

ANNEXURE- I

(See Rule 6)

**ARUNACHAL PRADESH PUBLIC WORKS DEPARTMENT
APPLICATION FOR ENLISTMENT AS CONTRACTOR**

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

CLASS CATEGORY

- 1 Name of applicant
- 2 Nationality Indian Other
- 3 Address
- 3 Regd office
- Head office

(Attach separate paper for addresses of other offices)

4. (a) Phone										
(b) Fax										

(b) e-mail

5. Constitution Individual Sole Proprietorship Concern
Partnership Firm Public Ltd. Company Private Ltd. Company

Note : Tick the appropriate box

6. If partnership firm, names of the partners/ If Company, name of directors
- 1 2
- 3 4
- 5 6

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 deptt. of Govt. of India within last Two years Yes No
- (g) Director or partner of any other Company/firm enlisted with AP PWD or any other department Yes No
- (h) Member of Parliament or any State Legislative Assembly. Yes No

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

- 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 5 years' experience
- (b) Graduate engineers with minimum 2 years' experience [excluding (a) above]
- (c) Diploma engineers with minimum' experience 5 years
- (d) Diploma engineers with minimum' experience 2 years
- (e) Furniture/Furnishing Designers
- (f) Graduate or Post Graduate in Agricultural Sciences

Note : Give the number of staff in the box

12 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

13 [For Electrical]

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

14 a) Whether already enlisted with AP PWD 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 APPWD Yes No

[Se Rule 17 of the Enlistment Rules].
If yes, give details

16 Enlistment Processing Fee enclosed:-

Draft No.	Date	Amount	Issuing Bank & Branch	Branch drawn upon	In whose favour drawn
(1)	(2)	(3)	(4)	(5)	(6)

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 applicable.

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

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

Certificates :

- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in AP PWD 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 two years. I also certify that I have neither such a person under my employment nor shall I employ any such person within two years of his retirement except with the prior permission of the Government. (For individuals seeking enlistment in their own name)
- (b) We certify that none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties of the GOAP in the last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies).

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Sl	Name	Signature	Address
1			
2			
3			
4			
5			
6			

Date

No of Documents attached

ANNEXURE- II
(See Rule 6)

DOCUMENTS ATTACHED FOR ENLISTMENT

S. No.	Document	Yes	No
1	Proof of constitution (Sl. No. 5) :		
	a) In case of sole proprietorship, Hindu Undivided Family (HUF): an affidavit executed before a 1st 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)		
	i) Partnership deed attested by Notary Public	<input type="checkbox"/>	<input type="checkbox"/>
	ii) Form "A" or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	iii) Form "B" or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	iv) Form "C" or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	c) In case of Private/Public Ltd Co. Article of Association duly attested by Notary Public.		
2	Power of attorney, if any (Sl.no..8), attested by Notary Public.	<input type="checkbox"/>	<input type="checkbox"/>
3	Banker's/Working capital certificate/Working Capital certificate in original from scheduled bank in the Proforma 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..9)	<input type="checkbox"/>	<input type="checkbox"/>
4	Technical Staff: (Sl.no..11)	<input type="checkbox"/>	<input type="checkbox"/>
	i) 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).	<input type="checkbox"/>	<input type="checkbox"/>
	ii) Attested copies of the degrees/diplomas of the technical staff/Designers.	<input type="checkbox"/>	<input type="checkbox"/>
	iii) Declaration from the technical staff/Designers that they are employed with the applicant.	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| iv) | Documents like PF subscription, Copy of Income Tax return with, IT form16 etc. conclusively proving employment of technical staff with applicant. (Onus of submitting adequate proof lies with applicant). | <input type="checkbox"/> | <input type="checkbox"/> |
| | (Affidavit sworn in before 1 st class Magistrate both by the employer and the employee as proof of availability of technical staff may be acceptable as an alternate to above mentioned documents). | | |
| 5 | (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. (Sl.no..12). | <input type="checkbox"/> | <input type="checkbox"/> |
| | (ii) Copy of purchase document etc (Onus of submitting adequate proof lies with applicant). | | |
| | (Affidavit sworn in before 1 st class Magistrate both by the employer and the employee as proof of availability of technical staff may be acceptable as an alternate to above mentioned documents). | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Attested copies of valid Electrical Licenses (Sl.no.13(i) & (ii)) | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Attested copy of Enlistment order (Sl.no.14) | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | List of all near relatives working in AP PWD, including their addresses (Sl.no.15) See also Rule 17.0 of Enlistment Rule. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Demand Draft for processing the case (Sl.no.16) | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Original or attested copies of certificates for works done from concerned clients in proforma in Annexure-IV | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Attested copies of award letters for works included in Annexure-III | <input type="checkbox"/> | <input type="checkbox"/> |

ANNEXURE- III

[See Rule 11(1)]

(1) In case of enlistment :- List of works completed, in progress and secured during the last five years or

(2) In case of revalidation:- List of works completed, in progress and secured during last enlistment/revalidation period

[Add additional sheets, if necessary]

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

Contractor's Signatures

ANNEXURE -IV
(Para 18 of Annexure - I)

CLIENT's CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

Name & 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)	Outstanding/Very Good/Good/Satisfactory/Poor
	ii)	Amt. of work paid on reduced rates, 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	Outstanding/Very Good/Good/Satisfactory/Poor
	b)	Financial soundness	Outstanding/Very Good/Good/Satisfactory/Poor
	c)	Mobilization of adequate T&P	Outstanding/Very Good/Good/Satisfactory/Poor
	d)	Mobilization of manpower	Outstanding/Very Good/Good/Satisfactory/Poor
	e)	General behavior	Outstanding/Very Good/Good/Satisfactory/Poor
	Note : All columns should be filled in properly		
	“Countersigned”		
	Signature of the Reporting Officer with Office Seal		
	Officer of the rank of Superintending Engineer or equivalent		

ANNEXURE - V
(See Rule 11.2)

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

(For all Classes I to V: Refer to Table-1)

This is to certify that to the best of our knowledge and information Shri / Smt. / M/shaving marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs..... (Rupees.....). This certificate is issued without any guarantee or responsibility on the Bank or any of its officers.

This certificate is issued on request of M/sfor obtaining enlistment/re-validation of enlistment in APPWD in(Name of category) Class.....

Address
Ms/Shri
.....

(Signature)
For the Bank

FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK

(For classes VI and V relating to unemployed Graduate/Diploma Engineers (C), Refer to Table - 1)

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/sfor obtaining enlistment/re-validation of enlistment in APPWD in(Name of category) Class.....

Signature
For the Bank

- Note: 1) Bankers' /Working capital certificates should be on letter head of the Bank and in sealed cover addressed to enlistment authority.
- 2) In case of partnership firm, Bankers' / Working capital certificate to include names of all partners as recorded with the Bank

ANNEXURE - VI
(See Rule 15)

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

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 (Give supporting details where applicable)	
	i)	Whether he is enlisted with AP PWD/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/ MES/ Rly./P&T/State PWD.
	iv)	Whether he is member of Indian Parliament or State Legislature.
	v)	Whether his name has been removed from the approved list of contractors or demoted to lower class or orders banning/suspending business with him by any department in the past.
	vi)	Whether he is a dismissed/removed/retired Govt. servant within 2 years.
	vii)	Whether he has any relative working in AP PWD. 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 the 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.

ANNEXURE- VII
(See Rule 21.1)

ANNUAL CONFIDENTIAL REPORT OF CONTRACTOR (ACRC)

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 Rule 19 of enlistment rules read with Table- I. One copy be submitted to EE/AE and other, containing acknowledgement of receipt and seal of Division/Sub Division office, be submitted to enlisting authority)

1.	Period	
2.	Name & Address of contractor:	
3.	Class, Category and Enlistment No.:	
4.	Name & address of Enlisting Authority:	
5.	Name of Work	
6.	Name & Address of AP PWD Division:	

Sl	Item	
7.1	Agreement No.	
7.2	Estimated Cost/Tender amount	
7.3	Stipulated date of Commencement& Completion	
7.4	Percentage progress with date/actual date of Completion	
7.5	Gross amount of final bill/work done	
7.6	Amount of compensation levied, if any	
7.7	Amount of reduced rate items, if any	
7.8	Did the contractor go for arbitration ?	
7.9	If yes, total amount claimed and amount awarded	
		Signature of the contractor

PART II (To be filled by the department)	
8.0	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
9.0	Note : This performance report, duly completed by EE/AE handling the agreement, should be forwarded to reporting officer of corresponding Class of enlistment .The counter signing officer, after the report is duly completed, will forward the report to enlisting authority within two weeks of its receipt from the contractor.

Class	I	II	III	IV	V
Reporting Officer	E.E.	E.E.	A.E.	A.E.	A.E.
Reviewing Officer	S.E.	S.E.	EE.	E.E.	E.E.
Counter Signing Officer	C.E.	C.E.	S.E.	S.E.	S.E.
Report to be sent to	CE (D&P)	CE(D&P)	C.E (D&P)	C.E (D&P)	CE (D&P)

ANNEXURE- VII (Contd.)
(See 20.1)

Part – III (Serial 1 to 6 are repeat information for proper linkage)		
1.	Period:	
2.	Name & Address of contractor:	
3.	Class, Category and Enlistment No.:	
4.	Name & address of enlisting authority:	
5.	Name of Work	
6.	Name & Address of AP PWD Division:	

10.1	Quality of work	Outstanding/Very good/Good/Satisfactory/Poor
10.2	Comments on capacity of contractor	
10.2.1	Technical proficiency	Outstanding/Very good/Good/Satisfactory/Poor
10.2.2	Financial soundness	Outstanding/Very good/Good/Satisfactory/Poor
10.2.3	Mobilizations of T&P	Outstanding/Very good/Good/Satisfactory/Poor
10.2.4	Mobilizations of man power	Outstanding/Very good/Good/Satisfactory/Poor
10.2.5	General behavior	Outstanding/Very good/Good/Satisfactory/Poor
10.2.6	General Remarks* (Also give overall grading)	
Reporting Officer (Designation and Address)		

11.1	Quality of work	Outstanding/Very good/Good/Satisfactory/Poor
11.2	Comments on capacity of contractor	
11.2.1	Technical proficiency	Outstanding/Very good/Good/Satisfactory/Poor
11.2.2	Financial soundness	Outstanding/Very good/Good/Satisfactory/Poor
11.2.3	Mobilizations of T&P	Outstanding/Very good/Good/Satisfactory/Poor
11.2.4	Mobilizations of man power	Outstanding/Very good/Good/Satisfactory/Poor
11.2.5	General behavior	Outstanding/Very good/Good/Satisfactory/Poor
11.2.6	General Remarks* (Also give overall grading)	
Reviewing Officer (Designation & Address)		

12.1	Quality of work	Outstanding/Very good/Good/Satisfactory/Poor
12.2	Comments on capacity of contractor	
12.2.1	Technical proficiency	Outstanding/Very good/Good/Satisfactory/Poor
12.2.2	Financial soundness	Outstanding/Very good/Good/Satisfactory/Poor
12.2.3	Mobilizations of T&P	Outstanding/Very good/Good/Satisfactory/Poor
12.2.4	Mobilizations of man power	Outstanding/Very good/Good/Satisfactory/Poor
12.2.5	General behavior	Outstanding/Very good/Good/Satisfactory/Poor
12.2.6	General Remarks* (Also give overall grading)	
Counter Signing Officer (Designation & Address)		
*General remarks may include excessive cutting /over writing in tenders, unsubstantiated allegations, misbehavior, theft of Govt. material, responsiveness, litigative mindedness, conduct etc.		

ARUNACHAL PRADESH PUBLIC WORKS DEPARTMENT
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

(Attach separate paper for addresses of other offices)

4. (a) Phone

(b) Fax _____

(c) e-mail

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

1 2

3 4

5 6

7. (a) Name of persons holding power of attorney

(b) Nationality Indian Other

8 Name of Bankers with full address

16 Certificates:

- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in AP PWD as amended upto date and shall abide by them.
- (ii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name,
- (iii) I/We certify that the information given above is true to the best of our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.
- (iv) I/We certify that I/none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government.

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Sl	Name	Signature	Address
1)			
2)			
3)			
4)			
5)			

Date

No. of documents attached

ANNEXURE - IX
(See Rule 20.1)

DOCUMENTS ATTACHED FOR REVALIDATION

Sl. No.	Documents	Yes	No
1	Attested copy of power of attorney, if any		
2	Bankers'/Working Capital certificate in original from scheduled bank in the proforma 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.		
3	Technical Staff:		
	(i) List of full time technical staff/Designers with qualifications and experience of each		
	(ii) Attested copies of the degrees/diploma of the technical staff/Designers.		
	(iii) Declaration from the technical staff/Designers that they are employed with the applicant.		
	(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)		
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. (Sl.no..11).		
	(ii) Copy of purchase document etc (Onus of submitting adequate proof lies with applicant)		
5	Attested copies of valid Electrical License(s)		
6	Attested copy of Enlistment order		
7	Annexure- III – List of works completed, in progress and secured during last enlistment/revalidation period (Rule 2.2)		
8	Attested copies of award letters for works included in Annexure III (Rule 11.1)		
9	Copies of Annexure – VII with acknowledgement of E.E/AE.		
10	Late fee(if applicable)		

ANNEXURE- X
(See Rule 22)

**CALCULATION SHEET FOR EVALUATION OF CONTRACTOR'S
PERFORMANCE IN AP PWD FOR REVALIDATION**

Name of contractor:

Name of work:

Item No.	Parameter	Calculation for Points	Score	Maxim
1.	Time over run (TOR)	ST - Stipulated Time AT- Actual Time TOR – AT/ST	20 if TOR = 1.0 10 if TOR = 2.0 0 if TOR = 2.5 (-)5 if TOR = 3.0	20
2.	Levy of compensation	Where C - Compensation levied for delay E -Tendered Amount B - (Cx100/E) (No Point awarded if compensation is not decided)	(+) 10 if B = 0 (+) 0 if B = 1.5 (-) 5 if B = 5 (-) 10 if B = 10	10
3.	No. of works in AP PWD	Number of works completed in last enlistment/ revalidation period	2 or more works = 10 1 work = 5	10
4.	Quality		Outstanding = 40 Very Good = 30 Good = 20 Satisfactory = 2 Poor = (-)10 Additional Point- If reduced rates are sanctioned = (-)10	40
5.	Capability	Based on Annual Confidential Report of Contractor	Outstanding = 3 Very Good = 2 Good = 1 Satisfactory = 0.5 Poor = (-)3	3
6.	Technical Proficiency	- do -	Same as serial (5)	3
7.	Financial Soundness	- do -	Same as serial (5)	3
8.	Mobilization of Adequate T&P	- do -	Same as serial (5)	3
9.	General Behavior	- do -	Same as serial (5)	3

10	General remarks	- do -	Outstanding = 5 Very Good = 4 Good = 3 Satisfactory = 1 Poor = (-) 5	5
			Grand Total=P	100

Note:	
i)	Marks for values in between the stage is to be determined by straight line variation.
ii)	Marks in respect of each parameter under different ACRC for same works are to be averaged out except for parameter under item-1.
iii)	Under each parameters, marks given will be over all average of all works.
iv)	Eligibility criteria for revalidation of enlistment will be 50 % marks under each item (over all average of all works) with over all minimum marks as 60 %