

# Delhi Jal Board: Govt of NCT Delhi Office of the Chief Engineer (Dr)Pr-I



## **RULES FOR ENLISTMENT OF CONTRACTORS IN DJB**

1.0	These rules are being followed for Enlistment of Civil contractors in DJB.
2.0	Short Title – Hereinafter these rules shall be referred to as “Enlistment Rules 2005” for the sake of brevity.
3.0	<p>Repeal and Saving:</p> <p>3.1 All rules regarding enlistment/revalidation of contractors in DJB existing before coming into force of Enlistment Rules 2005 are repealed by Enlistment Rules 2005.</p> <p>3.2 Notwithstanding such repeal, the contractors already enlisted on the basis of rules hitherto in force shall continue to enjoy the status of enlisted contractors of DJB till the period of such enlistment, including revalidation/extension granted before coming into effect of the Enlistment Rules 2005, expires. However, in regard to all other matters and further revalidation of their enlistment, they shall be governed by the Enlistment Rules 2005.</p> <p>3.3 And also, notwithstanding such repeal, applications for enlistment received with all required documents on or before 22.11.2004 shall be processed on the basis of Enlistment Rules 2001 and amendments issued from time to time and enlisted if found fit.</p> <p>Note: – Provision under Para 3.3 above i.e. cases to be processed as per Enlistment Rules 2001 relate to eligibility criteria for Enlistment. All other provisions like tendering limit, processing /late fee, disciplinary action etc., shall be applicable as per Enlistment Rules 2005</p>
4	<p>Applicability: DJB enlists contractors who intend to work with the department. It is done to have a ready list of suitable and competent contractors for DJB works so as to minimize requirement of verification of credentials of contractors at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in DJB and perform well. Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for enlistment as a contractor in DJB under these Rules provided the eligibility criteria and other conditions are satisfied The enlisted contractors have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.</p>
4.1	No individual, or a firm having such individual as one of the partners, who is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/ suspended by any government department in the past; or convicted by a court of law shall be entitled for enlistment. However, cases where disciplinary action was taken against the contractor for a specified period and such penalty period is already over, his case for enlistment / revalidation can be considered.
4.1.1	If two or more individuals form a partnership firm, and if any of the partners is having required work experience to become eligible for enlistment in any category in which enlistment is sought, their case shall be considered for enlistment of the partnership firm subject to fulfilment of other laid down criteria. (Added vide CPWD/ OM/MAN/196). Similarly, the past work experience gained from the works completed by the sole proprietor or any partner of new firm, provided he has left or disassociated himself from his earlier firm shall also be considered in the same proportion of share of the applicant in that partnership firm. (CPWD/DG/SE/Enlist.Rules/04 dated 31.03.2014.
4.2	No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Government of India is allowed to work in the DJB either as contractor or as employee of a contractor for a period of one year (Modified as per CPWD OM/MAN/155) after his retirement from Government service unless he has obtained prior

	permission of Government of India to do so. Even after enlistment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of Government of India as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors.
4.3	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 DJB.
4.4	A contractor is not permitted to have enlistment in more than one name.
4.5	A partner of a firm or a Director of a company enlisted as a contractor cannot be a partner/director in any other enlisted firm/company in DJB.
4.6	A contractors can submit fresh application for Enlistment if he fulfils all the eligibility criteria and provided he has participated in tendering process in DJB but remained second lowest or third lowest on more than 2 occasions during the validity period of his Enlistment. (Added vide CPWD/ OM/MAN/228-A)0
5	Scope - The enlistment of a contractor in DJB shall only entitle him to be considered for Issue of tender papers subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.
6.1	Enlistment Procedure – (i) For Fresh Enlistment of Class I Category - The contractor shall have to submit the application in the office of CE (Dr)Pr-Ionline in a prescribed form. The contractor is required to go through the instructions given at pre-page of Annexure-I for applying for submission of Forms.
6.2	Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.
6.3	All verification, submission of reports etc are to be pursued by the applicant. Any delay on account of delay in verification, submissions of reports etc will not entitle applicant for any type of enlistment
6.4	The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get works done by the contractor inspected and/or to get such other reports as may be considered necessary.
6.5	If the enlistment authority finds the contractor suitable for enlistment, it shall issue the enlistment order and, otherwise, send a letter of rejection of the application to the Contractor. The decision of the enlistment authority shall be final and binding on the contractor.
6.6	The enlisting authority reserves right to limit number of contractors to be enlisted in any class or category on All India/Regional/State/Location basis or any other manner decided by the department.
6.7	Enlistment of contractors in the department may be closed at any point of time. While closing the enlistment, the department may have a reserved list of eligible contractors from the pending applications. Out of this, contractors may be enlisted depending on Requirement in a particular area or for the country as a whole.
7.1	The enlistment shall be valid for a period of five years. The enlistment can, however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of five 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 action at anytime if considered necessary by the enlistment authority, after issue of show cause notice (Modified as per CPWD/ OM/MAN/155)
8	Classes – The enlistment shall be done in the classes mentioned in Table-I.
9	Jurisdiction, Tendering Limits & Location of contractor's office - The jurisdiction in which contractors enlisted in various categories and classes shall be permitted to tender and the

	tendering limit up to which they shall be eligible to tender shall be as given in Table-1. Tendering limit for different categories and class as per 'Enlistment Rules 2005', will be applicable to all contractors, whether enlisted after or prior to 1.5.05, Registered office of the contractor has to be in the same area as jurisdiction for tendering of class and category in which enlistment is sought. (CPWD/DG/SE/Enlist.Rules/04 dated 31.03.2014).									
9.1	The contractor shall be governed by the provisions existing at a particular point of time irrespective of when he was enlisted.									
10	Authorities for Enlistment - Enlistment in different categories and classes shall be done by different authorities. These are identified in Table I.									
11	Eligibility Criteria - The contractors shall have to satisfy the minimum eligibility criteria specified in Table – I, before they can be considered for enlistment. All contractors are expected to keep abreast with enlistment/revalidation rules modified from time to time.									
11.1	<p>The criterion for experience, in case of enlistment, shall be the completion of requisite number of works (see para 24.0 also), as the case may be, of prescribed nature and magnitude executed on independent contract basis or as a builder, during the last five years. The value of executed works in last 5 years shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of validity of enlistment/revalidation or date of Processing the case whichever is earlier. The works should have been executed in the same name and style in which the enlistment is sought or all the eligible work(s) should have been secured in the name of any one of the partner or work experience gained from the works completed by the sole proprietor or any partner of new firm, provided he has left or disassociated himself from his earlier firm, shall also be considered in the same proportion of share of the applicant in that partnership firm. Enlistment of an individual in corresponding category may also be done based on his Technical Qualification in lieu of experience of completion of works in last 5 years if provision exists in Table I of the Rules, but other eligibility criteria remaining the same. (CPWD/DG/SE/Enlist.Rules/04 dated 31.03.2014)</p> <p>The evaluation of performance of the contractor for the enlistment shall be done as per Annexure XA for the works executed in last 5 years. (DG/SE/Enlist.Rules/04 dated 31.03.2014)</p>									
11.2	<p>The financial soundness shall be judged on the basis of the Banker's certificate and average annual turnover on construction works during last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department for for class-I and II and Banker's certificate or annual financial turnover on construction works during last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department for class-III, IV and V. Unemployed Graduate/Diploma Engineers shall give the Banker's Certificate or Working Capital Certificate of required amount. Banker's Certificate shall be issued by the Bankers of the contractor on the format prescribed in Annexure-V. Such certificate shall be issued by a scheduled bank and shall be submitted, in original, in a sealed cover, addressed to the enlistment authority.</p> <table border="1" data-bbox="342 1577 1370 1879"> <thead> <tr> <th>Categories</th> <th>Class</th> <th>Financial Soundness</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>6</td> </tr> <tr> <td></td> <td></td> <td>           Banker's certificate of Rs.----- as specified in Table-I of Enlistment Rule-2005.            Or            The sum of annual financial turnover on construction works of the firm in the last three years duly certified by the Chartered Accountant, as submitted by the applicant to         </td> </tr> </tbody> </table>	Categories	Class	Financial Soundness	1	2	6			Banker's certificate of Rs.----- as specified in Table-I of Enlistment Rule-2005. Or The sum of annual financial turnover on construction works of the firm in the last three years duly certified by the Chartered Accountant, as submitted by the applicant to
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			the Income Tax Department, should be equal to amount of banker's certificate. (Modified vide CPWD/ OM DG/SE/Enlist.Rules/06 dated 16.05.2014)
11.3	The criteria for enlistment/revalidation shall be as applicable on date of enlistment/revalidation. Applicant may be intimated when his application and verification is complete.		
12.0	Processing fee – The contractor shall have to pay a non-refundable processing fee by crossed Demand Draft drawn in favour of the authority authorized by enlisting authority. For various categories and classes of enlistment, the fee is prescribed in Table – I. This fee is to be submitted along with application form to the enlisting authority. However in case where enlistment authority has been shown as CEO (DJB), the fee shall be payable in favour of Delhi Jal Board. (Modified vide CPWD/OM DG/SE/Enlist.Rules/06 dated 16.05.2014)		
13.0	Income Tax Clearance – Deleted.		
14.1	N.A.		
15.0	Change in Constitution of Firm - The contractor/firm shall not modify the existing partnership or enter into any fresh partnership or change the name of firm 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-VI. Any change in status of the contractor as an 'Individual' or in constitution of the firm or change in the name of firm without prior approval of the enlistment authority, will render the contractor/firm liable to be Removed from the approved list of contractors.		
15.1	If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his (their) individual/joint capacity shall have to apply for the enlistment afresh on the basis of work experience gained as a separate entity.		
15.2	If new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 4.0.		
15.3	If the number of original partners of a firm reduces to less than half due to any reason including death of partner(s)/death of sole proprietor in case of sole proprietorship firm, the enlistment of the firm shall be withdrawn. Original partners means constituents at the time of Enlistment and those who have remained as constituent for more than 5 years. (CPWD/DG/SE/Enlist.Rules/04 dated 31.03.2014)		
16.0	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, Electrical license etc. should bear one of the above addresses, otherwise the same shall not be accepted		
16.1	The contractor shall intimate the change, 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 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.		
17.0	Near Relatives Working in DJB – Modified as 17.1 and 17.2		

17.1	<p><b>Restrictions for close relatives:</b> CEO, All Members, All Directors, Jt. Directors, Secretary (DJB), All Assistant Commissioners, Dy. Directors, CWAs, ACWAs, Entire engineering cadre from JE to CE (both inclusive) and Entire Finance Cadre from Divisional Accountant and above, themselves and their close family members <b>will not be allowed to be enlisted as DJB contractor in any class and will not be allowed to participate in the tenders of Delhi Jal Board during their tenure of service in DJB.</b> For this purpose, definition of 'Close family member' shall include respective spouses, parents, children and children's spouses.</p>
17.2	<p><b>Restriction for near relatives:</b> In addition to above contractors whose near relatives are in the finance cadre in the rank of Divisional Accountant and above or Engineering Officers between the grades of Junior Engineer and Chief Engineer (both inclusive) in the Delhi Jal Board 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 or supervising. For this purpose near relatives shall include grandparents, grandchildren, brothers, sisters, uncles, aunts, cousins and their spouses and corresponding in-laws. For the sake of clarity, it is reiterated that close relatives (respective spouses, parents children and children's spouses and the individual himself) stand barred already as per clause 16.1 (now modified 17.1.)</p>
18.0	<p>Review of Approved List of Contractors -The contractor shall be required to secure works of appropriate magnitude in CPWD during the revalidation/enlistment period. Contractors shall be liable to be weeded out for non-observance of enlistment rules. For this purpose the enlistment authority shall have the power to periodically review the approved list of contractors</p>
19.0	<p>Revalidation of enlistment - The validity of initial enlistment of the contractor shall be as given in Para 7.0. It shall, however, be revalidated on merits, if desired by the contractor. Only the contractors who have secured some work(s) (see para 24.0 also) of appropriate magnitude in Delhi Jal Board provided the contractor must have participated in tendering process for at least 3 works in Delhi Jal Board during the period of enlistment or last revalidation period of enlistment as the case may be, shall be considered for revalidation(Modified vide CPWD/DG/MAN/261). Appropriate magnitude shall mean the minimum amount mentioned in the column 5 of Table-1 against relevant class/category. The revalidation shall be done for the period as detailed below:-</p> <p>Category A:- Enlistment of such contractors who satisfy the following criterion shall be considered for revalidation for a period of five years.</p> <p>(i)Securing two works of appropriate magnitude during last enlistment/revalidation period and at least one of them has been completed 100% and the second completed more than 50%. In case the works of appropriate magnitude have been completed/in progress in govt. departments as mentioned above other than Delhi Jal Board, the department will get the work inspected from appropriate authority of Delhi Jal Board and evaluation of the quality in Annexure X shall be done based on this inspection.(CPWD/DG/SE/Enlist.Rules/04 dated 31.03.2014)</p> <p>(ii) Securing and completion of one work of value three times the appropriate magnitude (for class V (Civil) contractor it shall be 1.5 times).</p> <p>Category B:- Enlistment of contractors, who secured only one work of appropriate magnitude during last enlistment/revalidation period and that even not completed, shall be extended for a period of two years. Revalidation for the balance period of three years shall be granted, only when the contractor satisfies the criterion laid down in Category A above i.e. execution of requisite works in the extended period of two years also. The work completed/secured as an associate contractor of the main contractor, to whom a composite contract was/has been awarded, shall also qualify for consideration of revalidation. (Modified vide CPWD/OM DG/SE/Enlist.Rules/06 dated 16.05.2014)</p> <p>The value of executed works in last 5 years shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the</p>

	date of completion to the last date of validity of enlistment/revalidation or date of processing the case whichever is earlier. (CPWD/DG/MAN/270 dt. 01.05.2013).
19.1	Application for Revalidation -
19.1.1	The contractor shall apply for revalidation for his enlistment in the prescribed form 'Annexure VIII' along with all documents as per Annexure IX so as to reach the Enlistment Authority at least 6 months before expiry of his enlistment. The revalidation application with all documents shall however be accepted up to the date of expiry of enlistment with late fee.
19.1.2	In cases where the application is received after date of expiry of enlistment/revalidation, but within three months of expiry, the application can be accepted with double the late fee. Applications received, thereafter, shall not be accepted and contractor should apply for fresh enlistment, as per rules.
19.1.3	<b>Enlistment/Revalidation processing fee is payable in the form of Demand Draft in favour of the Delhi Jal Board, as authorized by enlisting authority. Late fee will be same as the enlistment processing fee as prescribed in Table I of 'Enlistment Rules 2005. However in case where enlistment authority has been shown Delhi Jal Board payable at Delhi.</b>
19.1.4	On receipt of application for revalidation complete in all respect and with all necessary documents, provisional extension upto six months from the date of expiry of enlistment/date of issue of order, whichever is later may be issued. In some cases orders of revalidation of enlistment of contractors were issued by the enlisting authority for three years w.e.f. 1.5.2005 whereas validity of their last enlistment was up to a date prior to 30.4.2005. The gap between validity of last revalidation/enlistment and 30.4.2005 as provided in the order of revalidation shall be considered as period covered under revalidation.
20.0	Performance Reports:
20.1	The Contractor should fill up the details of each work, of appropriate magnitude, secured by him during the last revalidation/enlistment period, in the pro forma as given in Annexure VII.
20.2	The list should include all works secured by him during the above mentioned period. In case, the contractor hides any information, his revalidation will be liable to be cancelled.
20.3	The contractor should fill up the details in the pro forma as given in Annexure VII, in duplicate. For each work, separate pro forma should be filled. One copy of all the pro forma should be submitted to the reporting officer and the acknowledgement obtained on the second copy of the pro forma. This 2nd copy should then be submitted to the enlisting authority along with the application. It shall be mandatory for the contractor to submit the performance report (PR) of each work executed by him in the approved format duly filled with all the required details to respective Executive Engineer within 3 months of completion of work under intimation to enlisting authority. In case he fails to do so, such work shall not be considered as eligible work for revalidation of enlistment. However, there shall be no bar for EE/SE concerned to take cognizance of bad performance of the contractor where he deliberately avoids submission of PR. (Modified vide CPWD/DG/CON/261)
20.4	The reporting officer shall write the report and forward to the Enlisting Authority through his reviewing officer. a) It will be obligatory on part of concerned EE and SE to send PR to enlisting authority immediately but latest within one and two months respectively. In case the contractor has not applied for PR, the EE shall initiate the PR at his own initiative. b) Scanned copy of performance report can be submitted to enlisting authority through e-mail which can be confirmed by enlisting authority from respective office. (Modified vide DG/CON/261) c) A copy of the graded performance report should also be given by the reviewing authority

	<p>to the contractor so that the contractor is aware of gradation of performance report of the work.</p> <p>d) The contractor may appeal for a review of graded performance report given by reviewing authority from the next higher authority. The Chief Engineer can review the graded PR of Superintending Engineer on the request of the contractor with recorded reasons. (Modified vide DG/SE/CM/Enlist. Rules/03 dated 12.02.2014)</p>
21.0	<p>Revalidation Procedure - The revalidation shall be done on the basis of Review of performance of the contractor during the period of enlistment/revalidation. This shall be based on evaluation of performance reports as given in Annexure X or as decided by the enlisting authority.</p> <p>(i) Extra marks for completing more works : Weight age of 2 marks for each additional work secured and completed will be given to the contractor who secure more works than minimum eligible criteria i.e. 1 completed work and other work of appropriate magnitude with progress more than 50%</p> <p>(ii) Bonus mark for early completion of work: 2 marks will be given as bonus for each completed work, if contractor completes the work by 1/10th of completion period before the stipulated date of completion. (Modified vide CPWD/DG/SE/CM/Enlist. Rules/03 dated 12.02.2014)</p>
22.0	<p>Contractor's obligations - The contractor should fulfil all his obligations under these rules in time and manner as specified, failing which he shall be liable for the action as mentioned therein. Some of the obligations are summarized below:-</p> <p>a) Prior approval shall be obtained from the enlisting authority before changing the name or constitution of the firm/company.</p> <p>b) Intimation of change of address should be given in advance or within one month along with acknowledgement from Banker, Income Tax and Sales Tax authorities.</p> <p>c) He shall continue to possess, throughout the period of enlistment/revalidation, a valid electrical licence of appropriate voltage issued by appropriate authority.</p> <p>d) He should secure works of specified magnitude during the period of enlistment/revalidation as provided in Para 19.0 above</p> <p>e) He shall abide by these rules.</p> <p>f) He should not indulge in unethical practices and maintain good conduct.</p> <p>g) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.</p> <p>h) Contractor shall submit the performance report of each work executed by him in the approved format duly filled with all the required details to respective Executive Engineer within 3 months of completion of work under intimation to enlisting authority. (Modified vide CPWD/DG/CON/261)</p>
23.0	<p>Disciplinary Actions -The contractor shall have to abide by all the rules of enlistment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works as per contract on time and with good quality. The enlisting authority shall have the right to demote a contractor to a lower class, suspend business with him for any period, debar him or remove his name from the approved list of contractors indefinitely or for a period as decided by enlisting authority after issue of Show cause notice. Decision of the enlisting authority shall be final and binding on the contractor. The following actions of the contractor shall, in general, make him liable to disciplinary actions:-</p>
23.1.	<p>Demotion to a lower class -The contractor shall be liable to demotion to a lower class, by the enlisting authority, if he:</p> <p>a) fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects; or</p> <p>b) no longer has adequate equipment, technical personnel or financial resources; or</p> <p>c) is litigious by nature; or</p>



	<p>d) violates any important condition of contract; or</p> <p>e) his staff misconducts or misbehaves with CPWD officials</p> <p>f) is responsible for a conduct which may justify his demotion to a lower class; or</p> <p>g) any other reason which in view of enlisting authority is adequate for his demotion to a lower class.</p>																				
23.2	<p>Suspension of Business (Modified vide OM/MAN/227):</p> <p>Whenever adverse reports related to adverse performance, misbehavior, direct or indirect involvement in threatening, making false complaints, filing legal suites for frivolous reasons, hampering tender process or execution of contract or any act, omission or commission etc. damaging the reputation of department /officer or any other type of complaint considered fit by enlistment authority, are received from more than one officer or at more than one occasion from individual officer of Delhi Jal Board works for the various class/categories of contractor, sale of tender to such Delhi jal Board contractors shall be suspended immediately by the Enlisting Authority pending full enquiry into the allegations and decision by the empowered committee as indicated below.</p> <p>The Committee will decide the case in time bound manner from the date of issuance of letter of suspension of sale of tender to the contractor.</p> <p>If any of the charges are established then this would result in banning of business with the contractor for the period as decided by Empowered Committee.</p> <p>Business may also be suspended with a contractor up to a period of one year in case he fails to start the work after the award on two occasions.</p> <p style="text-align: center;"><b>Empowered Committee for various classes in DJB</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Enlistment Authority</th> <th style="width: 15%;">Class</th> <th style="width: 15%;">Categories</th> <th style="width: 20%;">Empowered Committee</th> <th style="width: 35%;">Sub-Committee</th> </tr> </thead> <tbody> <tr> <td>CEO (DJB)</td> <td>I, II, III, and IV</td> <td>Civil</td> <td>Member (Dr), CE(East), CE(West), CE(South), CE(Dr)Pr-I, &amp; Dir (F&amp;A)</td> <td>SE(P)Water, SE(P)Dr, EE(P)Water-I, AO(Audit) &amp; EO to CE(Dr)Pr-I</td> </tr> <tr> <td>CEO (DJB)</td> <td>V</td> <td>Civil</td> <td>CE(Dr)Pr-I Chairman, SE(P)Dr, SE(Dr)Pr s&amp;sw Dy Dir (F&amp;A)III</td> <td style="text-align: center;">-do-</td> </tr> <tr> <td>Addl. CEO</td> <td>Probationary</td> <td>Civil &amp; E&amp;M</td> <td>E O to CE(Dr)Pr-I</td> <td>HC to CE(Dr)Pr-I, Dealing Asst.</td> </tr> </tbody> </table>	Enlistment Authority	Class	Categories	Empowered Committee	Sub-Committee	CEO (DJB)	I, II, III, and IV	Civil	Member (Dr), CE(East), CE(West), CE(South), CE(Dr)Pr-I, & Dir (F&A)	SE(P)Water, SE(P)Dr, EE(P)Water-I, AO(Audit) & EO to CE(Dr)Pr-I	CEO (DJB)	V	Civil	CE(Dr)Pr-I Chairman, SE(P)Dr, SE(Dr)Pr s&sw Dy Dir (F&A)III	-do-	Addl. CEO	Probationary	Civil & E&M	E O to CE(Dr)Pr-I	HC to CE(Dr)Pr-I, Dealing Asst.
Enlistment Authority	Class	Categories	Empowered Committee	Sub-Committee																	
CEO (DJB)	I, II, III, and IV	Civil	Member (Dr), CE(East), CE(West), CE(South), CE(Dr)Pr-I, & Dir (F&A)	SE(P)Water, SE(P)Dr, EE(P)Water-I, AO(Audit) & EO to CE(Dr)Pr-I																	
CEO (DJB)	V	Civil	CE(Dr)Pr-I Chairman, SE(P)Dr, SE(Dr)Pr s&sw Dy Dir (F&A)III	-do-																	
Addl. CEO	Probationary	Civil & E&M	E O to CE(Dr)Pr-I	HC to CE(Dr)Pr-I, Dealing Asst.																	
23.3	<p>Removal from the approved list: The name of the contractor may be removed from the approved list of contractors, by the enlisting authority, if he:</p> <p>A) has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or</p> <p>B) is proved to be responsible for constructional defects in two or more works; or</p> <p>C) persistently violates any important conditions of the contract; or</p> <p>D) fails to abide by the conditions of enlistment; or</p> <p>E ) is found to have given false particulars at the time of enlistment; or</p> <p>F ) has indulged in any type of forgery or falsification of records; or</p> <p>G) changes constitution of the firm or Individual or changes the name of the firm without prior approval of the enlistment authority;</p> <p>or</p> <p>H) changes permanent address / business address without intimation to the enlistment authority; or</p> <p>I ) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or</p> <p>J) persistently violates the labour regulations and rules; or</p>																				

	<p>K) is involved in complaints of serious nature received from other departments which prima facie appear to be true; or</p> <p>L ) Default in settlement of tax dues like income tax, Contract tax, sales tax, octroi, duties etc.; or</p> <p>M) has already been demoted for other reason(s); or</p> <p>N) Ceases to fulfil eligibility criteria based on which enlistment/revalidation was done; or</p> <p>O) is considered not required to be in list of CPWD for any other reason considered fit by enlistment authority; or</p> <p>P) Does not start the work after the same is awarded to him on three occasions.</p>
24	<p>24.0 Definition of Building, Civil Work, Road Work and Composite Work: (Modified vide CPWD/ OM DG/SE/Enlist.Rules/06 dated 16.05.2014)</p> <p>24.1 Building Work: Building work means complete work including all civil items such as RCC work/ brick or stone work/ wood work or PVC work for door frames and shutters (DG/MAN/271 dt. 02.05.2013)/ steel or aluminium work/ plaster work/ flooring work/ water supply and sanitary installation / drainage work/ water proofing work etc. and at least one of the items of</p> <p>a) Water supply and sanitary installation.</p> <p>b) Drainage work; and</p> <p>c) Water proofing work. (Modified vide DG/CON/258)</p> <p>Exclusions: Items of pre fabricated huts, false ceiling, compound wall, storm water drain, sewer lines, water supply lines, Road side gully chamber and supply &amp; fixing of SFRC covers if executed exclusively under separate contract and not as part of main building contract and work of industrial sheds shall be excluded from definition of building work.</p> <p>24.2 Civil work: Any Civil work which also includes works of additions/ alterations / renovations/ up- gradations / maintenance. Exclusions: Maintenance work does not include works of sweeping, care taking, watch &amp; ward and the like.</p> <p>24.3 Road Work : Road work means</p> <p>A. New road, bridge or flyover construction</p> <p>B. Strengthening of existing road</p> <p>C. C/o bridge/flyover approaches. Exclusions: A/R &amp; M/O Works pertaining to road and annual/periodical repairs of road surface including patch repairs.</p> <p>24.4 Composite Work: The composite work means Civil &amp; Electrical Building work and at least three of the E&amp;M services mentioned below under one agreement:</p> <p>(i) Fire fighting</p> <p>(ii) Fire alarm</p> <p>(iii) HVAC</p> <p>(iv) Lift</p> <p>(v) Electrical Sub Station</p> <p>(vi) DG Set</p> <p>Exclusions: Works of internal &amp; external electrification and E&amp;M services works if executed exclusively under separate contract and not as part of main building contract shall be excluded from definition of composite work.</p> <p>(CPWD/DG/SE/Enlist.Rules/04&amp; 06 dated 16.05.2014)</p>
25	<p>Demotion to a lower class on request: - In case, the contractor himself seeks demotion to a lower class on account of non fulfilment of revalidation criterion, the enlisting authority of Class in which he is enlisted, on being satisfied prima-facie, of the contractor fulfilling the requirements of enlistment to a lower class, may revalidate the enlistment in the lower class for a period of one year to enable the contractor to obtain fresh enlistment in such lower class with concerned enlisting authority.</p> <p>To avail this provision the Contractor's application must reach the enlistment authority</p>

before three months period from date of expiry of enlistment. There can be two type of cases:

Category I – Contractor applies for revalidation for full term of 5 years but when not found fit for revalidation, he requests demotion to lower class.

Category II – At the time of submission of application for revalidation, he is aware that he is not eligible for revalidation of enlistment for 5 years and in place of 5 years he requests for enlistment in lower class for a period of 1 year. For such case falling under category I, contractor has to pay no fee or late fee or double the late fee for revalidation as the case may be. The fee paid shall be non refundable, in case either he is not found eligible for revalidation of enlistment for full term or even if he is enlisted in lower class for a period of one year. For cases falling under category II, contractor has to pay proportionate fee @ 20% of enlistment fee as applicable to the class in which he desires enlistment for a period of one year. To continue his enlistment further, he has to submit fresh application before the competent authority to obtain fresh enlistment and he has to pay full enlistment fee as applicable. (Added vide OM/MAN/196)



DELHI JAL BOARD (GOVT. OF NCT OF DELHI)  
VARUNALAYA PHASE II: KAROL BAGH: NEW DELHI-110005.

APPLICATION FORM FOR ENLISTMENT AS CONTRACTOR

Cost of form = Rs. \_\_\_\_\_

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

Class \_\_\_\_\_

Category \_\_\_\_\_

1. Name of applicant : Shri / M/s \_\_\_\_\_
2. Nationality : Indian \_\_\_\_\_ Other \_\_\_\_\_
3. Address : Regd. Office \_\_\_\_\_  
Head Office \_\_\_\_\_
4. Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_
5. Constitution : Individual \_\_\_\_\_ Sole Proprietorship Concern \_\_\_\_\_  
Partnership firm \_\_\_\_\_ Public Ltd. Company \_\_\_\_\_ Private Ltd. Company \_\_\_\_\_
6. If partnership firm, names of the partners/if Company, name of directors : \_\_\_\_\_
7. Is the individual/sole proprietor/any partner/director of company :
  - (a) Dismissed Government Servant : Yes/No
  - (b) Removed from approved list of contractors : Yes/No
  - (c) Demoted to a lower class of contractors : Yes/No
  - (d) Having business banned/suspended by any government in the past : Yes/No
  - (e) Convicted by a court of law : Yes/No
  - (f) Retired engineer/official from engineering Department of Govt. of India within last two years : Yes/No
  - (g) Director or partner of any other company/firm enlisted with DJB or any other department : Yes/No
  - (h) Member of Parliament or any State Legislative Assembly : Yes/No
 If answer to any of the above is 'Yes', furnish details on a separate sheet.
8. (a) Name of person holding power of attorney \_\_\_\_\_  
(b) Nationality : Indian \_\_\_\_\_ other \_\_\_\_\_  
(c) Liabilities \_\_\_\_\_
9. Name of Bankers with full address : \_\_\_\_\_
10. Place of business : \_\_\_\_\_
11. Full time technical staff in applicant's employment \_\_\_\_\_ Nos.
  - (a) Graduate engineers with minimum \_\_\_\_\_ years' experience \_\_\_\_\_ Nos.
  - (b) Graduate engineers with minimum \_\_\_\_\_ years' experience \_\_\_\_\_ Nos. (excluding (a) above)
  - (c) Diploma engineers with minimum \_\_\_\_\_ years' experience \_\_\_\_\_ Nos.
  - (d) Diploma engineers with minimum \_\_\_\_\_ years' experience \_\_\_\_\_ Nos. (excluding (c) above)
12. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class applied for :

(Attach details on separate sheet) Yes/No

13. (For Electrical) :

- (i) Does the applicant possess valid Electrical License Yes/No
- (ii) Do the permanent electricians employed by contractor possess Valid license. Yes/No

14. (a) Whether already enlisted with DJB 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 DJB: (See Rule) of the Enlistment Rules). Yes / No ( If yes, give details )

16. Enlistment processing fee enclosed :

Draft No.	Date	Date	Amount Issuing Bank & Branch	Branch drawn upon	Authority in whose favour drawn

17. Details of works completed, in progress and secured during the last 5 years (to be filled in proforma 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.

18. Certificates from clients in original or attested copy as per proforma given in Annexure IV for all eligible works.

19. Certificates :

(i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of contractors in DJB 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 India during the last one year. I also certify that I have neither such a person under my employment nor shall I employ any such person within one year 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 retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last one year. We also certify that we have neither under our employment any such person nor shall we employ any person within one year 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 Signature

1.

2.

Date \_\_\_\_\_

No. of documents attached : \_\_\_\_\_

## Annexure II

Documents Attached for Enlistment

Your Application No. ....

Documents Code	Annexure	Document Description	Users status	
			Yes	No
1.		Proof of constitution (Sl. No. 6)		
a		In case of sole proprietorship/HUF: an affidavit executed before a 1st class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF		
b		<b>In case of partnership firm: (Submit attested copies)</b>		
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.		
2.		Power of attorney, if any (Sl.no.9a), attested by Notary Public		
3.	V	(A) Banker's/ Working capital certificate in original from scheduled bank in the Performa given in Annexure-V. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority (Sl.no.10) (Modified vide CPWD/OM/DG/SE/CM/Enlst.Rules/06 dated 16.05.2014)		
4		Technical Staff(Sl. No. 11)		
i	XI	List of full time technical staff/Designers with qualification and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant)(Copies of Provisional certificate related to technical qualification are not accepted)		
ii		Attested copies of the degrees/diplomas of the technical staff/Designers		
iii	XII	Declaration from the technical staff/Designers that they are employed with the applicant		
5 (i)		5(i) XIII List of M/C, T&P i/c steel centring & shuttering, possessed by the Applicant. Full details and location of workshop including details of Machines & Equipment possessed and proof of sufficient stock of Materials as required for Furniture category (Sl.no. 13)		
5 (ii)		Copy of purchase document etc (Onus of submitting adequate proof lies with applicant) Note :- The documents at (ii) will not be required for Class-I, II, III, IV and V contractors in case detail at (i) above is in shape of affidavit sworn in before Magistrate/Notary Public (DGW/MAN/157 dt.14.07.2008 and Modified vide OM CPWD/DG/SE/CM/Enlst.Rules/06 dated 16.05.2014).		
6		Attested copies of valid Electrical Licenses (Sl.no. 14(i) &(ii))		
7		Attested copy of Enlistment order (Sl.no. 15)		
8		List of all near relatives working in CPWD, including their addresses (Sl.no.15) See also Rule 17.1 & 17.2 of Enlistment Rule		
9		Demand Draft for processing the case (Sl.no.17)		
10	IV	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in Annexure-IV		
11	III	Attested copies of award letters for works included in Annexure-III		

CONTRACTOR'S SIGNATURE

(1) In case of enlistment - WORKS COMPLETED, IN PROGRESS & SECURED DURING THE LAST FIVE YEARS

or

(2) In case of revalidation – LIST OF WORKS COMPLETED, IN PROGRESS & SECURED DURING LAST ENLISTMENT / REVALIDATION PERIOD. (Add additional sheets, if necessary)

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

Contractor's Signatures

## CLIENT'S CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

Name &amp; 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) Amount of work paid on reduced rates, if any.	Outstanding/V.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) Mobilisation of adequate T & P (d) Mobilisation of manpower (e) General behaviour	Outstanding/V.Good/Good/Satisfactory/Poor Outstanding/V.Good/Good/Satisfactory/Poor Outstanding/V.Good/Good/Satisfactory/Poor Outstanding/V.Good/Good/Satisfactory/Poor Outstanding/V.Good/Good/Satisfactory/Poor

Note : All columns should be filled in properly.

Reporting Officers

"Countersigned Signature of



Officer with Official Seal  
Officer of the rank of Superintending Engineer or equivalent

Annexure –V

FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK

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

Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).

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

This certificate is issued on request of M/s \_\_\_\_\_ for obtaining enlistment in  
DJB in Civil (Name of category) Class \_\_\_\_\_.

(Signature)

for the Bank

Note :

(1) Bankers' certificate 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.

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FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK

Certified that Shri/Smt./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. \_\_\_\_\_  
(Rupees \_\_\_\_\_) has been available to the credit in  
his/her/their  
account No. \_\_\_\_\_ for the last six months.

This certificate is issued on request of M/s \_\_\_\_\_ for obtaining enlistment in  
DJB in Civil (Name of category) Class \_\_\_\_\_.

Signature

For the Bank

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 DJB / CPWD / MES / Railway / P&T / State PWD.
- (ii) Whether he is a dismissed Govt. servant.
- (iii) Whether he is a partner / director of any other firm enlisted with this Department / CPWD / MES/Railway. / P & T / State PWD.
- (iv) Whether he is Member of Indian Parliament or State Legislature.
- (v) Whether his name has been black-listed 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 one year.
- (vii) Whether he has any relative working in DJB, if yes, give details.
- (viii) Whether he has any civil or criminal case pending in any Court in India, if yes, give details.
- (ix) In addition, certificate as required under Item 19 of Enlistment application form from new partners be given.

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 & C or equivalent as the case may be.
4. Acknowledgement from the Income Tax / Sales Tax department for having noted the change.

## PERFORMANCE REPORT OF WORKS

## Part-I

(To be filled in by the contractor in duplicate in respect of each work cost of which falls within the range prescribed for eligibility as per para 19 of enlistment read with Table-I. One copy be submitted to Reporting Officer and other, containing acknowledgement of receipt and seal of reporting officer, be submitted to enlisting authority)

1	Period:	
2	Name & Address of contractor:	
3	Class and Enlisting No. :	
4	Name & Address of enlisting authority	
5	Name of work	
6	Agreement No.	
7	Name & Address of DJB Division	

Sr. No	Item	
8.1	Estimated Cost/Tender amount	
8.2	Stipulated date of Commencement & Completion	
8.3	Percentage progress with date/actual date of completion	
8.4	Gross amount of final bill/work done	
8.5	Amount of compensation levied, if any	
8.6	Amount of reduced rate items, if any	
8.7	Did the contractor go for arbitration ?	
8.8	If yes, total amount claimed and amount awarded	

Signature of the contractor

## Part-II

(To be filled by the department)

9.0 Certified that details given by the contractor in Part-I have been verified and found to be correct/have been corrected wherever necessary. Delay is partly /not / fully attributable to contractor.

Signature of Divisional /  
Sub Divisional Engineer

10.0 Note: After submission of Annexure VII by contractor, reporting officer shall write the report and forward to reviewing officer within a week's time. Reviewing officer shall then forward the report to the enlisting authority within week's time.

Class	I	II	III	IV	V
Reporting Officer	EE	EE	EE	AE	AE
Reviewing Officer	SE	SE	SE	EE	EE
Report to be sent to o/o CE(Dr.)Pr. -I	CE(Dr)Pr-I	CE(Dr)Pr-I	CE(Dr)Pr-I	CE(Dr)Pr-I	CE(Dr)Pr-I

Page 2

Part-III

*(Serial 1 to 6 are repeat information for proper linkage)*

1	<i>Period:</i>	
2	<i>Name &amp; Address of contractor:</i>	
3	<i>Class, Category and Enlistment No.:</i>	
4	<i>Name &amp; address of enlisting authority:</i>	
5	<i>Name of work:</i>	
6	<i>Agreement No.</i>	
7	<i>Name &amp; Address of D.J.B. Division:</i>	

**11.0 Contract Performance:**

11.1	<i>Status of Contract Remark</i>	<i>Yes/No/NA</i>
11.2	<i>Successful Completion of Work</i>	
11.3	<i>Determination of Contract</i>	

**12.0 Quality of Works**

12.1	<i>Quality of Work</i>	<i>Outstanding/Very good/Good/Satisfactory/Poor</i>
12.2	<i>Comments on capability of Contractor</i>	<i>Outstanding/Very good/Good/Satisfactory/Poor</i>
12.2.1	<i>Technical proficiency</i>	<i>Outstanding/Very good/Good/Satisfactory/Poor</i>
12.2.2	<i>Financial soundness</i>	<i>Outstanding/Very good/Good/Satisfactory/Poor</i>
12.2.3	<i>Mobilization of T&amp;P</i>	<i>Outstanding/Very good/Good/Satisfactory/Poor</i>
12.2.4	<i>Mobilization of man power</i>	<i>Outstanding/Very good/Good/Satisfactory/Poor</i>
12.2.5	<i>General behavior</i>	<i>Outstanding/Very good/Good/Satisfactory/Poor</i>

*Signature of Reporting Officer (Designation and Address)*

13.1	<i>Quality of Work</i>	<i>Outstanding/Very good/Good/Satisfactory/Poor</i>
13.2	<i>Comments on capability of Contractor</i>	<i>Outstanding/Very good/Good/Satisfactory/Poor</i>
13.2.1	<i>Technical proficiency</i>	<i>Outstanding/Very good/Good/Satisfactory/Poor</i>
13.2.2	<i>Financial soundness</i>	<i>Outstanding/Very good/Good/Satisfactory/Poor</i>
13.2.3	<i>Mobilization of T&amp;P</i>	<i>Outstanding/Very good/Good/Satisfactory/Poor</i>
13.2.4	<i>Mobilization of man power</i>	<i>Outstanding/Very good/Good/Satisfactory/Poor</i>
13.2.5	<i>General behavior</i>	<i>Outstanding/Very good/Good/Satisfactory/Poor</i>

Reviewing Officer (Designation and Address)





DELHI JAL BOARD (GOVT. OF NCT OF DELHI)  
VARUNALAYA PHASE II: KAROL BAGH: NEW DELHI-110005.

**APPLICATION FOR REVALIDATION 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

CATEGORY .....

1. Name of applicant .....
2. Nationality:                      Indian    Other
3. Address  
    Regd.Office .....
- Head office.....
4. Telephone Number Fax No.                      Mobile                      Now E-mail address
5. Constitution Individual Sole Proprietorship Concern Partnership firm  
    Public Ltd. Company Private Ltd. Company
6. Furnish names and paste photograph(s) (Size of photo should be 2.5 X 3.5 cm having white background and printed name atbottom) of individual / sole proprietor / all partners / all directors against his / their names.

PHOTO	PHOTO	PHOTO	PHOTO
-------	-------	-------	-------

7. (a) Name of person holding power of attorney.....
- (b) Nationality Indian Other
8. Name of Bankers with full address.....9. Place of business.....
10. Full time tech. staff in applicant's employment (Refer Table I & fill up Nos. of staff in respect of requisite trade and experience only).
  - (a) Graduate engineers with minimum ... years' experience
  - (b) Graduate engineers with minimum ... years' experience (excluding (a) above
  - (c) Diploma engineers with minimum... years' experience
  - (d) Diploma engineers with min.....yrs. exp. (excluding (c) above
  - (e) Furniture/Furnishing Designers of min.....yrs .experience
  - (f) Post Graduate in Agri. Science of min.....yrs. exp.
  - (g) Graduate in Agri. Science of min.....yrs. exp.

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

12. [For Electrical]

(i) Does the applicant possess valid Electrical License Yes No

(ii) Do the permanent electricians employed by contractor possesses valid license Yes No

13. Details of enlistment with CPWD

(i) Enlistment No. & date .....

(ii) Valid up to .....

14. Is any person working with the applicant is a near relative of the officer/official of CPWD.(See Rule 17 of the Enlistment Rules ) Yes No

If answer to above is yes, give details

15. Details of CPWD and Non CPWD Works completed, in progress & secured during the last enlistment/revalidation period as per 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. Receipted copy of the Annexure –VII for CPWD works also be enclosed Whether above details enclosed? Yes No

16. Certificates:

i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in CPWD as amended up to date and shall abide by them. ii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name,

iii) I/We certify that the information given above is true to the best of our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

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 One year. We also certify that we have neither under our employment any such person nor shall we employ any person within One year 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	Attested copy of power of attorney, if any		
2	Banker's/working capital certificate in original from scheduled bank in the pro forma given in the Enlistment Rules. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority. (Annexure-V)		
3	Technical Staff: (Sl. no. 10)		
i	List of full time technical staff/Designers with qualifications and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant). (Annexure-XI)		
ii	Attested copies of the degrees/diploma of the technical staff/Designers. (Provisional Degree shall not be accepted)		
iii	Declaration from the individual technical staff/Designers that he is employed with the applicant. (Annexure-XII).		
iv	Documents like PF subscription ,Certificate of IT deduction at source, IT form16 etc conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant)		
	Note :- The documents at (iv) will not be required for class-I, II, III, IV and V contractors in case details at (i) & (iii) above are in shape of affidavits sworn in before Magistrate/Notary Public by the concerned parties		
4	(i) List of Machinery, T&P i/c steel centering & shuttering, possessed by the Applicant. Full details and location of workshop including details of Machines & Equipment provided and proof of sufficient stock of Materials as required for Furniture category (AnnexureXIII) (ii) Copy of purchase document etc (Onus of submitting adequate proof lies with applicant) Note:- The documents at (ii) will not be required for class-I, II, III, IV and V contractors in case detail at (i) above is in shape of affidavit sworn in before Magistrate/Notary Public. (CPWD/DGW/MAN/157 dt. 14.07.2008 and Modified vide OM DG/SE/CM/Enlst.Rules/06 dated 16.05.2014).		
5	Attested copies of valid Electrical License(s)		
6	6. Attested copy of Enlistment order		
7	7. Annexure III – List of works completed, in progress & secured during last enlistment/revalidation period		
8	Affidavit as per Annexure - XIV		
9	Attested copies of award letters for works included in Annexure III (as per rule 19.1.1 )		
10	Copies of Annexure – VII with acknowledgement of E.E/AE.		
11	Late fee(if applicable)		

CONTRACTOR'S SIGNATURE



## ANNEXURE X

## CALCULATION SHEET FOR EVALUATION OF CONTRACTOR'S PERFORMANCE IN DJB FOR REVALIDATION

Name of Contractor:

Name of Work:

Item No	Parameter	Calculation for Points Score Max. Marks	Score	Max. Marks										
1.	Lavy of Compensation	Compensation levied for Delay= C Tendered Amount=E $B= 100X(C/E)$	10 if B = 0 05 if B = 5 0 if B = 10 10 if C is not decided. Marks for values in between are to be determined by straight line variation.	10										
2.	Initiatives taken by contractor to compensate delay	$D = (\text{Actual time taken} - \text{stipulated time of completion}) / \text{stipulated time of completion}$	10 if D = 0 5 if D = 0.25 0 if D = 0.5 or more	10										
3.	Quality	Quality	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	40										
4.	Capability	<table border="1"> <tr> <td>I</td> <td>Technical Proficiency</td> </tr> <tr> <td>II</td> <td>Financial Soundness</td> </tr> <tr> <td>III</td> <td>Mobilization of Adequate T&amp;P</td> </tr> <tr> <td>IV</td> <td>Mobilization of Manpower</td> </tr> <tr> <td>V</td> <td>General Behaviour</td> </tr> </table>	I	Technical Proficiency	II	Financial Soundness	III	Mobilization of Adequate T&P	IV	Mobilization of Manpower	V	General Behaviour	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4 4 4 4 4
I	Technical Proficiency													
II	Financial Soundness													
III	Mobilization of Adequate T&P													
IV	Mobilization of Manpower													
V	General Behaviour													
5.	Contract Performance	Contract Performance	I Successful Completion of Work = (+) 20 II Determination of Contract = (-) 20 III Part work done at the risk and cost of Contractor = (-) 15	20										
<p>Note: 1. Marks for values in between are to be determined by Straight line variation. 2. Eligibility Criteria for Enlistment will be 70 % marks for all other categories (Overall average of all works).</p>														

## ANNEXURE XA

## CALCULATION SHEET FOR EVALUATION OF CONTRACTOR'S PERFORMANCE IN DJB FOR Enlistment

Name of Contractor:

Name of Work:

Item No	Parameter	Calculation for Points Score Max. Marks	Score	Max. Marks										
1.	Lavy of Compensation	Compensation levied for Delay= C Tendered Amount=E $B= 100X(C/E)$	20 if B = 0 10 if B = 5 0 if B = 10 10 if C is not decided. Marks for values in between are to be determined by straight line variation.	20										
2.	Quality	Quality	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	40										
3.	Capability	<table border="1"> <tr> <td>I</td> <td>Technical Proficiency</td> </tr> <tr> <td>II</td> <td>Financial Soundness</td> </tr> <tr> <td>III</td> <td>Mobilization of Adequate T&amp;P</td> </tr> <tr> <td>IV</td> <td>Mobilization of Manpower</td> </tr> <tr> <td>V</td> <td>General Behaviour</td> </tr> </table>	I	Technical Proficiency	II	Financial Soundness	III	Mobilization of Adequate T&P	IV	Mobilization of Manpower	V	General Behaviour	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4 4 4 4 4
I	Technical Proficiency													
II	Financial Soundness													
III	Mobilization of Adequate T&P													
IV	Mobilization of Manpower													
V	General Behaviour													
4.	Contract Performance	Contract Performance	I Successful Completion of Work = (+) 20 II Determination of Contract = (-) 20 III Part work done at the risk and cost of Contractor = (-) 15	20										
<b>Note:</b> 1. Marks for values in between are to be determined by Straight line variation. 2. Eligibility Criteria for Revalidation of Enlistment will be 70% marks (Overall average of all works)														

**ANNEXURE – XI**

**Affidavit to be submitted by applicant Contractor / Firm**

**AFFIDAVIT**

I, ..... S/o Sh..... Aged ..... Years R/o ..... Sole proprietor/Partner/Director (as the case may be) of M/s/Shri.....(Name of firm/contractor with address) ..... do hereby solemnly affirm and declare that the following Technical staff (Engineers/interior designer) are working as full time staff with me/us /our firm. (Strike out whichever not applicable)

S. No. Name of Engineers Qualification Passed out in year Working with we/us firm since Experience in civil work

**I am deponent herein and I am fully acquainted with the facts of the affidavit.**

**Deponent**

**It is verified that my above statements are true and correct to the best of my knowledge and belief and nothing is concealed therein.**

Date:

Place: Deponent

Identified by me

Dated signature with seal of Ist class Megistrate/Notary Public

Attested  
photo of  
individual

ANNEXURE – XII

Affidavit to be field by individual Technical staff

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

AFFIDAVIT

I, ..... S/o Sh..... Aged .....Years..... R/o  
..... do hereby solemnly affirm

and declare that:-

1. I have passed degree/diploma in Civil Engineering/Electrical (as the case may be) during ..... year from.....University/Board.
2. I am working full time under M/s/Shri ..... as .....Engineer since ..... (Month & Year) till date.
3. I am deponent herein and I am fully acquainted with the facts of the affidavit.

Deponent

It is verified that my above statements are true and and nothing is concealed therein.

Date:

Place:

(Deponent)

Identified by me

Dated signature with seal of Ist class Magistrate/Notary Public

Annexure XIII

filed by applicant contractor / firm

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

(As applicable for affidavit as per respective state Government rule).

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

As applicable in class-I to V (as per Table I)

Deponent

Verification:-

Verified that my above statement are true and correct to the best of my knowledge and belief and  
nothing is concealed therein.

Date:

Place:

Deponent

Identified by me

Dated signature with seal of Ist class Magistrate/Notary Public

ANNEXURE – XIV  
Affidavit to be applicant contractor / firm along with application for revalidation  
INDIAN NON JUDICIAL STAMP  
(As applicable for affidavit as Per respective state Government rule).

AFFIDAVIT

I, ..... S/o Sh..... Aged ..... Years, R/o  
..... Sole proprietor/Partner/ Director (as the case may  
be) of M/s/Shri.....(Name of firm with address).....do hereby  
solemnly affirm and declare that;

1. I/we confirm and submit that no work other than shown in the Annexure-III has been secured and  
executed by me/us during the period of .....to .....(Indicate period of last valid period of  
enlistment) . This is my true statement.

I am deponent herein and I am fully acquainted with the facts of the affidavit.

Deponent

It is verified that my above statements are true and correct to the best of my knowledge and belief  
and nothing is concealed therein.

Deponent

Date:

Place:

Identified by me

Dated signature with seal of Ist class Magistrate/Notary Public

Annexure-XV

(Note:- Affidavit on Rs. 10/- Non Judicial Stamp verified by SDM/1<sup>st</sup> class Magistrate.)

AFFIDAVIT

I.....S/o.....aged about ..... years, resident of  
..... do hereby solemnly affirm and declares as under:-

That I am working in the name & style of M/s .....and I am sole proprietor of the firm.

1. That I agree and undertake that I will not either directly or indirectly get myself registered as contractor in Delhi Jal Board in more than one name.
2. That I am related to Sh. .... Who is my near relative as .....and who is presently working in the DJB as .....
- OR
3. That I am not related to any person employed in the DJB
4. That I will not bid for OR directly or indirectly take up govt work in an division/office of the DJB where my family member / relative are working.
5. That I am not debarred /black listed in any department anywhere in the country.
6. That I or any partner of the firm am/is related to the contractor/firm already registered in the DJB, the details to the related contractor is as under :-  
Name of the contractor /firm:.....  
Address of the firm /contractor.....  
Relation with the proprietor.....
7. That in case my firm is found to indulge in any foul practice, such as pooling etc. the deptt. can take any disciplinary action such as debarring / cancellation of registration as deemed fit by the deptt.
8. That I am an Indian domicile.

Deponent

Verification

Verified at new Delhi on this ..... Day of .....that the contents given above are true to the best of my knowledge and belief.

Deponent

Place :-

Date :-

DELHI JAL BOARD: GOVT. OF NCT OF DELHI  
APPLICATION FORM FOR ENLISTMENT AS CIVIL CONTRACTOR WITH DJB IN CLASS-Probationary

1. Name of applicant.....
2. Father /Husband Name.....
3. Nationality Indian ..... others .....
4. Residential Address.....
5. Office Address .....
6. PAN Number (Self Attested Copy) .....
7. Mob No ..... Land Line No. ....
8. Constitution: Individual \_\_\_\_\_ Sole Proprietorship Concern \_\_\_\_\_ Partnership Firm \_\_\_\_\_
9. If partnership firm, Name & Address of partners .
10. Detail of Security Deposit :-  
(1) DD/Pay order No. \_\_\_\_\_ Date:- \_\_\_\_\_ Amount Rs: \_\_\_\_\_

**Certificates:** -

- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of contractors with DJB available on DJB website.
- (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.

Signature(s) of applicant(s) :

(In case of Partnership firm)  
Name of partners Signature

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



Table-I

1	Civil	I	Through Committee	Rs. 20 Crore	Three works of Rs. 4 crore each. At least two works should be water/sewer works OR two works of Rs. 6.00 crore each. At least one work should be of water / sewer work OR one work of water / sewer of Rs. 12 crores.	Banker's certificate of Rs.14 crore	a) One Graduate Engineer (C) with 5 years experience b) One Graduate Engineer (C) with 2 years experience. c) One Diploma Engineer (C) with 5 years experience. d) Two Diploma Engineers (C) with 2 years experience.	(1) DG Set 60KWA-2Nos., (2)DG Set 10KWA-3Nos. (3) 3HP/5HP motor with well point equipment for dewatering-20Nos. (4) Welding set-5 Nos. (5) JCB-1 Nos. (6) Crane-1 Nos. (7) Concrete-4 Nos. (8) Mortar mixer-2 Nos. (9) Steel shuttering-2500sqm. (10) Needle vibrator-6 Nos.(3 Oil, 3 electric). (11) Beam vibrator-2 Nos. (12) Slab vibrator-2 Nos. (13) Chain pulley block 5/10 Ton capacity-4 Nos. (14) G.I. barricading as per DJB pattern/specifications-1000sqm. (15) Total station-1 Nos. (16) Levelling equipment-4 Nos. (17) Submersible pump 15 HP/10 HP-4 Nos. (18) Trucks/tippers-4 Nos.	30000/- - 500/-
2	Civil	II	Through Committee	Rs. 5 crore	Three work of Rs 1.00 crore each. At least two works should be water/sewer works OR two works of Rs. 1.50 crore each. One work should be of water/sewer work OR one work of water/sewer of Rs. 3 crore.	Banker's certificate of Rs. 3.50crore	a) One Graduate Engineer (C) with minimum experience of 5 years. b) Two Diploma Holders (C) out of which one with at least 5 years experience	(1) DG Set 60 KVA-1 Nos, DG Set 10 KVA-2 Nos. (2) 3 HP/5 HP motor with well point equipment for dewatering-15 Nos. (3) Welding set-3 Nos. (4) Concrete mixing of full bag capacity-2 Nos. (5) Mortar mixer-2 Nos. (6) Steel shuttering-1500sqm. (7) Needle vibrator-4 Nos. (2 oil, 2 electric). (8) Beam vibrator-1 Nos. (9) Slab vibrator-1 No. (10) Chain pulley block 5/10 Ton capacity-3 Nos. (11) G.I. barricading as per DJB pattern/specification-750sqm. (12) Levelling equipment-3 Nos. (13) Submersible pump 15 HP/10 HP-3 Nos. (14) Trucks/tippers-2 Nos.	15000/- - 200/-
3	Civil	III	Through Committee	Rs 1.50 crore	Three works of Rs. 30 lac each. At least one work should be water/sewer work. OR Two works of Rs.45 lacs each (atleast	Banker's certificate of Rs.105 lac.	One Graduate Engineer (C) with minimum experience of 3 years.	(1) DG Set 10 KVA-1 Nos. (2) 3 HP/5 HP motor with well point equipment for dewatering-10 Nos. (3) Welding set- 2 Nos. (4) Concrete mixture of full bag capacity-2 Nos. (5) Motor mixer-1 No. (6) Steel shuttering-500sqm. (7) Needal vibrator-3	15000/- - 200/-

					one work should be of water/ sewer works ) OR One water/sewer work of Rs.90 lacs			Nos. (2 oil, 1 electric). (8) Beam vibrator-1 No. (9) Slab vibrator-1 No. (10) Chain pulley block 5/10 Ton capacity-2 Nos. (11) G.I. barricading as per DJB pattern/specification-500sqm. (12) Levelling equipment-2 Nos. (13) Submersible pump 15 HP/ 10 HP-2 Nos.	
4	Civil	I V	Through Committee	Rs 60 Lacs	Three works of Rs. 12 lac each.  Or Unemployed Graduate Engineer (C).  OR Two works of Rs.18 lacs each OR One work of Rs.36 lacs	Banker's certificate of Rs.42 lac.  Banker's certificate of Rs.42 lac.  Certificate for working capital of Rs. 3 lac for at least last six months. (For unemployed Engineers Only)	One Diploma Holder (C) with minimum experience of 3 years Not required.	(1) 3 HP/5 HP motor with well point equipment for dewatering-5 Nos. (2) Welding set-1 No. (3) Concrete mixture of full bag capacity-1 No. (4) Needle vibrator-2 Nos. (1 oil, 1 electric). (5) Chain pulley block 5/10 Ton capacity-1 No. (6) G.I. Barricading as per DJB pattern/specifications -200sqm. (7) Levelling equipment-1 No. (8) Submersible pump 15 HP/10 HP-1 No.	7500/- 100/-
5	Civil	V	Through Committee	Rs 15 Lacs	Two works of Rs. 4.5 lac each or one work of Rs. 9 lac.  OR Unemployed Diploma Engineer (C). Or 5 DJB Works for any Amount as class-P Contractor	Banker's certificate of Rs. 10.5 lac.  Certificate for working capital of Rs. 1.5 lac for at least six months. (For unemployed Engineers Only)	Not Required	Not required	3000/- 100/-
6	Civil / E&M	P	Direct Monthly Basis Scheme	Rs. 5 Lacs Only	General Affidavit on Annexure-xv	<b>1. Address Proof, Voter ID, Driving Lic Bank Passbook, Electricity bill, Water Bill etc</b> <b>2. ID Proof, Pan Card</b>			Security Deposit Rs. 50000/- in favour of DJB

