



**CENTRAL PUBLIC WORKS DEPARTMENT
OFFICE MEMORANDUM**

No. DG/SE/CM/ENLIST.RULES/52

ISSUED BY AUTHORITY OF DIRECTOR GENERAL, CPWD

NIRMAN BHAWAN, NEW DELHI

DATED: 17.08.2020

Subject :- Publication of Rules for Enlistment of contractors in CPWD 2020

DG CPWD has approved the Rules for Enlistment of contractors in CPWD, 2020. These rules shall come into force with effect from 17.08.2020. Book ER-2020 is available with Jain Book Agency @Rs. 200.00 each. ER 2020 rules are also available in the CPWD website in CPWD Publications. Contractors may apply to the competent authority for enlistment after going through the latest rules. OM no. DG/SE/CM/ENLIST.RULES/51 dt. 11.06.2020 is hereby withdrawn.

(V.P. Sahu)

Superintending Engineer (C&M)

Issued from the file no. CSQ/CM/18(4)/2020

Copy to:-

1. All the SDG/ADG CPWD for information and necessary action.
2. DDG-e gov., It is requested to delete the word “/Revalidation” from contractors heading. Only “Apply For Enlistment” is required. Please create heading “Rules for Enlistment” in CPWD Publications.
3. Shri Arun Raj, Scientist D, NIC, Nirman Bhawan for information and necessary action. Now applications are invited by speed post instead of online system. Processing fee shall be deposited in Bharat Kosh website (bharatkosh.gov.in) online. Please publish this OM in the link “Apply for Enlistment/Revalidation”.

Superintending Engineer (C&M)

17.08.2020



CENTRAL PUBLIC WORKS DEPARTMENT

Rules for Enlistment of Contractors in CPWD 2020



CPWD : 166 Years of Engineering Excellence



RULES FOR ENLISTMENT OF CONTRACTORS IN CPWD

2020



**GOVERNMENT OF INDIA
MINISTRY OF HOUSING AND URBAN AFFAIRS
CENTRAL PUBLIC WORKS DEPARTMENT**



Foreword

The rules for enlistment of contractors in CPWD were published last in the year 2019. A strong need was felt to streamline the procedure for enlistment, introduce a new category of infrastructure and to enhance the tendering limit of contractors.

Therefore, this set of new rules is being published now. The major changes incorporated in the 2020 rules include simplification of the procedure, introduction of infrastructure category and replacing the provision relating to revalidation with fresh enlistment. Keeping in view the demand from various sides, the tendering limits of all categories and classes have also been enhanced considerably.

I hope that these rules will simplify the procedure for enlistment and will be helpful not only to CPWD officers but also to other organizations which follow similar procedure.

Special thanks are due to Shri Anant Kumar, ADG(Tech), Shri M. K. Mallick, Chief Engineer (CSQ) Civil, Shri C. K. Varma, Chief Engineer (CSQ) Elect., and the entire team of C&M Unit for bringing out the Enlistment Rules 2020.



(Vinit Kumar Jayaswal)



Preface

The Enlistment Rules published by Central Public Works Department is one of the most comprehensive and useful document for enlistment of contractors. It is being used by CPWD, PWDs, many other Central and State Government Departments and Public Sector Undertakings.

During the past one year, amendments and suggestions were offered by field units and other stakeholders. Some suggestions were found useful and in line with present day needs, hence incorporated in the new rules for enlistment.

The Enlistment Rules, 2020 is improvement over the 2019 version in many ways.

1. Composite Category has been renamed as **Building Category**. This is in line with ground reality. In Composite category, contractor basically undertakes building works.
2. **Infrastructure Category** has been introduced. CPWD has taken up many infrastructure works. So this category will be useful in the long term.
3. Furniture category has been eliminated because in recent times the practice in CPWD is to include furniture work in the main estimate or to procure furniture through Government e-Marketplace (GeM). Furniture Category has been merged with Building Category.
4. Tendering limits for all classes and categories have been enhanced.
5. Three works experience criterion has been re-introduced.

I am sure this book will be useful for all enlistment authorities.

I would like to acknowledge the lead taken by Shri M.K. Mallick, Chief Engineer, (CSQ) Civil, Shri C.K. Varma, Chief Engineer, (CSQ) Electrical and dedicated efforts of Shri V.P. Sahu, SE(C&M), Shri R. K. Singh, EE(M), Shri R. K. Jain, AE, Shri Rajesh Kumar Agrawal, AE, Shri V. K. Saini, AE, Shri Ashok Kumar Sharma, AE, Shri Udai Vir Singh, AE and other staff of CSQ, who have provided whole hearted support in finalization of Enlistment Rules, 2020.



(Anant Kumar)
ADG (Tech)

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Rules for Enlistment of Contractors in CPWD, 2020

1.0 Title, extent and commencement

- 1.1 These rules may be called the Rules for Enlistment of Contractors in CPWD, 2020.
- 1.2 They shall hereinafter be referred to as Enlistment Rules, 2020 for the sake of brevity.
- 1.3 They extend to the whole of India.
- 1.4 They shall come into force with effect from 17th August, 2020.

2.0 Definitions

In these rules, unless the context otherwise requires:

- 2.1 “building” means a residential or non-residential structure consisting of foundation, walls, floors, roofs, and finishing, civil and electrical services, executed under a single contract.
- 2.2 “building work” means construction of a residential or non-residential structure consisting of foundation, walls, floors, roofs, finishing, civil and electrical services, awarded under a single contract. Building work includes any one or more of the following works: construction of basement, multilevel vehicular parking, sports facilities, railway or metro station, airport terminal building, repair and maintenance, additions, alterations, renovations, up-gradations, electrical installations, electrical and mechanical services of buildings.
Exclusions: Building work does not include works of supply of materials, housekeeping, sweeping, care taking, watch & ward and other similar works involving labour component only. Building work also does not include operation and maintenance of electrical and mechanical services through original equipment manufacturers.
- 2.3 “category” means category of enlistment under these rules. These categories are: building, infrastructure, and horticulture.
- 2.4 “class” means class of enlistment, in each category, under these rules.
- 2.5 “contractor” means an individual, partnership firm, limited liability partnership or company executing or intending to execute the work under a contract.
- 2.6 “enlistment” means enlistment of contractors in accordance with these rules.
- 2.7 “horticulture work” means any one or more of the following works: landscaping, plantation or transplantation of trees, grassing, nursery work, or maintenance of trees and lawns.
- 2.8 “infrastructure work” means any one or more of the following works: construction of road (including re-carpeting and road maintenance), flyover, elevated road or rail corridor, bridge including road over bridge or foot over bridge, approaches of bridge or flyover, box or pipe culvert, subway, underpass, tunnel, runway, sky-walk or river training work.
- 2.9 “tendering limit” means the upper limit determined by the estimated cost put to tender of a work of specified category, up to which an enlisted contractor can tender, subject to the eligibility conditions specified in the notice inviting tenders.
- 2.10 “work” means the work contracted to be executed under a single contract.

3.0 General

- 3.1 The object of enlistment of contractors is to have a ready list of suitable and competent contractors for CPWD works so as to minimize the requirement of verification of their credentials at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in CPWD and perform satisfactorily.

- 3.2 The enlistment of a contractor in CPWD shall only entitle him to participate in the tenders, subject to the conditions of each notice inviting tender. It does not confer on him any right or claim to qualify him or to award work to him.
- 3.3 These rules may be revised or repealed by new rules. The enlistment of a contractor shall be governed by the revised or new rules existing at the relevant time, if any, and not by the rules prevailing at the time of enlistment.
- 3.4 The term CPWD shall include Public Works Department of the Government of National Capital Territory of Delhi, Civil Construction Unit of the Ministry of Environment, Forest and Climate Change, and any other offices encadred with CPWD.

4.0 Repeal and savings

- 4.1 All existing rules regarding enlistment and revalidation of contractors in CPWD are hereby repealed.
- 4.2 Notwithstanding such repeal, the contractors already enlisted on the basis of rules hitherto in force shall continue to enjoy the status of enlisted contractors of CPWD till the period of validity of such enlistment, including revalidation or extension granted before coming into effect of the Enlistment Rules, 2020. However, all other conditions of enlistment shall be applicable as per the Enlistment Rules, 2020.
- 4.3 The validity of enlistment of all contractors of all categories and classes, whose validity of enlistment or revalidation has expired or will expire during the period 28.02.2019 to 31.12.2021 (both days inclusive), stands extended up to 31.12.2021. All new applications for enlistment will be processed as per the Enlistment Rules, 2020.

5.0 Enlistment categories, classes and tendering limit

The contractors shall be enlisted in the categories and classes mentioned in Rules 5.1 to 5.3.

5.1 Building category

The classes of enlistment in building category are Class I(Super), I(AAA), I(AA), I(A), I, II, III, IV and V. The contractors enlisted in building category can bid for building works up to the tendering limit given in Table 1. They can also bid for infrastructure works up to the tendering limit given in Table 2.

Building work means construction of a residential or non-residential structure consisting of foundation, walls, floors, roofs, and finishing, civil and electrical services, awarded under a single contract.

Building work includes any one or more of the following works: construction of basement, multilevel vehicular parking, sports facilities, railway or metro station, airport terminal building, repair and maintenance, additions, alterations, renovations, up-gradations, electrical installations, electrical and mechanical services of buildings.

Exclusions: Building work does not include works of supply of materials, housekeeping, sweeping, care taking, watch & ward, and other similar works involving labour component only. Building work also does not include operation and maintenance of electrical and mechanical services through original equipment manufacturers.

5.2 Infrastructure category

The classes of enlistment in infrastructure category are Class I(Super), I(AAA), I(AA), I(A), I, II, III, and IV. The contractors enlisted in infrastructure category can bid only for infrastructure works up to the tendering limit given in Table1.

Infrastructure work means any one or more of the following works: construction of road (including re-carpeting and road maintenance), flyover, elevated road or rail corridor, bridge including road over bridge or foot over bridge, approaches of bridge or flyover, box or pipe culvert, subway, underpass, tunnel, runway, sky-walk or river training work.

5.3 Horticulture category

The classes of enlistment in horticulture category are Class I, II, III and IV.

Contractors enlisted in horticulture category can bid only for horticulture works up to the tendering limit given in Table 1.

Horticulture works means any one or more of the following works: landscaping, plantation or transplantation of trees, grassing, nursery work, or maintenance of trees and lawns.

5.4 Tendering limit

The enlisted contractors shall be eligible to bid for specified category works where the estimated cost put to tender is not more than their tendering limit, without pre-qualification or eligibility bid, but subject to bidding capacity, unless otherwise specified in the bid document. The tendering limits of all categories and classes of contractors are given below in Table 1. These tendering limits may be revised or changed from time to time.

Table 1: Tendering limits of enlisted contractors

Category and Tendering limit (Rs. in crore)				
S No	Class	Building	Infrastructure	Horticulture
1	I(Super)	650	650	Not Applicable
2	I(AAA)	260	260	
3	I(AA)	130	130	
4	I(A)	65	65	
5	I	40	40	2.3
6	II	15	15	0.80
7	III	4	4	0.40
8	IV	1.3	1.3	0.20
9	V	0.40	Not Applicable	Not Applicable

5.5 The enlisted contractors can tender within their tendering limit for works all over the country irrespective of jurisdiction of the enlistment authority. The tendering limit is uniform all over India.

5.6 The enlistment of contractors who were enlisted prior to coming into force of these rules in the composite, road, furniture, horticulture and nursery categories is modified as below.

- (a) All the composite category contractors are renamed as building category contractors with no change in their class.
- (b) All the road category contractors are renamed as infrastructure category contractors with no change in their class.

- (c) Since furniture is purchased as readymade item either from the market or through GeM, fresh enlistment or revalidation of the contractors in furniture category is discontinued. Erstwhile furniture category is merged with building category with one class below. For example, furniture Class I contractors are now converted into building Class II contractors, furniture Class II contractors are now converted into building Class III contractors, etc.
 - (d) All the nursery category contractors are renamed as horticulture category Class III contractors.
- 5.7 The contractors already enlisted in composite category in class I(Super), I(AAA), I(AA), I(A), and I are also allowed to bid for infrastructure works, as an interim measure up to 31.12.2021. The tendering limit of these composite category (now named as building category) contractors for infrastructure works shall be as given in Table 2.

Table 2: Tendering limit of building category contractors for infrastructure works

Class	Tendering limit for infrastructure works (Rs. in crore)
Building, I(Super)	260
Building, I(AAA)	104
Building, I(AA)	65
Building, I(A)	33
Building, I	20

- 5.8 The contractors enlisted in a particular category are not allowed to participate in tenders of other categories. Rule 5.7 is a temporary measure to provide opportunity to the Building category contractors to gain experience so that they may seek enlistment in Infrastructure category in due course.

6.0 Eligibility criteria for enlistment

- 6.1 The status of an applicant for enlistment as a contractor in CPWD may be one of the following.
- (a) An individual, who is a citizen of India
 - (b) Sole proprietorship
 - (c) Partnership firm
 - (d) Limited liability partnership
 - (e) Private limited company
 - (f) Public limited company
- 6.1.1 No individual or any firm, limited liability partnership, private or public limited company having such individual as one of its partners or directors, who is a dismissed government servant; or demoted to a lower class of enlistment; or removed from the enlistment; or having business banned by any government department or public sector undertaking or local body or autonomous body in the past; or convicted by a court of law, shall be entitled for enlistment. However, enlistment may be considered where disciplinary action was taken against the contractor for a specified period and such period is already over.
- 6.1.2 No engineer or any other official employed in engineering or administrative duties in any engineering department of the Government of India is allowed to work in CPWD either as a contractor or as an employee of a contractor for a period of one year after his retirement from Government service unless he has obtained prior permission of Government of India to do so.
- 6.1.3 A partner of a firm or a director of a company enlisted as a contractor cannot be a partner or director in any other firm/company in that category in CPWD.

6.1.4 A contractor is permitted to have enlistment in more than one category but not in more than one class in the same category.

6.1.5 A contractor is not permitted to have enlistment in more than one name in a category.

6.1.6 Opportunity to unemployed or retired engineer and architect

A diploma engineer with experience of 3 years, or a post graduate or graduate engineer or architect (excluding those employed with Central or State Government Organizations or PSUs or Institutions) of any engineering or architectural stream from a recognized Institution or University can directly apply as individual for enlistment in Class V Building category. The work experience criterion shall not be applicable for them if they are seeking enlistment for the first time. The work experience criterion shall also not be applicable for retired Central Government engineers or architects seeking enlistment for the first time as individual in Class V Building category, after one year of their retirement or voluntary retirement from service. Such unemployed or retired individuals cannot add partners in future for a period of three years from the date of enlistment.

Opportunity to unemployed agriculturist and horticulturist or retired horticulturist

Persons having degree in BSc (Agriculture) or BSc (Horticulture) from a recognized Institution or University (excluding those employed with Central or State Government Organizations or PSUs or Institutions) can directly apply as individual for enlistment in Class IV Horticulture category. The work experience criterion shall not be applicable for them if they are seeking enlistment for the first time. The work experience criterion shall also not be applicable for retired Central Government horticulturists seeking enlistment for the first time as individual in Class IV Horticulture category, after one year of their retirement or voluntary retirement from service. Such unemployed or retired individuals cannot add partners in future for a period of three years from the date of enlistment.

6.2 Work experience

The criterion for work experience shall be completed and ongoing works, as given in Rule 6.2.1 to 6.2.5 of these rules, of the prescribed nature and magnitude executed on independent contract basis during the last seven years (works executed on labour rate contracts will not be considered). If there is no ongoing work, then that work of required magnitude may be considered for work experience which was completed during the last one year from the date of online payment of processing fee. The value of works executed during the last 7 years shall be brought to current value by enhancing the actual cost of work at simple rate of 6.5% per annum, calculated from the date of completion of work to the date of submission of application. The works should have been executed in the same name and style in which the enlistment is sought by the applicant. Experience gained by executing work on back to back contract basis is not acceptable. Experience of a petty contractor, labour rate contractor, sub-contractor, sub-letting work shall not be accepted. Experience of works on foreign soil shall not be accepted. The work secured as an associate contractor of the main contractor, to whom a contract was/has been awarded, shall not qualify for consideration of enlistment. The applicant shall furnish the list of completed and ongoing works in Annexure-III-A and III-B respectively. He shall also furnish award letters and copy of final bills of the works mentioned in Annexure-III-A and III-B. Works with time overrun (TOR) of 3 or more shall not be considered for enlistment, where TOR means actual time of completion divided by the time of completion of the work stipulated in the agreement. The contractor's performance on the completed and ongoing works shall be evaluated on the basis of parameters given in Annexure-VII. The nature and amount of work experience required for different categories and classes of enlistment is given below.

6.2.1 The nature and magnitude of work experience required for Building category, class I(Super), I(AAA), I(AA), and I(A) are given in Table 3 below.

Table 3: Nature and magnitude of work experience for category Building, class I(Super) to class I(A)

Category: Building, Class I(A), I(AA), I(AAA) and I(Super)			Magnitude in Rs. crore	
(a) Nature of completed work	I(Super)	I(AAA)	I(AA)	I(A)
Three building works each of value	130	52	26	13
Or				
Two building works each of value	195	78	39	19.5
Or				
One building work of value	390	156	78	39
(b) Nature of ongoing work				
One building work of value	130	52	26	13

Note : 1. Works having more than 40% E&M component shall not be considered for enlistment.
2. The applicant must have experience of one building of G+4 or more storey either as an eligible work or as part of some other work under different agreement. For this purpose, each basement/stilt floor will be considered as a storey. Mumty, lift machine room and water tank shall not be considered as a storey.

6.2.2 The nature and magnitude of work experience required for Building category, class I, II, III, IV, and V are given in Table 4 below.

Table 4: Nature and magnitude of work experience for category Building, class I to class V

Category: Building, Class I, II, III, IV and V			Magnitude in Rs. lakh		
(a) Nature of work	I	II	III	IV	V
Three building works each of value	800	300	80	26	8
Or					
Two building works each of value	1200	450	120	39	12
Or					
One building work of value	2400	900	240	78	24
(b) Nature of ongoing work					
One building work of value	800	300	80	26	8

Note:
1. For class I and II, the applicant must have experience of one building either as the eligible work or as part of some other work under different agreement.
2. No work experience is required for enlistment in class V for diploma engineer with experience of 3 years or post graduate or graduate engineer or architect (excluding those employed with Central or State Government Organizations or PSUs or Institutions) of any engineering or architectural stream from a recognized Institution or University. Similarly, no work experience is required for enlistment in class V for retired Central Government engineers or architects.

6.2.3 The nature and magnitude of work experience required for Infrastructure class I(Super), I(AAA), I(AA), and I(A) are given in Table 5 below.

Table 5: Nature and magnitude of work experience for category Infrastructure, class I(Super) to class I(A)

Category: Infrastructure, Class I(Super), I(AAA), I(AA), and I(A)			Magnitude in Rs. crore	
(a) Nature of work	I(Super)	I(AAA)	I(AA)	I(A)
Three infrastructure works each of value	130	52	26	13
Or				
Two infrastructure works each of value	195	78	39	19.5
Or				
One infrastructure work of value	390	156	78	39
(b) Nature of ongoing work				
One infrastructure work of value	130	52	26	13

6.2.4 The nature and magnitude of work experience required for Infrastructure category, class I, II, III, and IV are given in Table 6 below.

Table 6: Nature and magnitude of work experience for category Infrastructure, class I to class IV

Category: Infrastructure, Class I, II, III and IV		Magnitude in Rs. lakh			
(a) Nature of work	I	II	III	IV	
Three infrastructure works each of value	800	300	80	26	
Or					
Two infrastructure works each of value	1200	450	120	39	
Or					
One infrastructure work of value	2400	900	240	78	
(b) Nature of ongoing work					
One infrastructure work of value	800	300	80	26	

6.2.5 The nature and magnitude of work experience required for horticulture category, class I, II, III, and IV are given in Table 7 below.

Table 7: Nature and magnitude of work experience for category Horticulture, class I to class IV

Category: Horticulture Class I, II, III and IV		Magnitude in Rs. lakh			
(a) Nature of work	I	II	III	IV	
Three horticulture works each of value	46	16	8	4	
Or					
Two horticulture works each of value	69	24	12	6	
Or					
One horticulture work of value	138	48	24	12	
(b) Nature of ongoing work					
One horticulture work of value	46	16	8	4	

Note: No work experience is required for enlistment in class IV for applicants having degree in BSc (Agri) or BSc (Hort) from a recognized Institution or University (excluding those employed with Central or State Government Organizations or PSUs or Institutions). Similarly, no work experience is required for enlistment in class IV retired Central Government horticulturists.

6.3 Financial Soundness

6.3.1 The financial soundness of the applicant shall be judged on the basis of:

- (i) For Class I(Super), Class I(AAA), Class I(AA), Class I(A), Class I and Class II of all categories.
 - (a) Banker's Certificate of the value prescribed in Table 8
or
Net Worth Certificate of the value prescribed in Table 9
and
 - (b) Average Annual Turnover Certificate on construction works prescribed in Table 8 during the last three financial years from a Chartered Accountant.
- (ii) For Class III, IV and V of all categories.
 - Banker's Certificate of the value prescribed in Table 8
or
Net Worth Certificate of the value prescribed in Table 9
or
Average Annual Turnover Certificate on works prescribed in Table 8 during the last three financial years from a Chartered Accountant.
- (iii) Post graduate or graduate engineers or architects, diploma engineers, BSc (Hort) and BSc (Agri) from a recognized Institution or University (excluding those employed with Central or State Government Organizations or PSUs or Institutions) and retired Central Government engineers or architects or horticulturists seeking enlistment for the first time in Class V Building category or class IV Horticulture category (as the case may be), are not required to submit the Banker's Certificate or Networth Certificate or Average Annual Turnover Certificate.

6.3.2 Banker's Certificate shall be issued by a Scheduled Bank on its letter head addressed to the enlistment authority in the format prescribed in Annexure V-1, and shall be submitted in original.

Average Annual Turnover Certificate shall be in the format prescribed in Annexure V-2. The Net Worth Certificate shall be in the format prescribed in Annexure V-3. These certificates shall be duly signed and issued by the certified Chartered Accountants on their letter heads. In the Net Worth Certificate, the Chartered Accountant should also certify that "the net worth of the applicant has not eroded by more than 30% in the last three years ending on (the relevant date).

6.3.3 The amounts of Banker's Certificate and Average Annual Turnover Certificate are given in Table 8. The amount of Networth Certificate is given in Table 9.

Table 8: Requirements of Banker's Certificate and Average Annual Turnover Certificate, amount in Rs. crore

S No	Class	Category		
		Building	Infrastructure	Horticulture
1	I(Super)	260	260	Not applicable
2	I(AAA)	104	104	
3	I(AA)	52	52	
4	I(A)	26	26	

5	I	16	16	0.92
6	II	6.0	6.0	0.32
7	III	1.6	1.6	0.16
8	IV	0.52	0.52	0.08
9	V	0.16	Not applicable	Not applicable

Table 9: Requirement of Net Worth Certificate, amount in Rs. crore

S No	Class	Category		
		Building	Infrastructure	Horticulture
1	I(Super)	65	65	Not applicable
2	I(AAA)	26	26	
3	I(AA)	13	13	
4	I(A)	6.5	6.5	
5	I	4	4	0.23
6	II	1.5	1.5	0.08
7	III	0.4	0.4	0.04
8	IV	0.13	0.13	0.02
9	V	0.04	Not applicable	Not applicable

6.4 Engineering establishment, tools, plants, and machinery

The applicant shall submit an undertaking in the application form (Annexure-I) to hire or otherwise procure the required engineering establishment, tools, plants, and machinery, if not already available with him. In case the contractor fails to deploy the requisite engineering establishment, tools, plants, and machinery, either owned or hired as per requirement of work, then the contractor shall be liable for disciplinary action under these Enlistment Rules.

6.5 Electrical license

If the applicant does not possess electrical license in his own name, he shall submit an undertaking in the application form to associate an agency having valid electrical license of appropriate voltage in its name issued by the State Government concerned under Section 45 of the Indian Electricity Rules, 1956 as amended from time to time, for execution of work which requires such a license. Such associate agency shall keep valid electrical license throughout the period of execution of work by getting it renewed at suitable intervals. In the event of any default on the part of the contractor in this regard, his enlistment is liable to be cancelled.

6.6 All the contractors are required to possess valid GST registration on the date of application for enlistment.

6.7 Concessions to SC/ST contractors

The SC/ST contractors have to submit the following concessional amount of Banker's Certificate for enlistment.

Table 10: Concessional Banker’s Certificate amount for SC/ST contractors

S No	Class and Category	Banker’s Certificate
1	Class-V Building category	Rs.8.00 lakh
2	Class-IV Horticulture category	Rs.4.00 lakh

6.8 Criteria for evaluation of performance

The enlistment shall be done on the basis of evaluation of performance of the applicant on the completed and ongoing works listed in Annexure-III A and III-B. The criteria for evaluation are given in Annexure-VII.

7.0 Enlistment procedure

- 7.1 The applicant is advised to carefully read the “Instructions for applicants” at the end of these Rules.
- 7.2 The enlistment shall be done in the prescribed categories and classes by the enlistment authorities specified in Rule 7.4. The applicant shall apply to the enlistment authority that has jurisdiction over the area where registered office of the former is located.

7.3 Processing fee

The applicant shall have to pay online the processing fee prescribed in Table 11 below in favour of “AE (Cash), CSQ, Nirman Bhawan, New Delhi”. **The processing fee is non-refundable.** The applicants are, therefore, advised to ensure that they fulfill the prescribed eligibility requirements of enlistment before applying and making the online payment. The enlistment authority shall not be responsible for refund of processing fees paid more than once on account of multiple transactions. The procedure for payment of online processing fee is described in “Instructions for applicants”.

Table 11: Processing fee in Rs.

S No	Class	Category		
		Building	Infrastructure	Horticulture
1	I(Super)	100,000	100,000	Not applicable
2	I(AAA)	75,000	75,000	
3	I(AA)	50,000	50,000	
4	I(A)	40,000	40,000	
5	Class-I	30,000	30,000	10,000
6	Class II	20,000	20,000	5,000
7	Class-III	10,000	10,000	3,000
8	Class-IV	5,000	5,000	2,000
9	Class-V	3,000	Not applicable	Not applicable

- 7.4 The prescribed application form along with all supporting documents shall be submitted to the enlistment authority specified in Table 12 below along with the system generated electronic receipt of processing fee paid online. In case of any difficulty, the applicants may call helpline number 011-23061153 during office hours from 1000 hours to 1700 hours on all working days (every day except Saturdays, Sundays, and holidays).

Table 12: Enlistment authorities and their jurisdiction

Jurisdiction of Enlistment Authority	Enlistment Authority	Officer to whom application is to be submitted (Member Secretary)
1	2	3
1. Class I (Super), I(AAA), I(AA) and I(A) of Building category and Infrastructure category		
All India	DG, CPWD	SE(C&M), CPWD Room No.A-335, A-Wing Nirman Bhawan, New Delh-110011. e-mail: secm@nic.in Office phone: 011-23063197
2. Class I and Class II of all categories (Building, Infrastructure, and Horticulture)		
Project Region Chandigarh	SDG(PR) Chandigarh	CE(Works cum TLQA), CPWD Room No.101, First Floor, Kendriya Sadan Sector-9A, Chandigarh-160009. e-mail: sdg-chnd@cpwd.gov.in Office phone: 0172-2747101
Project Region Kolkata	SDG(PR) Kolkata	CE(Works cum TLQA), CPWD 5 th floor, 1 st MSO Building, Nizam Palace 234/4, AJC Bose Road, Kolkata-700020. e-mail: sdger.cpwd@gov.in, ddghqer.cpwd@gov.in Office phone: 033-2287703
Project Region Chennai	SDG(PR) Chennai	CE(Works cum TLQA), CPWD First Floor, G Wing, Rajaji Bhawan 3 rd Avenue, Besant Nagar, Chennai-600090. e-mail: sdgsrnpwd@nic.in Office phone: 044-24463711
Project Region Mumbai	SDG(PR) Mumbai	CE(Works cum TLQA), CPWD 16 th Floor, Pratishtha Bhawan, Old CGO Annexe 101, M.K. Road, Mumbai-400020. e-mail: mumspldgwr.cpwd@gov.in Office phone: 022-22054936
Region Guwahati	SDG(RG) Guwahati	SE (Works cum TLQA), CPWD CPWD Office Complex Garchuk, Guwahati-781035. e-mail: guw-ee-sdger@cpwd.gov.in Office phone: 0361-2270321
Project Region Delhi	SDG/ADG (PRD) Delhi	CE (Works cum TLQA), CPWD Room No.101, Sewa Bhawan R. K. Puram, New Delhi-110066. e-mail: delce-tlqad@cpwd.gov.in Office phone: 011-26104978

3. Class III, Class IV and Class V of Building category		
4. Class III and Class IV of Infrastructure category and Horticulture category		
Region Delhi	ADG(Region Delhi)	SE(Works cum TLQA), CPWD Room No.A-216, A-Wing Nirman Bhawan, New Delhi-110011. e-mail: deladgdr.cpwd@nic.in Office phone: 011-23061355
Region Chandigarh	ADG(Region Chandigarh)	SE(Works cum TLQA), CPWD First Floor, Kendriya Sadan Sector-9A, Chandigarh-160009. e-mail: nrd.chd.cpwd@gov.in Office phone: 0172-2749609
Region Kolkata	ADG(Region Kolkata)	SE(Works cum TLQA), CPWD 5 th floor, 1 st MSO Building, Nizam Palace 234/4, AJC Bose Road, Kolkata-70020. e-mail: kolddoadger1.cpwd@nic.in Office phone: 033-22876646
Region Chennai	ADG(Region Chennai)	SE(Works cum TLQA), CPWD Second Floor, G-Wing, Rajaji Bhawan 3 rd Avenue, Besant Nagar, Chennai-600090. e-mail: adgsrnpwd@nic.in Office phone: 044-24912369
Region Mumbai	ADG(Region Mumbai)	SE(Works cum TLQA), CPWD 15 th Floor, Pratishta Bhawan Old CGO Building Annexe 101, MK Road, Mumbai-400020. e-mail: mumadgwr.cpwd@nic.in Office phone: 022-22085460
Region Lucknow	ADG(Region Lucknow)	SE(Works cum TLQA), CPWD 4 th Floor, Kendriya Bhawan Sector-H, Aliganj, Lucknow-226024. e-mail: adgnr2.cpwd@gov.in Office phone: 0522-2324544
Region Bengaluru	ADG(Region Bengaluru)	SE(Works cum TLQA), CPWD 2 nd Floor, C Wing, Kendriya Sadan Koramangala, Bengaluru-560034. e-mail: blr-adgsr2@cpwd.gov.in Office phone: 080-25534968
Region Hyderabad	ADG(Region Hyderabad)	SE(Works cum TLQA), CPWD Nirman Bhawan, Sultan Bazar Koti, Hyderabad-500095. e-mail: hyd-adghr@cpwd.gov.in Office phone: 040-23656846

Region Bhopal	ADG(Region Bhopal)	SE(Works cum TLQA), CPWD Nirman Sadan 52-A, Arera Hills, Bhopal-462011 e-mail: adgwr2cpwd-mp@nic.in Office phone: 0755-2551994
Region Guwahati	SDG(Region Guwahati)	SE(Works cum TLQA), CPWD CPWD Office Complex Garchuk, Guwahati-781035. e-mail: guw-ee-sdgnr@cpwd.gov.in Office phone: 0361-2270321

- 7.5 Applications received without processing fee shall be summarily rejected. The applicants will be provided one opportunity to clarify and attend to shortcomings which shall be intimated at their given address. In the event of no response or incomplete response within one month of the issue of the letter by the enlistment authority seeking any clarification and/or document, the application will be rejected.
- 7.6 The enlistment authority shall have the right to independently verify the details furnished by the applicant, to get completed and ongoing works inspected, and to obtain such reports as may be considered necessary like inspection/performance reports of completed and ongoing works, details of registration or incorporation, Form 16A (Tax Deducted at Source by Client) and/or Form 26 AS (Annual Tax Statement), PAN, etc.
- 7.7 All verifications, submission of inspection reports related to works etc. are to be pursued by the applicant. The applicant shall provide all the necessary documents of work and help for inspection of the work to the inspecting authority after the receipt of intimation for inspection of work from the enlistment authority, and shall accompany and facilitate the team of CPWD officers for inspection of work. Apart from completed works, the ongoing works will also be inspected by the team of CPWD officers. Inspection Report containing the grading on quality and other performance parameters will be issued by the inspection team in Annexure-IV-A and Annexure-IV-B. The details of inspection team are given in paragraph 3.0 of the Guidelines for Departmental Officers. Any delay on account of such verification and reports will not make the applicant entitled for any type of relief.
- 7.8 If the enlistment authority finds the applicant eligible for enlistment, it shall issue the enlistment order. Otherwise, it shall send a letter of rejection to the applicant. Where the application is rejected, the applicant may apply for review to the enlistment authority within 60 days of the issue of letter of rejection. The decision of the enlistment authority on the review application shall be final and binding on the applicant.
- 7.9 The applications already received up to 27.03.2019 shall be processed as per Enlistment Rules, 2017, and those received from 28.03.2019 to 11.06.2020 shall be processed as per Enlistment Rules, 2019. Here the date of online payment of processing fee shall be treated as the date of receipt of the application.
- 7.10 While applying for enlistment, the applicant should mention the address of his registered office as well as head and branch office, if different from registered office. All documents including Bankers' Certificate should bear one of the above mentioned addresses, otherwise these documents shall not be accepted.
- 7.11 The Director General, CPWD reserves the right to notify the period during which no application for enlistment in any category or class will be received on all India or regional or state or location basis or in any other manner. For any clarification or interpretation of any of the provisions of these Rules, the matter shall be referred for decision to the Director General, CPWD along with the comments of the enlistment

authority concerned. The Director General, CPWD shall be the competent authority to make necessary amendments in these Enlistment Rules as deemed fit, and to relax any condition(s) in the eligibility criteria for enlistment in any category or class or in an individual case.

8.0 Validity of enlistment

The enlistment shall be valid for a period of five years from the date of issue of order or as mentioned in the enlistment order. The contractors may apply for fresh enlistment any time. The enlistment shall be open to review by the enlistment authority and liable to demotion, suspension, cancellation, or any other such action at anytime, if considered necessary by the enlistment authority, after issue of show cause notice.

9.0 Change in the status, constitution, name, and address

- 9.1 An enlisted entity shall apply to the enlistment authority for change in its status (see Rule 6.1) on the basis of work experience of the original entity, if the new entity is proposed to be formed with minimum 50% of the original constituents and minimum 50% share for them. All other criteria for enlistment under these Rules shall remain the same. The application for change in the status shall be made in the form prescribed at Annexure VI along with supporting documents mentioned therein. Conversion of partnership firm to limited liability partnership and vice versa is not permissible.
- 9.2 The enlisted partnership firm shall not modify the existing partnership or enter into fresh partnership without the prior approval of the enlistment authority. Application for such prior approval shall be made in the form prescribed at Annexure VI along with full details of the intended modified partnership, draft partnership deed and other documents mentioned therein. The change in the constitution of the firm shall be intimated to the enlistment authority within one month of the registration with the Registrar of Firms, failing which the enlistment is liable to be cancelled.
- 9.3 If a firm is converted in two or more firms by any action of its partners, its enlistment shall be cancelled. The new firm(s) or any separated partner(s) may apply for enlistment afresh on the basis of work experience gained as a separate entity.
- 9.4 If new partners are taken in a partnership firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 6.1 of these Enlistment Rules.
- 9.5 If due to death of partner(s) or for any other reason, the number of original partners reduces to less than half of the original number, or the remaining partners have share of less than 50%, the enlistment of the partnership firm shall be cancelled. Here original partners means constituents at the time of enlistment and those partners who were added due to the change in constitution and have remained as constituent in the partnership firm for 5 years or more.
- 9.6 The change in the name of an entity is permissible with the prior approval of the enlistment authority. The application for change in the name shall be made in the form prescribed at Annexure VI. The contractor shall intimate the change in the name of the entity not later than one month of such change along with acknowledgement of noting down of such change in name from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the enlistment.
- 9.7 The contractor shall intimate the change in the addresses of registered office or head office not later than one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the enlistment.

10.0 Contractor's near relatives working in CPWD

The contractors whose near relatives are employed in any capacity in the Central Public Works Department will not be allowed to tender for works if the Division or Circle or Zone responsible for award and execution of contract is the one where the near relative is working. For this purpose of this Rule, a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.

11.0 Review of enlistment

The contractors are expected to bid for works of appropriate magnitude during the enlistment period. Their application for re-enlistment may be rejected if they persistently fail to bid for any CPWD works during the enlistment period of 5 years.

12.0 Enlisted contractors' obligations

The contractor shall fulfill all his obligations under these Rules in the prescribed manner, failing which he shall be liable for disciplinary action as mentioned therein. Some of the obligations are summarized below.

- (a) An enlisted entity shall not change its status without the prior approval of the enlistment authority.
- (b) The enlisted partnership firm shall not modify the existing partnership or enter into fresh partnership without the prior approval of the enlistment authority.
- (c) An enlisted entity shall not change its name without the prior approval of the enlistment authority.
- (d) Intimation of change of address should be given within one month of such change along with acknowledgement of noting down such change from Bank, Income Tax, GST authorities, etc.
- (e) If the contractor does not possess electrical license in his own name, he shall associate an agency having valid electrical license of appropriate voltage in its name issued by the State Government under Section 45 of the Indian Electricity Rules, 1956 as amended from time to time, wherever required for execution of electrical works.
- (f) He is expected to bid for and secure works of appropriate magnitude during the enlistment period.
- (g) He shall abide by the Enlistment Rules and amendments issued by the competent authority.
- (h) He shall not indulge in unethical practices and maintain good conduct.
- (i) He shall execute the works awarded to him with due diligence and strictly as per the conditions of the contract and specifications.
- (j) He shall submit the performance report of each work executed by him in the approved format duly filled with all the required details to the respective Executive Engineer within 3 months of completion of the work.
- (k) He shall have obligation to rectify construction or structural defects observed after completion of work for a period of minimum 5 years from the date of completion of the work.

13.0 Disciplinary action

- 13.1 The contractor shall abide by all the rules of enlistment, and also by the terms and conditions of notice inviting tenders and contract. He shall execute the works with due diligence and strictly as per the contract conditions and specifications. Where the contractor has made himself liable for disciplinary action, the enlistment authority shall have the right to demote him to a lower class, or to suspend business with him for a specified period, or to cancel his enlistment, based on the recommendations of Empowered Committee. The composition of Empowered Committee shall be as given below. The Chairman may co-opt one or more members as per requirement. The enlistment authority may change the composition of the Empowered Committee for administrative reasons, and his decision shall be final and binding upon all concerned.

- (i) Composition of the Empowered Committee where the enlistment authority is the Director General.

(i)	ADG(Works), CPWD, Nirman Bhawan, New Delhi	Chairman
(ii)	DDG(Works), CPWD, Nirman Bhawan, New Delhi	Member
(iii)	CE(CSQ)(Civil), CPWD, Nirman Bhawan, New Delhi	Member Secretary

- (ii) Composition of the Empowered Committee where the enlistment authority is Special Director General.

(i)	CE at the HQ of the Region	Chairman
(ii)	Chief Architect [For Region Guwahati, Senior Architect-I]	Member
(iii)	CE (Works cum TLQA) [For Region Guwahati, SE (Works cum TLQA)]	Member Secretary

- (iii) Composition of the Empowered Committee where enlistment authority is Additional Director General.

(i)	CE at the HQ of the Region	Chairman
(ii)	Senior Architect	Member
(iii)	SE (Works cum TLQA)	Member Secretary

13.2 The enlistment authority shall initiate disciplinary case against an enlisted contractor either suo moto or on the receipt of a written request from an officer not below the rank of Superintending Engineer, and forward it to the Empowered Committee for consideration. The Empowered Committee shall consider the disciplinary case on the basis of documents, facts and circumstances, shall issue a show cause notice to the contractor and allow him personal hearing if necessary, and forward its recommendations to the enlistment authority. The enlistment authority shall take a decision on the basis of the recommendations of the Empowered Committee. The decision of the enlistment authority shall be final and binding on the contractor.

13.3 Where disciplinary action has been taken against a contractor, the order shall be uploaded immediately on CPWD website so that the field offices have access to the information across the country.

13.4 The disciplinary action against an enlisted contractor may lead to penalties mentioned in Rule 13.5, 13.6 and 13.7.

13.5 Demotion to a lower class

The contractor shall be liable to demotion to a lower class, if he:

- no longer either owns adequate equipment or technical personnel or financial resources, or deploys them on works on hire basis in accordance with the undertaking given by him at the time of enlistment; or
- is responsible for a conduct which may justify his demotion to a lower class, for example misconduct or misbehavior by him or his staff with CPWD officials.

13.6 Suspension of business

Whenever report related to adverse performance, misbehavior, direct or indirect involvement in threatening, making false complaints, filing legal suites for frivolous reasons, suppression of facts/information while bidding for works , hampering tendering process or execution of contract, or any act, omission or

commission damaging the reputation of department/officer, or any other type of complaint considered serious by the enlistment authority is received from any officer of CPWD not below the rank of Superintending Engineer against an enlisted contractor, he shall be served with suitable show cause notice by the enlistment authority, and thereafter action for suspension of business may be taken by the enlistment authority, as deemed fit, pending full enquiry into the allegations.

The suspension of business shall automatically lapse at the end of 6 months from the date of suspension if the enquiry is not completed and final decision is not taken by the enlistment authority within this period.

The enlistment authority shall issue order for suspension of business with the contractor for a specified period if any of the charges are established on enquiry by the Empowered Committee. The suspension of business would entail ban on participation in the tendering process and award of contract for works during the period of suspension. It is made clear that if the contractor stood lowest in tenders received prior to the date of suspension of business, the work shall not be awarded to him, and the tenders shall be rejected and re-invited.

13.7 Cancellation of enlistment

The enlistment of contractor may be cancelled, if he:

- (a) fails to execute a contract or executes or executed it unsatisfactorily; or
- (b) violates any important conditions of the contract; or
- (c) fails to abide by the conditions of enlistment; or
- (d) is found to have given false particulars at the time of enlistment; or
- (e) has indulged in any type of forgery or falsification of records; or
- (f) changes constitution of the firm without the prior approval of the enlistment authority; or
- (g) changes the name of the entity without the prior approval of the enlistment authority ; or
- (h) changes permanent address/business address without intimation to the enlistment authority; or
- (i) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- (j) violates the labour regulations and rules; or
- (k) is involved in complaints of serious nature received from any source, which have been proved; or
- (l) defaults in settlement of tax dues like income tax, GST, etc.; or
- (m) has already been demoted for other reason(s); or
- (n) ceases to fulfill eligibility criteria based on which enlistment was done; or
- (o) is considered as not required to be in list of CPWD contractors for any other reason considered fit by the enlistment authority; or
- (p) does not start the work after the same is awarded to him on two occasions; or
- (q) fails to rectify construction/structural defects within a reasonable time not exceeding 2 months, pointed out to him by the engineer-in-charge during the period of 5 years from the date of completion of work; or
- (r) converts his individual enlistment into any other status before a period of three years from the date of enlistment, where the enlistment was done on the basis of him being an unemployed or retired engineer or architect or horticulturist.

14.0 Re-enlistment

The enlisted contractor may apply for re-enlistment in any class of any category at any time. Enlisted contractors are advised to apply for re-enlistment about six months prior to expiry of their enlistment order. The rules for enlistment and re-enlistment are the same. There is no provision of revalidation.

INSTRUCTIONS FOR APPLICANTS

Procedure for submission of forms

1. Please download Annexure-I and Annexure-II from the download link available on CPWD web site <https://www.cpwd.gov.in> > Contractors > Apply for enlistment. Fill it properly, and check it.
2. Complete application form may be sent to the enlistment authority prescribed in Rule 7.4, Table 12 only by Speed Post, along with all required self-attested documents.

Procedure for online payment of processing fee

1. Log on to home page of NTR portal on <https://bharatkosh.gov.in>.
2. Go to “Quick Payment” link on the home page.
3. Select the Ministry/Department “030-Housing and Urban Affairs” from the drop-down menu.
4. Select the purpose as “Enlistment fee from contractors” from the drop down menu.
5. Click NEXT and Select the DDO as "244189-AE (CASH), CSQ, NIRMAN BHAWAN, NEW DELHI" from the drop down menu.
6. Enter the amount of prescribed processing fee in the amount window.
7. Under Remarks write “Processing fees for enlistment with class and category”.
8. After filling all the mandatory fields in “Depositor’s detail”, click “Next”.
9. Confirm the information entered in the preview and click the “Confirm” button
10. After confirmation, the portal will open the Payment Gateway.
11. Make payment using the Payment Gateway and download the system generated electronic receipt.

Procedure for obtaining prior approval for change in the status or constitution or name

Application for obtaining prior approval for change in the status or constitution or name may be made in Annexure-VI. The complete application form along with all the required self-attested documents may be sent to the enlistment authority prescribed in Rule 7.4, Table 12 only by Speed Post.

Rejection of application for enlistment

1. Applications received without processing fee shall be summarily rejected.
2. **The processing fee is non-refundable.** The applicants are, therefore, advised to ensure that they fulfill the prescribed eligibility requirements of enlistment before applying and making the online payment. The enlistment authority shall not be responsible for refund of processing fees paid more than once on account of multiple transactions.
3. The applicants will be provided one opportunity to clarify and attend to shortcomings which shall be intimated at their given address. In the event of no response or incomplete response within one month of the issue of the letter by the enlistment authority seeking any clarification and/or document, the application will be rejected.

CPWD Helpline number

In case of any difficulty, the applicants may call helpline number 011-23061153 during office hours from 1000 hours to 1700 hours on all working days (every day except Saturdays, Sundays, and holidays).

Bharatkosh helpline number is 011-24665534, e-mail : ntrp-helpdesk@gov.in

Annexure-I

(Refer to Rule 6.0 and 7.0)

**Application for Enlistment in all categories and classes
(Supporting documents annexed with the application form should be listed in Annexure-II)**

Class

Category

1. (a) Name of the applicant

(b) Status of entity (Individual/Sole Proprietorship/Partnership Firm/Limited Liability Partnership/Company)
.....

(c) Registration Number for Firm/LLPIN for LLP/CIN for Company

2. Nationality

3. Address

(a) Registered Office

.....

(b) Head Office (if different from Registered office)

.....

4. Contact Details

(a) Telephone Number

(b) Fax Number

(c) Mobile Number

(d) Website URL (If any)

(e) Email Id

5. (a) PAN (Individual / Firm / LLP/ Company)

(b) GST registration number

6. Name, scanned passport size photograph and signature of the Individual(s)/ Partner(s)/Director(s) (Size of photograph 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

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 court of law : Yes No
- (f) Retired engineer/official from Engineering Department of Government of India within last one year : Yes No
- (g) Director or partner of any other company/firm enlisted with CPWD or any other organization : 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 (if any) :
- (b) Nationality :
- (c) Liabilities (if any) :
9. (a) Name of the banker :
- (b) Full address :
- (c) Phone number :
- (d) e-mail account :

10. (a) Whether already enlisted with CPWD or any other Department : Yes/No

(b) If yes, give details in table below:

S No	Class/Category	Department Name	Enlistment Authority and address	Enlistment Number and date	Validity Date	Tendering Limit (in Rs. lakhs)

11. (a) Is any person working with the applicant a near relative of the official of CPWD (See Rule 10.0): Yes/No

(b) If yes, give details (Name, Designation, PIMS ID)

12. Enlistment processing fee details:

(a) Transaction Reference Number

(b) Transaction Date

(c) Amount

13. Details of completed and ongoing works secured during the last 7 years, eligible for work experience (to be filled in the proforma given in Annexure-III-A and III-B. This list should include required number of works with gross value of work done (including enhancement) more than the lowest required magnitude of works for the class in which registration is required.

14. Certificates (Strike out whichever is not applicable):

- (a) I/We (including all partners) certify that I/We have read the Rules for Enlistment of Contractors in CPWD as amended up to date and shall abide by them.
- (b) I/We certify that I/We are not registered and will not get myself/ourselves registered as contractor(s) in the Department under more than one name in the same category.
- (c) I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.
- (d) I/We certify that
 - (i) The constituents of the Firm/LLP/Company reflected in Sl. No. 1(b) and 7 above are as applicable on the date of this application which tallies with the record of the registering authority. I/none of the partners/directors retired from Government service during the last one year.
 - (ii) I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.

- (e) I/We undertake that I/We will hire or otherwise arrange the tools and plants required for the works procured as a result of this enlistment, if I/We do not have our own tools and plants. I/We further undertake that I/We will hire or otherwise arrange the required Engineering Establishment required for the works procured as a result of this enlistment, if I/We have not already employed the required Engineering Establishment.
- (f) I/We undertake that, if I/We do not possess in my/our name a valid electrical license as required, I/We shall associate an agency having such a license for execution of work which requires such a license.
- (g) I/We have attached Annexure-II duly completed and signed.
- (h) I/We undertake that the works have not been got executed through another contractor on back to back basis.

Signature(s) of applicant(s):

On this line in case of individual or sole proprietor:

.....

In the following table in case of partnership firm or limited liability partnership or company all partners or either all Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

S No	Name	Address	Mobile number	Signature	Date
1					
2					
3					
4					
5					

Annexure-II
(Refer to S No 14(g) of Annexure-I)

List of Documents Attached for Enlistment

Application should be carefully filled in.

Name of entity:

Category: Building or Infrastructure or Horticulture

Class:

S No	Document Description	Annexure	Whether enclosed		Page number
			Yes	No	
1	Proof of constitution{(Annexure-I, S No 1(b))}				
(a)	In case of sole proprietorship/HUF: an affidavit executed before the Magistrate not below the rank of Executive Magistrate, that the applicant is the sole proprietor of the firm/Karta of HUF.	None			
(b)	In case of partnership firm: Certification of Registration, Partnership Deed, and prescribed documents indicating change in address or constitution of Partnership Firm.	None			
(c)	In case of Limited Liability Partnership: Certificate of Incorporation, Partnership Deed and prescribed documents indicating change in address or constitution of LLP.	None			
(d)	In case of Private/Public Limited Company: Certificate of Incorporation, Articles of Association and prescribed documents indicating change in address or constitution of Board of Directors.	None			
2	Power of attorney, if any, Annexure-I, S No 8 (a) or Board Resolution, if any.	None			
3	Self-attested copy of enlistment order, if any { Annexure-I, S No 10 (a) & 10 (b)}.	None			
4	List of all near relatives working in CPWD { Annexure-I, S No 11(a) & 11 (b)} (See also Rule 10.0 of Enlistment Rules)	None			
5	List of completed and ongoing works (see Rule 6.0) (a) Completed works in Annexure-III-A (b) Ongoing work in Annexure-III-B	III-A III-B			
6	Self-attested copies of award letters and final bill for completed works included in Annexure-III-A (See Rule 6.0).	None			

7	(a) Banker’s Certificate from Scheduled Bank in original (in Annexure V-I) or Net Worth Certificate in original (in Annexure V-3). (b) Average Annual Turnover Certificate on works during the last three financial years in Annexure V-2.	V-1 V-3 V-2			
8	Self-attested copies of award letters for works in progress included in Annexure-III-B (See Rule 6.0).	None			

Signature(s) of applicant(s) as applicable

Annexure-III-A

(Refer to Rule 6.0)

Details of Completed Works: Eligible works completed during the last seven years

First eligible work	
1	Name of work
2	Agreement number, date
3	Agreement amount
4	Gross value of completed work
5	Stipulated date of start
6	Stipulated date of completion
7	Actual date of completion
8	Details of services included (a) Civil (water supply, sanitary installation, drainage and water proofing work, etc) (b) Electrical (internal electrical installation, firefighting, fire alarm, HVAC, lift, electrical substation and DG set, etc) (c) Number of storey constructed.
9	Compensation levied for delay, if any
10	Details of litigation/arbitration, if any
11	Details of owner
	(a) Name
	(b) Address
	(c) Phone
	(d) e-mail

Certificate: This is to certify that no adverse action has been taken by the department concerned against me/us. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

Applicant's Signature (As per Annexure-I)

Owner's Signature with seal (Project Manager or Equivalent)

Annexure-III-A

(Refer to Rule 6.0)

Details of Completed Works: Eligible works completed during the last seven years

Second eligible work	
1	Name of work
2	Agreement number, date
3	Agreement amount
4	Gross value of completed work
5	Stipulated date of start
6	Stipulated date of completion
7	Actual date of completion
8	Details of services included (a) Civil (water supply, sanitary installation, drainage and water proofing work, etc) (b) Electrical (internal electrical installation, firefighting, fire alarm, HVAC, lift, electrical substation and DG set, etc) (c) Number of storey constructed.
9	Compensation levied for delay, if any
10	Details of litigation/arbitration, if any
11	Details of owner
	(a) Name
	(b) Address
	(c) Phone
	(d) e-mail

Certificate: This is to certify that no adverse action has been taken by the department concerned against me/us. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

Applicant's Signature (As per Annexure-I)

Owner's Signature with seal (Project Manager or Equivalent)

Annexure-III-A

(Refer to Rule 6.0)

Details of Completed Works: Eligible works completed during the last seven years

Third eligible work	
1	Name of work
2	Agreement number, date
3	Agreement amount
4	Gross value of completed work
5	Stipulated date of start
6	Stipulated date of completion
7	Actual date of completion
8	Details of services included (a) Civil (water supply, sanitary installation, drainage and water proofing work, etc) (b) Electrical (internal electrical installation, firefighting, fire alarm, HVAC, lift, electrical substation and DG set, etc) (c) Number of storey constructed.
9	Compensation levied for delay, if any
10	Details of litigation/arbitration, if any
11	Details of owner
	(a) Name
	(b) Address
	(c) Phone
	(d) e-mail

Certificate: This is to certify that no adverse action has been taken by the department concerned against me/us. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

Applicant's Signature (As per Annexure-I) Owner's Signature with seal (Project Manager or Equivalent)

Annexure-III-B

(Refer to Rule 6.0)

Details of eligible ongoing work

Ongoing eligible work	
1	Name of work
2	Agreement number, date
3	Agreement amount
4	Gross value of work done
5	Stipulated date of start
6	Stipulated date of completion
7	Target date of completion
8	Present progress
9	Details of services included (a) Civil (water supply, sanitary installation, drainage and water proofing work, etc) (b) Electrical (internal electrical installation, firefighting, fire alarm, HVAC, lift, electrical substation and DG set, etc) (c) Number of storey constructed.
10	Compensation levied for delay, if any
11	Details of litigation/arbitration, if any
12	Details of owner
	(a) Name
	(b) Address
	(c) Phone
	(d) e-mail

Certificate: This is to certify that no adverse action has been taken by the department concerned against me/us. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

Applicant's Signature (As per Annexure-I)

Owner's Signature with seal (Project Manager or Equivalent)

ANNEXURE-IV-A (Building category)

(Refer to Rule 6.0)

Assessment of quality for completed building works

Name of work

Date of receipt of reference from Enlistment Authority

Date of inspection

Date of submission of report

S No	Description	Marks
Quality of components of work		
1	Cement concrete and reinforced cement concrete	
2	Stone work	
3	Wood work	
4	Flooring	
5	Roofing	
6	Finishing of walls	
7	Water supply and sanitary installations	
8	Aluminium and steel work	
9	Internal electrical installation	
10	Fire alarm and firefighting systems	
11	Lifts and escalators	
12	Air conditioning work	
13	Outdoor lighting	
14	Bulk services like road, sewage treatment plant, tube well, sump, etc.	
15	Substation equipment like transformer, HT panel, DG set and earthing	
16	Workmanship	

17	Lines and levels	
18	Structural defects and distress	
19	Seepage and leakage	
	Total marks	

Note:

1. Each attribute shall be assessed on maximum marks of 10. Those attributes which are not applicable, will not be considered for calculating marks. Relevant documents and photographs must be attached along with the inspection report.
2. Work with TOR of 3 or more shall not be considered for enlistment. TOR means actual time of execution divided by time of completion stipulated in the agreement.
3. Inspecting authority may modify the above attributes by addition/deletion depending upon nature of the work being inspected.

Signature of the inspecting officers
(With Name, Date & Seal)

Annexure-IV-A (Infrastructure category)
(Refer to Rule 6.0)

Assessment of Quality for Completed Infrastructure Works

Name of work

Date of receipt of reference from Enlistment Authority

Date of Inspection

Date of submission of report

S No	Description	Marks
Quality of components of work		
1	Cement concrete and reinforced cement concrete	
2	Stone work	
3	Steel structure	
4	Retaining wall	
5	Bituminous work	
6	Finishing of road surface	
7	Shoulders	
8	Footpath	
9	Cross drainage/surface drainage work	
10	In case of hill road, quality of protection works	
11	Crash barrier, central verge	
12	Road marking	
13	Road signage	
14	Expansion joint	
15	Profile and surface of flyover	
16	Street lighting	
17	Workmanship	

18	Lines and levels	
19	Structural defects and distress	
20	Seepage and leakage	
	Total marks	

Note:

1. Each attribute shall be assessed on maximum marks of 10. Those attributes which are not applicable, will not be considered for calculating marks. Relevant documents and photographs must be attached along with the inspection report.
2. Work with TOR of 3 or more shall not be considered for enlistment. TOR means time of actual execution divided by the time of completion stipulated in the agreement.
3. Inspecting authority may modify the above attributes by addition/deletion depending upon nature of the work being inspected.

Signature of the inspecting officers
(With Name, Date & Seal)

Annexure-IV-A (Horticulture category)

(Refer to Rule 6.0)

Assessment of quality for completed horticulture works

Name of work

Date of receipt of reference from Enlistment Authority

Date of Inspection

Date of submission of report

S No	Description	Marks
Quality of components of work		
1	Development of lawns and gardens (general lay out, slope for drainage of water)	
2	Tree plantation (general layout, spacing, verticality, choice of species)	
3	Plantation of shrubs (general layout, spacing, verticality, choice of species)	
4	Hedge/edge plants (general layout, spacing, verticality, choice of species)	
5	Flower pots/Indoor foliage plants/vertical wall garden	
6	Irrigation facilities	
7	Drainage of area	
8	Composting and disposal of organic waste	
9	General health of plants	
10	Pest control measures	
11	Type of plantation, collection of plants, varieties and diversity	
12	Quality of existing garden features of lawn, trees, shrubs, hedges/edges, etc.	
13	Whether any water logging found in the garden area	
14	Technical proficiency	
	Total marks	

Note:

- Each attribute shall be assessed on maximum marks of 10. Those attributes which are not applicable, will not be considered for calculating marks. Relevant documents and photographs must be attached along with the inspection report.

2. Work with TOR of 3 or more shall not be considered for enlistment. TOR means time of execution till date of inspection divided by the time of completion stipulated in the agreement.
3. Inspecting authority may modify the above attributes by addition/deletion depending upon nature of the work being inspected.

Signature of the inspecting officers
(With Name, Date & Seal)

Annexure-IV-B (Building category)

(Refer to Rule 6.0)

Assessment of quality for ongoing building work

Name of work

Date of receipt of reference from Enlistment Authority

Date of inspection

Date of submission of report

S No	Description	Marks
Quality of components of work		
1	Cement concrete and reinforced cement concrete	
2	Brick masonry	
3	Stone work	
4	Wood work	
5	Flooring	
6	Roofing	
7	Finishing of walls	
8	Water supply and sanitary installations	
9	Aluminium and steel work	
10	Internal electrical work	
11	Fire alarm and firefighting systems	
12	Air conditioning work	
13	Bulk services like road, sewage treatment plant, tube well, sump, etc.	
14	Substation equipment like transformer, HT panel, DG set and earthing	
15	Workmanship	
16	Technical proficiency	
17	Mechanization in construction	

18	Financial soundness	
19	Sanitary and safety measures available at site	
	Total marks	

Note:

1. Each attribute shall be assessed on maximum marks of 10. Those attributes which are not applicable, will not be considered for calculating marks. Relevant documents and photographs must be attached along with the inspection report.
2. Work with TOR of 3 or more shall not be considered for enlistment. TOR means time of execution till date of inspection divided by the time of completion stipulated in the agreement.
3. Inspecting authority may modify the above attributes by addition/deletion depending upon nature of the work being inspected.

Signature of the inspecting officers
(With Name, Date & Seal)

Annexure-IV-B (Infrastructure)
(Refer to Rule 6.0)

Assessment of Quality for Enlistment for Ongoing Infrastructure Work

Name of work

Date of receipt of reference from Enlistment Authority

Date of Inspection

Date of submission of report

S No	Description	Marks
Quality of components of work		
1	Cement concrete and reinforced cement concrete	
2	Stone work	
3	Steel structure	
4	Retaining wall	
5	Sub-grade, sub-base and base course	
6	Wearing course /bituminous work	
7	Finishing of road surface	
8	Shoulders	
9	Footpath	
10	Cross drainage/surface drainage work	
11	In case of hill road, quality of protection works	
12	Crash barrier, central verge	
13	Road marking	
14	Signages	
15	Expansion joint	
16	Profile and surfaces of flyover	
17	Street lighting	

18	Workmanship	
19	Lines and levels	
20	Structural defects and distress	
21	Seepage and leakage	
	Total marks	

Note:

1. Each attribute shall be assessed on maximum marks of 10. Those attributes which are not applicable, will not be considered for calculating marks. Relevant documents and photographs must be attached along with the inspection report.
2. Work with TOR of 3 or more shall not be considered for enlistment. TOR means time of execution till date of inspection divided by the time of completion stipulated in the agreement.
3. Inspecting authority may modify the above attributes by addition/deletion depending upon nature of the work being inspected.

Signature of the inspecting officers
(With Name, Date & Seal)

Annexure-IV-B (Horticulture category)

(Refer to Rule 6.0)

Assessment of quality for ongoing horticulture work

Name of work

Date of receipt of reference from Enlistment Authority

Date of Inspection

Date of submission of report

S No	Description	Marks
Quality of components of work		
1	Development of lawns (general lay out, slope for drainage of water)	
2	Tree plantation (general layout, spacing, verticality, choice of species)	
3	Plantation of shrubs (general layout, spacing, verticality, choice of species)	
4	Hedge/edge plants (general layout, spacing, verticality, choice of species)	
5	Flower pots/Indoor foliage plants/vertical wall garden	
6	Irrigation facilities	
7	Drainage of area	
8	Composting and disposal of organic waste	
9	General health of plants	
10	Pest control measures	
11	Technical proficiency	
12	Financial soundness	
13	Mobilizations of adequate tools and plants	
14	Mobilizations of man power	
	Total marks	

Note:

1. Each attribute shall be assessed on maximum marks of 10. Those attributes which are not applicable, will not be considered for calculating marks. Relevant documents and photographs must be attached along with the inspection report.
2. Work with TOR of 3 or more shall not be considered for enlistment. TOR means time of execution till date of inspection divided by the time of completion stipulated in the agreement.
3. Inspecting authority may modify the above attributes by addition/deletion depending upon nature of the work being inspected.

Signature of the inspecting officers
(With Name, Date & Seal)

Annexure-V-1

(Refer to Rule 6.3)

**Form of Banker's Certificate from a Scheduled Bank
(in sealed cover addressed to Enlistment Authority)**

This is to certify that to the best of our knowledge and information Shri/Smt/M/S.....having registered address, a customer of our bank, is/are respectable and can be treated as reliable 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 in CPWD in (name of category), in Class.....

(Signature)
For the Bank

Note:

1. Banker's certificates should be on the letter head of the bank, in sealed cover addressed to enlistment authority.
 2. In case of partnership firm, the certificate shall include names of all partners as recorded with the bank.
-

Annexure-V-2

(Refer to Rule 6.3)

Form of Certificate of Annual Turnover on works from Chartered Accountant

Certified that following is the annual turnover on works of the individual/firm/company as per returns filed with Income Tax Department for the past 3 (three) financial years.

Name and registered address of individual/firm/company:

.....

S No	Financial Year	Annual Turnover on Works in Rs. lakhs

Unique Document Identification Number (UDIN)

(Signature of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI

Date and seal

Annexure-V-3

(Refer to Rule 6.3)

Form of Certificate of Net Worth from Chartered Accountant

It is to certify that as per the audited balance sheet and profit & loss account during the financial year, the net worth of Shri/Smt/M/S (Name & Registered Address of individual/firm/company), as on (the date of certificate) is Rs. after considering all liabilities. It is further certified that the net worth of the individual/firm/company has not eroded by more than 30% during the last three years ending on (the date of certificate).

Unique Document Identification Number (UDIN)

(Signature of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI

Date and seal

Note: The date of certificate shall not be older than one month of the date of payment of processing fee.

Annexure-VI

(Refer to Rule 9.0)

**Application for change of status, constitution and name of enlisted entity
(Please fill in the applicable parts and strike out inapplicable parts)**

Part A

Details of enlistment of the exiting entity

1. Name
2. Address
- (a) Registered office
- (b) Head office
3. Contact details
- (a) Phone number
- (b) Mobile number
- (c) e-mail account
4. Status (individual/sole proprietorship/partnership firm/limited liability partnership/company)
5. Name(s) of the individual/partners/directors of the entity

S No	Name	Share
1		
2		
3		
4		
5		

6. Category of enlistment
7. Class of enlistment
8. PAN
9. GST Registration number

Part B

Application for prior approval for change of status or constitution of the existing entity
(Give details of the proposed entity)

Prior approval required for: Change of status Yes/No OR Change of constitution Yes/No

1. Name
2. Address
- (a) Registered office
- (b) Head office
3. Contact details
- (a) Phone number
- (b) Mobile number
- (c) e-mail account
4. Status
5. PAN
6. Names of the partners/directors of the proposed entity

S No	Name	Share
1		
2		
3		
4		
5		

7. Is any partner/director of the proposed entity
 - (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 organization in the past : Yes No
 - (e) Convicted by a court of law : Yes No

- (f) Retired official from Government of India within last one year : Yes No
- (g) Director or partner of any other company/firm enlisted with CPWD or any other organization : 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 the person holding power of attorney (if any)
- (b) Nationality
- (c) Liabilities (if any)
- 9. (a) Name of the bank
- (b) Phone number
- (c) e-mail account
- 10. (a) Is any person working with the applicant a near relative of CPWD official (See Rule 10.0)
- (b) If yes, give details (name, designation, PIMS ID)
- 11. Certificates (strike out whichever is not applicable):
 - (a) I/We (including all partners) certify that I/we have read the Rules for Enlistment of Contractors in CPWD as amended up to date and shall abide by them.
 - (b) I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.
 - (c) I/We certify that
 - (i) I/none of the partners/directors have retired from Government service during the last one year.
 - (ii) I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.

Signature(s) of applicant(s):

On this line in case of individual or sole proprietor:

In the following table in case of partnership firm or limited liability partnership or company all partners or either all Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

S No	Name	Address	Mobile number	Signature	Date
1					
2					
3					
4					
5					

List of documents:

- (a) To be submitted along with application for prior approval
 - (i) Copy of proposed partnership deed/proposed memorandum of articles, duly signed.
 - (ii) An affidavit sworn before a First Class Magistrate by all the partners/directors to the effect that the new entity shall take over all the assets and liabilities of the existing entity.
 - (iii) Consent of retiring partners/death certificate of partner.
- (b) To be submitted after obtaining prior approval of the enlistment authority.
 - (i) Copy of registered partnership deed/memorandum of articles.
 - (ii) Certificate from the banker indicating new status or constitution.
 - (iii) Acknowledgment from the Income Tax and GST Departments for having noted the change.

Part C

Application for prior approval for change in the name of an entity

- 1. Name as per enlistment order
- 2. Proposed name

List of documents

- (a) To be submitted along with application for prior approval
 - None
- (b) To be submitted after obtaining prior approval of the enlistment authority.
 - (i) An affidavit sworn before a First Class Magistrate by the individual/all the partners or directors to the effect that the entity has changed its name from to
 - (ii) Copy of registered partnership deed/memorandum of articles with the new name.
 - (iii) Acknowledgment from the banker for having noted the change in name.
 - (iv) Acknowledgment from the Income Tax and GST Department for having noted the change in name.

Signature(s) of applicant(s):

On this line in case of individual or sole proprietor:

In the following table in case of partnership firm or limited liability partnership or company all partners or either all Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

S No	Name	Address	Mobile number	Signature	Date
1					
2					
3					
4					
5					

Annexure-VII

(Refer to Rule 6.8)

Criteria for evaluation of contractors' performance for enlistment

Name of the applicant:

Class and category, if already enlisted:

S No	Parameter and evaluation criteria	Maximum marks	Marks obtained
1	<p>Work experience</p> <p>(a) 12 marks for minimum eligible value</p> <p>(b) 20 marks for twice the minimum eligible value or more</p> <p>Marks for intermediate values shall be determined by straight line variation</p>	20	
2	<p>Contract performance</p> <p>(a) 20 marks for completion of work without litigation</p> <p>(b) 12 marks for completion of work with litigation</p> <p>(c) Zero mark for rescission of contract</p>	20	
3	<p>Levy of compensation</p> <p>Let A= Agreement amount, C= Compensation levied for delay and $B = (C/A) \times 100$</p> <p>(a) 10 marks if $B=0$</p> <p>(b) 5 marks if $B=5$ or more</p> <p>(c) 6 marks if B is not decided</p> <p>Marks for intermediate values shall be determined by straight line variation</p>	10	
4	<p>Time over Run</p> <p>Let TOR= Actual time for completion/stipulated period of completion of work</p> <p>(a) 10 marks if TOR = 1</p> <p>(b) 8 marks if TOR is more than 1 but less than or equal to 2</p> <p>(c) 6 marks if TOR is more than 2 but less than 3</p> <p>(d) Zero mark if TOR is 3 or more</p>	10	
5	<p>Quality of works</p> <p>(a) Completed work</p> <p>(b) Ongoing work</p>	30 10	

Notes:

1. If the work experience consists of more than one completed works, the marks under each parameter shall be worked out separately for each work, and average marks shall be considered for final evaluation.
2. The ongoing work shall be evaluated only for its quality. Only one ongoing work shall be evaluated.
3. If there is no ongoing work, then that work of required magnitude may be considered for work experience which was completed during the last one year from the date of online payment of processing fee.
4. The eligibility criteria for enlistment shall be minimum 60% marks in each parameter, and minimum 70% marks overall.

GUIDELINES FOR DEPARTMENTAL OFFICERS FOR ENLISTMENT OF CONTRACTORS

1.0 General

The enlistment of contractors in various classes and categories shall be regulated as per Enlistment Rules, 2020 unless otherwise stated in these Rules.

2.0 Building category, Infrastructure category, Horticulture category, and re-enlistment

In Enlistment Rules 2020, Composite category has been renamed as Building category, Road Work category has been renamed as Infrastructure category, Furniture category has been merged with Building category and Nursery category has been merged with Horticulture category. There is no need to re-issue enlistment order for such re-named and merged categories until their original validity.

The process of revalidation has also been removed. Now the contractors may seek fresh enlistment at any time before or after the end of validity period of existing enlistment.

3.0 Inspection of works

3.1 Inspection teams

The eligible completed and ongoing works of the applicant shall be inspected by a team consisting of CPWD officers who have jurisdiction over the area where the site of work is located. They shall inspect the works and furnish the report on quality of work and performance of the contractor within 30 days of the request received from the enlistment authority. The composition of inspection team is given below.

- (a) Class I(Super), Class I(AAA), Class I(AA) and Class I(A) (Building & Infrastructure category)
 - (i) Chief Engineer of the Zone or SE of the Circle.
 - (ii) One Executive Engineer as nominated by the CE/SE.
- (b) For Class I, Class II and Class III in all categories
 - (i) Chief Engineer of the Zone or SE of the Circle or Director of horticulture.
 - (ii) One Executive Engineer/DDH as nominated by the CE/SE/DOH.
- (c) For Class IV and Class V in all categories
 - (i) Executive Engineer/DDH of the division
 - (ii) One Assistant Engineer/ADH as nominated by the EE/DDH.

3.2 Inspection Reports

- (a) The inspection team shall inspect the site and submit the inspection report to the enlistment authority. It shall make categorical comments and recommendations in the prescribed format (Annexure-IV A and IV-B).
- (b) Inspecting officers will also ascertain from the copy of agreement, architectural/structural drawings, and other documents like Form 16A (Tax Deducted at Source by Client) and/or Form 26AS (Annual Tax Statement for applicant's PAN) that the work being inspected has actually been done by the applicant contractor.

- (c) It will be obligatory on the part of inspecting officer to send the inspection report to enlistment authority immediately, but not later than 30 days of the request received from the enlistment authority.
- (d) Scanned copy of inspection report can be submitted to member secretary of the Advisory Committee through e-mail.

4.0 Advisory Committee

The advisory committee shall assist the enlistment authority in scrutinizing the cases, evaluate performance reports of contractors, inspection reports of CPWD officers, and make recommendations regarding eligibility of the contractor for enlistment. The Member Secretary shall carryout all the documentation/correspondence with the applicants, bank, Chartered Accountant, different departments, etc. Its composition is given below.

Class	Categories	Chairman	Members
I(Super), I(AAA), I(AA) and I(A)	(a) Building (b) Infrastructure	ADG(Tech)	CE(CSQ)Civil, CE(CSQ) Electrical, Director(Finance) SE(C&M)-Member Secretary
I and II	(a) Building (b)Infrastructure (c)Horticulture	ADG at HQ CE, Guwahati for SDG(RG)	CE at HQ, CA CE(Works cum TLQA)-Member Secretary. For Region Guwahati: Senior Architect-1, Senior Architect-2 SE(Works cum TLQA)-Member Secretary
III, IV and V	(a) Building (b)Infrastructure (c)Horticulture	CE at HQ of the Region	Senior Architect, SE(Works cum TLQA) EE(Works cum TLQA)-Member Secretary

5.0 Scrutiny of cases

As soon as an application is received from the contractor for enlistment, it should be scrutinized and if some document/information is missing, the applicant shall be intimated of the deficiencies within 15 days. In the event of no response or incomplete response within one month of the issue of the letter by the enlistment authority seeking any clarification and/or document, the application will be rejected. If all the documents are complete, an acknowledgment shall be issued to the contractor within 15 days of receipt of complete application. No application received without the prescribed processing fee or without Annexure-I shall be processed, and the applicant shall be intimated accordingly within 15 days of receipt of application. The enlistment process shall be completed maximum within 3 months of the receipt of application.

6.0 Change in status, constitution and name of enlisted entities

The prior approval for change of status, constitution and name of enlisted entities shall be issued by the enlistment authority within 60 days from the date of receipt of request from the contractor provided the requisite documents as per Annexure-VI are in order. Similarly, the order accepting the change of status or constitution or name shall be issued by the enlistment authority within 60 days from date of receipt of the application provided requisite documents as per Annexure-VI are in order.

7.0 Performance reports

- 7.1 Under the Enlistment Rules, it is mandatory for the contractor to submit the performance report for each work executed by him. The reporting officer (engineer-in-charge) shall write the performance report and forward to his reviewing officer (next higher authority) who shall forward it to the enlistment authority after review.
- 7.2 The performance report must be sent to the enlistment authority latest within two months of completion of work. In case the contractor has not applied for performance report, the EE shall initiate the performance report on his own. Scanned copy of the performance report may be sent by e-mail to the member secretary.

8.0 Register of enlisted contractors

Each enlistment authority shall maintain register showing the enlistment of various contractors in different classes and categories. Whenever contractors are demoted, temporarily suspended, or removed from the list of approved contractors, a remark shall be made in the register against the contractors concerned. All enlistment authorities must ensure to fill up details of enlisted/suspended contractors on the CPWD website.

There is a 'List of Contractors' on the website which has to be updated on fortnightly basis. Details can be entered by logging-in through Employee Login.

Each Division, Circle and Zonal Office should maintain a register for circulars imposing penalty of one kind or the other on the contractors in the following format.

1. Serial Number
2. Name of the Contractor.
3. Category and Class of Registration.
4. Warnings issued.
5. Suspension of business for years.
6. Demoted from Class to Class
7. Enlistment cancelled.
8. No. & Date of Office Circular.
9. Remarks

It would be the personal responsibility of the EE to ensure that he has received all the circulars imposing penalty on the contractors. At the time of handing over charge, the file and register should be handed over to his successor.

9.0 Re-issue of enlistment order

Some categories have been renamed and some have been merged under these Rules. Re-issuing of enlistment order is not required due to such renaming and merger. For example, Composite category contractor shall be allowed to utilize his/her old enlistment order till the date of validity. There is no need to re-issue enlistment order under Building category before expiry of Composite category enlistment order. Similarly, erstwhile Furniture category contractor shall be allowed to utilize his/her old enlistment order till the date of validity. There is no need to re-issue enlistment order under Building category before expiry of Furniture Category enlistment order.



Government of India
Ministry of Housing & Urban Affairs
Central Public Works Department



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Price : Rs. 200.00

Delivery/ Forwarding Charges/ Postage/ Freight Charges Extra

A Government of India Publication

Published by

Director General, CPWD, Nirman Bhawan, New Delhi – 110011.

Printed & Marketed by

JAIN BOOK AGENCY (CENTRAL)

4574/15, 2nd Floor, Padamchand Marg, Near Happy School, Daryaganj, New Delhi-110002

Phone : 011-43513689, 43513570, Mob : 9667274446, 9810666810

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