

**ANNEXURE-I A**

**PUNJAB PUBLIC WORKS DEPARTMENT (B&R)  
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	<input type="text"/>	Category	<input type="text"/>
1.	Name of the applicant	Shri/M/s _____		
2.	Nationality	Indian	<input type="text"/>	Other <input type="text"/>
3.	Address Regd. Office	_____ _____ _____		
4.	Telephone Number	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	Fax Number	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	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)	_____		
	(iv)	_____		

(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 engineer/official from engineering Government of Punjab within last 3 years Yes  No
- g) Director or partner of any other company/firm enlisted with PWD B&R 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]

e) Furniture/Furnishing Designers of \_\_\_\_\_ years experience: \_\_\_\_\_

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

12. Does the applicant 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. Does the applicant possess valid Electrical License (for electrical enlistment only)

Yes  No

14. a) Whether already enlisted with PWD (B&R) 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 PWD (B&R) (see para 18 of instructions for Enlistment)

Yes  No

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

\_\_\_\_\_

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

UTR NO.	Date	Amount	Bank & Branch

17. Details of works completed and in progress during the last 3 years (to be filled in Performa as given in Annexure III). This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required:

Yes  No

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

Yes  No

19. Certificate:

- i) I/We (including all partners) certify that I/We have read the instructions for Enlistment of Contractors in PWD (B&R) 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 PWD (B&R) under more than one name:
  - (a) I certify that I did not retire as an Engineer of Gazetted rank or as a Gazetted Officer employed on Engineering or administrative duties in any Engineering Department of the Government of Punjab during the last three years.
  - (b) I also certify that I have neither such a person given under my employment nor I shall employ any such person within three years of his retirement except with the prior permission of the Government. (for individuals seeking enlistment in their own name.)
  - (c) We certify that none of the partners/directors retired as an Engineer of Gazetted rank or as any gazetted officer employed on Engineering or Administrative duties in the Engineering Departments of the Govt. of Punjab during last three years. We also certify that we have neither under our employment any such person nor shall we employ any person within three years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies. (Strike out whichever is not applicable).
- v) I/We shall make available any additional information it may find necessary or required to supplement or authenticate the information supplied.

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

Signature(s) of applicant(s)

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

**ANNEXURE-II A**

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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	c) In case of private/public Ltd. Co. Article of Association duly attested by Notary Public.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Power of Attorney, if any (S. No. 8 of application form), attested by Notary Public		
3.	Solvency certificate from scheduled bank in the Performa given in Annexure-VI. The certificate should be on the bank's letter head and in sealed cover and shall be addressed to the concerned Enlistment Authority (S. No. 9 of application form).	<input type="checkbox"/>	<input type="checkbox"/>
4.	Technical Staff : (S. No. 11 of application form).	<input type="checkbox"/>	<input type="checkbox"/>
	i) List of full time technical staff/Designers with qualification and experience of each	<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/Designer that they are employed with the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
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 (S. No. 12 of application form).	<input type="checkbox"/>	<input type="checkbox"/>
6.	Attested copy of valid Electrical License (S. No. 13 of application form). (For electrical category enlistment)	<input type="checkbox"/>	<input type="checkbox"/>
7.	Attested copy of Enlistment order (S. No. 14 of application form)	<input type="checkbox"/>	<input type="checkbox"/>

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





**Annexure-IV**

Name & Address of the Client : \_\_\_\_\_

Details of works executed by Shri/ M/s \_\_\_\_\_

- |     |  |                              |
|-----|--|------------------------------|
| 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)<br>(ii) Amount of work paid on reduced rate basis, if any               | Outstanding/V.Good/Good/Poor |
| 12. | (i) Did the contractor go for arbitration?<br>(ii) If yes, total amount of claim<br>(iii) Total amount awarded | _____                        |
| 13. | Comments on the capabilities of the contractor   |                              |
|     | (a) Technical Proficiency  | Outstanding/V.Good/Good/Poor |
|     | (b) Financial Soundness  | Outstanding/V.Good/Good/Poor |
|     | (c) Mobilisation of adequate T&P   | Outstanding/V.Good/Good/Poor |
|     | (d) Mobilisation of manpower   | Outstanding/V.Good/Good/Poor |
|     | (e) General behavior   | Outstanding/V.Good/Good/Poor |

(Note : All Columns should be filled in properly)

Signature of the Reporting Officer  
With Official Seal

Countersigned  
(Officer of the rank of Superintending  
Engineer or equivalent)

**ANNEXURE-V****CERTIFICATE FROM STATUTORY AUDITOR**

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

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

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

Name of Audit Firm:

Seal of Audit Firm

(Signature, name and designation of  
Authorized signatory)

**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/is respectable and can be treated as good for any engagement upto a limit of Rs. \_\_\_\_\_. This certificate is issued without any guarantee or responsibility on behalf of the Bank or any of the officers.

(Signature)

For the Bank

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

**FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK (for Class IV (Civil),  
Class IV (Furniture/interior Decoration), Class IV (Hort.) and Class IV (Electrical))**

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

(Signature)

For the Bank

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**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 PWD (B&R).	<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 PWD (B&R).	<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 PWD (B&R), 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"/>

Signature of Contractor

**ANNEXURE-VIII**

**PUBLIC WORKS DEPARTMENT  
APPLICATION FOR REVALIDATION OF ENLISTMENT**

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

Class	Category
1. Name of the applicant	Shri/M/s _____
2. Nationality	Indian <input type="checkbox"/> Other <input type="checkbox"/>
3. Address Regd. Office	_____ _____ _____ _____
4. Telephone Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Fax Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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)	_____
(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 5 years experience   
 b) Graduate Engineers with minimum 3 years experience (excluding (a) above).   
 c) Diploma Engineers with minimum 3 years experience   
 b) Diploma Engineers with minimum 3 years experience (excluding (c) above).   
 e) Furniture/Furnishing Designers
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. Does the applicant possess valid Electrical License (for electrical enlistment only)  
 Yes  No
13. a) Details of enlistment with PWD (B&R) other departments
- (i) Enlistment No. & Date \_\_\_\_\_  
 (ii) Date of validity \_\_\_\_\_
14. Is any person working with the applicant is a near relative of the officer/official of PWD (B&R) (see para 13 of Instructions for Enlistment)  
 Yes  No

If answer to above is yes, give details : \_\_\_\_\_  
 \_\_\_\_\_

15. 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

16. 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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

17. Certificate:

- i) I/We (including all partners) certify that I/We have read the Instructions for Enlistment of Contractors in PWD (B&R) 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**

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

**ANNEXURE-X**

**CONTRACTOR'S 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 rate items, if any :
12. Did the contractor go for arbitration :
13. If yes, total amount claimed & amount awarded. :

Signature of the Contractor

**Part II (to be filled by the Department)**

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

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

Signature of Executive Engineer

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

(a) Grading by EE

Signature of Executive Engineer

(b) Grading by SE

Signature of Superintending Engineer