

**Department of water supply and sanitation, Punjab**

**Notice for Public Review and Comment on Draft Instructions for enlistment of contractors in deptt. of water Supply And Sanitation (DWSS), Punjab**

[Date: \_\_\_\_\_, 2024]

**Subject: Draft Instructions for enlistment of contractors in deptt. of water Supply And Sanitation (DWSS), Punjab**

Dear Residents/Citizens/Stakeholders,

DWSS is pleased to announce the release of the Draft Instructions for enlistment of contractors in deptt. of Water Supply and Sanitation for public review and comment. The purpose of enlistment is to have a ready list of experienced, suitable and competent contractors for works of DWSS 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 DWSS and perform well in terms of timely completion, complying with Specifications and Standards and maintaining desired quality.

The draft instructions for enlistment of contractors in deptt. of Water Supply and Sanitation is available for review and feedback on our official website <https://dwss.punjab.gov.in>. We invite all stakeholders, including residents, community groups, nongovernmental organizations, and other interested parties, to provide their valuable comments, observations, and suggestions on the draft instructions.

The public review period will be open for 15 days starting from \_\_\_\_\_, 2024. All comments and observations must be submitted on the following email address: [eeprocurementdwss@gmail.com](mailto:eeprocurementdwss@gmail.com). Please ensure to include your name, organization and contact information with your submission.

EE (Procurement)  
W/s & Sanitation  
SAS Nagar

## DRAFT

### **INSTRUCTIONS FOR ENLISTMENT OF CONTRACTORS IN DEPT OF WATER SUPPLY AND SANITATION (DWSS), PUNJAB – 2021.**

**1. Title**

These instructions shall be called “Instructions for Enlistment of Contractors in DWSS-2021” and shall be applicable from the date of notification by Govt. of Punjab.

**2. Introduction**

The Department of Water Supply and Sanitation (hereinafter referred to as “DWSS”), 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 DWSS 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 DWSS and perform well in terms of timely completion, complying with Specifications and Standards and maintaining desired quality. Notwithstanding enlistment in DWSS where it is decided to adopt the process of ‘post-qualification’, it may permit other eligible contractors, not enlisted with DWSS to bid/tender for the work. For works of comparatively substantial value and/or works of specialized nature, or in case of projects undertaken in Public-Private Participation (PPP) mode i.e. Build, Operate and Transfer (BOT) or other variants, the eligibility criteria will be determined separately.

**3. Applicability**

3.1 Any Indian Individual, Sole Proprietorship firm, Partnership Firm, Limited Liability Partnership Firms (LLPs), Public Limited Company or a Private Limited Company can apply for enlistment as a contractor in DWSS under the Instructions provided that eligibility criteria and other conditions are met with. The enlisted contractors shall have to abide by all the Instructions (as existing) and as amended from time to time during the currency of their enlistment.

3.2 No individual or a firm having such individual as one of the partners, who is a dismissed Government Servant, or removed from approved list of contractors, or convicted by a court of law shall be entitled for enlistment. However, cases where disciplinary action was taken against an individual, firm or firm having such individual as the partner for a specified period and such penalty period is already over, his case of enlistment/revalidation can be considered on merits.

3.3 A director/partner of a firm/company enlisted as a contractor cannot be a partner/director in any other enlisted firm/company in DWSS.

3.4 The individual or partner/director of a firm/company or member of Consortium should not have failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor have been expelled from any contract by any public authority nor have had any contract terminated by any public authority for breach on his part during last three (3) years from date of application for enlistment.

3.5 A contractor is not permitted to have enlistment in more than one name.

#### **4. Scope**

- 4.1 The enlistment of a contractor in DWSS shall only entitle him to be eligible to bid for work(s) subject to fulfilling conditions as laid down in each individual Notice Inviting Tender.
- 4.2 The contractor enlisted in the DWSS shall be borne on the Register of Contractors to be maintained in DWSS. The details of registered contractors alongwith their e-mail id, mobile number along with class and category, tendering limit etc. shall be made available on website of the DWSS.

#### **5. Enlistment Procedure**

- 5.1 The applicant (intending contractor) shall have to submit the application form online on [www.dwss.punjab.gov.in](http://www.dwss.punjab.gov.in) or offline (1. in the office of any executive engineer of DWSS in a district in which the applicant will have his proof of residence/registration of firm/company for Punjab based applicant or 2. in the office of any executive engineer of DWSS of a district nearby to the applicant, if applicant is from states/UT other than Punjab) in a prescribed form (Annexure-1) available on [www.dwss.punjab.gov.in](http://www.dwss.punjab.gov.in) complete with scanned copies of all documents as per Annexure-II. The residence proof can be any Govt. issued Photo Identity proof or registration certificate of firm/company.
- 5.2 The Executive Engineer shall make the application online on the web portal along with the application and scanned copies of all the documents as per Annexure-II.
- 5.3 The Enlistment Fee shall be deposited through NEFT/RTGS online (details mentioned on the website) or in the office of executive engineer through Demand draft/Cash and the receipt no. shall be entered in the application form.
- 5.4 Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.
- 5.5 The Enlistment Authority shall have the right to independently verify the details furnished by the applicant (intending contractor) and to get works executed by the applicant (intending contractor) inspected and /or to get such other reports/information as may be considered necessary.
- 5.6 The Enlistment Authority shall decide all applications received within a period of 15 days of date of receipt of application in the office of enlistment authority subject to verification and if it finds the applicant (intending contractor) suitable for enlistment, it shall issue the enlistment order and, otherwise, send a letter of rejection of the application to the applicant (intending contractor). The decision of the Enlistment Authority shall be final and binding on the applicant (intending contractor).
- 5.7 Fresh Engineering Graduates, Diploma Engineers and ITI holders can also participate in the enlistment process in respective class as per criteria specified in Table-1.
- 5.8 Service provider can apply for enlistment under class "IIIB" for tendering limit up to Rs. 5.0 lac per annum as per criteria specified in table-1.

#### **6. Enlistment Period**

The enlistment shall be valid for a period of five (5) years. The enlistment can, however, be revalidated in accordance with Instructions as contained in para 21 in this regard. Each revalidation shall be for a period of five (5) years from the date of expiry of the previous enlistment/revalidation. The enlistment shall be open to review by the Enlistment Authority and liable to termination, suspension or any other such actions at any time, if considered, necessary by the Enlistment Authority, after issue of show cause notice.

## **7. Enlistment Authority, Categories & Classes**

- 7.1 The Enlistment Authority, categories and classes, alongwith eligibility criteria are given in Table-I.
- 7.2 A contractor is permitted to have enlistment in more than one category and under more than one enlistment authority but not in more than one class of the same category in DWSS.
- 7.3 The Enlistment Authority shall have the power to upgrade the Class of an enlisted contractor if the contractor fulfills the criteria as laid down for the said Class as specified in Table-I during the enlistment period. On upgradation to higher class the Contractor shall have to deposit an amount equal to difference of Enlistment Fee between the two classes. Mode of deposit of fee will be online/offline as per para no. 5.
- 7.4 The Register of Contractors / website of DWSS shall be updated regularly. Every enlisted contractor/ firm will be issued system generated unique ID which needs to be mentioned by the bidder during tendering process/revalidation of enlistment.

## **8. Jurisdiction & Tendering Limit**

The contractors of all classes shall be entitled to tender in the State of Punjab, Delhi or any other location in India [for works by DWSS only]. The tendering limit up to which they shall be eligible to tender shall be as per details in Table-I unless some restriction is imposed by the Enlistment Authority. The contractor shall be governed by instructions prevailing at a particular point of time irrespective of when he was enlisted.

## **9. Eligibility Criteria**

- 9.1 The applicant shall have to satisfy the minimum eligibility criteria specified in Table-I in terms of the experience, financial soundness and technical staff, before they can be considered for enlistment.
- 9.2 The criterion for experience shall be the execution and completion of works of similar nature of appropriate value, satisfactorily as the case may be, of prescribed nature and magnitude on agreement basis as mentioned in

table -1, during the last five (5) years with details to be furnished in Annexure-III and accompanied with Performance certificate from Client in format prescribed at Annexure-IV. The works should have been executed in the same name and style in which the enlistment is sought or all the eligible work(s) should have been executed & completed in the name of any one of the partner.

- 9.3 The financial soundness shall be judged on the basis of annual turnover of the applicant during last three (3) years as per balance sheet prepared by the Statutory Auditor in the format prescribed in Annexure-V and solvency certificate/working capital certificate issued by the Bankers of the applicant on the format prescribed in Annexure-VI. Such certificate shall be issued by a Scheduled Bank on its letter head and shall be submitted, in original, addressed to the Enlistment Authority. In case of Co-operative Labour & Construction Society the solvency certificate issued by the Central Co-operative Bank shall be accepted instead of a certificate issued by the Scheduled Bank.
- 9.4 The machinery and T&P as owned/ on lease/ hired by the applicant shall be taken into consideration unless specified otherwise. The key personnel on the role of the applicant or proposed by the applicant to be outsourced/hired during execution shall also be taken into consideration unless specified otherwise.

## **10. Enlistment Fee**

- 10.1 The enlistment fee for various classes under each category shall be as under:-
- (a) Class IA Rs. 5000/-
  - (b) Class IB Rs. 3000/-
  - (c) Class IC Rs. 2000/-
  - (d) Class II Rs. 1000/-
  - (e) Class IIIA Rs. 500/-
  - (f) Class IIIB Rs. 500/-
- The Enlistment Fee may be revised with the approval of the Administrative Secretary to Govt. of Punjab, Department of Water Supply and Sanitation.
- 10.2 The fee for enlistment of Co-operative Labour & Construction Society will be governed by Rules & Notifications, as amended from time to time, by Department of Cooperation, Govt. of Punjab.
- 10.3 This enlistment fee is to be furnished along with application form to the Enlistment Authority. In the case of such applicant whose application for enlistment is rejected by the Enlistment Authority, no amount of the enlistment fee remitted with the application shall be refunded.
- 10.4 The fees for revalidation of enlistment for various classes under each category shall be as under and is to be paid online through NEFT/RTGS in bank account (details mentioned on the website).
- (a) Class IA Rs.1000/-
  - (b) Class IB Rs.600/-

- (c) Class IC Rs.300/-
- (d) Class II Rs.200/-
- (e) Class IIIA Rs.100/-
- (f) Class IIIB Rs.100/-

The Fee for Revalidation of Enlistment may be revised with the approval of the Administrative Secretary to Govt. of Punjab, Department of Water Supply & Sanitation.

11. Amount collected by way of sale of application forms and fees for Enlistment/Revalidation by the DWSS shall be utilized by the DWSS for construction, improvement & renovation of existing offices, residencies, Rest Houses and automation of offices of DWSS.

**12. Enlistment Certificate**

Once the applicant (intending contractor) has been found eligible and have paid prescribed deposit, It can generate Enlistment certificate from the portal or collect from the office of any Executive Engineer of DWSS. The Enlistment certificate in prescribed format with QR code will contain the basic details of agency. The certificate can be verified online by scanning QR code. No other enlistment certificate will be issued.

**13. Registration for Earnest money exemption.**

13.1 The enlisted Class IA & IB contractor can further opt for registration for Earnest money exemption. The registered contractor will be benefited with exemption from Earnest Money Deposit (EMD) for non-world bank tenders under it's enlisted class & category.

13.2 The enlisted contractors Class IA & IB choosing not to register for EMD exemption can also participate in tender, but they will not get the EMD exemption benefit and such enlisted contractors shall furnish, as part of the Bid, an EMD for the amount as specified in a particular work.

13.3 Successfully Enlisted Class IA and IB contractors will be notified through email address and mobile phone to deposit the requisite registration fee for EMD exemption.

13.4 Refundable Deposit for Registration: The one-time refundable deposit for registration will be paid online only. However, the refundable deposit will be paid after the application of contractor for enlisted has been scrutinized/ verified and found as eligible for enlistment & further for registration for EMD exemption by the competent authority as under:

Class IA: Rs. 2,00,000/- Class IB: Rs. 1,00,000/-

The deposit is refundable subject to the conditions specified in paragraph 13.7.

13.5 Registration of a contractor for EMD exemption shall be done for a period of five (5) years or up to validity period of enlistment, whichever is earlier.

- 13.6 If any contractor wants to voluntarily surrender the registration for exemption from EMD during validity of registration certificate, it may apply for return of one-time refundable deposit.
- 13.7 The contractor registered for exemption from EMD will accept the fact that in case the bid is withdrawn or modified during the period of its validity or if contractor/firm fail to sign the contract in case the work is awarded to contractor/firm or contractor/firm fail to submit a performance security before the deadline defined in relevant clause of the tender document, then the registration fee, as mentioned in Paragraph 13.4, will be forfeited and the contractor/firm will be debarred for participation in the tendering process for a period of One (1) year from the date of last day of bid submission of that work.
- 13.8 The bidder, who is an enlisted Class IA or IB contractor and registered for EMD exemption, shall upload system generated Earnest Money declaration form as per format given in ANNEXURE-XI to get the benefit of EMD Exemption in Tender during any tender process. Bidder can generate EMD declaration from during start date and end date of respective tender.

**14. Income Tax Certificate**

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

**15. Sales Tax/ GST Certificate**

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

**16. Labour Cess**

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

**17. Cooperative Labour & Construction Societies**

The registered Cooperative Labour and Construction Society shall not be allowed to quote for the works defined as specialized job in Table-I, unless it is enlisted in that category. However, any registered Cooperative Labour and Construction Society can get itself enlisted for the works defined as specialized job in Table-I, provided they shall fulfill the conditions laid down in the Table-I.

**18. Change in Constitution of Firm.**

- 18.1 The contractor/firm/company shall not modify the existing name of firm, partnership/ membership or enter into any fresh partnership without the prior approval of the Enlistment Authority. Such proposal, if any, shall be submitted in advance giving full details of the intended partnership / sole

proprietorship along with the draft partnership deed/affidavits and documents as per Annexure-VII. Any change in status of the contractor as an individual or in constitution of the firm without prior approval of the Enlistment Authority will render the contractor/firm liable to be removed from the approved list of contractors.

- 18.2 If an enlisted firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his (their) individual/joint capacity shall have to apply for enlistment afresh on the basis of work experience, financial soundness, owning of machinery and equipment as a separate entity and shall be governed by the eligibility criteria given in Table-I. For new enlistment, the work experience of each partner of the previously enlisted firm shall be considered in proportion to the equity held by the partner in that enlisted firm.
- 18.3 If new partner(s) are taken in the firm, each new partner shall have to satisfy the eligibility conditions detailed in paragraph 3. Further, after the addition of new partner(s), the work experience for the works executed by the enlisted firm prior to addition of new partner(s) shall be reduced in proportion to the reduced equity of the original partner(s).
- 18.4 If the number of original partners of a firm reduces to less than half due to any reason including death of partner(s), the enlistment of the firm shall be withdrawn and the remaining/surviving partners shall have to seek fresh enlistment. Original partner(s) means constituents at the time of enlistment.

## **19. Change in Address**

- 19.1 While applying for enlistment, the applicant/contractor should mention address of his registered office as well as Head Office, if different. All documents i.e. PAN, Income Tax Return/assessment orders, 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.
- 19.2 The contractor shall intimate the change of address, if any, in any of the above addresses, in advance or maximum within one month of such change along with acknowledgement of noting down of such change in address from Bank, Income Tax authorities, GST authorities etc. Failure to do so may result in removal of the name of the contractor from the approved list of contractors.

## **20. Near Relatives Working in DWSS**

Individual Contractors/partners in a Partnership firm/members of consortium/ joint ventures whose near relatives are Divisional Accountants, Additional Director (F&A), Assistant Controller (F&A), Section Officers or Engineering Officers between the grades of Chief Engineer and Junior Engineer (both inclusive) in the DWSS shall not be allowed to tender for works falling in the jurisdiction of the office responsible for award and execution of contract where the near relative is working. For this purpose, a near relative shall mean wife, husband, parents, grandparents, children, grand children, brothers, sisters, first uncles, aunts, first cousins and their corresponding in-laws.

## **21. Review of Approved List of Contractors.**

- 21.1 The contractor shall be required to secure/complete minimum five (5) works



of tendering limit in DWSS or any other departments/ Board/ Corporation of Central Government/ State Government or UT Administration during the revalidation/ enlistment period with at least three (3) works in DWSS. Contractors shall be liable to be removed as enlisted contractor for non observance of enlistment instructions. The Enlistment Authority shall periodically review the approved list of contractors.

21.2 The executive engineers of DWSS will update the details of award of work and completion of work on the web portal within a week of date of agreement & date of issuance of completion certificate.

21.3 The enlistment authority will update the details of debarred/ suspended and blacklisted contractors/ firms on the web portal immediately of such action.

## **22. Revalidation of Enlistment**

22.1 The validity of initial enlistment of the contractor shall be as given in paragraph 6 above. It shall, however, be auto-processed for revalidation on merits reviewing the performance report as per paragraph 21 & 23. Only the non-blacklisted Contractor, who has secured/completed minimum five (5) works of tendering limit in DWSS or any other departments/ Board/ Corporation of Central Government/State Government or UT Administration with at least three (3) works in DWSS during the period of enlistment or last revalidation period of enlistment as the case may be, shall be considered for revalidation.

22.2 Application for Revalidation:

The contractors eligible for revalidation of enlistment will be notified on their registered email address and mobile number for submission of renewal fees one (1) month prior to the expiry of enlistment after auto-processing.

In absence of complete data of contractor in the system, the non-blacklisted Contractor, who has secured/ completed three (3) works of tendering limit in DWSS and two (2) works of tendering limit in any other departments/ Board/ Corporation of Central Government/State Government or UT Administration shall apply for revalidation of his enlistment in the prescribed form(Annexure-VIII) along with all documents as per Annexure-IX, so as to reach the Enlistment Authority before expiry of its enlistment

22.3 The fees for renewal in a particular class shall be as given in paragraph 10.4.

22.4 The revalidation application with all documents, if applicable, shall be accepted up to the date of expiry of enlistment without any late fee. In cases where the renewal fee or application (if applicable) is received after date of expiry of enlistment/revalidation, but within three months of expiry, the application will be accepted with additional fee calculated at rate of 10% (ten per cent) of enlistment fees for new enlistment (as laid in paragraph 10.1) in the respective class. Applications received, thereafter, shall not be accepted and Contractor shall apply for fresh enlistment, as per instructions.

22.5 On receipt of application for revalidation complete in all respects and with all necessary documents, provisional extension up to two (2) months from the date of expiry of the enlistment shall be granted.

22.6 Revalidation procedure: The auto-revalidation/ physical revalidation of the enlistment shall be permitted by the Enlistment Authority on the basis of

review of the performance of the contractor pertaining to the period of enlistment/ revalidation. Cases shall be categorized and action taken as below:-

- (i) Contractor who secured and executed works of minimum five(5) works of tendering limit in DWSS or any other departments/Board/Corporation of Central Government/State Government or UT Administration during the revalidation/enlistment period with at least three (3) works in DWSS during period of enlistment/revalidation shall be considered for revalidation for a period of five (5) years subject to satisfaction of Enlistment Authority.

## **23. Performance Report**

23.1 The executive engineers of DWSS will update the details of each of the work, secured/ completed by contractor during the last revalidation/ enlistment period on the web portal within two weeks of date of issuance of completion certificate as per the proforma as given in Annexure-X.

In absence of complete data of contractor in the system, the non-blacklisted Contractor, who has secured/completed three (3) works of tendering limit in DWSS and two (2) works of tendering limit in any other departments /Board/ Corporation of Central Government/ State Government or UT Administration shall fill up the details in the proforma as given in Annexure-X. The list should include all works secured by him during the above mentioned period. In case, the contractor conceals any information, his revalidation will be liable to be cancelled

23.2 The enlistment authority will update the details of debarred/ suspended and blacklisted contractors/firms on the web portal immediately of such action.

## **24. Contractor's Obligations**

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

- (a) Prior approval shall be obtained from the Enlisting Authority before changing the constitution or name of the firm/company.
- (b) Intimation of change of address shall be given in advance or within one month.
- (c) He shall compete/participate in at least for five or more works of tendering limit in DWSS or any other department/Board/ Corporation of Punjab Government or Chandigarh administration during the period of enlistment/ revalidation.
- (d) He shall abide by these instructions.
- (e) He shall not indulge in unethical, fraudulent practices.
- (f) He shall execute the works awarded to him strictly as per the terms and conditions of the Contract, Specifications and Standards.
- (g) He shall continue to observe labour bye-laws and regulations.
- (h) He shall continue to pay all taxes, duties, levies and labour cess etc. as per applicable law.

## 25. Disciplinary Actions

25.1 The contractor shall have to abide by all the Instructions of Enlistment and also by the terms and conditions of the Contract and the Detailed Notice Inviting Tenders/bidding document. He shall have to execute the works satisfactorily as per specifications and standards, in time and as per laid down quality.

25.2 The Enlistment Authority shall have the right to demote a contractor to a lower class, suspend business with him for any period, debar him or remove his name from the approved list of contractors after issue of show cause notice and recording the findings after hearing him. The decision of the Enlistment Authority shall be final and binding on the contractor. The following actions of the contractor shall, in general, make him liable to disciplinary actions :-

**(i) Demotion to a lower class: The contractor shall be liable to demotion to a lower class, by the Enlistment Authority, if he:**

- a) fails to execute a contractor executes it unsatisfactorily or is proved to be responsible for constructional defects/ deficiencies; or
- b) no longer possess or have access to adequate equipment and machinery, technical personnel or financial resources; or
- c) is litigious by nature; or
- d) violates any important condition of contract; or
- e) is responsible for a conduct which may justify his demotion to a lower class; or
- f) any other reason which in view of the Enlistment Authority is adequate for his demotion to a lower class.

**(ii) Debarring/ Suspension of business:**

The Enlistment Authority may debar/ suspend business with the contractor for a period up to one (1) year in the following events after having received reports from more than one officer or at more than one occasion from individual officer of DWSS :

- a) adverse report related to adverse performance;
- b) Misbehavior, direct or indirect involvement in threatening departmental officer/ official;
- c) Making false complaints, filing legal suits for frivolous reasons;
- d) Hampering tender process or execution of contract;
- e) Any act, omission or commission etc. damaging the reputation of the department or departmental officer/ official;
- f) Having failed to take up the work after allotment on two occasions;
- g) Any other complaint considered fit by the Enlistment Authority.
- h) the bid is withdrawn or modified during the period of its validity or if contractor/ firm fail to sign the contract in case the work is awarded to contractor/ firm or contractor/ firm fail to submit a performance security before the deadline defined in relevant clause of the tender document, then the registration fee, as mentioned in

Paragraph 13.4, will be forfeited

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

The decision taken shall be posted on the website of DWSS.

**(iii) Blacklisting/ Removal from the approved list:**

The name of the contractor may be removed from the approved list of contractors, by the Enlistment Authority, if he:

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

r) any other case or situation involving national security. The Superintending Engineer concerned 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 DWSS and recording the decision in writing. If any of the charges are established, the Chief Engineer shall decide the period exceeding three years or in perpetuity depending on the extent, magnitude or culpability of conduct requires stern action. The decision taken in removal of name of the contractor from approved list for the decided period shall be posted on the web site of DWSS and other departments, boards, corporations of the Punjab State and Chandigarh Administration shall be informed of the action taken.

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

**(iv) Appeal:**

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

**(v) Notwithstanding anything above, the provision of any rules/orders issued separately towards disciplinary action by DWSS shall be applicable for all enlisted contractors.**

**26. Revision/ Modification of Instructions**

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

**27. Repeal & Saving**

All instructions regarding enlistment, revalidation of enlistment of contractors in DWSS existing before coming into force of these instructions stand repealed.

Notwithstanding such repeal, the contractors already enlisted on the basis of Instructions hitherto in force shall continue to avail of the status of enlisted contractors of DWSS-till the period of such enlistment, including revalidation/extension granted before coming into effect of these instructions.

The pending applications for enlistment/revalidation shall be processed on the basis of these instructions.

**TABLE-I**  
**ELIGIBILITY CRITERIA FOR ENLISTMENT OF CONTRACTORS**

Sr. No	Class of Contract or	Tendering Limit	Enlistment Fee	Period of enlistment	Authority to enlistment/ renewal	Past Experience to completed works in last5year	Financial Turnover and Solvency/Working Capital Certificate	Engineering establishment to be employed by contractor/ Educational Qualification	Machinery Equipment and T&P	Renewa l Fees	Category
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1	IA	Upto Rs. 1.00 Cr.	Rs.5000	5 years	SE	Should have successfully completed during the last five years: (i) Two similar works of Value of Rs. 40 lac each, or (ii)Three Similar works of Value Rs. 30 lac each, <b>or</b> (iii) Five similar works of value Rs. 20 lac each.  <b>Similar works means:</b> work consisting of activities required as per category.	Should have achieved a minimum annual financial turnover of Rs. 40 lac in any one of the last three years  <b>And</b> Solvency/ Working Capital Certificate of Rs. 30 lac.	(i) One graduate engineer (civil/mechanical) with minimum 1 year experience.  or (ii) One diploma engineer (civil/mechanical) with minimum 2 years experience.	Undertaking to deploy/ arrange machinery, T&P & equipments required as per scope of work &technical specifications	Rs. 1000	1.Civil works (including laying of water supply distribution system) 2.OHSR/UGSR/GL SR 3.Tubewell 4.Sewerage system 5.STP 6.HVAC 7.Fire Fighting arrangements
2	IB	Upto Rs. 50 lac	Rs.3000	5years	SE	Should have successfully completed during the last five years: (i) Two similar works of value Rs. 20 lac each,  <b>or</b> (ii)Three Similar works of value Rs. 15 lac	i.Should have achieved a minimum annual financial turnover of Rs. 20 lac in any one of the last three years  <b>And</b> ii. Solvency / Working Capital certificate of Rs. 15 lac.	(i)One diploma engineer (civil/mechanical) with minimum 1 year experience.	Undertaking to deploy/ arrange machinery, T&P &equipments required as per scope of work &technical specifications	Rs.600	1. Civil works (including laying of water supply distribution system) 2. OHSR/UGSR/GL SR 3. Tubewell 4. Sewerage system 5. STP 6. HVAC 7. Fire Fighting

Sr. No .	Class of Contract or	Tendering Limit	Enlistment Fee	Period of enlistment	Authority to enlistment/ renewal	Past Experience to completed works in last5year	Financial Turnover and Solvency/Working Capital Certificate	Engineering establishment to be employed by contractor/ Educational Qualification	Machinery Equipment and T&P	Renewal Fees	Category
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
						each, <b>Or</b> <b>(ii)</b> Five similar works of the value Rs. 10 lac each. <b>Similar works means:</b> work consisting of activities required as per category.					arrangements
3	IC	Upto Rs. 25 lac	Rs.2000	5years	SE	Should have successfully completed during the last five years: (i) Two similar Works of value Rs. 10.0 lac each, <b>or</b> (ii)Three Similar works of value Rs. 7.50 lac each, <b>or</b> (iii) Five similar works of the value Rs. 5.0 lac each. <b>Similar works means:</b> Work consisting of activities required as per category.	i. Should have achieved a minimum annual financial turnover of Rs. 10.0 lac in any one of the last three years <b>And</b> ii. Solvency/ Working Capital certificate of Rs. 7.50 lac.	--	Undertaking to deploy/arrange machinery, T&P & equipments required as per scope of work & technical specifications	Rs.300	1. Civil works/ pipeline/sewerage system/rain water harvesting system/AC  2. Tubewell
						--	i. Solvency/ Working Capital certificate of Rs. 7.50 lac.	<b>Minimum Educational Qualification:</b>	Undertaking to deploy/arrange	Rs.300	1. Civil works/ pipeline/sewerage

Sr. No .	Class of Contract or	Tendering Limit	Enlistment Fee	Period of enlistment	Authority to enlistment/ renewal	Past Experience to completed works in last5year	Financial Turnover and Solvency/Working Capital Certificate	Engineering establishment to be employed by contractor/ Educational Qualification	Machinery Equipment and T&P	Renewal Fees	Category
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
								Graduate in engineering.	machinery, T&P & equipments required as per scope of work & technical specifications.		system/rain water harvesting system/AC 2. Tubewell
4	II	Upto Rs. 10.0 lac	Rs.1000	5years	EE	Should have successfully completed during the last five years: (i) Two similar works of value Rs. 4.0 lac each, <b>or</b> (ii) Three Similar works of value Rs. 3.0 lac each, <b>or</b> (iii) Five similar works of the value Rs. 2.0 lac each. <b>Similar works means:</b> work consisting of activities required as per category.	i. Should have achieved a minimum annual financial turnover of Rs. 4.0 lac in any one of the last three years <b>And</b> ii. Solvency/ Working Capital certificate of Rs. 3.00 lac.	--	Undertaking to deploy/arrange machinery, T&P & equipments required as per scope of work & technical specifications.	Rs.200	1. Civil works/ pipeline/sewerage system/rain water harvesting system 2. Tubewell.
							i. Solvency/ Working Capital certificate of Rs. 3.00 lac.	<b>Minimum Educational Qualification:</b> Diploma in engineering	Undertaking to deploy/arrange machinery, T&P & equipments required	Rs.200	1. Civil works/ pipeline/sewerage system/rain water harvesting



Sr. No .	Class of Contract or	Tendering Limit	Enlistment Fee	Period of enlistment	Authority to enlistment/ renewal	Past Experience to completed works in last5year	Financial Turnover and Solvency/Working Capital Certificate	Engineering establishment to be employed by contractor/ Educational Qualification	Machinery Equipment and T&P	Renewal Fees	Category
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
									as per scope of work & technical specifications.		system 2. Tubewell.
5	IIIA	Upto Rs. 5.0 lac	Rs.500	5 years	EE	Experience in execution of atleast one similar work under any contractor/ firm/ company.  <b>Similar works means:</b> work consisting of activities required as per category.	NIL	--	Undertaking to deploy/arrange machinery, T&P & equipments required as per scope of work & technical specifications.	Rs.100	1. Civil works/ pipeline/sewerage system/rain water harvesting system
						--	NIL	<b>Minimum Educational Qualification:</b>  ITI	Undertaking to deploy/arrange machinery, T&P & equipments required as per scope of work & technical specifications.	Rs.100	1. Civil works/ pipeline/sewerage system/rain water harvesting system
6	IIIB	Upto Rs. 5.00 lac per annum	Rs.500	5 years	EE	--	NIL	--		Rs.100	1. Operation and Watch & ward of Water supply/Sewerage schemes  2. Providing services of data entry operator

**Note:** Category 2 to 7 for Class IA& IB and Category 2 for Class IC are categorized as specialized job. (Refer Paragraph 17)

**DEPARTMENT OF WATER SUPPLY & SANITATION  
APPLICATION FOR ENLISTMENT AS CONTRACTOR**

<p>1. Name of the applicant <input style="width: 100px;" type="text"/></p> <p>2. Nationality _____</p> <p>3. Address Regd. Office _____ _____ _____</p>	<p>Category <input style="width: 100px;" type="text"/></p> <p>Shri/ M/s _____</p> <p>Indian _____ Other _____</p>																				
<p>4. (i) Mobile Number _____ (ii) Telephone No. _____ (iii) E-mail: _____ (iv) Aadhar No. _____</p>	<table border="1" style="width: 100%; height: 40px; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table>																				
<p>5. Constitution</p>	<p>Individual <input type="checkbox"/></p> <p>Sole Proprietorship <input type="checkbox"/></p> <p>Partnership Firm <input type="checkbox"/></p> <p>Public Limited Company <input type="checkbox"/></p> <p>Private Limited Company <input type="checkbox"/></p>																				
<p>6. If partnership firm, names of the partners/if company, name of directors</p> <p>(i) _____</p> <p>(ii) _____</p> <p>(iii) _____</p> <p>(iv) _____</p> <p>(v) _____</p> <p>(vi) _____</p>																					
<p>7. Is the individual/sole proprietor/any partner/directors of company:-</p> <p>a) Dismissed Government Servant <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b) Removed from approved list of contractors <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c) Demoted to lower class of contractor <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>d) Having business banned/suspended by any Government Deptt. in the past <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>e) Convicted by a court of law <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>f) Retired engineer/official from Engineering Deptt. of Government of Punjab within last 3 years. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>g) Director or partner of any other company/firm enlisted with DWSS or any other department <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>h) Any contractor abandoned or action taken by any public authority <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If answer to any of the above is 'Yes', furnish details on a separate sheet</p>																					
<p>8. a) Name of person holding power of attorney _____</p> <p>b) Nationality <input type="checkbox"/> India <input type="checkbox"/> Other _____</p> <p>c) Liabilities _____</p>																					
<p>9. Name of Bankers with full address _____ _____</p>																					

10. Place of business \_\_\_\_\_

11. Technical staff to be employed by applicant (for class I A & I B) Nos: \_\_\_\_\_  
a) Graduate Engineers \_\_\_\_\_ (trade) with \_\_\_\_\_ years experience: \_\_\_\_\_  
b) Diploma Engineers \_\_\_\_\_ (trade) with \_\_\_\_\_ years experience: \_\_\_\_\_  
(As per requirements mentioned in the instructions regarding Enlistment for the class & category applied for (Attached details on separate sheet)

12. Does the applicant attached an undertaking to Deploy/Hire/Outsource the Technical Staff/ Engineers required as per scope of work & technical specifications.

Yes  No

13. Does the applicant attached an undertaking to Deploy/ Arrange Machinery, T&P & equipments required as per scope of work & technical specifications.

Yes  No

14. Whether already enlisted with DWSS or any other department.

Yes  No

(b) If yes, give details:

(i) Name of department \_\_\_\_\_

(ii) Class & Category \_\_\_\_\_

(iii) Enlistment Authority & Address \_\_\_\_\_

(iv) Enlistment No. & Date \_\_\_\_\_

(v) Date of validity \_\_\_\_\_

(vi) Tendering limit \_\_\_\_\_

15. Is any person working with the applicant is a near relative of the officer/official of DWSS.

Yes  No

If yes, give details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

UTR NO./ DD	Date	Amount	Bank & Branch
-------------	------	--------	---------------

No.			

17. Details of works completed and in progress during the last 5 years (to be filled in Performa as given in Annexure III). This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required:

Yes       No

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

Yes       No

19. Certificate:

- i) I/We (including all partners) certify that I/We have read the instructions for Enlistment of Contractors is available on website of DWSS & shall abide by them.
- ii) I/We certify that the information given above is true to the best of me/our knowledge.
- iii) I/We also understand that if any of the information is found wrong or concealed, my/our application shall not be considered and I/We are liable to be debarred.
- iv) I/We certify that I/We will not get myself/ourselves registered as contractor in the DWSS under more than one name:
  - a) I certify that I did not retire as an Engineer of Gazetted rank or as a Gazetted Officer employed on Engineering or administrative duties in any Engineering Department of the Government of Punjab during the last three years.
  - b) I also certify that I have neither such a person given under my employment nor I shall employ any such person within three years of his retirement except with the prior permission of the Government. (for individuals seeking enlistment in their own name.)
  - c) We certify that none of the partners/directors retired as an Engineer of Gazetted rank or as any gazetted officer employed on Engineering or Administrative duties in the Engineering Departments of the Govt. of Punjab during last three years. We also certify that we have neither under our employment any such person nor shall we employ any person within three years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies. (Strike out whichever is not applicable).
- v) I/We shall make available any additional information it may find necessary or required to supplement or authenticate the information supplied.

- vi)** I/We certify that in the last three years, we/any of partners/directors have neither failed on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project t or contract by any public authority nor have had any contract terminated by any public authority for breach on part of partner/director(s).
- vii)** I/We acknowledge the right of the Enlistment Authority to reject my/our application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account what so ever.

	<b>Signature(s) of applicant(s) Name</b>	<b>Signature</b>	<b>Address</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____



<b>Sr. No.</b>	<b>Document</b>	<b>Yes</b>	<b>No</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
	application form)		
<b>8.</b>	List of all near relatives working in DWSS, including their addresses (S.No.15 of application form). See para 18 of Instructions regarding Enlistment.		
<b>9.</b>	Receipt of Enlistment Fee paid (S. No. 16 of application form)		
<b>10.</b>	Original or attested copies of certificates, for works done, from concerned clients, in Performa as given in Annexure-IV		
<b>11.</b>	Attested copies of award letters for works included in Annexure-III.		
<b>12.</b>	Attested copy of PAN, latest Income Tax Return and/ assessment orders.	<input type="checkbox"/>	<input type="checkbox"/>
<b>13.</b>	Attested copy of GST Return.	<input type="checkbox"/>	<input type="checkbox"/>
<b>14.</b>	Attested copy of Registration for payment of Labour Cess under the Punjab Building and other Construction Workers Welfare Cess Rules, 2007.	<input type="checkbox"/>	<input type="checkbox"/>

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

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

Sr. No.	Name of Work and Agreement	Date of Start	Date of Completed		Reasons for delay and compensation levied if any	Tendered cost	Gross cost of completion	Net amount Received	Name, Designation and complete address of the authority for whom the work was done
			Stipulated	Actual					





### FORMATFORPERFORMANCECERTIFICATE

Name&AddressoftheClient: \_\_\_\_\_

DetailsofworksexecutedbyShri/ \_\_\_\_\_

M/s:

1. Name of work with brief particulars \_\_\_\_\_
2. AgreementsNo.anddate \_\_\_\_\_
3. Dateofcommencementofwork \_\_\_\_\_
4. Stipulateddateofcompletion \_\_\_\_\_
5. Actualdateofcompletion \_\_\_\_\_
6. Detailsofcompensationlevied fordelay, if any \_\_\_\_\_
7. Tenderedamount \_\_\_\_\_
8. Gross Amount of the workcompleted \_\_\_\_\_
9. Name and address of the authority under whom works executed \_\_\_\_\_
10. Whether the contractor \_\_\_\_\_ employed qualified Engineer/Junior Engineer during execution of work?
11. (i) Quality of work (indicate grading) Outstanding/V.Good/Good/Poor  
(ii) Amountofworkpaidon reduced rate basis, if any
12. (i) Didthecontractorgo for \_\_\_\_\_ arbitration?  
\_\_\_\_\_
- (ii) Ifyes,totalamountof claim \_\_\_\_\_
- (iii) Totalamount awarded \_\_\_\_\_
13. Commentsonthe capabilitiesof \_\_\_\_\_

the contractor

**(a)** Technical Proficiency

**(b)** Financial Soundness

**(c)** Mobilisation of adequate T&P

**(d)** Mobilisation of manpower

**(e)** General behavior

Outstanding/V.Good/Good/Poor

Outstanding/V.Good/Good/Poor

Outstanding/V.Good/Good/Poor

**Note: All Columns should be filled in properly)**

**Signature of the Reporting Officer  
With Official Seal**

**(Not below the rank of Executive Engineer)**

**CERTIFICATE FROM STATUTORY AUDITOR**

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

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

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

Name of Audit Firm:

Seal of Audit Firm

(Signature, name and designation of Authorized signatory)

**FORM OF SOLVENCY CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information M/s Shri \_\_\_\_\_ is a customer of our bank are/is respectable and can be treated as good for any engagement upto a limit of Rs. \_\_\_\_\_.

This certificate is issued without any guarantee or responsibility on behalf of the Bank or any of the officers.

**(Signature)**

**For the Bank**

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

**FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK**

Certificate that Shri/M/s \_\_\_\_\_ S/o W/o \_\_\_\_\_ and resident(s) of \_\_\_\_\_ has/have been maintaining a saving bank account/current account/fixed deposit account with this branch of \_\_\_\_\_ bank since \_\_\_\_\_ and an amount not less than Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) has been available to the credit in his/her/their account No. for the last six (6) months.

**(Signature)**

**For the Bank**

**ANNEXURE-VII**

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

- A.** Document to be submitted
- i) Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
  - ii) Attested copy/copies of PAN, latest Income Tax Return/and assessment orders in respect of each proposed partner.
  - iii) An undertaking sworn in before a 1<sup>st</sup> Class Magistrate by all the partners to the effect that the new firm will take over all assets and liabilities.
  - iv) Dissolution deed/consent of retiring partners/death certificate in case of death of a partner.
- B.** Furnish the following details in respect of each partner with whom contractor's firm want to enter into partnership.

<b>Sr. No.</b>	<b>Particulars</b>	<b>Yes</b>	<b>No</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
<b>(i)</b>	Whether he is enlisted with DWSS	<input type="checkbox"/>	<input type="checkbox"/>
<b>(ii)</b>	Whether he is a dismissed Govt. servant	<input type="checkbox"/>	<input type="checkbox"/>
<b>(iii)</b>	Whether he is a partner/director of any other firm enlisted with this DWSS	<input type="checkbox"/>	<input type="checkbox"/>
<b>(iv)</b>	Whether during last three years he has failed to execute any contract of a public authority or has been expelled from a project by any public authority or any of his contract has been terminated by public authority for breach on his part.	<input type="checkbox"/>	<input type="checkbox"/>
<b>(v)</b>	Whether his name has been blacklisted or removed from the approved list of contractors or demoted to lower class or orders banning/suspending business with him by any department in the past.	<input type="checkbox"/>	<input type="checkbox"/>
<b>(vi)</b>	Whether he is a dismissed/removed/retired Govt. servant (retired within 3 years)	<input type="checkbox"/>	<input type="checkbox"/>
<b>(vii)</b>	Whether he has any relative working in DWSS, if yes, give details.	<input type="checkbox"/>	<input type="checkbox"/>
<b>(viii)</b>	Whether he has any civil or criminal case pending in any court in India, if yes give details.	<input type="checkbox"/>	<input type="checkbox"/>

**Signature of Contractor**

**DEPARTMENT OF WATER SUPPLY & SANITATION  
APPLICATION FOR REVALIDATION OF ENLISTMENT**

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

Class  Category

1 Name of the applicant Shri/ M/s \_\_\_\_\_

2 Nationality Indian \_\_\_\_\_ Other \_\_\_\_\_

3 Address Regd. Office \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4 Telephone Number 

--	--	--	--	--	--	--	--	--	--

Fax Number 

--	--	--	--	--	--	--	--	--	--

E-mail: \_\_\_\_\_

5 Constitution Individual

Sole Proprietorship

Partnership Firm

Public Limited Company

Private Limited Company

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

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

(iv) \_\_\_\_\_

(v) \_\_\_\_\_

(vi) \_\_\_\_\_

7 a) Name of person holding power of attorney \_\_\_\_\_

b) Nationality Indian  Other

c) Liabilities \_\_\_\_\_

8 Name of Bankers with full address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9 Place of business \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10 Full time technical staff in applicant's employment:

a) Graduate Engineers with \_\_\_\_\_ year experience:

b) Diploma Engineers with \_\_\_\_\_ year experience:



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

Yes No

1 Details of enlistment with DWSS or other departments

(i) Enlistment No. & Date \_\_\_\_\_

(ii) Date of validity \_\_\_\_\_

1 Is any person working with the applicant is a near relative of the officer/official of DWSS (see para 18 of Instructions for Enlistment)

Yes  No

If answer to above is yes, give

\_\_\_\_\_ details:

\_\_\_\_\_

1 Details of works completed and in progress during the last 5 years (to be filled in Performa as given in Annexure III). This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required :

Yes  No

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

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

1 Certificate:

- i) I/We (including all partners) certify that I/We have read the Instructions for Enlistment of Contractors in DWSS as amended upto date and shall abide by them.
- ii) I/We certify that I/We will not get myself/ourselves registered as contractor in the Department under more than one name.
- iii) I/We certify that the information given above is true to the best of the knowledge. I/We also understand that if any of the information is found wrong, I/We are liable to be debarred.
- iv) (a) I certify that I did not retire as an Engineer of Gazetted rank or as a Gazetted Officer employed on Engineering or administrative duties in any engineering Department of the Government of Punjab during the last three years. I also certify that I have neither such a person under my employment nor shall I employ any such person within three years of his retirement

except with the prior permission of the Government (Strike out whichever is not applicable).

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

	<b>Signature(s) of applicant(s) Name</b>	<b>Signature</b>	<b>Address</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

## DOCUMENTS ATTACHED FOR REVALIDATION

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

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

**Part-I (to be filled in by the contractor after completion of work for updation in web portal)**

1. Name of the Contractor :
2. Name of work :
3. Agreement No. :
4. Name of division in which the work was executed :
5. Estimated cost put to tender :
6. Tendered cost :
7. Gross amount of final bill/work done till date :
8. Stipulated date of Start and Completion :
9. Actual date of completion or percentage progress :
10. Amount of compensation levied for delay, if any :
11. Amount of reduced rate items, if any :
12. Did the contractor go for arbitration :
13. If yes, total amount claimed & amount awarded. :

**Signature of the Contractor**

**Part II (to be filled by the Department and uploaded on the web portal)**

Note : This performance report, duly completed by EE & SE, should be forwarded to Enlistment Authority within two weeks of its receipt from the contractor.

Certified that details given by the contractor in Part-I have been verified and found to be correct/have been corrected wherever necessary.

**Signature of Executive Engineer**

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

(a) Grading by EE

**Signature of Executive Engineer**

(b) Grading by SE  
**Engineer**

**Signature of Superintending**

**EARNEST MONEY DECLARATION FORM**

**(In case of bidder is enlisted class I or class B contractor and registered for EMD exemption)**

Tender Name:-  
.....

Tender No. .... Tender Start Date..... Tender End Date.....

1. I hereby submit a declaration that the bid submitted by the undersigned, on behalf of the bidder, (name of the Bidder), shall not be withdrawn or modified during the period of validity i.e. not less than 90 (Ninety) days from the bid due date.
2. I, on behalf of the bidder, (Name of Bidder), also accept the fact that in case the bid is withdrawn or modified during the period of its validity or if we fail to sign the contract in case the work is awarded to us or we fail to submit a performance security before the deadline defined in relevant clause of the tender document, then (Name of Bidder) will be debarred for participation in the tendering process for a period of one year from the bid due date of this work.

Date:-.....  
.....

**Bidder**

**Name:-**

**Note:-\*\*\*This is a Computer generated and does not require any signature\*\*\***