

General Notice

Subject :- Rules for the enlistment of contractors in Irrigation & Public Health Department.

The Govt. vide Notification No. IPH-B(C)17-4/2008 dated 30th May, 2013 had constituted a Committee to re-examine the procedure and rules for the enlistment of the Contractors in I&PH Department.

The draft rules for enlistment of contractors have been up-loaded on the Departmental *web-site*. *Suggestion/comments may be furnished latest by 16th Sept., 2013.*

The Comments/suggestions could be furnished either through e-mail or hard copy at the address given below.

Date : 29th Aug., 2013
Place: Shimla


Engineer-in-Chief
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IRRIGATION AND PUBLIC HEALTH DEPARTMENT

ENLISTMENT RULES-----2013

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HIMACHAL PRADESH
Rules of Enlistment of Contractors in IPH Department

1.	Title: These rules shall be called the “ Rules of Enlistment of Contractors in HP IPH Department, 2013 ” and shall come into force with effect from the 1st day of ---, 2013.
2.	Short Title: Hereinafter these rules shall be referred to as “ IPH Enlistment Rules 2013 ” for the sake of brevity.
3.	<p>Repeal and Saving:</p> <p>3.1 All rules regarding enlistment/revalidation of contractors in HP IPH Deptt. existing before coming into force of Enlistment Rules 2013 are repealed by Enlistment Rules 2013.</p> <p>3.2 Notwithstanding such repeal, the contractors already enlisted on the basis of existing rules hitherto in force shall continue to enjoy the status of enlisted contractors of HP IPH Deptt. till the period of such enlistment, including revalidation/extension granted before coming into effect of the Enlistment Rules 2013, expires. However, in regard to all other matters and further revalidation of their enlistment, they shall be governed by the IPH Enlistment Rules 2013.</p> <p>3.3 And also, notwithstanding such repeal, applications for enlistment received with all required documents on or before _____ shall be processed on the basis of existing Rules 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 existing Rules relate to eligibility criteria for Enlistment. All other provisions like tendering limit, processing /late fee, disciplinary action etc., shall be applicable as per IPH Enlistment Rules 2013.</p>
4.	Applicability: HP IPH enlists contractors who intend to work with the department. It is done to have a ready list of suitable and competent contractors for HP IPH 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 who remain active in HP IPH 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 HP IPH 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.
	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 fulfillment of other laid down criteria.

	4.2 No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Government of HP is allowed to work in the HP IPH either as contractor or as employee of a contractor for a period of Two years after his retirement from Government service unless he has obtained prior permission of Government 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 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 HP IPH.
	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 HP IPH.
5.	Scope - The enlistment of a contractor in HP IPH 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	Enlistment Procedure – For all classes of enlistment the application form in prescribed form (Annexure I) is to be submitted to enlisting authority with all documents as per Annexure II.
	6.1 Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.
	6.2 All verifications, 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.
	6.3 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.
	6.4 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.
	6.5 The enlisting authority reserves right to limit number of contractors to be enlisted in any class or category decided by the department.
	6.6 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 the requirement.
7.	Validity Period -The enlistment shall be valid for a period of three years. The enlistment can, however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of three 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 .
8.	Categories & Classes – The enlistment shall be done in the categories and classes mentioned in Table – 1
9.	Tendering Limits - The tendering limit for different classes as per IPH Enlistment Rules 2013, will be applicable to all contractors, whether enlisted after or prior to publication of these rules in Rajpatra.

	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 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 The criterion for experience, in case of enlistment, shall be the completion of requisite number of works (see para 24 also), as the case may be, of prescribed nature and magnitude executed on independent contract basis, during the last 7 years. 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 partners. 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 7 years if provision exists in Table I of the Rules, but other eligibility criteria remaining the same.
	11.2 The financial soundness shall be judged on the basis of the Banker’s certificate or the working capital certificate, as the case may 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.
	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. The application may be decided within 90 days of such completion.
12.	Enlistment Fee – The contractor shall have to pay a non-refundable enlistment fee by Cash Receipt/ 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. This Fee shall be refunded in case the application is rejected by enlisting authority.
13.	Income Tax clearance: The Contractor shall produce a valid Income Tax Clearance Certificate (ITCC) along with his application for enlistment. After enlistment, he shall have to apply to the Income Tax department for issue of ITCC in the month of May every year and submit the same or an attested copy thereof to the enlistment authority by the end of June every year. Failure to submit the ITCC in this manner without any justifiable reason will render the Contractor liable to be removed from the approved list of contractors. In case of partnership firms, the names of all the partners should be mentioned in the ITCC.
14.	Electrical License - The contractors of Electrical category shall have to produce valid electrical license from the competent authority in the name of the contractor. They shall keep valid license throughout the period of enlistment by getting it renewed at suitable intervals and submit an attested copy of the same to the enlistment authority after each renewal. In the event of any discontinuity in validity of electrical license of the contractor, its enlistment and authority to work with HP IPH will also automatically cease to be valid. For applying for tenders for a work, they shall have to possess electrical license of appropriate voltage issued by any State Govt. under Clause 45 of compilation of rule of Indian Electricity Rules 1956 or as amended from time to time.
15.	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 alongwith 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
	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), 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.
16.	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.	Near Relatives Working in IPH - Contractors whose near relatives are Divisional Accountant or Engineering Officers between the grades of Superintending Engineer and Junior Engineer (both inclusive) in the Irrig. & Public health Department will not be allowed to tender for works if the circle responsible for award and execution of contract is the one where the near relative is working. For this purpose a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.
18.	Review of Approved List of Contractors -The contractor shall be required to secure works of appropriate magnitude in IPH 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.
19.	Revalidation of enlistment - The validity of initial enlistment of the contractor shall be as given in Para 7 It shall, however, be revalidated on merits, if desired by the contractor. Only the contractors who have secured some work(s) (see para 24 also) of appropriate magnitude in State/ Central PWD & IPH Departments as well as, PSU's/ Autonomous bodies of Central & State Govt. shall be considered for revalidation. 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:- Category A,B,C & D:- Enlistment of such contractors who satisfy the following criterion shall be considered for revalidation for a period of 3 years . (I) Securing two works of appropriate magnitude during last enlistment/revalidation period and at least one of them has been completed 80% and the second completed more than 40%. (II):- 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 one year shall be

	<p>granted, only when the contractor satisfies the criterion laid down in I above. 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.</p> <p>(III) A contractor can submit fresh application for Enlistment if he fulfils all the eligibility criteria and provided he has participated in tendering process in HP IPH but remained second lowest or third lowest on more than 2 occasions during the validity period of his Enlistment.</p>
19.1	<p>Application for Revalidation –</p> <p>19.1.1 The contractor shall apply for revalidation of his enlistment in the prescribed form ‘Annexure VIII’ along with all documents as per Annexure IX so as to reach the Enlistment Authority at least 3 months before expiry of his enlistment. The revalidation application with all documents shall however be accepted up to the date of expiry of enlistment without late fee. The revalidation fee shall be 50% of the enlistment fee.</p>
	<p>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 the late fee. Applications received, thereafter, shall not be accepted and contractor should apply for fresh enlistment, as per rules.</p>
	<p>19.1.3 Late fee shall be Rs. 200/- per week for class-A; Rs 150/- per week for class-B; Rs. 100/- per week for class-C and Rs. 50/- per week for class-D Contractor. This is payable in the form of Cash receipt or Demand draft in favour of the authority, as authorized by enlisting authority.</p>
20.	<p>Performance Reports:</p> <p>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 proforma as given in Annexure VII.</p>
	<p>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.</p>
	<p>20.3 The contractor should fill up the details in the proforma as given in Annexure VII, in duplicate. For each work, separate pro forma should be filled. One copy of all the proforma should be submitted to the reporting officer and the acknowledgement obtained on the second copy of the proforma. This 2nd copy should then be submitted to the enlisting authority along with the application.</p> <p>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.</p>
	<p>20.4 The reporting officer shall write the report and forward to the Enlisting Authority through his reviewing officer.</p> <p>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.</p> <p>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.</p>

21.	<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>
22.	<p>Contractor's obligations - The contractor should fulfill 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> <ul style="list-style-type: none"> a) Prior approval shall be obtained from the enlisting authority before changing the name or constitution of the firm/company. 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. c) He shall continue to possess, throughout the period of enlistment/revalidation, a valid electrical license of appropriate voltage issued by appropriate authority. d) He should secure works of specified magnitude during the period of enlistment/revalidation as provided in Para 19 above e) He shall abide by these rules. f) He should not indulge in unethical practices and maintain good conduct. g) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications. 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.
23.	<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>
	<p>23.1 Demotion to a lower class -The contractor shall be liable to demotion to a lower class, by the enlisting authority, if he:</p> <ul style="list-style-type: none"> a) fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects; or b) no longer has adequate equipment, technical personnel or financial resources; or c) is litigious by nature; or d) violates any important condition of contract; or e) his staff misconducts or misbehaves with HP IPH officials f) is responsible for a conduct which may justify his demotion to a lower class; or g) any other reason which in view of enlisting authority is adequate for his demotion to a lower class.

23.2 Suspension of Business

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 IPH/PWD works for the various class/categories of contractor, sale of tender to such HP IPH contractors shall be suspended immediately by the Enlisting Authority pending full enquiry into the allegations and decision by the empowered committee as indicated below.

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.

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.

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.

Enlistment Authority	Class	Categories	Complainant Officer	Empowered Committee
CE	A	Civil,	SE	Chairman – CE Members – SE (D), EE (D) Joint Controller (F&A)/ Asst. Controller/ Dy. Controller
CE	B	Civil,	SE	Chairman – CE Members – SE (D), EE (D) Joint Controller (F&A))/ Asst. Controller/ Dy. Controller
SE	C	Civil,	EE	SE, EE (D), AE/EO
E.E.	D	Civil,	AE	EE, AE, Accountant, Superintendent.

* Enlisting authority has to appoint the members of committee as per the table above and it is to be kept in view that complainant officer should not be part of committee.

It is also to be ensured that name of the contractor who has been suspended or banned is included immediately in the list of suspended / banned category of contractors on IPH Website so that the field offices have an immediate access to the information across the State and tenders are not sold to such contractors.

Name of such contractors shall be sent to CE/SE immediately by each enlisting / prequalification authority who shall post the same on HP IPH Deptt. Website.

23.3 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:

- A) has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or
- B) is proved to be responsible for constructional defects in two or more works; or
- C) persistently violates any important conditions of the contract; or
- D) fails to abide by the conditions of enlistment; or
- E) is found to have given false particulars at the time of enlistment; or
- F) has indulged in any type of forgery or falsification of records; or

	<p>G) changes constitution of the firm or Individual or changes the name of the firm without prior approval of the enlistment authority; 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 fulfill eligibility criteria based on which enlistment/revalidation was done; or</p> <p>O) is considered not required to be in list of IPH 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>
	Definition of Works :
24.	<p>a) Water Supply Schemes.</p> <p>b) Irrigation Schemes.</p> <p>c) Flood Protection Works.</p> <p>d) Sewerage Schemes.</p> <p>Including allied Electrical & Mechanical works where applicable in above works.</p> <p>Only the Contractors who have secured above works of appropriate magnitude in Sate/ CPWD, Irrigation Department, Public Health Department, PSU's, Autonomous bodies of Central & State Govt. shall be considered for enlistment & revalidation.</p>
25.	Revision of the Rules:- Govt. of H.P may modify, add, delete and/or change any of the above rules any time and the same shall be binding on all enlisted Contractors.

IRRIGATION AND PUBLIC HEALTH DEPARTMENT

ANNEXURE-I (Rule (6))

APPLICATION FOR ENLISTMENT AS CONTRACTOR IN ALL CLASSES

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

TYPE OF ENLISTMENT: NEW

CLASS:

1. Name of the Applicant (Individual/Firm/Company)

2. Nationality

3. Address :
(i) Registered Office :

(ii) Head Office :

4. Contact Details :
(i) Telephone Number

(ii) Fax Number

(iii) Mobile Number

(iv) Website URL (If any)

(v) Email Id

5. PAN Number (Individual / Firm / Company)
6. Constitution
7. Name, scanned passport size photo and scanned signature of the Individual(s) / Partner(s) / Director(s)
(Size of photo should be 2.5 X 3.5 cm having white background and printed name at bottom)

1.	2.	3.	4.
Paste photo	Paste photo	Paste photo	Paste photo
Name	Name	Name	Name

8. 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 Court of Law: Yes No
- f) Retired Engineer/official from Engineering Department of the Government of H.P, with in last two year: Yes No

- g) Director or Partner of any other company/firm enlisted with IPH or any other department: Yes No
- h) Member of parliament, any State Legislative assembly President/ Vice President of Zila Parishad/ Block Smiti / Gram Panchayat. Yes No

If answer to any of the above is 'Yes' Furnish details on a separate sheet:

9. a) Name of person holding power of attorney (if any):
- b) Nationality:
- c) Liabilities (if any):

10. Name of the Banker with full address:

11. Place of Business:

12. Full Time Technical Staff in the Applicant's employment (Refer Table I and fill up the columns below respect of requisite trade and experience only):

Qualification	Name	Experience in Years	Date of Appointment

13. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirement mentioned in the IPH Enlistment Rules for the class & category applied for [Attach details on separate sheet] : Yes No
- 14(a) Whether already enlisted with IPH or any other Department: If Yes, Give details Yes No
- 14 (b) (Name of department, Class & Category, Enlistment Authority & address, enlistment No. and date, Date of validity and tendering limit) If Yes, Give details Yes No
15. Is any person working with the applicant is a near relative of the officer/official of IPH [See Rule 17 of the Enlistment Rules] If yes, give details:
16. Enlistment fee, Processing fee, Cost of Form Enclosed Details:
 Draft Number:
 Draft Date:
 Amount:
 Branch:
 Branch Drawn Upon:
 Whose Favour:
- Or
- Cash Receipt . No.
 Date
 Amount
 Name of Sub Division
17. Details of works completed, in progress and secured during the last 3 years (to be filled in the Pro forma as given in **Annexure-III**). This list should include all works whose gross amount of works 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 pro forma given in **Annexure-IV** for all eligible works:
Number of documents attached:
19. The applicant should give an undertaking that before commencement of any work he will comply with the provision of Contract Labour (R&A) Act, 1970 and contract labor (Regulation of Abolition) H.P Rule 1974 and provisions of H.P Building & other construction workers (Regulation of employment & conditions of service) rules 2008 as amended from time to time. He must possess the PF and ESIS registration number and should also have the Adhar Card issued in his/her name.

ANNEXURE-II (Rule-6)

Documents Attached for Enlistment

Your Application No.

Document Code	Annexure No.	Document Description	User 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)		In case of partnership firm: (Submit attested copies)		
i)		Partnership deed attested by Notary Public		
ii)		Form "A" or equivalent form issued by Registrar of firms		
iii)		Form "B" or equivalent form issued by Registrar of firms		
iv)		Form "C" or equivalent form issued by Registrar of firms		
c)		In case of Private/Public Ltd. Co. Article of Association duly attested by Notary Public.		
2		Power of attorney, if any (Sl.no.9a), attested by Notary Public		
3	V	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)		
4		Technical Staff(Sl. No. 12)		
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		
iv)		Documents like PF subscription, copy of Income Tax return with IT form 16 etc. conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant).		
5(i)		List of M/C, T&P i/c steel centering & 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)		
6		Attested copy of Enlistment order (Sl.no. 15)		
7		List of all near relatives working in IPH, including their addresses (Sl.no.15) See also Rule 16 of Enlistment Rule		
8		Demand Draft/ Cash receipt No. for processing the case (Sl.no.17)		
9	IV	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in Annexure-IV		

ANNEXURE-III (Rule-6) (Col No. 17 of Annex.-I)

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

(2) In case of revalidation- List of works completed, in progress & secured during last enlistment/revalidation period
(It is mandatory to submit details of all the works secured irrespective of its cost)

1.	2.	3.	4.	5.	6.	7.	8.	9.	
S. No.	Name of work & 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

ANNEXURE – IV (Rule 6) (Col. No. 18 of Annex.-I)

**CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR
(Separately for each Work)**

Dispatch No:-

Date:-

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) ii) Amt. of work paid on reduced rates, if any.	Outstanding/Very Good/Good/Poor
12. i) Did the contractor go for arbitration? ii) If yes, total amount of claim iii) Total amount awarded	

Name & address of the Client

Details of Works executed by Shri/M/s

Name of Work: (Mention of name of work is mandatory and should be same as mentioned on page 1 of Annexure IV)

<p>13. Comments on the capabilities of the contractor.</p> <p>a) Technical proficiency b) Financial soundness c) Mobilization of adequate T&P d) Mobilization of manpower e) General behavior</p>	<p>Outstanding/Very Good/Good/poor Outstanding/Very Good/Good/Poor Outstanding/Very Good/Good/Poor Outstanding/Very Good/Good/Poor Outstanding/Very Good/Good/Poor</p>
---	--

Note: All columns should be filled in properly

Signature of the
Officer of the rank of Executive Engineer

ANNEXURE – V (Rule-11.2)

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s./Sri.....having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs..... (Rupees.....).

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

This certificate is issued on the request of Shri/Smt./M/s for obtaining enlistment/revalidation of Enlistment in HP IPH in (Name of category) Class.....

(Signature)
For the Bank

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

ANNEXURE – V (Rule-11.2)

FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEUDLED BANK

(Applicable only for Class IV & V relevant category of unemployed Degree/Diploma engineers)

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 the request of Shri/Smt./M/s for obtaining enlistment/revalidation of Enlistment in HP IPH in (Name of category) Class.....

Signature
For the Bank

ANNEXURE – VI (Rule-15.)

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 IPH/ /State PWD/ Central Govt.
- ii) Whether he is a dismissed Govt. servant.
- iii) Whether he is a partner/director of any other firm enlisted with this Department/PWD/Central Govt.
- iv) Whether he is member of Indian Parliament or State Legislature/ President, Vice President of Zila Parishad or Gram Panchyat.
- v) Whether his name has been blacklisted or removed from the approved list of contractors or demoted to lower class or orders banning/suspending business with him by any department in the past.
- vi) Whether he is a dismissed/removed/retired Govt. servant within One year.
- vii) Whether he has any relative working in HP IPH, 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) 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.

ANNEXURE VII (Rule-20.1 & 20.3)

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 IPH Enlistment Rules read with Table-I. One copy be submitted to Reporting Officer and other, containing acknowledgement of receipt and seal of office of reporting officer, 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	Agreement. No.	
7	Name & Address of IPH Division	
S.N.	ITEM	
8.1	Estimated Cost	
8.2	Tendered amount	
8.3	Stipulated date of Commencement	
8.4	Stipulated date of Completion	
8.5	Actual date of completion	
8.6	Percentage progress with date, if work not complete	
8.7	Gross amount of final bill/work done	
8.8	Amount of compensation levied, if any	
8.9	Amount of reduced rate items, if any	
8.10	Did the contractor go for arbitration?	
8.11	If yes, total amount claimed and amount awarded.	

Signature of the contractor

PART II

(To be filled by the department)

9 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 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 a week's time.

Class	A	B	C	D
Reporting Officer	EE	EE	AE	AE
Reviewing Officer	SE	SE	EE	EE
Report to be sent to o/o	CE	CE	CE	SE

PART – III

(To be filled by the department)

(Serial 1 to 7 is repeat information of Part I for proper linkage and confirmation)

1.	Period	
2.	Name & Address of contractor	
3.	Class, Category and Enlistment No.	
4.	Name & address of enlisting authority	
5.	Name of Work	
6.	Agreement. No.	

7.	Name & Address of I.P.H. Division	
-----------	--	--

11. Contract Performance:

S.N.	Status of Contract	Remark (Yes/No/NA)
11.1	Successful Completion of Work	
11.2	Determination of Contract	
11.3	Part work done at the risk and cost of Contractor	

12.1	Quality of work	Outstanding/Very good/Good/Poor
12.2	Comments on capability of contractor	
12.2.1	Technical proficiency	Outstanding/Very good/Good/Poor
12.2.2	Financial soundness	Outstanding/Very good/Good/Poor
12.2.3	Mobilizations of adequate T&P	Outstanding/Very good/Good/Poor
12.2.4	Mobilizations of man power	Outstanding/Very good/Good/Poor
12.2.5	General behavior	Outstanding/Very good/Good/Poor

Signature of Reporting Officer (Designation and Address)

13.1	Quality of work	Outstanding/Very good/Good/Satisfactory/Poor
13.2	Comments on capability of contractor	
13.2.1	Technical proficiency	Outstanding/Very good/Good/Satisfactory/Poor
13.2.2	Financial soundness	Outstanding/Very good/Good/Satisfactory/Poor
13.2.3	Mobilizations of adequate T&P	Outstanding/Very good/Good/Satisfactory/Poor
13.2.4	Mobilizations of man power	Outstanding/Very good/Good/Satisfactory/Poor
13.2.5	General behavior	Outstanding/Very good/Good/Satisfactory/Poor

ANNEXURE – VIII (Rule 19.1.1)

IRRIGATION AND PUBLIC HEALTH 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

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

(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

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. Details of enlistment with IPH DEPTT.

(i) Enlistment No. & date

(ii) Valid up to

13. Revalidation/ Renewal fee Enclosed Details:

Draft Number:

Draft Date:

Amount:

Branch:

Branch Drawn Upon:

Whose Favour:

Or

Cash Receipt . No.

Date

Amount

Name of Sub Division

14. Is any person working with the applicant is a near relative of the officer/official of IPH.(See Rule 17 of the IPH Enlistment Rules)

Yes No

If answer to above is yes, give details

15. Details of IPH 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. Received copy of the Annexure –VII for IPH 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 IPH 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

ANNEXURE – IX (Rule-19.1.1)

Documents attached for revalidation

S.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 in case details at (i) & (iii) above are in shape of affidavits sworn in before Magistrate/Notary Public by the concerned parties.		

4.	<p>(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). (Annexure-XIII)</p> <p>(ii) Copy of purchase document etc (Onus of submitting adequate proof lies with applicant) Note :- The documents at (ii) will not be required in case detail at (i) above is in shape of affidavit sworn in before Magistrate/Notary Public</p>		
5.	Attested copy of Enlistment order		
6.	Annexure III – List of works completed, in progress & secured during last enlistment/revalidation period		
7	Affidavit as per Annexure – XIV		
8.	Attested copies of award letters for works included in Annexure III (as per rule 19.1.1)		
9.	Copies of Annexure – VII with acknowledgement of E.E/AE.		
10.	Late fee(if applicable)		

ANNEXURE – X Rule (21)

CALCULATION SHEET FOR EVALUATION OF CONTRACTOR’S PERFORMANCE IN IPH FOR REVALIDATION

Name of Contractor:

Name of Work:

Item No.	Parameter	Calculation for Points	Score	Max. Marks	
1.	Levy of Compensation	Compensation levied for Delay = C Tendered Amount = E $B = 100 \times (C/E)$	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 = 40; Very Good = 30; Good = 20 Satisfactory = 10; Poor = 0	40	
3.	Capability	I	Technical Proficiency	Outstanding = 6, Very Good = 4, Good = 3, Satisfactory = 1, Poor = 0	6
		II	Financial Soundness	Outstanding = 6, Very Good = 4, Good = 3, Satisfactory = 1, Poor = 0	6
		III	Mobilization of Adequate T&P	Outstanding = 6, Very Good = 4, Good = 3, Satisfactory = 1, Poor = 0	6
		IV	Mobilization of Man Power	Outstanding = 6, Very Good = 4, Good = 3, Satisfactory = 1, Poor = 0	6
		V	General Behavior	Outstanding = 6, Very Good = 4, Good = 3, Satisfactory = 1, Poor = 0	6
4.			Successful Completion of Work = (+) 10	10	
			Determination of Contract = (-)10		
			Part work done at the risk and cost of Contractor = (-)10		
Note: Eligibility Criteria for Revalidation of Enlistment will be 50 % marks (Overall average of all works)					

ANNEXURE – XI (Rule-19.1.1) (Annex.-IX)

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) 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
1.				
2.				
3.				
4.				
5.				

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 Magistrate/Notary Public

ANNEXURE – XII (Rule-19.1.1) (Annex.-IX)

Affidavit to be field by individual Technical staff/ Interior Designer

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

AFFIDAVIT

I, S/o Sh..... AgedYears..... R/o do hereby solemnly affirm and declare that:-

1. I have passed degree/diploma in Civil Engineering I (as the case may be) during year from.....University/Board.
2. I am working full time under M/s/Shri asEngineer 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 nothing is concealed therein.

Date:

Place:

(Deponent)

Identified by me

ANNEXURE – XIII

Criteria for Pre-Qualification

- 1.)** For works costing more than 5.00 Crore a Contractor/ Firm/ bidder would be considered pre-qualified for a work, if:-
- (a)** The bidder during the last **7 years** has completed three similar works costing each not less than **40%** of the amount put to Tender.
- Or**
- (b)** The bidder during the last **7 years** has completed two similar works costing each not less than **50%** of the amount put to Tender.
- Or**
- (c)** The bidder during the last **7 years** has completed one similar work costing not less than **80%** of the amount put to Tender.

For works which are of specialized nature involving higher technical skills, specific machinery & equipment, works relating to major & medium Irrigation projects, STP's, WTP's, Pumping Machinery, Rising Main, Aqueduct, Bridges, Tunnels, Consulting Services, prequalification, if required, can be resorted to even if cost is less than 5.00 Crore.

Table – I IPH Enlistment Rules 2013

Category	Class	Enlistment Authority & Jurisdiction	Tendering limit	Past experience of completed works in last 7 years	Financial soundness	Engineering Establishment	Fee
Civil	A	CE. All over H.P State.	Without any limit . Subject to mandatory prequalification criteria (Annexure-XIII) for the works costing above Rs. 5 Crore.	Three works of the value of 75% of the Tendering limit for B Class Contractor i.e Rs. 75.00 lacs as the present Tendering limit for B Class is Rs. 1.00 Crore with total aggregate works of Rs. 5.00 crore which is 5 times of the Tendering limit of Class B Contractors. Or An Un-employed (Bonafied Himachali) Graduate Engineer having degree in Civil Engineering will be eligible for registration directly in this class. An Un-employed (Bonafied Himachali) Graduate Engineer (Civil) who is enlisted in Class “A” Contractor shall be permitted to tender for works up to Rs. 10 lakh without depositing earnest money. However the earnest money shall be required to be deposited for all the works costing above Rs. 10.00 Lakh like other Contractors & also shall be allowed to Tender for the works costing up to Rs. 60.00 lakhs (Amount put to Tender) only in the first instance. Such Contractors shall however be eligible to tender for the works up to any limit, on the production of documentary evidence that they have successfully completed the works costing Rs. 60.00 lakh	Solvency certificate of Rs. 5.00 lacs & immovable property of Rs. 10.00 lacs. Un-employed degree holder Engineer shall furnish the particulars of having possessed immovable property duly attested by Revenue authorities. In case they do not possess any immovable property in individual name, they shall furnish legal surety of their parents.	The Contractor should have the following staff in his regular establishment:- 1. One Graduate Engineer (C) with minimum experience of three years. 2. Diploma holder in Civil Engineering minimum experience of five years. 3. Surveyor 1 No. with three years experience. 4. One No. Foreman(ITI trained). 5. One No. work Mistry.	Enlistment fee Rs. 10,000/- Processing Fee Rs. 100/- Cost of Form Rs. 150/- Renewal Fee will be 50% of Enlistment Fee

Category	Class	Enlistment Authority & Jurisdiction	Tendering limit	Past experience of completed works in last 7 years	Financial soundness	Engineering Establishment	Fee
1	2	3	4	5	6	7	8
Civil	B	CE. All over H.P Sate.	Rs.1.00 Crore	<p>Three works of the value of 75% of the Tendering limit for C Class Contractor i.e Rs. 30.00 lacs as the present Tendering limit for C Class is Rs. 40.00 lacs with total aggregate works of Rs. 2.00 crore which is 5 times of the Tendering limit of Class C Contractors.</p> <p style="text-align: center;">Or</p> <p>An Un-employed (Bonafied-Himachali) Graduate Engineer (other than Civil), or Graduate Architecture, or three year diploma in Civil Engineering will be eligible for registration directly in this class.</p> <p>An Un-employed (Bonafied-Himachali) Graduate Engineer (other than Civil) or Graduate Architecture or Diploma Holder in Civil Engineering enlisted as Class "B" Contractor shall be permitted to tender for works up to Rs. 4.00 lakh without depositing earnest money with the tender/ offer. However the earnest money shall be required to be deposited for all the works costing above Rs. 4.00 Lakh like other Contractors & also shall be allowed to Tender for the work costing up to Rs. 40.00 lakhs (Amount put to Tender) only in the first instance. Such Contractors shall however be eligible to tender for the works up to Rs. 1 Crore on the production of documentary evidence that that they have</p>	<p>Solvency certificate of Rs. 1.00 lacs & immovable property of Rs. 5.00 lacs.</p> <p>An Un-employed Graduate Engineer (other than Civil), or Graduate Architecture, or three year diploma in Civil Engineering shall furnish the particulars of having possessed immovable property duly attested by Revenue authorities. In case they do not possess any immovable property in individual name, they shall furnish legal surety of their parents.</p>	<p>The Contractor should have the following staff in his regular establishment:-</p> <ol style="list-style-type: none"> 1. One No. qualified three year diploma in civil Engineering with at least one year experience. 2. One No. Foreman(ITI trained). 3. One No. work Mistry. 	<p>Enlistment Fee Rs. 5,000/-</p> <p>Processing Fee Rs. 100/-</p> <p>Cost of Form Rs. 150/-</p> <p>Renewal Fee will be 50% of Enlistment Fee</p>

successfully completed the works costing Rs. 40.00 lakh.

Category	Class	Enlistment Authority & Jurisdiction	Tendering limit	Past experience of completed works in last 7 years	Financial soundness	Engineering Establishment	Fee
1	2	3	4	5	6	7	8
Civil	C	SE. All over H.P Sate.	Up to Rs. 40 lakh	<p>Three works of the value of 75% of the Tendering limit for D Class Contractor i.e Rs. 7.50 lacs as the present Tendering limit for D Class is Rs. 10.00 lacs with total aggregate works of Rs. 50.00 lacs which is 5 times of the Tendering limit of Class- D Contractors.</p> <p style="text-align: center;">Or</p> <p>An Un-employed (Bonafied-Himachali) Diploma holder Architecture or three year Diploma in Engineering other than Civil will be eligible for registration directly in this class.</p> <p>Un-employed (bonafied Himachali) Diploma holder in Architecture or Diploma holder in Engineering other than Civil enlisted in class C & shall be permitted to tender for works up to Rs. 1.60 lakh without depositing earnest money with the tender/ offer however the earnest money shall be required to be deposited for all the works costing above Rs. 1.60 lakh to Rs. 40.00 lakh.</p>	<p>Solvency certificate of Rs. 0.50 lacs & immovable property of Rs. 2.00 lacs.</p> <p>Un-employed Diploma holder Architecture or three year Diploma in Engineering other than Civil shall furnish the particulars of having possessed immovable property duly attested by Revenue authorities. In case they do not possess any immovable property in individual name, they shall furnish legal surety of their parents.</p>	The Contractor should have the following staff in his regular establishment:- 1. One No. mistry.	<p>Enlistment Fee Rs. 3,000/-</p> <p>Processing Fee Rs. 100/-</p> <p>Cost of Form Rs. 150/-</p> <p>Renewal Fee will be 50% of Enlistment Fee</p>

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Category	Class	Enlistment Authority & Jurisdiction	Tendering limit	Past experience of completed works in last 7 years	Financial soundness	Engineering Establishment	Fee
1	2	3	4	5	6	7	8
Civil	D	EE. Within Zone of registration.	Rs. 10.00 lakh	---Nil---	Solvency certificate of Rs. 0.20 lacs & immovable property of Rs. 1.00 lacs.	Not required	Enlistment Fee Rs 1,000/- Processing Fee Rs. 100/- Cost of Form Rs. 150/- Renewal Fee will be 50% of Enlistment Fee

Items relating to Tender form PWD-6, PWD-7/8,PWD-12

1.	Cost of Tender document (Annexure-XIV)
2.	Earnest Money Deposit (Annexure-XV)
3.	Security deposit (Annexure-XVI)
4.	Threshold limit for floating “e-tendering” (Annexure-XVII)

ANNEXURE – XIV

Cost of Tender document

Cost of Tender document :-

- | | |
|--|---------------------|
| 1. Tender documents for works costing upto 10 lakh | = Rs. 250/- |
| 2. Tender documents for above 10.00 lakh to 40 lakh | = Rs. 400/- |
| 3. Tender documents for above 40.00 lakh to 1 crore | = Rs. 800/- |
| 4. Tender documents for above one crore to 2 crore | = Rs. 1500/- |
| 5. Tender documents for above 2 crore | = Rs. 2500/- |

ANNEXURE – XV

EARNEST MONEY DEPOSIT

1. Earnest Money for Class A, B, C & D

- i) For works costing upto 15 lacs = 2 %
- (ii) For works costing between 15 to 50 lacs = (i) +1.5 %
- (ii) For works costing above 50 lacs = (ii) + 1% with maximum limit of Rs. 5.00 lacs

(2) Exemption of Earnest Money

Class “A” :-

(I) The firm/contractor can deposit one time minimum lump-sum amount of Rs. 3.00 lacs with Engineer-in-Chief/Chief Engineer, IPH in any of the permissible forms as defined in para above and secure exemption from payment of earnest money in individual cases for works located in different parts of the State at the time of tendering. This facility will be limited to 2 times the deposited amount i.e. 2x3=6 lacs in single/or more tenders. By making one time lump-sum deposit of Rs.3.00 lacs. The contractor will be getting benefit upto Rs. 6.00 lacs in Earnest Money. In case he has already availed of this facility, he may deposit earnest money afresh upto the balance amount upto to the limit it falls short of requirement of the bid after adjusting the limit of Rs. 6 lacs. The firm/contractor shall, however, deposit specific amount of earnest money as per the present practice if the work is awarded to him. In case he fails to do so, the above facility shall be withdrawn. In order to ensure that the information supplied by the firm/contractor in respect of his balance amount of lump-sum deposit is correct, an affidavit from the contractor regarding number of tenders in which he is participating and total value of their earnest money involved will be obtained and kept in record. In case the contractor gives false information, he will be liable to be blacklisted.

(II). By making one time lump-sum deposit of Rs. 1.50 lacs the contractor will be getting benefit of exemption of Earnest Money in one Zone only up to Rs. 3 lacs (2x1.50) In single/or more tenders. All other condition as per I above.

Class “B” :-

The firm/contractor can deposit one time minimum lump-sum amount of Rs. 50,000 with Engineer-in-Chief/Chief Engineer, IPH in any of the permissible forms as defined and secure exemption from payment of earnest money deposits with each individual tender. This facility will be limited to 2 times the deposited amount i.e. 2x50,000=1.00 lacs in single or more tenders. By making one time lump-sum deposit of Rs.50,000, the contractor will be getting benefit upto Rs. 1.00 lacs in Earnest Money. In case he has already availed of this facility, he may deposit earnest money afresh upto the balance amount upto to the limit it falls short of requirement of the bid after adjusting the limit of Rs. 1.00 lacs. However in the event of acceptance of their tender for the work they shall have to deposit the amount equivalent to earnest money in the prescribed mode of deposit immediately or before issue of award letter.

Class “C” :-

The firm/contractor can deposit one time minimum lump-sum amount of Rs. 15,000 with Superintending Engineer, IPH in any of the permissible forms as defined and secure exemption from payment of earnest money deposits with each individual tender. This facility will be limited to 2 times

the deposited amount i.e. $2 \times 15,000 = 30,000$ in single or more tenders. By making one time lump-sum deposit of Rs. 15,000 the contractor will be getting benefit upto Rs. 30,000 in Earnest Money. In case he has already availed of this facility, he may deposit earnest money afresh upto the balance amount upto to the limit it falls short of requirement of the bid after adjusting the limit of Rs. 30,000. However in the event of acceptance of their tender for the work they shall have to deposit the amount equivalent to earnest money in the prescribed mode of deposit immediately or before issue of award letter.

ANNEXURE – XVI

SECURITY DEPOSIT

(I) The rates for deposit of security amount by contractors will be as under:-

(i)	For works costing Rs. 2 lacs	= 10%
(ii)	For works costing between Rs. 2 to 5 lacs	= (i)+7½ %
(iii)	For works costing between Rs. 5 to 50 lacs	= (ii)+5 %
(iv)	For works costing above 50 lacs	= (iii) +2½ %

(without any limit)

50% of the security will be returned on completion/handing over of works and remaining security amount will be released after the defect liability period is over. Security amount will also be allowed to be deposited in the shape of National Saving Certificates, Fixed Deposit Receipts and other certificates included in para 22.3 (ii) of the C.P.W.D. Manual. The firm/contractor may deposit one-time lump-sum minimum security amount of Rs. 10.00 lacs with Engineer-in-Chief/Chief Engineer in any of the permissible forms and secure exemption from payment of Security Deposit in individual cases for works located in different parts of the State. This facility would be limited to 3 times the deposited amount in a single/or more works.

ANNEXURE – XVII

Threshold limit for floating “e-tendering”

(*Applicable w.e.f 01-07-2014)

<u>Threshold limit for “e-tendering”</u>		
i)	Tenders for works upto Rs.1.00 lacs*	Off-line
ii)	Tenders for works above Rs. 1.00 lacs*	Online
iii)	Tenders for works above Rs. 1.00 lac and upto Rs.10 lacs	Offline but on-line submission will also be accepted till 1 st July,2014

Member- Cum-

Member- Cum-

Chairman

Chief Engineer (D&M)
IPH Department
U.S. Club Shimla-1

Chief Engineer (Project)
IPH Department
Jal Bhawan, Kasumpti, Shimla-9

Chief Engineer (SZ)
IPH Department
U.S. Club Shimla-1