

	<b>भाखड़ा ब्यास प्रबन्ध बोर्ड</b> <b>मध्य मार्ग, सैक्टर 19-बी, चंडीगढ़-160019</b> <b>0172-5011759, e.mail- secy@bbmb.nic.in</b>	 
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प्रेषक

सेवा में

सचिव

1. मुख्य अभियन्ता, बीएसएल, बीबीएमबी, सुन्दरनगर ।
2. मुख्य अभियन्ता, ब्यास बाँध, बीबीएमबी, तलवाड़ा ।
3. मुख्य अभियन्ता, भाखड़ा बाँध, बीबीएमबी, नंगल ।
4. मुख्य अभियन्ता / उत्पादन, बीबीएमबी, नंगल ।
5. मुख्य अभियन्ता / प्रणाली परिचालन, बीबीएमबी, चण्डीगढ़ ।
6. मुख्य अभियन्ता / पारेषण प्रणाली, बीबीएमबी, चण्डीगढ़ ।

क्रमांक 26729-39 बी-589/Misc/Part-III/(25)ब्यास/4-सिंचाई/

दिनांक: 01/12/2025

विषय: **Instructions regarding enlistment of contractors.**

उपरोक्त विषय पर जल स्रोत विभाग, पंजाब सरकार के पत्र क्रमांक WR-IRP3017/31/2025-3IP3/11109064/2025 दिनांक 23.05.2025 (प्रति संलग्न) द्वारा जारी हिदायतों को भाखड़ा ब्यास प्रबन्ध बोर्ड में अपनाने हेतु अध्यक्ष, बीबीएमबी की स्वीकृति प्रदान की जाती है।

अतः आपसे अनुरोध किया जाता है कि इन हिदायतों की अनुपालना सुनिश्चित करने की व्यवस्था करें जी।

संलग्न/उपरोक्तानुसार

  
सचिव

प्रतिलिपी:

1. विशेष सचिव, बीबीएमबी, चण्डीगढ़ ।
2. सिसटम साफ्टवेयर मैनेजर, कम्प्युटर सैल, बीबीएमबी, चण्डीगढ़ से अनुरोध है कि उपरोक्त हिदायतों की बीबीएमबी की Website पर upload करने की व्यवस्था करें जी।
3. अध्यक्ष, बीबीएमबी के वरिष्ठ निजी सचिव, बीबीएमबी, चण्डीगढ़।
4. सदस्य सिंचाई के निजी सचिव, बीबीएमबी, चण्डीगढ़।
5. सदस्य विद्युत के निजी सचिव, बीबीएमबी, चण्डीगढ़।
6. मास्टर फाईल।

ਪੰਜਾਬ ਸਰਕਾਰ  
ਜਲ ਸਰੋਤ ਵਿਭਾਗ  
(ਸਿੰਚਾਈ ਪ੍ਰੋਜੈਕਟ-3 ਸਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

1. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਹੈਡਕੁਆਰਟਰ,  
ਜਲ ਸਰੋਤ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
2. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਨਹਿਰਾ,  
ਜਲ ਸਰੋਤ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
3. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਜਲ ਨਿਕਾਸ-ਕਮ-ਮਾਈਨਿੰਗ ਅਤੇ ਜਿਆਲੋਜੀ,  
ਜਲ ਸਰੋਤ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
4. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਚੌਕਸੀ,  
ਜਲ ਸਰੋਤ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
5. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਡੈਮਜ਼,  
ਜਲ ਸਰੋਤ ਵਿਭਾਗ,  
ਸਾਹਪੁਰਕੰਡੀ ਟਾਊਨਸ਼ਿਪ, ਪਠਾਨਕੋਟ।
6. ਮੁੱਖ ਇੰਜੀਨੀਅਰ ਡਿਸਾਇਨ ਵਾਟਰ ਸਿਸਟਮ,  
ਜਲ ਸਰੋਤ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
7. ਮੈਨੇਜਿੰਗ ਡਾਇਰੈਕਟਰ, ਪੰਜਾਬ ਜਲ ਸਰੋਤ ਪ੍ਰਬੰਧਨ ਅਤੇ ਵਿਕਾਸ ਨਿਗਮ,  
ਐਸ.ਸੀ.ਓ.ਨੰਬਰ 8-10, ਫੇਸ-1 ਮੋਹਾਲੀ।
8. ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਬੀ.ਬੀ.ਐਮ.ਬੀ., ਚੰਡੀਗੜ੍ਹ।

ਮੀਮੋ ਨੰ. WR-IRP3017/31/2025-3IP3/1/1109064/2025

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 23.05.2025

ਵਿਸ਼ਾ:-

INSTRUCTIONS REGARDING ENLISTMENT OF CONTRACTORS IN WATER RESOURCES DEPARTMENT (WRD) and PUNJAB WATER RESOURCES MANAGEMENT AND DEVELOPMENT CORPORATION (PWRMDC), PUNJAB-2025

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ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦੀ ਮਿਸਲ ਨੰ. Comp. No.868618 File No.11-WS/28/2025-O/o XEN WORKSHOP DIVN ਦੇ ਹਵਾਲੇ ਵਿੱਚ।

2. ਵਿਸ਼ਾ ਅੰਕਿਤ ਮਾਮਲੇ ਸਬੰਧੀ ਹਦਾਇਤਾਂ/ਗਾਈਡਲਾਈਨਜ਼ ਸੇਧੀਆਂ ਹਨ। ਇਨ੍ਹਾਂ ਸੇਧੀਆਂ ਗਾਈਡਲਾਈਨਜ਼ ਦੀ ਪ੍ਰਵਾਨਗੀ ਸਮਰੱਥ ਅਥਾਰਿਟੀ ਵੱਲੋਂ ਦਿੱਤੀ ਗਈ ਹੈ, ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਕਾਪੀ ਭੇਜਦੇ ਹੋਏ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਹਨਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।
3. ਇਹ ਗਾਈਡਲਾਈਨਜ਼ ਤੁਰੰਤ ਪ੍ਰਭਾਵ ਤੇ ਲਾਗੂ ਹੋਣਗੀਆਂ (ਗਾਈਡਲਾਈਨਜ਼ ਨੱਥੀ)।

ਰੁਪਕਿੰਗ  
ਸੁਪਰਡੈਂਟ  
ਮਿਸ਼ਨ

ਪਿੱਠ ਅੰਕਣ ਨੰ. WR-IRP3017/31/2025-3IP3/1/1109064/2025

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 23.05.2025

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾਂ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਇੰਚਾਰਜ ਕੰਪਿਊਟਰ ਸੈਲ, ਜਲ ਸਰੋਤ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ ਨੂੰ ਭੇਜਦੇ ਹੋਏ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਸੇਧੀਆਂ ਗਾਈਡਲਾਈਨਜ਼ ਵਿਭਾਗ ਦੀ ਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕੀਤੀਆਂ ਜਾਣ ਅਤੇ ਗਾਈਡਲਾਈਨਜ਼ ਵਿੱਚ ਦਿੱਤੇ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇ।
2. ਸੁਪਰਡੈਂਟ, ਸਿੰਚਾਈ ਕਾਰਜ ਅਤੇ ਪ੍ਰੋਜੈਕਟ ਸਾਖਾ।

ਰੁਪਕਿੰਗ  
ਸੁਪਰਡੈਂਟ  
ਮਿਸ਼ਨ

**INSTRUCTIONS REGARDING ENLISTMENT OF CONTRACTORS IN WATER  
RESOURCES DEPARTMENT (WRD) and PUNJAB WATER RESOURCES  
MANAGEMENT AND DEVELOPMENT CORPORATION (PWRMDC),  
PUNJAB-2025**

**1. Title**

These instructions substitute the exiting provision regarding enlistment of contractors in Water Resources Department, Punjab (formerly Irrigation Department Punjab) with immediate effect.

**2. Introduction**

Water Resources Department, 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 Water Resources Department, 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 Water Resources Department or any other Department/Board/ Corporation of Punjab Government/ any other State Government or Chandigarh Administration/ any other Union Territories/ Government of India/PSU/Private Ltd Companies and perform well in terms of timely completion, complying with Specifications and Standards and maintaining desired quality.

Notwithstanding enlistment in Water Resources Department where it is decided to get the work executed on contract basis and/or it is decided to adopt the process of 'pre-qualification' or 'post-qualification', it may permit other eligible contractors, not enlisted with Water Resources Department to bid/tender for the work, however, the successful bidder shall get himself enlisted in the appropriate class before issuance of allotment letter for the work. If the cost of the work is more than 5 crores, then the successful bidder shall be enlisted under Class-A.

For works of comparatively substantial value as may be prescribed by Govt. from time to time and/or works/services of specialized nature (the reason for considering the work as specialized in nature to be clearly recorded in writing by the competent authority while approving the bid document), like installation of deep tubewells, regulating gates & gearings, tunneling, solar power plant, electric installations, EPABX, Fire Alarm and Fire Detection System, Diesel Generators, Public Address System, Elevators (Passenger Lifts) & Escalators, HVAC (Heating, Ventilation and Air-Conditioning), specialized equipment etc. 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 which will be open to all eligible contractors/firms.

**3. Applicability**

3.1 Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company is entitled to get enlistment as a contractor in Water Resources Department under these instructions provided the eligibility criteria and other conditions are satisfied. The enlisted

contractors have to abide by all the instructions made herein and as amended from time to time during the currency of their enlistment.

3.2 Any individual or a firm/organization having such individual as one of the partners who is a dismissed government employee, or was removed from the approved list of contractor, or demoted to a lower class, or was blacklisted/debarred by any government department/undertaking/organization in the past, or convicted in a serious crime by a competent authority of law shall remain debarred from consideration for fresh enlistment/revalidation.

Provided that where any penal action was taken against any individual or firm/organization and currency period of such penal action has already been over, in such eventuality such individual or firm may be considered for enlistment on merit.

However, where any criminal or judicial proceedings have been instituted against any individual or a firm by the Vigilance Bureau Punjab or any other Agency or the competent authority having such jurisdiction to do so and such proceedings are pending in a competent court of law or any other forum established by law, such individual or a firm shall not be considered for fresh enlistment/ revalidation till such proceedings are finally concluded by the competent court of law. The existing enlistment of such individual or a firm will remain valid unless disciplinary action is taken, as outlined in clause 22 of these instructions.

3.3 No officer or any other official employed in the Department of the Govt. of Punjab or Punjab State Undertaking is allowed to work in the Water Resources Department either as a contractor or as employee of a contractor for a period of 3 years after his retirement from govt. service unless he has obtained prior permission of Govt. of Punjab to do so. Even after enlistment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of Govt. of Punjab as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors and his enlistment shall be cancelled.

3.4 A contractor is permitted to have enlistment in one class only. A contractor is not permitted to have enlistment in more than one name. A partner of a firm or a Director of company enlisted as contractor cannot be a partner/Director in any other enlisted firm/company. The enlistment of contractor in Water Resources Department shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of works.

3.5 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 five (5) years from date of application for enlistment.

#### 4 Scope

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

4.2 The contractor enlisted in the Water Resources Department shall be maintained in the online record on the departmental website. The details of registered contractors along with their email id, mobile

number along with class, tendering limit etc. as per the specified format shall be made available on website of Water Resources Department, Punjab by the Enlistment Authority.

## 5 Enlistment Procedure

5.1 The applicant (intending contractor) shall have to submit the application in a specified form as Annexure-I to the Enlistment Authority, complete with all documents as per Annexure-II through website <https://wrdpbind.com>.

5.2 The application form shall be available on the website <https://wrdpbind.com> and is to be used for submission to the competent authority as mentioned in these instructions.

5.3 Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.

5.4 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 report/information as may be considered necessary.

5.5 All documents submitted by applicant/contractor online may be verified with original if needs be.

5.6 The Enlistment Authority shall decide all applications received within a period of 15 days 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). No refund of the enlistment fee shall be made to applicants whose application has been rejected.

## 6 Enlistment Period

The enlistment shall be valid for a period of five/ten/fifteen/twenty (5/10/15/20) years depending upon the choice of the applicant by depositing enlistment fee accordingly. The enlistment can, however, be revalidated in accordance with Instructions as contained in Para 18 in this regard. Each revalidation shall be for a period of five/ten/fifteen/twenty (5/10/15/20) years from the date of expiry of the previous enlistment-revalidation as per the selection of applicant. 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 & Classes

7.1 The enlistment authority and classes along with other general eligibility criteria are given in Table-1. The companies/partnership: firms or individual who want enlistment in any class shall apply for enlistment to enlistment authority of Water Resources Department online through website <https://wrdpbind.com>.

7.2 Chief Engineer/ Headquarter, WRD, Punjab shall be the enlistment authority for all classes of enlistment.

7.2 The Enlistment Authority after approving the enlistment will issue the unique ID to the contractor who will be enlisted.

7.3 The enlistment Authority shall maintain the record of Blacklisted Debarred contractor and will publicize it online on departmental website.

## 8 Jurisdiction & Tendering Limit

The contractors enlisted in any class shall be entitled to tender for various works being executed by Water Resources Department. The tendering limit up to which they shall be eligible to tender shall be as per details in Table-1 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,1, before they can be considered for enlistment.

9.2 The criterion for experience shall be the execution and completion of works of appropriate value, on order/agreement basis, satisfactorily as the case may be, of specified magnitude and nature of work similar to being executed in Water Resources Department, during the last seven (7) years with details to be furnished in Annexure-III and accompanied with Performance certificate from Client in format specified at Annexure-IV. The enlistment authority may ask additional documents like work order/agreements, award letters and copy of the final bills of the completed works, last six months bank statements, income tax returns, TDS certificate from client, if needed to verify the Performance Certificate. The works should have been executed in the same name and style as in the Department of Water Resources, or any other Department/Board/Corporation of Punjab Government/any other State Government/ Chandigarh Administration/any other Union Territories/Government of India, or PSU/Private Ltd companies/firms. This includes any sub contract works within these organizations provided approval to sub contract the work has been obtained by sub-contractor from the competent authority.

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 Chartered Accountant in the format specified in Annexure-V and solvency certificate issued by the Bankers of the applicant on the format specified in Annexure-VI. Such certificate shall be issued by a Scheduled Bank or Cooperative Banks and shall be sent by the banks online to the email ID of the enlistment authority.

9.4 The criteria to be fulfilled in terms of the experience, financial soundness and technical staff on role existing on the date of receipt of application by Enlistment Authority are detailed in Table-1 for each class.

## 10 Enlistment Fee

10.1 The applicant (intending contractor) shall forward the complete application to the Enlistment Authority along with non-refundable Enlistment Fee through online mode. The enlistment fee for various classes is detailed in Table-1.

10.2 This enlistment fee is to be furnished along with application form to the Enlistment Authority through online mode within 07 days of submission of application for enlistment or any other mode as decided by enlistment authority. In the case of such applicant whose application for enlistment is rejected by the Enlistment Authority, fee remitted with the application shall not be refunded.

10.3 The fee for revalidation of enlistment for various classes under each category is detailed in Table-1.

10.4 The Enlistment Fee and Fee for Revalidation of Enlistment may be revised from time to time with the approval of the Administrative Secretary to Govt. of Punjab, Department of Water Resources, Chandigarh,

#### 11. Income Tax Certificate

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

#### 12. Sales Tax Certificate/GST

The contractor/applicant along with its application for enlistment /revalidation shall provide a copy of valid GST (Goods & Services 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.

#### 13. Labour License

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.

#### 14. Cooperative Labour & Construction Societies

Cooperative Labor and Construction Society will be enlisted as per the procedure set forth. However, any concession offered to such societies will be as per instructions/notification of the Government.

#### 15. Change in Constitution of Firm

15.1 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.

15.2 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-1. 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.

15.3 If the number of original partners of the firm reduces due to any reason such as retirement of partner, death of partner, etc., the change in constitution can be allowed as under:

- 1) The Financial turnover and work experience of the firm shall be considered in proportion to the equity held by the remaining members prior to any change in the firm's constitution. The reduced Financial Turnover and work experience shall be governed by the eligibility criteria given in Table -1.
- 2) The Engineering establishment criteria as mentioned in Table -1 is to be fulfilled after change in constitution.

However, 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.

15.4 If new partner(s) are taken in the firm, 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). Thereafter the firm will be enlisted in class as governed by the eligibility criteria given in Table-1

## **16 Change in Address**

16.1 While applying for enlistment, the applicant/contractor should mention address of his registered office as well as Head Office. 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.

16.2 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.

## **17. Near Relatives Working in Punjab, Water Resources Department.**

Individual Contractors/partners in Partnership firm/members of consortium joint ventures whose near relatives are working at any post in the Punjab Water Resources Department 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, grandchildren, brothers, sisters.

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

The list of blacklisted and debarred contractors will be prepared along with list of approved contractors by the enlistment authority and will be publicized online. The list should be updated as soon as any contractor is enlisted or blacklisted or debarred.

## **19. Revalidation of Enlistment**

19.1 The validity of initial enlistment of the contractor shall be as given under para 6. It shall, however, be revalidated on merit if applied by the Contractor.

19.2 Application for Revalidation: The Contractor shall apply for revalidation of his enlistment in the specified form (Annexure VIII) along with all documents as per Annexure-IX. Similar procedure shall also be applicable in case of upgradation of enlistment to higher class, through online mode.

19.3 The fee for renewal in a particular class is detailed in Table 1.

19.4 The revalidation application with all documents shall be accepted up to one month prior to the date of expiry of enlistment without any late fee. In cases where the application is received after this date, but within three (3) months of expiry of enlistment/revalidation, 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 Table 1) in the respective class. Applications received, thereafter, shall be accepted with additional fee calculated at rate of 25% of enlistment fee of new enlistment.

19.5 Revalidation Procedure: The revalidation of the enlistment shall be permitted by the Enlistment Authority on the basis of review of the performance of the contractor pertaining to the period of enlistment /revalidation, The revalidation will not be accepted considered in case any work executed by the contractor has not been found as per specifications and guidelines issued time to time by the government in any department of Punjab or any department of any state/ central Union territories etc.

## 20. Performance Report

20.1 The contractor should fill the details of each of the work, of appropriate magnitude, secured by him during the last revalidation/enlistment period, in the Performs as given in Annexure-X. The list should include all works of Govt. Department/PSU's secured by him at his name during the above mentioned period. In case, the contractor conceals any information, his revalidation will be liable to be cancelled.

20.2 The contractor should fill up the details in the Performa as given in Annexure-X. For each work, separate Performa shall be filled. Performa shall be sent to the concerned Executive Engineer of the Division, through E-mail in which the work was executed. The Executive Engineer should fill up the Performa and send it back to the applicant within one (1) week of receipt of Performa through E mail.

## 21. Contractor's Obligations

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 in the office where he was originally enlisted.

c) He shall abide by these instructions.

d) He shall not try to contact and influence the Engineer's processing the Bids, or award decisions.

- 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.
- i) He shall continue to pay all taxes, duties, levies and labour cess etc, as applicable law.

## 22. Disciplinary Actions

The contractor shall have to abide by all the rules/instructions of enlistment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works satisfactory, as per standards PWD specifications, contract agreement specifications in time and as per laid down 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, Blacklist after issue of show cause notice and recording the findings after hearing. Decision of the department shall be final and binding on the contractor. All such decisions of the department will be notified and displayed on the web site of the department and will be conveyed to the Water Resources Department or any other Department/Board/Corporation of Punjab Government/any other State Government/Chandigarh Administration/ any other Union Territories/ Government of India.

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

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

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

II) **Suspension of business:** The Enlistment Authority may debar/suspend business with the contractor for a period up to two (2) years in the following events after having received reports from more than one officer or at more than one occasion from individual officer of Water Resources Department or any other Department/Board/Corporation of Punjab Government Chandigarh or administration:

- a) adverse report related to adverse performance;

- b) misbehavior, direct or indirect involvement in threatening departmental officer/official:
- c) making false complaints, filing legal suites 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.

**III) Blacklisting/ Removal from the approved list:** The contractor may be blacklisted and his name may be removed from the approved list of contractors, by the Enlistment Authority, if he:

- (a) has been involved in misappropriation of government money; or
- (b) is convicted for an offence involving corruption or any other serious act, 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 fulfil eligibility criteria based on which enlistment/ revalidation was allowed; or
- (g) persistently violates any important conditions of the contract; or
- (h) fails to abide by the conditions of enlistment; or
- (i) is found to have given false particulars/material concealment or suppression 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 labor 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, labor cess etc.; or
- (r) any other case or situation involving national security.

The concerned Enlisting Authority shall decide the case within four weeks of the issue of notice by the Procuring Entity to the contractor. The Enlistment authority shall record the decision in writing after hearing the contractor, or any other officers of Water Resources Department or any other individual deemed necessary. If any of the charges are established, the Enlistment Authority shall decide the case depending upon 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 Water Resources Department and shall be conveyed to other departments, boards, corporations of the Punjab State or any other state government or Chandigarh Administration/ any other Union Territories/ Government of India.

**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 appellate authority. The Appellate Authority will be Committee of Chief Engineers as under:

- 1) Chief Engineer/ Vigilance and Quality Assurance
- 2) Chief Engineer/ Design Water System
- 3) Chief Engineer/ Canals
- 4) Chief Engineer/ Drainage cum mining and Geology
- 5) Chief Engineer/ Dams

The Appellate Authority may, after hearing the appeal, confirms, 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/ Enlisting Authority shall be final and binding.

Notwithstanding anything above, the provision of any rules/orders issued separately towards disciplinary action by Department of Water Resources shall be applicable for all enlisted contractors.

### 23 Revision/Modification of Instructions

Administrative Secretary to Govt. of Punjab, Department of Water Resources may modify, amend, add, delete and/or change any of the above instructions and same shall be binding on all enlisted contractors.

TABLE-1

## GENERAL ELIGIBILITY CRITERIA FOR ENLISTMENT OF CONTRACTOR

Sr No	ITEM	CLASS OF ENLISTMENT			
		CLASS-A	CLASS-B	CLASS-C	CLASS-D
1.	Enlistment authority	Head of the department	Head of the department	Head of the department	Head of the department
2.	Upper Tendering limit.	Rs 500 Lacs	Rs 250 Lacs	Rs 125 lacs	Rs 75 lacs
3.	Past Experience of successfully completed works of magnitude as specified during last 7 years.	i) 1 works of more than Rs 200 lacs each or ii) 2 works of more than Rs 150 lacs each or iii) 3 works of more than Rs 100 lacs each.	i) 1 works of more than Rs 100 lacs each or ii) 2 works of more than Rs 75 lacs each or iii) 3 works of more than Rs 50 lacs each.	i. 1 works of more than Rs 50 lacs each or ii. 2 works of more than Rs 40 lacs each or iii. 3 works of more than Rs 25 lacs each.	Nil
4.	Should have achieved a minimum annual financial turnover in any one of the last three years.	30% of Upper Tendering Limit	30% of Upper Tendering Limit	30% of Upper Tendering Limit	Nil
5.	Minimum Solvency Certificate	Rs 200 lacs (minimum 20% of the solvency amount should be available with the applicant in the form of capital)	Rs 100 lacs (minimum 20% of the solvency amount should be available with the applicant in the form of capital)	Rs 50 lacs (minimum 20% of the solvency amount should be available with the applicant in the form of capital)	Rs 25 lacs (minimum 20% of the solvency amount should be available with the applicant in the form of capital)
6.	Engineering Establishment (Proof of Employment to be attached)	One graduate Engineer (Civil) or (Mechanical) With 1 year experience and one graduate/ diploma Engineer (Civil) or (Mechanical) with 3 year experience.	One Graduate or diploma Engineer (Civil) or (Mechanical) with 3 year experience.	One Graduate or diploma Engineer (civil) or (mechanical) with one year experience.	One graduate or Diploma Engineer (Civil) or (Mechanical) or (Electrical).
7.	Enlistment/Revalidation Fee (For Five/ten/Fifteen/Twenty Years)	Rs 50000/- for five Years. Rs 95000/- for Ten Years	Rs 30000/- for five years; Rs 57000/- for Ten Years Rs 84000/- for fifteen years	Rs 20000/- for five years; Rs 39000/- for Ten Years	Rs 10000/-for five years; Rs 19000/- for Ten Years

	respectively), GST as applicable to be paid additionally.	Rs 140000/- for fifteen years Rs 185000/- for Twenty years respectively.	Rs 110000/- for Twenty years respectively	Rs 58000/- for fifteen years Rs 77000/- for Twenty years respectively	Rs 28000/- for fifteen years Rs 37000/- for Twenty years respectively
8.	Period of enlistment/revalidation	Five/Ten/Fifteen/Twenty years	Five/Ten/Fifteen/Twenty years	Five/Ten/Fifteen/Twenty years	Five/Ten/Fifteen/Twenty years

**Note:**

1. (A) The following person/Firms shall be eligible for enlistment in Class-C without fulfilling any other requirement except enlistment fee.

i) The person who is Graduate Engineer /AMEI (Civil/Mechanical/Electrical/Electronics and Communications)

ii) In case of partnership Firm between 2 individuals, firm in which Individual having 50% or more share is Graduate Engineer /AMEI (Civil/Mechanical/Electrical/Electronics and Communications)

iii) In case of partnership firm between 3 or more individuals, Firm in which the total share of Graduate Engineers/AMEI (Civil/Mechanical/Electrical/Electronics and Communications) is 35% or more.

(B) The following person/Firms shall be eligible for enlistment in Class-D without fulfilling any other requirement except enlistment fee.

i) The person who is Graduate Engineer /AMEI (Civil/Mechanical/Electrical/Electronics and Communications) or is Diploma Engineer (3year Diploma in Civil/Mechanical/Electrical/ Electronic and Communications from recognized technical Board)

ii) In case of partnership Firm between 2 individuals, firm in which Individual having 50% or more share is Graduate Engineer /AMEI (Civil/Mechanical/Electrical/Electronics and Communications) or is Diploma Engineer (3year Diploma in Civil/Mechanical/Electrical/ Electronic and Communications from recognized technical Board)

iii) In case of partnership firm between 3 or more individuals, Firm in which the total share of Graduate Engineers/AMEI (Civil/Mechanical/Electrical/Electronics and Communications) is 35% or more or total Share of Diploma Engineer (3year Diploma in Civil/Mechanical/Electrical/ Electronic and Communications from recognized technical Board) is 35% or more.

He/Firm can be enlisted in the higher class if he/Firm fulfills the eligibility criteria of that class.

2. For works of comparatively substantial value as may be specified by Govt. from time to time and/or works/services of specialized nature, like installation of deep tube wells, regulating gates & gearings, tunneling, solar power plant, electric installations, EPABX, Fire Alarm and Fire Detection System, Diesel Generators, Public Address System, Elevators (Passenger Lifts) & Escalators, HVAC (Heating, Ventilation and Air- Conditioning), specialized equipment etc. 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 which will be open to all eligible contractors/firms.

3. The enlistment authority shall be competent to decide whether the works executed by the applicant are to be considered similar in nature to the works being executed in Water Resources Department or not.
4. The upper tendering limit for different classes of contractor can be reviewed by the competent authority in future, if necessary.
5. While verifying the solvency certificate, the enlistment authority shall also take into consideration the capital of the applicant.

## ANNEXURE-I

**WATER RESOURCES DEPARTMENT, PUNJAB  
APPLICATION FOR ENLISTMENT AS  
CONTRACTOR**

The applicant should study carefully the Instruction of Enlistment and the list of documents to be annexed with the application form. Application found deficient in any respect is 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		<input type="checkbox"/>
Sole Proprietorship		<input type="checkbox"/>
Partnership Firm		<input type="checkbox"/>
Public Limited Company		<input type="checkbox"/>
Private Limited Company		<input type="checkbox"/>
6. If partnership firm, names of the partners/if company, name of directors
  - (i) \_\_\_\_\_
  - (ii) ' \_\_\_\_\_

(iii)

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(iv)

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

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

## 7. Is the individual/sole proprietor/any partner/directors of company:

- a) Dismissed Government Servant Yes  No
- b) Removed from approved list of contractors Yes  No
- c) Demoted to a lower class of contractor 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 officer/any other official from engineering Government of Punjab within last 3 years Yes  No
- g) Director or partner of any other company/firm enlisted with WRD, Pb or any other department Yes  No
- h) Any contractor abandoned or action taken by any public authority 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 \_\_\_\_\_ (trade) with \_\_\_\_\_ years experience: \_\_\_\_\_
- b) Graduate Engineers \_\_\_\_\_ (trade) with \_\_\_\_\_ years experience: \_\_\_\_\_  
[excluding (a) above]
- c) Diploma Engineers \_\_\_\_\_ (trade) with \_\_\_\_\_ years experience: \_\_\_\_\_

d) Diploma Engineers \_\_\_\_\_ (trade) with \_\_\_\_\_ years experience: \_\_\_\_\_  
[excluding (a) above]

(As per requirements mentioned in the instructions regarding Enlistment for the class & category applied for (Attached details on separate sheet))

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

Yes  No

13. a) Whether already enlisted with WRD, Punjab 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 \_\_\_\_\_

14. Is any person working with the applicant is a near relative of the officer/official of WRD, Punjab (see para 18 of instructions for Enlistment)

Yes  No

If yes, give details

\_\_\_\_\_  
\_\_\_\_\_

15. Enlistment fee paid (through NEFT/RTGS):

Draft No.	Date	Amount	Issuing Bank & Branch	Branch drawn upon

16. 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

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

Yes  No

18. Certificate:

- i) I/We (including all partners) certify that I/We have read the instructions for Enlistment of Contractors in Water Resources Department as amended upto date and shall abide by them.
- ii) I/We certify that the information given above is true to the best of 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 Water Resources Department, Punjab under more than one name:
  - (a) I certify that I did not retire as an officer/any other official employed in the department of Punjab or Punjab State undertaking 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 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.

## Signature(s) of applicant(s)

	Name	Signature	Address
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

## ANNEXURE-II

S.No.	Document	Yes	No
1	Proof of constitution(S. No. 5 of application form): a)In case of sole proprietorship/ HUF: an affidavit executed before a 1 <sup>st</sup> Class Magistrate that the applicant is the sole proprietor of the firm/karta of HUF.	<input type="checkbox"/>	<input type="checkbox"/>
	b) In case of partnership firm:(Submit attested copies) Partnership deed attested by Notary Public Form "A" or equivalent from issued by Registrar of Firms Form "B" or equivalent from issued by Registrar of Firms Form "C" or equivalent from 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(S. No. 8 of application from), attested by Notary Public		
3.	Solvency certificate in the Performa given in Annexure-VI.		
4.	Technical Staff:(S. No. 11 of application form). i) List of full time technical staff/Designers with qualification and experience of each		
	ii) Attested copies of the degrees/diplomas of the technical staff/Designers		
	iii) Declaration from the technical staff/Designer that they are employed with the applicant.		
5.	List of machinery, T&P including 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		

6.	Attested copy of Enlistment order		
7.	List of all near relatives working in WRD, Punjab including their addresses		

8.	Demand draft towards of Enlistment Fee paid	<input type="text"/>	<input type="text"/>
9.	Original or attested copies of certificates, for works done, from concerned clients, in Performa as given in Annexure-IV	<input type="text"/>	<input type="text"/>
10.	Attested copies of award letters for works included in Annexure-III.	<input type="text"/>	<input type="text"/>
11.	Attested copy of PAN, latest Income Tax Return and/assessment orders.	<input type="text"/>	<input type="text"/>
12.	Attested copy of GST No., latest GST Return and/assessment orders.	<input type="text"/>	<input type="text"/>
13.	Attested copy of Registration for payment of Labour Cess under the Punjab Building and other Construction Workers Welfare Cess Rules, 2007.	<input type="text"/>	<input type="text"/>

## Annexure-III

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

- (1) In case of Enlistment : works completed, in progress and secured during last seven 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 Completion		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/ <u>Govt. Department /PSU</u> for whom the work was
			Stipulated	Actual					

## Annexure-IV

Name & Address of the Client:

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Details of works executed by Shri/M/s

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1. Name of work with brief particulars
2. Agreements No. and date
3. Date of commencement of work
4. Stipulated date of completion
5. Actual date of completion
6. Details of compensation levied for delay, if any
7. Tendered amount
8. Gross Amount of the work completed
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)  
(ii) Amount of work paid on reduced rate basis, if any
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 behavior

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Outstanding/V. Good/Good/Poor

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Outstanding/V. Good/Good/Poor  
 Outstanding/V. Good/Good/Poor  
 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

## ANNEXURE-V

## CERTIFICATE FROM CHARTERED ACCOUNTANT

Based on its books of accounts and other information authenticated by it, this is to certify that ShriM/s \_\_\_\_\_ had a financial turnover of below noted amounts by way of payments received 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 are restricted to the share of the Applicant who undertook the works as a partner/director of firm/company)

Name of Audit Firm:

Seal of Audit Firm

(Signature, name and designation of Authorized signatory)

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

This is to certify that to the best of our knowledge and information M/S Shri \_\_\_\_\_ a customer of our bank are 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 either the name of the firm or names of all partners as recorded with 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>
(i)	Whether he is enlisted with WRD, Punjab.	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	Whether he is a dismissed Govt. Servant.	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	Whether he is a partner/director of any other firm enlisted with this WRD, Punjab.	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	Whether he is member of Indian Parliament or Punjab Legislative Assembly.	<input type="checkbox"/>	<input type="checkbox"/>
(v)	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"/>
(vi)	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"/>
(vii)	Whether he is a dismissed/removed/retired Govt. servant (retired within 3 years)	<input type="checkbox"/>	<input type="checkbox"/>
(viii)	Whether he has any relative working in WRD, Punjab, if yes, give details.	<input type="checkbox"/>	<input type="checkbox"/>
(ix)	Whether he has any civil or criminal case pending in any court in India, if yes give details.	<input type="checkbox"/>	<input type="checkbox"/>

## ANNEXURE-VIII

## 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
-------

1. Name of the applicant Shri/M/s \_\_\_\_\_
2. Nationality Indian  Other
3. Address Regd. Office  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Telephone 

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Number Fax 

--	--	--

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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 minimum 5years experience   
 b) Graduate Engineers with minimum 3years experience   
 (excluding (a) above).  
 c) Diploma Engineers with minimum 3years experience   
 b) Diploma Engineers with minimum 3years experience (excluding (c)   
 above).
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 (Attach details on separate sheet):  
 Yes  No
12. a) Details of enlistment with WRD, Punjab and other departments  
 (i) Enlistment No.&Date \_\_\_\_\_  
 (ii) Date of validity \_\_\_\_\_
13. Is any person working with the applicant is a near relative of the officer/official of WRD, Punjab (see para 13 of Instructions for Enlistment)  
 Yes  No

If answer to above is yes, give details:

\_\_\_\_\_

\_\_\_\_\_

14. Details of works completed and in progress during the last 7 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

15. 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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

16. Certificate:

- i) I/We (including all partners) certify that I/We have read the Instructions for Enlistment of Contractors in WRD, Punjab 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.

Signature(s) of applicant  
(s)

Name	Signature	Address
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

## ANNEXURE-IX

## DOCUMENTS ATTACHED FOR REVALIDATION

## Sr. No.Document Yes/No.

1. Attested copy of power if attorney, if any	<input type="checkbox"/>	<input type="checkbox"/>
2. Solvency certificate	<input type="checkbox"/>	<input type="checkbox"/>
3. Attested copy of Enlistment orders	<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 LabourCess	<input type="checkbox"/>	<input type="checkbox"/>
10. Annexure-VIII with acknowledgment of EE	<input type="checkbox"/>	<input type="checkbox"/>

## ANNEXURE-X

**CONTRACTORS PERFORMANCE REPORT FOR WORKS COMPLETED OR UNDER EXECUTION, FOR  
REVALIDATION OF ENLISTMENT**

Part-I (to be filled in by the contractor)

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 rates 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)**

Note: This performance report, duly completed by EE,

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

Quality of work (Please grade as very good/Good/Satisfactory /Poor):

a) Grading By EE

Signature of Executive Engineer or equivalent