
- 11 The contractor shall abide by the terms and conditions set out in the tender documents such as earnest money, security, approvals required from statutory authorities etc.
- 12 **Enlistment Procedure –**
- 12.1 Any one who is interested for getting himself enlisted as a contractor, may apply in the prescribed form, here-in-after called as Enlistment Form given in Appendix-B alongwith requisite fee and other documents to establish correctness of the facts stated in the application. The contractor shall also submit three passport size photographs of power of attorney holders/ authorized signatory. One photograph shall be affixed on the application form, the second on the identity card and the third affixed by the enlisting authority in the register of contractors.
- 12.2 Enlistment Form may be obtained, free of cost, from the office of Engineer-in-Chief, Superintending Engineer of a Circle or Executive Engineer of a Division of the Department. The Enlistment Form can also be downloaded from the website of the Department (www.hid.gov.in) or of State Government (www.haryana.gov.in) and used for submission to the competent authority as prescribed in these rules.
- 12.3 **Enlistment Fee**
- 12.3.1 Applicant, desirous of getting enlisted with the Department, shall be required to submit application Form along with a **non-refundable fee** of the amount as mentioned below and documents as prescribed in the said Form:-

Class	Authority to whom application can be submitted	Non-refundable Enlistment Fee
Class – I	Executive Engineer/Coordination, office of Engineer-in-Chief, Haryana Irrigation Department, Sinchai Bhawan, Sector -5, Panchkula.	Demand draft of Twenty thousand rupees in favour of the Registrar, Haryana Irrigation Department, Panchkula .
Class- II	Superintending Engineer . He will recommend and forward the same to his Chief Engineer within a week.	Demand draft of Ten thousand rupees in favour of any Executive Engineer of the concerned Circle stationed at the Headquarter of the Circle.
Class- III	Superintending Engineer .	Demand draft of three thousand rupees in favour of any Executive Engineer of the concerned Circle stationed at the Headquarter of the Circle.
Class- IV	Executive Engineer.	Demand draft of one thousand rupees in favour of concerned Executive Engineer.

- 12.3.2 The enlistment fee to be charged from a Co-operative Labour and Construction Societies shall be 50% of the rates listed in 12.3.1.
- 12.3.3 **Enlistment fee in case of unemployed Engineers** – Qualified unemployed Diploma and Degree holder Engineers may be enlisted in the appropriate class on deposition of 50% of the registration fee.
- 12.3.4 Application can be submitted on any working day or sent by post or courier. The Enlistment Authority shall not be responsible for delay or loss of application by courier and/or postal service.
- 12.4 Separate application should be submitted for each category and class.
- 12.5. Mere submission for an application does not entitle applicant to get enlisted in the class and category for which application has been submitted. The competent authority for enlistment as mentioned in Rule 7 above shall have full authority to scrutinize, verify or get verified any information and details furnished by the applicant in the Enlistment Form. He may also obtain additional information from the applicant and / or from any other source and / or may constitute Inspection Committee(s) and / or Advisory Committee(s) for inspection and verification of works executed by the applicant.
- 12.6 Competent authority for enlistment as mentioned in Rule 7 shall decide all applications received within a period of Ninety days in case of enlistment under Class-I and Class-II and Forty five days in case of enlistment for Class-III to Class-IV. If an application is rejected, the competent authority shall inform the applicant in writing alongwith reason(s) for rejection. If an application is not decided within the stipulated period, the contractor should be deemed to be enlisted and the Enlistment authority will explain the reasons for keeping it pending.
- 12.7 **Documents for Enlistment:** The applicant must submit the documents with application form as given in Annexure –B –1. These can be modified by the Department from time to time. The applicant shall supply the required information, failing which the application may not be considered.
- 12.8 The enlistment order shall contain the name of the firm, class, category, code number, name of authorized power of attorney holder, period of enlistment etc. Each enlisted contractor shall be issued photo identity card in favour of power of the attorney holder/ authorized signatory.
- 13 The enlistment of contractor issued by enlisting authority shall be made effective from the date of enlistment.
- 14 **Period of validity of enlistment and renewal:** Enlistment of a contractor shall be done for a maximum period of three years. However, he is eligible to apply for renewal of enlistment for a further period of three years, for which he must apply at least three months before the expiry of his enlistment.
- 15 **Procedure for renewal of enlistment:** Any one who is interested for getting his enlistment renewed as a contractor, may apply in the prescribed form, here-in-after called as Renewal Form as given in Appendix-C.
- 15.1 If request for re-enlistment/renewal is received before the expiry of the period of enlistment, the application shall be accepted with 50% fee as in case of fresh enlistment mentioned in clause 12.3. the agency seeking for renewal for enlistment, must apply before the expiry of the enlistment otherwise the agency has to apply for fresh enlistment and will have to pay full enlistment fee.
- 15.2 No application for renewal of enlistment shall be entertained from the expiry of period of enlistment. Contractor shall have to apply afresh for enlistment.

- 15.3 If an enlisted contractor applies for renewal in time on the expiry of his present enlistment, he will be entitled to tender for works up to a period of three months from the expiry of his present enlistment provided he has submitted all the documents complete for renewal of enlistment. The work will be allotted only after renewal of enlistment.
- 15.4 If an enlisted contractors does not submit tender for two works during two consecutive years in the Department, he shall be de-listed and shall also not be eligible for renewal of enlistment. He shall also not be eligible for fresh enlistment for one more year.
- 15.5 **Documents for renewal of enlistment:** The applicant must submit the documents with the renewal form given as Annexure: C-1.
- 15.6 Competent authority for renewal of enlistment of contractor is same as for enlistment of contractors as mentioned in rule 7 & shall decide all applications received with a period of ninety days in case of renewal under Class-I and Class-II and forty five days in case of renewal for Class-III to Class-IV. If an application is rejected, the competent authority shall inform the applicant in writing alongwith reason(s) for rejection.
- 16 There is no bar to a contractor of a higher category tendering for work falling in the lower category/categories.
- 17 No order of enlistment of any contractor shall be issued with retrospective date and no tender form to a contractor provisionally found fit for enlistment, shall be issued.
- 18 **Restrictions while inviting tenders**– The competent authority can impose conditions of any type while inviting tenders. The conditions include pre-qualification / post-qualification and may make other contractors who are not enlisted with Haryana Irrigation Department eligible for bidding for works more than 2.00 crores or any other limit as prescribed by the Government or in case of special type of works.
19. **Responsibility of Contractors** – Every enlisted contractor shall undertake to abide by the Enlistment Rules as amended from time to time and also by the terms and conditions of contract agreement and the Notice Inviting Tender. It shall be his primary responsibility to execute work as per contract agreement on time and with prescribed specifications and quality.
20. **Disciplinary Actions and Disqualifications** –
Enlisting authority is empowered to take disciplinary actions such as to demote an enlisted contractor to a lower class, cancel his enlistment and debar him or remove his name from the list of enlisted contractors indefinitely or for a period as decided by enlisting authority after issue of show cause notice and being heard in person. Enlistment authority can also place an enlisted contractor under suspension which shall be followed by a show cause notice within 60 days. Decision of the enlisting authority shall be final and binding on the contractor.
Following disciplinary actions can be taken against the contractors for any or more following acts of omission or commission –
- 20.1 **Demotion to a Lower Class** - After giving a show cause notice of 30 days and recording the findings, the enlisting authority may demote a contractor to a lower class due to any of the following reasons:
- (a) The contractor ceases to possess the adequate equipment, technical personnel and financial resources to execute works in the class enlisted;
 - (b) He violates an important condition of contract executed by him with any department of the State Government; and

- (c) He is responsible for any other matter which may justify his demotion to a lower class taking into account the merits of the case.

20.2 **Removal from the Register.** The enlisting authority may remove the name of a contractor from the register of enlisted contractors, after giving show cause notice of 30 days and recording the findings after hearing the contractor due to any of the following reasons:

- (a) The contractor fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for major construction defects which get manifested after the expiry of defects liability period;
- (b) He violates any important condition of any contract carried out by him with any department of the State Government;
- (c) He fails to furnish the required sales tax/ works contract tax clearance certificate as required under the rules;
- (d) He fails to abide by any of the conditions of enlistment or is found to have given false particulars at the time of enlistment;
- (e) He is declared or is in the process of being declared bankrupt, insolvent, or his business is wound up/ dissolved;
- (f) His enlistment security falls short due to adjustment against any recovery and he fails to make it up; and
- (g) He persistently violates the provisions of mining or/ and labour laws and regulations.

20.3 **Blacklisting:** After giving show-cause notice of 30 days (or as provided in the Enlistment Rules) and recording the findings after hearing the contractor, the enlisting authority may blacklist a contractor due to any of the following reasons:

- (a) There are sufficient reasons to believe that the contractor or his employee has been guilty of malpractice such as bribery, corruption, fraud, vitiating fair process, including substitution or interpolation of tenders, pilfering or unauthorized use or disposal of government material issued for specific works;
- (b) The contractor continuously refuses to pay government dues without showing adequate reasons and where the enlisting authority is satisfied that no reasonable dispute attracting reference to Court of Law exists for contractor's action;
- (c) Where the contractor or his representative has been convicted by a Court of Law for offences of moral turpitude in relation to business dealings or where security considerations, including suspected loyalty to the State, so warrant; and
- (d) If the contractor or his representative is found guilty of misbehaviour with any official of the State Government connected with the execution of the work directly or indirectly.

20.4 **Debarring/ Suspension.** After giving a notice of 15 days (or as prescribed in the Enlistment Rules) and recording reasons the enlisting authority may debar/ suspend for a particular period, the enlistment of a contractor for any of the following reasons:

- (a) If a contractor does not execute agreement or deposit performance guarantee or does not start the work or complete the work after acceptance of tender as per agreement, the contractor is liable to be debarred and suspended from participating in the re-tender of that work or in future tenders and his enlistment may be suspended;

- (b) If an enlisted contractor, after having tendered for a work or after negotiations, gives un-authorized applications voluntarily, vitiating the fair tendering process; and
- (c) In case of a co-operative society, if it does not get the accounts audited in time.

20.5 Actions listed in Paras 20.3 & 20.4 shall be taken against even those contractors which are not enlisted with the department. In such cases, the authority competent to take action shall be the authority competent to sanction the estimate technically.

20.6 Information of punitive action taken against a contractor shall be given wide publicity and circulated among Government organizations.

21. **Right of Appeal:** - Any applicant, who does not receive a decision within fifteen days after the expiry of the time period specified in Rule 12.6 & 15.6 or is aggrieved by a decision of the enlisting authority or is aggrieved by a decision taken under Rule 20, as the case may be, may, within 30 days from expiry of such period or from the receipt of such a decision, file an appeal before the following authorities:-

Class	Enlistment Authority	First Appellate Authority	Second Appellate/Revisional Authority
I	Committee of Chief Engineers	Engineer-in-Chief	Secretary/Principal Secretary to Govt. Haryana, Irrigation Department
II	Chief Engineer	Engineer-in-Chief	Secretary/Principal Secretary to Govt. Haryana, Irrigation Department
III	Superintending Engineer	Chief Engineer concerned	Engineer-in-Chief
IV	Executive Engineer	Superintending Engineer concerned.	Chief Engineer concerned.

22. **De-Enlistment of Contractors** – If an enlisted contractor desires to get himself de-listed from the list of registered contractors, he shall apply to the authority concerned.

23. **Change in Constitution of Firm** -An individual or a firm or a company or Karta of Hindu undivided Family, corporate body, firm, cooperative society, Labour and Construction Society shall not modify the existing partnership 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 as per Annexure-B-5. 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.

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.

24. **Change in Address** - While applying for enlistment, the contractor should mention address of his registered office as well as Head Office, if different. All documents i.e. Bankers' Certificate etc. should bear one of the above addresses, otherwise the same shall not be accepted

The contractor shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change alongwith acknowledgement of noting down of such change in address from the Bank, Income Tax, Sales Tax authorities etc. Failure to do so may result in removal of his name from the approved list of contractors

25. **Near Relatives Working in Haryana Irrigation Department** - Contractors whose near relatives are working as Superintendent, Deputy Superintendent, Divisional Accountant, Senior Accounts Clerk or Engineering Officers between the post of Superintending Engineer and Junior Engineer (both inclusive) in the Department, will not be allowed to tender for works if the circle responsible for award and execution of contract is the one where the near relative is working. For this purpose a near relative shall mean wife, husband, parents, children, brothers, sisters, brother/sister in law, son/daughter-in-law, and father-in-law/mother-in-law. In case of any violation action shall be taken as per clause-20 of these rules.

26. **Repeal and saving** - All rules regarding enlistment/revalidation of contractors in PWD existing before coming into force of Enlistment Rules-2010 are repealed. Notwithstanding such repeal, the Contractors already enlisted on the basis of rules hitherto in force shall be required to apply for enlistment under appropriate class under these rules within a period of 6 months from the date of notification of these rules. No enlistment fee shall be charged for the period of validity of previous enlistment. Such contractors shall continue to enjoy the status of enlisted contractors of PWD till their application for enlistment under these rules is decided by the Department. In case of non submission of the application within the stipulated period, the contractor shall stand automatically de-listed from the register of enlisted contractors.

Appendix - A

MINIMUM QUALIFICATION FOR ENLISTMENT OF CONTRACTORS

Class	Experience	Machinery	Technical Persons required	Solvency required
I	Should have turn over of more than Rs. 2.00 crores from construction of Irrigation & Drainage works each of them costing more than Rs.50.00 lacs during the last three years. At least two works out of them should have been completed.	i) Digital Concrete weigh batcher with hopper of full bag capacity - 2 Nos ii) Concrete mixers with hopper of full bag capacity- 2 No. iii) Steel shuttering 2,000 sqm. iv) Steel props for covering 5,000 m ³ space v) Needle vibrator-4 (2 fuel, 2 electric) vi) Surface vibrator - 4 Nos vii) Concrete pump viii) 2 Hydraulic Excavator with six No. Dumpers	One Graduate Engineer(Civil) with minimum experience of five years	Not less than Rs. 2 Crore
II	Should have turn over of more than Rs. 1.00 crores from construction of Irrigation & Drainage works each of them costing more than Rs.25.00 lacs during the last three years. At least three works out of them should have been completed.	i) Steel shuttering 500 sqm. ii) Steel props for covering 1,000 cum space iii) Concrete mixers with hopper of full bag capacity-4 No. iv) 1 Hydraulic Excavator with three No. Dumpers. v) Needle vibrator-2 No. vi) Surface vibrator - 1 No	One Graduate Engineer (Civil) or a diploma Engineer (Civil) with minimum experience of five years	Not less than Rs.1 Crore
III	Should have turn over of more than Rs. 50.00 lacs from	i) Concrete mixers of full bag capacity - 2 no. ii) Needle vibrator-2 Nos	A diploma Engineer (Civil) with minimum	Not less than Rs. 50.00 lacs

	<p>construction of Irrigation & Drainage works each of them costing more than Rs. 5.00 lacs during the last three years. At least two works out of them should have been completed.</p>	<p>iii)Surface vibrator = 1 No</p>	<p>two years experience.</p>	
IV	<p>Decision would vest with Executive Engineer for deciding cases on merit depending on the financial soundness of the applicant.</p>	<p>A fresh contractor shall not be awarded more than 3 works for next 1 year unless he has completed 2 works in 1st year after enlistment / allotment of works.</p>	<p>One qualified Supervisor (Civil).</p>	

Contd....P/12-

Government of Haryana

Irrigation Department

APPLICATION FORM FOR ENLISTMENT AS CONTRACTOR

Supporting Documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

CLASS	
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Photograph

1. Name of applicant

2. Nationality Indian Other

3. Address

4. (i) Regd office

 (ii) Head

 Office

 (Attach separate paper for addresses of other offices)

5. Tel. No. Fax No.

(Optional)

Mobile No. (compulsory)

6. E-mail address (compulsory)

7. Web. Site (Optional)

8. Constitution:

Individual Sole Proprietorship Concern Partnership Firm

Public Ltd. Company Private Ltd. Company Co-op. L&C Society

9. If partnership firm, names of the partners/ If Company, name of directors / if Co-op. L&C Society, name of office bearers

1.....

2.....

3.....

4.....

5.....

6.....

7.....

8.....

10. Is the individual/sole proprietor/any partner/director of company/Member of Co-op. L&C Society:

(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 India within last Two years Yes No

(g) Director or partner of any other
Company/firm enlisted with PWD or any other department Yes No

(h) Member of Parliament or any State
Legislative Assembly Yes No

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

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

(b) Nationality Indian Other

(c) Liabilities

12. Name of Bankers with full address

13. Place of business

14. Full time technical staff in applicant's employment Nos.

(a) Graduate engineers with minimum 5 years' experience

(b) Graduate engineers with less than 5 years' experience

(c) Diploma engineers with minimum' experience 5 years

(d) Diploma engineers with minimum' experience 2 years

(e) Diploma engineers with less than experience 2 years

15. Does the applicant have sufficient TandP, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class and category applied for Yes No

[Attach details on separate sheet]

16 (a) Whether already enlisted with PWD Haryana or any other department/ Organization

Yes No

(b) If yes, give details:

- (i) Name of department/ Organisation
- (ii) Class and category
- (iii) Enlistment authority and address
- (iv) Enlistment No. and date
- (v) Date of validity
- (vi) Tendering limit

17. Is any person working with the applicant is a near relative of the officer/

official of Haryana Irrigation Department If yes, give detail

Yes No

18. Enlistment fee enclosed:-

Draft No.	Date	Amount	Issuing Bank and Branch	Branch drawn upon	In whose favour drawn

19. Details of Works completed, in progress and secured during the last 3 years (to be filled in proforma as given in Annexure –B-2). This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.

20. Certificates from clients in original or attested copy as per proforma given in Annexure-B-3 for all eligible works.

21. Certificates:

- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in Haryana Irrigation Department 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/ we are 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.

(iv) (a) I certify that I did not retire as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in any engineering Department of the Government of Haryana 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 the partners/Directors/office bearer of Co-op. L&C Society retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last two years. 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)

Signature(s) of applicant(s) :

Name	Signature	Address
1.		
2.		
3.		
4.		

Date :

No. of Documents attached

ANNEXURE-B-1

Documents attached for enlistment

Sr. No.	Document	Yes	No
1.	Proof of constitution:		
	a) In case of sole proprietorship/HUF: an affidavit executed before a 1 st Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF.	<input type="checkbox"/>	<input type="checkbox"/>
	b) In case of partnership firm: (Submit attested copies)	<input type="checkbox"/>	<input type="checkbox"/>
	i) Partnership deed attested by Notary Public	<input type="checkbox"/>	<input type="checkbox"/>
	ii) Form 'A' or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	iii) Form 'B' or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	iv) Form 'C' or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	c) In case of Private/Public Ltd Co. Article of Association duly attested by Notary Public.	<input type="checkbox"/>	<input type="checkbox"/>
	d) In case of Co-op. L&C Society, Certificate of Registration issued by Registrar, Co-op. Societies	<input type="checkbox"/>	<input type="checkbox"/>
	e) Copy of Resolution duly attested by Assistant Registrar, Co-op. Societies.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Proof of residence	<input type="checkbox"/>	<input type="checkbox"/>
3.	Proof of PAN No.	<input type="checkbox"/>	<input type="checkbox"/>
4	Proof of Identity	<input type="checkbox"/>	<input type="checkbox"/>
5	Proof of Property	<input type="checkbox"/>	<input type="checkbox"/>
5(a)	Affidavit of property in case of L&C Societies as per annexure B-7	<input type="checkbox"/>	<input type="checkbox"/>

6	Affidavit of having never been black-listed by any Govt. Organisation	<input type="checkbox"/>	<input type="checkbox"/>
7	Power of attorney , if any attested by Notary Public	<input type="checkbox"/>	<input type="checkbox"/>
8	Three passport size photographs of power attorney holder/ authorized signatory	<input type="checkbox"/>	<input type="checkbox"/>
9	Bankers' certificate from scheduled bank in the Performa given in Annexure-B-4. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority	<input type="checkbox"/>	<input type="checkbox"/>
10	Technical Staff:		
	i) List of full time technical staff/Designers with qualification and experience of each	<input type="checkbox"/>	<input type="checkbox"/>
	(ii) Attested copies of the degrees/diplomas of the technical staff/Designers.	<input type="checkbox"/>	<input type="checkbox"/>
	(iii) Declaration in the form of Affidavit from the technical staff that they are employed with the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
	(iv) Documents like PF subscription ,Copy of Income Tax return with, IT form16 etc conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant)	<input type="checkbox"/>	<input type="checkbox"/>
11	(i) List of Machinery, TandP i/c steel centering and shuttering, possessed by the Applicant.	<input type="checkbox"/>	<input type="checkbox"/>
	(ii) Copy of purchase document etc (Onus of submitting adequate proof lies with applicant)	<input type="checkbox"/>	<input type="checkbox"/>
12	List of all near relatives working in Haryana Irrigation Department, including their addresses.	<input type="checkbox"/>	<input type="checkbox"/>
13	Demand Draft for enlistment fee	<input type="checkbox"/>	<input type="checkbox"/>
14	i) Original or attested copies of certificates for works done, from concerned clients, in proforma as given in annexure-B-3	<input type="checkbox"/>	<input type="checkbox"/>
	ii) Attested copies of award letters for works included in Annexure- B-2	<input type="checkbox"/>	<input type="checkbox"/>
15	Character and antecedents Certificates from the Magistrate or Gazetted officer not less than the rank of the Executive Engineer	<input type="checkbox"/>	<input type="checkbox"/>

ANNEXURE-B-2

(1)In case of enlistment- Works completed, in progress and secured during the last three years

[Add additional sheets, if necessary]

S. No.	Name of work and Agreement No.	Date of start	Date of completion		Reasons for delay and compensation levied, if any	Tendered Amount	Gross Amount of the completed work	Net amount received	Name, designation and complete address of the authority for whom the work was done
			Stipulated	Actual					

Contractor's Signatures

ANNEXURE – B-3.

CLIENT’S CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

Name and address of the Client.....

Details of Works executed by Shri/M/s

.....

1.Name of work with brief particulars	
2. Agreement No. and date	
3 Agreement amount	
4. Date of commencement of work	
5 Stipulated date of completion	
6 Actual date of completion	
7 Details of compensation levied for delay (indicate amount) if any	
8 Gross amount of the work completed and paid	
9 Name and address of the authority under whom works executed	

10 Whether the contractor employed qualified Engineer/Overseer during execution of work ?	
11. i) Quality of work (indicate grading) ii) Amt. of work paid on reduced rates, if any.	Outstanding / Very Good / Good / Satisfactory / Poor
12. i) Did the contractor go for arbitration? ii) If yes, total amount of claim iii) Total amount awarded	
13. Comments on the capabilities of the contractor. a) Technical proficiency b) Financial soundness c) Mobilization of adequate TandP d) Mobilization of manpower e) General behavior	Outstanding/Very Good / Good / Satisfactory / poor Outstanding/Very Good / Good / Satisfactory / poor Outstanding/Very Good/Good/Satisfactory/Poor Outstanding/Very Good/Good/Satisfactory/Poor Outstanding/Very Good/Good/Satisfactory/Poor

Note : All columns should be filled in properly

‘Countersigned’

Signature of the Reporting Officer with Office seal
not below the rank of Executive Engineer.

Officer of the rank of Superintending Engineer or equivalent

Contd.....P/22-

ANNEXURE – B-4

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s./Sri..... bearing Account No..... since and having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs..... (Rupees.....). This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature)

For the Bank

Note: 1) Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to enlistment authority.

2) In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

ANNEXURE – B-5

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

A. DOCUMENTS TO BE SUBMITTED

1. Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
2. 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.
3. 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 CPWD/MES/Railway/PandT/State PWD.
- ii) Whether he is a dismissed Govt. servant and debarred by his employer for doing business with a government department or government company or a statutory organisation.
- iii) Whether he is a partner/director of any other firm enlisted with this Department/MES/Rly./PandT/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 demoted to lower class or orders banning/suspending business with him by any department in the past.
- vi) Whether he is a dismissed/removed/retired Govt. servant within 2 years.
- vii) Whether he has any relative working in PWD, if yes, give details.
- viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.

C. DOCUMENTS TO BE SUBMITTED AFTER THE PROPOSAL IS AGREED IN PRINCIPLE BY THE COMPETENT AUTHORITY

- 1) Copy of the partnership deed duly attested by the Notary Public.
- 2) Fresh Bankers' certificate from banker of the contractor indicating new constitution.
- 3) Form A, B and C or equivalent as the case may be.
- 4) Acknowledgement from the Income Tax/ Sales Tax department for having noted the change.

List of Machinery

Sr. No.	Name of Machinery	Make	Model	Capacity	Quantity	Present location	Year of manufacture
1	2	3	4	5	6	7	8

Affidavit

I S/O Sh. resident of having the office of (Name of firm/Society/Company etc.) at

do hereby solemnly affirm and declare as under :-

1. That our society namely the _____ Co-Operative Labour and Construction Society Ltd. _____ has been registered with the Registrar, Firms & Societies _____ at Registration No. _____ dated _____.
2. That we want to enlist our society namely the _____ Co-Op.L&C Society Ltd. _____ with the Irrigation Department Haryana as class – I/II Society.
3. That I, _____(President/Secretary/Cashier/Member) of the Society have given my property as indicated below as security of the society in the Irrigation Department Haryana :-
 - (i) House No. with its location and complete address: _____
 - (ii) Agriculture land located in village/Town, share of land duly certified by the Revenue Department _____
 - (iii) Plot No. with its location in village/town/city _____
5. That in case of any amount which will become due against the society for recovery, I hereby authorize the Irrigation Department to recover the said amount from my property which is given as security of the society.

Deponent

Verification

I the above named deponent further solemnly affirm and declare that my above statement is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

PLACE:

Deponent

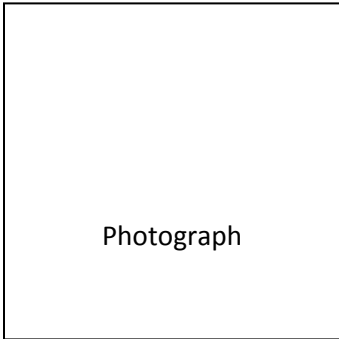
DATED:

HARYANA PUBLIC WORKS DEPARTMENT

APPLICATION FOR 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. Application found deficient in any respect are liable to be rejected without any further correspondence)

CLASS



1.Name of applicant

Two rows of 15 empty boxes each for entering the applicant's name.

1(a) Details of enlistment with Haryana Irrigation Department

(i) Enlistment No. and date

15 empty boxes for entering enlistment number and date.

(ii)Valid upto

15 empty boxes for entering validity period.

2. Nationality

Indian

Other

3. Address

Three rows of 15 empty boxes each for entering the address.

4. Regd.Office

15 empty boxes for entering the registered office.

5. Head office

15 empty boxes for entering the head office.

13. Place of business

14. Full time tech. staff in applicant's employment Nos.

- (a) Graduate engineers with minimum 5 years' experience
- (b) Graduate engineers with Less than 5 years' experience
- (c) Diploma engineers with minimum' experience 5 years
- (d) Diploma engineers with minimum' experience 2 years
- (e) Diploma engineers with less than experience 2 years

15. Does the applicant have sufficient TandP, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class and category applied for Yes No
(attach details on separate sheet)

16. Is any person working with the applicant is a near relative of the officer/official of Haryana Irrigation Department Yes No

If answer to above is Yes, give details

17.(i)Details of Haryana Irrigation Department's Works completed, in progress and secured during the last enlistment/revalidation period as per Annexure –C-2. This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.

Whether above details enclosed ? Yes No

(ii) Certificate regarding performance of contractor for work included in annexure - C-2, as per proforma of annexure C-4. Yes No

(iii) Details of tenders issued and / or submitted by contractor (Proforma C-3) Yes No

18. Certificates:

- i I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in Haryana Irrigation Department as amended upto 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.
- iv I/We certify that I/none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last two years. 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.

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Name	Signature	Address
------	-----------	---------

1.

2.

3.

4.

Date

No. of documents attached

Documents attached for revalidation

Sr.No.	Document	Yes	No
1	Proof of constitution: a) In case of sole proprietorship/HUF: an affidavit executed before a 1 st Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF. b) In case of partnership firm: (Submit attested copies) i) Partnership deed attested by Notary Public ii) Form ‘A’ or equivalent form issued by Registrar of Firms iii) Form ‘B’ or equivalent form issued by Registrar of Firms iv) Form ‘C’ or equivalent form issued by Registrar of Firms c) In case of Private/Public Ltd Co. Article of Association duly attested by Notary Public d) In case of Co-op. L&C Society, Certificate of Registration issued by Registrar, Co-op. societies. e) Copy of Resolution duly attested by Assistant Registrar, Co-op. societies.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	Power of attorney , if any attested by Notary Public	<input type="checkbox"/>	<input type="checkbox"/>
3	Three passport size photographs of power attorney holder/ authorized signatory	<input type="checkbox"/>	<input type="checkbox"/>
4	Bankers’ certificate from scheduled bank in the Performa given in Annexure-B-4. The certificate should be on the bank’s letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority	<input type="checkbox"/>	<input type="checkbox"/>

5	Technical Staff: i) List of full time technical staff/Designers with qualification and experience of each (ii) Attested copies of the degrees/diplomas of the technical staff/Designers. (iii) Declaration in the form of affidavit from the technical staff that they are employed with the applicant. (iv) Documents like PF subscription ,Copy of Income Tax return with, IT form16 etc conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant)	<input type="checkbox"/>	<input type="checkbox"/>
6	(i) List of Machinery, TandP i/c steel centering and shuttering, possessed by the Applicant. As per Annexure B-6. (ii) Copy of purchase document etc (Onus of submitting adequate proof lies with applicant)	<input type="checkbox"/>	<input type="checkbox"/>
7	List of all near relatives working in PWD, including their addresses.	<input type="checkbox"/>	<input type="checkbox"/>
8	Demand Draft for late fee (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	i) List of works completed and in progress in PWD during the last four years (annexure C-2) ii) Certificate regarding performance as per annexure B-3 of works included in annexure C-2 iii) Certificate regarding tenders issued and submitted by the contractors for the works in PWD as per annexure C-3.	<input type="checkbox"/>	<input type="checkbox"/>
9	Character and antecedents Certificates from the Magistrate or Gazetted officer not less than the rank of the Executive Engineer	<input type="checkbox"/>	<input type="checkbox"/>
10	Attested copy of enlistment order.	<input type="checkbox"/>	<input type="checkbox"/>

ANNEXURE C-2

WORKS COMPLETED AND IN PROGRESS IN PWD DURING THE LAST FOUR YEARS

Sr. No	Name of Work	Date of Start	Date of Completion		Reasons for delay and compensation levied, if any	Tendered Cost	Actual Cost	Name, Address of Engineer in Charge
			Stipulated	Actual				

Signature of Contractor

ANNEXURE C-3

Proforma for certificate regarding tenders issued and or submitted by the contractor for works in Haryana Irrigation Department during last three years

Sr.No	Name of Work	Date of Tender		Estimated Cost put to tender	Position of Tender
		Issued	Submitted		

**Signature of Executive Engineer
With full Address
And Seal**

ANNEXURE C-4

**CONTRACTOR'S PERFORMANCE REPORT
FOR WORKS COMPLETED OR IN PROGRESS
(FOR REVALIDATION OF ENLISTMENT)**

Part-I

(To be filled in by the Contractor and submitted to the Engineer-in Charge of the Work)

1	Name of Contractor		
2	Name of Work		
3	Contract No.		
4	Est. Cost put to Tender		
5	Tendered Cost		
6	Gross Amount of Final bill Work done till date		
7	Stipulated	Start	
	Date of	Completion	
8	Actual Date of Completion		
9	Amount of compensation levied, if any		
10	Amount of Reduced Rate items, if any		
11	Did the contractor go for Arbitration		
12	If so, total Amount	Claimed	
		Awarded	

Signature of Contractor

Part-II

- i. Certified that the details given in Part-I have been verified and found to be correct/ have been corrected wherever necessary.
- ii. The Quality of work is Very Good / Good / Satisfactory / Poor

Signature of the Executive Engineer

In case of Class I and II Contractors

The Quality of work is Very Good / Good / Satisfactory / Poor

Signature of the Superintending Engineer

Note: The Performance report should be forwarded to the Enlisting Authority within two weeks of its receipt from the contractor.