



दिल्ली विकास प्राधिकरण
DELHI DEVELOPMENT AUTHORITY

CONTRACTOR'S REGISTRATION BOARD
1st Floor, Vikas Minar, New Delhi

OFFICE MEMORANDUM No. 73/2010

Dated 06.12.2010

Subject: Rules for Enlistment of Contractors in DDA, 2010

'Rules for Enlistment of contractors in DDA, 2007' have been reviewed. As a result of review, "Rules for Enlistment of contractors in DDA, 2010" are issued herewith for Enlistment and Revalidation of Enlistment of Contractors in DDA.

These rules will come into force with immediate effect i.e. from 6th day of December, 2010. This is issued with the approval of the Competent Authority.

Sd/-
(SATYA PRAKASH)
Secretary (CRB), DDA

Issued from file No. F.4(8)72/ Misc./ Pt II /Secy./CRB/2010/709
Dt.: 06.12.10

Copy to:

1. OSD to VC, DDA for kind information of the latter please.
2. PS to EM, DDA for kind information of the latter please.
3. PS to FM, DDA for kind information of the latter please.
4. All Chief Engineers, Director (Hort.) N&S, Project Manager (Flyover) Group-I & II and Director (MM) of DDA. They are requested to circulate this information among all SEs (Civil & Elect.), EEs (Civil & Elect.) and Dy. Directors (Hort.) working under their jurisdiction.
5. Director (System), DDA along with a soft copy, with the request to put the above said information on the DDA website under intimation to this office.

Sd/-
Secretary (CRB), DDA

Rules for Enlistment of Contractors in DDA, 2010

1.0	Title : These rules shall be called the 'Rules for Enlistment of Contractors in DDA, 2010' and shall come into force with effect from the 6th day of December, 2010.
2.0	Short Title : Hereinafter these rules shall be referred to as "Enlistment Rules 2010" for the sake of brevity.
2.1	Terms : Term 'DDA' where ever occurring means Delhi Development Authority and "Enlistment/Enlisting Authority" or "CRB" means Contractor's Registration Board.
2.2	The Term "Government Department(s)", wherever occurring means Central Government Department(s)/ State Government Department(s)/ Central Autonomous Body(Bodies)/ Central Public Sector Undertaking(s)/ Delhi Government Construction Agency(Agencies)/ NDMC/ MCD.
3.0	Repeal and Saving :
3.1	All rules regarding enlistment/revalidation of contractors in DDA existing before coming into force of Enlistment Rules, 2010 are repealed by Enlistment Rules, 2010.
3.2	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 DDA till the period of such enlistment (Refer to Para 7.3, 19.1), including revalidation/extension granted before coming into effect of the Enlistment Rules, 2010, expires. However, in regard to all other matters and further revalidation of their enlistment, they shall be governed by the Enlistment Rules, 2010.
4.0	Applicability . DDA enlists contractors who intend to work with the department. It is done to have a ready list of suitable and competent contractors for DDA works so as to minimize requirement of verification of credentials of contractors at the time of individual tenders. At the same time only those contractors are allowed to continue in the list that remain active in DDA and perform well. Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for enlistment as a contractor in DDA under these Rules, to be read in conjunction with amendments issued from time to time, provided the eligibility criteria and other conditions are satisfied. The enlisted contractors also have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.

4.1	No individual, or a firm having such individual as one of the partners, who is a dismissed government / DDA servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/ suspended by any government department/DDA in the past; or convicted by a court of law shall be entitled for enlistment. However, cases where disciplinary action was taken against the contractor for a specified period and such penalty period is already over, his case for enlistment / revalidation can be considered.
4.1.1	If two or more individuals form a partnership firm, and if any of the partners is having required work experience to become eligible for enlistment in any category in which enlistment is sought, their case shall be considered for enlistment of the partnership firm subject to fulfilment of other laid down criteria.
4.2	No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Government of India or DDA is allowed to work in the DDA either as contractor or as employee of a contractor for a period of one year after his retirement from service unless he has obtained prior permission of parent department to do so. Even after enlistment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of parent department as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors.
4.3	A contractor is permitted to have enlistment in more than one category and under more than one enlistment authority but not in more than one class of the same category in DDA.
4.4	A contractor is not permitted to have enlistment in more than one name.
4.5	A partner of a firm or a Director of a company enlisted as a contractor cannot be a partner/director in any other enlisted firm/company in DDA or any other department.
4.6	A contractor will not be enlisted if it was enlisted in any category or class earlier but had remained inactive in DDA during its previous enlistment period.
5.0	Scope: The enlistment of a contractor in DDA shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.

6.0	Enlistment Procedure –
6.1.1	The contractor shall have to submit the application in a prescribed form (available on DDA's website as Annexure – I) to the Secretary (CRB), complete with all documents as per Annexure-II.
6.1.2	Performance Report- The Agency shall ensure, in r/o the works done in DDA that the performance report duly filled as per Annexure- IV is sent by the concerned Superintending Engineer to the Secretary (CRB). However, for the works done outside DDA [i.e. with Government Department(s)], the performance report duly filled as per Annexure- IV is to be sent by the concerned Chief Engineer or equivalent rank to the Secretary (CRB). The performance Report(s) as per Annexure-IV need to be sent by SE/CE (as the case may be) <u>directly</u> to Secretary (CRB).
6.2	Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.
6.3	Before enlistment of the agency in DDA, One Superintending Engineer (to be nominated by the CRB) shall inspect the work(s), carried out by the agency outside DDA [Both for in and outside NCR] and submit a report to that effect certifying the bonafides of the Work(s) carried out by the Agency. He may associate one Executive Engineer, if so required.
6.4	All verification, submission of reports etc are to be pursued by the applicant. Any delay on account of delay in verification, submissions of reports etc will not entitle applicant for any type of enlistment.
6.5	The Secretary (CRB) on behalf of the enlistment authority shall have the right to independently verify the details furnished by the contractor and to get works done by the contractor inspected and/or to get such other reports/documents as may be considered necessary.
6.6	If the enlistment authority finds the contractor suitable for enlistment, Secretary (CRB) shall issue the enlistment order and, otherwise, send a letter of rejection of the application to the contractor. The decision of the enlistment authority shall be final and binding on the contractor.
6.7	The enlisting authority reserves right to limit number of contractors to be enlisted in any class or category in any manner, it deems fit.

6.8	Enlistment of contractors in the department may be closed at any point of time. While closing the enlistment, the department may have a reserved list of eligible contractors from the pending applications. Out of this, contractors may be enlisted depending on requirement.															
7.1	Period of Enlistment : The enlistment shall be valid for a period of five years. The enlistment can, however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of five years from the date of expiry of the previous enlistment/revalidation. The enlistment shall be open to review by the enlistment authority and liable to termination, suspension or any other such action at anytime if considered necessary by the enlistment authority, after issue of show cause notice.															
7.2	Late Fee (Cases where the enlistment was done for part-period):- In cases where the agency is required to apply for the regularization/extension of the remaining period before the expiry for the part period of enlistment, the structure for late fee shall be as follows: <table><tr><th>S.No.</th><th>Description</th><th>Late fee</th></tr><tr><td>i)</td><td>In cases where the application is received before the expiry of part period (not necessarily before 6 months of expiry of part period).</td><td>Nil</td></tr><tr><td>ii)</td><td>In cases where the application is received within three months of expiry of part period.</td><td>Single late fee</td></tr><tr><td>iii)</td><td>In cases where the application is received after three months of expiry of part period but within six months of expiry of part period.</td><td>Triple the single late fee</td></tr><tr><td>iv)</td><td>Application received after six months of expiry of part period.</td><td>Application shall not be considered and contractor should apply for fresh enlistment as per rules.</td></tr></table>	S.No.	Description	Late fee	i)	In cases where the application is received before the expiry of part period (not necessarily before 6 months of expiry of part period).	Nil	ii)	In cases where the application is received within three months of expiry of part period.	Single late fee	iii)	In cases where the application is received after three months of expiry of part period but within six months of expiry of part period.	Triple the single late fee	iv)	Application received after six months of expiry of part period.	Application shall not be considered and contractor should apply for fresh enlistment as per rules.
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7.3	Period of enlistment (for old cases)															
7.3.1	The cases where enlistment granted earlier is for a period of four years, such enlistment shall be further extended suomoto by the enlisting authority so as to cover a total period of five years. This will include the cases where the validity of the enlistment has already expired but the contractors as on date of issue of this OM, still have chance to apply i.e. within three months of expiry of enlistment.															
7.3.2	The case where enlistment authority has enlisted the agency/agencies for a part period of full term i.e. for a period for less than four years, the agency/agencies shall be regularize /extended further as per the specific decision of CRB in that case. However, total full term of four years will be treated as five years. This will include the case where the validity of enlistment for part period has already expired as on date of issue of this OM, the contractor still have the chance to apply i.e. within six months of expiry of enlistment with late fee (refer to para 7.2).															

7.3.3	The cases where there are any specific recommendation of CRB in view of any disciplinary case/cases, the Clauses 7.1 and 7.3 shall be applicable to the extent, keeping in view the recommendation of CRB in that case.
8.0	Categories & Classes : The enlistment shall be done in the Categories and Classes mentioned in Table-I.
9.0	Tendering Limits : The tendering limits up to which contractors enlisted in various Categories and Classes, shall be eligible to tender, shall be as given in Table-I. Tendering limit for different categories and classes as per enlistment rules 2010 will be applicable to all contractors, whether enlisted after or prior to issue of this O.M.
9.1	The contractor shall be governed by the provisions existing at a particular point of time irrespective of when he was enlisted.
10.0	Authorities for Enlistment : Enlistment in different categories and classes shall be done by CRB.
11.0	Eligibility Criteria : The contractors shall have to satisfy the minimum eligibility criteria specified in Table - I, before they can be considered for enlistment. All contractors are expected to keep abreast with enlistment/revalidation rules modified from time to time.
11.1	The criterion for experience, in case of enlistment, shall be the completion of requisite number of works (see Para 24.0 also), as the case may be, of prescribed nature and magnitude executed on independent contract basis or as a builder, during the last five years. The works should have been executed in the same name and style in which the enlistment is sought or all the eligible work(s) should have been secured in the name of any one of the partner. The works done with DDA or with Govt. Departments shall only be considered. Enlistment of an individual in corresponding Category may also be done based on his Technical Qualification in lieu of experience of completion of works in last 5 years if provision exists in Table-I of the Rules, but other eligibility criteria remaining the same.
11.2	The financial soundness shall be judged on the basis of the Banker's certificate or the Working Capital Certificate, as the case may be, issued by the Bank of the contractor on the format prescribed in Annexure-V. Such certificate shall be issued by a scheduled bank and shall be submitted, in original, in a bank's sealed cover, addressed to the Secretary (CRB), DDA.
11.3	The criteria for enlistment/revalidation shall be as applicable on the date of enlistment or revalidation by CRB.
11.4	The contractors already registered in EDA can also seek fresh enlistment by way of upgradation in next higher Class but are not permitted to apply for much higher Classes by taking square / multiple jump.

12.0	Processing fee : The contractor shall have to pay a non-refundable processing fee by crossed Demand Draft or Pay Order, whichever is applicable, drawn in favour of PAO (Engineering Wing), DDA, Vikas Minar, New Delhi but still contractors are advised to confirm the authority authorized by enlisting authority at the time of submission of application. For various Categories and Classes of enlistment, the fee is prescribed in Table - I. This fee is to be submitted along with application form to the Secretary (CRB).
13.0	Income Tax clearance : Deleted
14.0	Electrical License - The contractors of Electrical category shall have to produce valid electrical license from the competent authority in the name of the contractor which permits them to carry out works of appropriate voltage in the NCR of Delhi. They shall keep valid license throughout the period of enlistment by getting it renewed at suitable intervals and submit an attested copy of the same to the Secretary (CRB) after each renewal. In event of any discontinuity in validity of electrical license of the contractor, its enlistment and authority to work with DDA will also automatically cease to be valid.
15.0	Change in Constitution of Firm - The contractor/firm shall not modify the existing partnership or enter into any fresh partnership or change the name of firm without the prior approval of the enlistment authority. Such proposal, if any, shall be submitted in advance to the Secretary (CRB), DDA giving full details of the intended partnership/sole proprietorship along with the draft partnership deed/affidavit and documents as per Annexure-VI. Any change in status of the contractor as an 'Individual' or in constitution of the firm or change in the name of firm without prior approval of the enlistment authority, will render the contractor/firm liable to be removed from the approved list of contractors.
15.1	If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his/(their) individual/joint capacity shall have to apply for the enlistment afresh on the basis of work experience gained as a separate entity or attributed to him/them as a result of its division on pro-rata basis likewise assets and liabilities or profits and losses, whichever is applicable, as per provisions contained in the Partnership Deed provided his / their association with the earlier firm was as working partner(s).
15.2	If new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned in Para 4.0
15.3	If the number of original partners of a firm reduces to less than half due to any reason including death of partner(s), the enlistment of the firm shall be withdrawn. Original partners means constituents at the time of Enlistment and those who have remained as constituent for more than 5 years.

16.0	Change in Address - While applying for enlistment, the contractor should mention address of his Registered office as well as Head Office, if different. All documents i.e., Banker's Certificate, Electrical license etc. should bear one of the above addresses, otherwise the same shall not be accepted
16.1	The contractor shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change alongwith acknowledgment of noting down of such change in address from the Bank, Income Tax, Sales Tax authorities etc. Failure to do so may result in removal of his name from the approved list of contractors
17.0	Near Relatives Working in DDA -Contractors whose near relatives are Divisional Accountant or Engineering Officers between the grades of Chief Engineer and Junior Engineer (both inclusive) in DDA will not be allowed to tender for works if the zone responsible for award and execution of contract is the one where the near relative is working. For this purpose a near relative shall mean wife, husband, parents, grand parents, children, grand children, brothers, sisters, uncles, aunts, cousins and their corresponding in-law.
18.0	Review of Approved List of Contractors : The contractor shall be required to secure works of appropriate magnitude in DDA during the revalidation/enlistment period. Contractors shall be liable to be weeded out for non-observance of enlistment rules. For this purpose the enlistment authority shall have the power to periodically review the approved list of contractors.
19.0	Revalidation of enlistment : The validity of initial enlistment of the contractor shall be as given in Para 7.1 it shall, however, be revalidated on merits, if desired by the contractor. Only the contractors who have secured some work(s) [refer to para 24.0] of appropriate magnitude in DDA during the period of enlistment or last revalidation period of enlistment as the case may be, shall be considered for revalidation. Appropriate magnitude shall mean the minimum amount mentioned in the column 4 of Table-1 against relevant class/category. The revalidation shall be done for the period as detailed below:- Category A:- Enlistment of such contractors who satisfy the following criterion shall be considered for revalidation for a period of five years. (i) Securing two works of appropriate magnitude during last enlistment/revalidation period and atleast one of them has been completed 100% and the second completed more than 50%. [Remarks: 1(a) For revalidation in category civil (Class I, II & III) atleast one work should be of building work or civil work excluding maintenance work (refer to para -24). 1(b) For revalidation in category Civil (Class IV & V), atleast one work should be building work or civil work (refer to para -24).

	2) In case where the agency has not been able to achieve the minimum progress of work in DDA (mentioned above) for reasons other than the contractor's fault than the work outside DDA can also be considered subject to the following: a) Agency must have secured atleast two works in DDA of appropriate magnitude. b) One DDA work completed more than 50% and one work outside DDA (in Govt. depts.) of appropriate magnitude is completed 100% by the agency (NOTE: 1. The non DDA work shall be inspected by a team of DDA engineers for consideration). 2. A certificate stating that the contractor is not at fault for inadequate progress of work shall be obtained by the contractor from the concerned Superintending Engineer and submitted to Secy. CRB)). OR (ii) Securing and completion of one work of value three times the appropriate magnitude (for class V (Civil) Contractor it shall be 1.5 times). Category B:- Enlistment of contractors, who secured only one work (refer to para-24) of appropriate magnitude during last enlistment/revivalation period and that even not completed shall be extended for a period of two years. Revalidation for the balance period of three years shall be granted, only when the contractor satisfies the criterion laid down in Category A above. The work completed/secured as an associate contractor of the main contractor, to whom a composite contract was/has been awarded, shall also qualify for consideration of revalidation. Besides works experience as stated above, the contractors will also have to satisfy the minimum eligibility criteria in respect of financial soundness, engineering establishment, T&P Machinery again as specified in Table-I, as applicable for enlistment. The Contractors will also have to pay processing fee for revalidation of enlistment same as in case of enlistment as covered under Para 12.0.
19.1	Period of Revalidation (for old case) :
19.1.1	The cases where revalidation granted earlier is for a period of three years, such revalidation shall be further extended suomoto by the Secy.(CRB) so as to cover a total period of five years. This will include the cases where the validity of the revalidation has already expired but the contractor as on date of issue of this O.M., still have chance to apply i.e. within three months of expiry of revalidation.
19.1.2	The case where Secretary (CRB) has revalidated the agency/agencies for a part period of full term i.e for a period for less than three years , the agency/agencies shall be regularized /extended further as per the specific decision of Secretary (CRB) in that case. However, total full term of three years will be treated as five years. This will include the case where the validity of revalidation for part period has already expired as on date of issue of this OM, the contractor still have the chance to apply i.e. within six months of expiry of revalidation.

19.1.3	The cases where there are any specific recommendation of CRB in view of any disciplinary case/cases, the Clause 19.1.1. shall be applicable to the extent, keeping in view the recommendation of CRB in that case.
19.2	Application for Revalidation :
19.2.1	The contractor shall apply for revalidation for his enlistment in the prescribed form 'Annexure VIII' alongwith all documents as per Annexure IX so as to reach the Secretary (CRB) at least 6 months before expiry of his enlistment. The revalidation application with all documents shall however be accepted upto the date of expiry of enlistment with late fee.
19.2.2	In cases where the application is received after date of expiry of enlistment/revalidation, but within three months of expiry, the application can be accepted with double the late fee. Applications received, thereafter, shall not be accepted and contractor should apply for fresh enlistment, as per rules.
19.2.3	Late fee shall be the same as for the enlistment processing fee as prescribed in Table-I of "Enlistment Rules 2010". This is payable in the form of Demand Draft or Pay Order, whichever is applicable, in favour of the authority, as authorized by enlisting authority as elucidated in Para 12.0.
19.2.4	On receipt of application for revalidation complete in all respect and with all necessary documents, provisional extension upto six months from the date of expiry of enlistment/date of issue of order, whichever is later may be issued at the discretion of the Secretary (CRB) without prejudice to his right to discontinue it any time, if not found fit later.
20.0	PERFORMANCE REPORTS -
20.1	The Contractor should fill up the details of each work, of appropriate magnitude, secured by him during the last revalidation/enlistment period, in the proforma as given in Annexure VII.
20.2	The list of all works, pertaining to DDA and non-DDA, secured, in hand and completed during above mentioned period, be furnished as per Annexure III. In case, the contractor hides any information, his revalidation will be liable to be cancelled.
20.3	The contractor should fill up the details in the proforma as given in Annexure VII, in duplicate. For each work, separate proforma should be filled. One copy of all the proformas should be submitted to the reporting officer and the acknowledgement obtained on the second copy of the proforma. This 2nd copy should then be submitted to the enlisting authority along with the application.

20.4	The reporting officer shall write the report and forward to the Secy. (CRB) through his reviewing Officer/Countersigning Officer (As the case may be). [Note: The Performance Report shall be countersigned by the Chief Engineer also, if the cost of the work exceeds Rs. One Crore.]
21.0	Revalidation Procedure - The revalidation shall be done on the basis of Review of performance of the contractor during the period of enlistment/revalidation. This shall be based on evaluation of performance reports as given in Annexure X or as decided by the enlisting authority.
22.0	Contractor's obligations : The contractor should fulfill all his obligations under these rules in time and manner as specified, failing which he shall be liable for the action as mentioned therein. Some of the obligations are summarized below:- a) Prior approval shall be obtained from the enlisting authority before changing the name or constitution of the firm/company.. b) Intimation of change of address should be given in advance or within one month alongwith acknowledgement from Banker, Income Tax and Sales Tax authorities. c) He shall continue to possess, throughout the period of enlistment/revalidation, a valid electrical licence of appropriate voltage issued by appropriate authority d) He should secure works of specified magnitude during the period of enlistment/revalidation as provided in Para 19.0 above. e) He shall abide by these rules. f) He should not indulge in unethical practices and maintain good conduct. g) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.
23.0	Disciplinary Actions : The contractor shall have to abide by all the rules of enlistment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works as per contract on time and with good quality. The enlisting authority shall have the right to demote a contractor to a lower class, suspend business with him for any period, debar him or remove his name from the approved list of contractors indefinitely or for a period as decided by enlisting authority after issue of show cause notice. Decision of the enlisting authority shall be final and binding on the contractor. The following actions of the contractor shall, in general, make him liable to disciplinary actions. Demotion to a lower class -The contractor shall be liable to demotion to a lower class, by the enlisting authority, if he: a) fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects; or b) no longer has adequate equipment, technical personnel or financial resources; or c) is litigious by nature; or d) violates any important condition of contract; or
23.1	

	e) his staff misconducts or misbehaves with DDA officials/officers or. f) is responsible for a conduct which may justify his demotion to a lower class. or g) any other reason which in view of existing authority is adequate for his demotion to a lower class.
23.2	Suspension of business - Whenever adverse reports related to adverse performance, misbehaviour, direct or indirect involvement in threatening, making false complaints, filing legal suits for frivolous reasons, hampering tender process or execution of contract or any act, omission or commission etc. damaging the reputation of department/officer or any other type of complaint considered fit by enlistment authority, are received from more than one officer or at more than one occasion from individual officer of DDA/ other Government Department (s) for works for the various classes/ categories of contractor, sale of tender to such DDA contractors shall be suspended immediately by CRB pending full enquiry into the allegations and decision by the empowered committee as constituted by CRB. The Committee will decide the case in time bound manner from the date of issuance of letter of suspension of sale of tender to the contractor. If any of the charges are established then this would result in banning of business with the contractor for the period as decided by the Empowered Committee. Business may also be suspended with a contractor up to a period of one year in case he fails to start the work after the award of work on two occasions.
23.3	Removal from the approved list : The name of the contractor may be removed from the approved list of contractors, by the enlisting authority, if he: A) has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or B) is proved to be responsible for constructional defects in two or more works; or C) persistently violates any important conditions of the contract; or D) fails to abide by the conditions of enlistment; or E) is found to have given false particulars at the time of enlistment; or F) has indulged in any type of forgery or falsification of records; or G) changes constitution of the firm or individual or changes the name of the firm without 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) persistently violates the labour regulations and rules, or K) is involved in complaints of serious nature received from other departments which prima facie appear to be true, or L) Default in settlement of tax dues like income tax, Contract tax, sales tax, octroi, duties etc, or. M) has already been demoted for other reason(s). or N) Ceases to fulfil eligibility criteria based on which enlistment/revalidation was done, or.

	O) is considered not required to be in list of DDA for any other reason considered fit by enlistment authority, or. P) does not start the work after the same is awarded to him on three occasions.																			
24.0	Definition of Building and Civil Work: (a) Building Work: Building work means complete work including all civil items such as RCC work/ brick or stone work/ wood work/ steel or aluminum work/ plaster work/ flooring work/ water supply and sanitary installation / drainage work/ water proofing work etc. Exclusions : Items of pre fabricated huts, false ceiling, compound wall, storm water drain, sewer lines, water supply lines, Road side gully chamber and supply & fixing of SFRCC covers if executed exclusively under separate contract and not as part of main building contract and work of industrial sheds shall be excluded from definition of building work. (b) Civil work: Any Civil work which also includes works of additions/ alterations / renovations/ upgrades /and maintenance. Exclusions: Maintenance work does not include works of sweeping, care taking, watch & ward and the like.																			
24.1	Work experience for Enlistment and Revalidation : <table border="1"> <tr> <th>Category</th><th>Class</th><th>Work Experience for Enlistment</th><th>Experience for Revalidation</th></tr> <tr> <td>Civil</td><td>I, II & III</td><td>Building Work and Civil Work Excluding Maintenance work (as per the provisions of Table - I)</td><td>Building Work or Civil Work excluding Maintenance Work (as per provision of para 19.0)</td></tr> <tr> <td></td><td>IV & V</td><td>Building Work or Civil Work</td><td>Building Work or Civil Work</td></tr> <tr> <td>Internal & External</td><td>I, II &</td><td>Internal or External Electrification work excluding</td><td>Internal or External Electrification Work excluding Maintenance</td></tr> </table>				Category	Class	Work Experience for Enlistment	Experience for Revalidation	Civil	I, II & III	Building Work and Civil Work Excluding Maintenance work (as per the provisions of Table - I)	Building Work or Civil Work excluding Maintenance Work (as per provision of para 19.0)		IV & V	Building Work or Civil Work	Building Work or Civil Work	Internal & External	I, II &	Internal or External Electrification work excluding	Internal or External Electrification Work excluding Maintenance
Category	Class	Work Experience for Enlistment	Experience for Revalidation																	
Civil	I, II & III	Building Work and Civil Work Excluding Maintenance work (as per the provisions of Table - I)	Building Work or Civil Work excluding Maintenance Work (as per provision of para 19.0)																	
	IV & V	Building Work or Civil Work	Building Work or Civil Work																	
Internal & External	I, II &	Internal or External Electrification work excluding	Internal or External Electrification Work excluding Maintenance																	

	Electrical Installation	III	Maintenance work (as the case may be)	work
		IV	Internal or External Electrification work excluding Maintenance work (as the case may be)	Internal or External Electrification work Including Maintenance work related with Internal/ External Electrification
	Horticulture	I & II	Horticulture Work excluding Maintenance work	Horticulture Work Excluding Maintenance work
		III	Horticulture Work excluding Maintenance work	Any Horticulture Work Including Maintenance work
25.0	Demotion to a lower class on request: - In case, the contractor himself seeks demotion to a lower class on account of non fulfillment of revalidation criterion, the enlisting authority of Class in which he is enlisted, on being satisfied prima-facie, of the contractor fulfilling the requirements of enlistment to a lower class, may revalidate the enlistment in the lower class for a period of one year to enable the contractor to obtain fresh enlistment in such lower class with the enlisting authority. There can be two type of cases: Category I - Contractor applies for revalidation for full term of 5 years but when not found fit for revalidation, he requests demotion to lower class. Category II - At the time of submission of application for revalidation, he is aware that he is not eligible for revalidation of enlistment for 5 years and in place of 5 years he requests for enlistment in lower class for a period of 1 year. For such case falling under category I, contractor has to pay no fee or late fee or double the late fee for revalidation as the case may be. The fee paid shall be non refundable, in case either he is not found eligible for revalidation of enlistment for full term or even if he is enlisted in lower class for a period of one year.			

	For cases falling under category II, contractor has to pay proportionate fee @ 20% of enlistment fee as applicable to the class in which he desires enlistment for a period of one year. To continue his enlistment further, he has to submit fresh application before the competent authority to obtain fresh enlistment and he has to pay full enlistment fee as applicable.
--	--

DELHI DEVELOPMENT AUTHORITY

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

6. Furnish names and paste photograph(s) (of size 2.5 X 3.5 cm having white background) of individual / sole proprietor / all partners / all directors against his / their names.

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

- (a) Dismissed DDA/Government Servant Yes ☐ No ☐
- (b) Removed from approved list of contractors Yes ☐ No ☐
- (c) Demoted to a lower class of contractors Yes ☐ No ☐
- (d) Having business banned/suspended by
any government in the past Yes ☐ No ☐
- (e) Convicted by a court of law Yes ☐ No ☐
- (f) Retired engineer/official from engineering
deptt. of DDA/Govt. of India within last One year Yes ☐ No ☐
- (g) Director or partner of any other
Company/firm enlisted with DDA or any other department Yes ☐ No ☐
- (h) Member of Parliament or any State
Legislative Assembly Yes ☐ No ☐

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

8. (a) Name of person holding power of attorney

(b) Nationality Indian ☐ Other ☐

(c) Liabilities

9. Name of Bankers with full address

10. Place of business

11. Full time technical staff in applicant's employment (Refer Table I & fill up the columns below in respect of requisite trade and experience only)

(a) Graduate engineers with minimum ----- years' experience ☐

(b) Graduate engineers with minimum ----- years' experience [excluding (a) above] ☐

(c) Diploma engineers with minimum' experience ----- years ☐

(d) Diploma engineers with minimum experience ----- years (excluding (c) above) ☐

(e) Furniture/Furnishing Designers of minimum.....years experience ☐

(f) Graduate in Agricultural Sciences of minimum.....years experience ☐

(g) Post Graduate in Agricultural Science of minimum.....years experience ☐

12. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class & category applied for
[Attach details on separate sheet] Yes ☐ No ☐

13. [For Electrical]

i) Does the applicant possess valid Electrical License Yes ☐ No ☐

ii) Do the permanent electricians employed by contractor posses valid license Yes ☐ No ☐

14. (a) Whether already enlisted with DDA or any other department Yes ☐ No ☐

(b) If yes, give details:

(i) Name of department

(ii) Class & category

(iii) Enlistment authority & address

(iv) Enlistment No. & date

(v) Date of validity

(vi) Tendering limit

15. Is any person working with the applicant is a near relative of the officer/official of DDA
[See Rule 17 of the Enlistment Rules] If yes, give detail Yes ☐ No ☐

16. Enlistment Processing fee enclosed:-

Draft No.	Date	Amount	Issuing Bank & Branch	Branch drawn upon	In whose favour drawn

17. Details of Works completed, in progress and secured during the last 5 years (to be filled in proforma as given in Annexure -III). This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.

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

19. Certificates :

- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in DDA as amended upto-date and shall abide by them.
- (ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am/ we are liable to be debarred.
- (iii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name.
- (iv) (a) I certify that I did not retire as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in any engineering Department of the Government of India or DDA during the last One year. I also certify that I have neither such a

person under my employment nor shall I employ any such person within One year of his retirement except with the prior permission of DDA . (For individuals seeking enlistment in their own name)

(b) We certify that none of the partners/Directors retired as an Engineer/officer of DDA (equivalent to Gazetted rank) or as any Gazetted Officer employed on Engineering or Administrative duties in last one year. We also certify that we have neither under our employment any such person nor shall we employ any person within one year of his retirement except with the prior permission of the DDA. (For partnership firms and limited companies).

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

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

Date :

No. of Documents attached

ANNEXURE - II

Documents attached for enlistment

S.No.	Document	Yes	No
1.	Proof of constitution (Sl.no..5 , Annexure-I) : a) In case of sole proprietorship/HUF: an affidavit executed before a 1 st Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF. ☐ ☐ b) In case of partnership firm: (Submit attested copies) ☐ ☐ i) Partnership deed attested by Notary Public ☐ ☐ ii) Form "A" or equivalent form issued by Registrar of Firms ☐ ☐ iii) Form "B" or equivalent form issued by Registrar of Firms ☐ ☐ iv) Form "C" or equivalent form issued by Registrar of Firms ☐ ☐ c) In case of Private/Public Ltd Co. Article of Association duly attested by Notary Public. ☐ ☐		
2.	Power of attorney, if any (Sl.no..8, Annexure-I) , attested by Notary Public.	☐	☐
3.	Banker's/ working capital certificate in original from scheduled bank in the proforma given in Annexure-V. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the Secretary (CRB), DDA, Vikas Minar, New Delhi- 110002. (Sl.no..9 (Annexure-I))	☐	☐
4.	Technical Staff: (Sl.no..11, Annexure-I) i) List of full time technical staff/Designers with qualification and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant) ☐ ☐ ii) Attested copies of the degrees/diplomas of the technical staff/ Designers. ☐ ☐ iii) Declaration from the technical staff/Designers that they are employed with the applicant. ☐ ☐ iv) Documents like PF subscription, copy of Income Tax return with, IT form16 etc conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant) ☐ ☐		

	(Note:- The documents at (iv) will not be required in case details at (i) & (iii) above are in shape of affidavits sworn in before Magistrate/Notary Public by the concerned parties.)		
5.	i) List of M/C, T&P i/c steel centering & shuttering, possessed by the Applicant. Full details and location of workshop including details of Machines & Equipment provided and proof of sufficient stock of Materials as required for Furniture category. (Sl.no..12, Annexure-I). ii) (Copy of purchase document etc (Onus of submitting adequate proof lies with applicant) Note:- The documents at (ii) will not be required in case detail at (i) above is in shape of affidavit sworn in before Magistrate/Notary Public.	☐	☐
6.	Attested copies of valid Electrical Licenses (Sl.no..13(i) & (ii) ,Annexure-I)	☐	☐
7.	Attested copy of Enlistment order (Sl.no..14, Annexure-I))	☐	☐
8.	List of all near relatives working in DDA, including their addresses (Sl.no..15, Annexure-I)) See also Rule 17.0 of Enlistment Rule.	☐	☐
9.	Demand Draft or Pay Order, whichever is applicable, for processing the case (Sl.no..16 , Annexure-I))	☐	☐
10.	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in annexure-IV	☐	☐
11.	Attested copies of award letters for works included in Annexure-JII	☐	☐

Contractor's Signature

ANNEXURE – IV

CLIENT's CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

Name & Address of the Client

Details of Works executed by Shri / M/s

1.	Name of work with brief particulars	
2.	Agreement No. and date	
3.	Agreement amount	
4.	Date of commencement of work	
5.	Stipulated date of completion	
6.	Actual date of completion	
7.	Details of compensation levied for delay (indicate amount) if any	
8.	Gross amount of the work completed and paid	
9.	Name and address of the authority under whom works executed	
10.	Whether the contractor employed qualified Engineer / Overseer during execution of work?	
11.	i) Quality of work (indicate grading) ii) Amt. of work paid on reduced rates, if any.	Outstanding / Very Good / Good / Satisfactory / Poor
12.	i) Did the contractor go for arbitration? ii) If yes, total amount of claim iii) Total amount awarded	

Name & Address of the Client

Details of Works executed by Shri / M/s

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

Note : All columns should be filled in properly
"Countersigned"

Signature of the Reporting
Officer with Office Seal

Officer of the rank of Superintending Engineer or equivalent

ANNEXURE - VI

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

A. DOCUMENTS TO BE SUBMITTED

1. Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
2. Copy of proposed undertaking by all the partners duly signed to the effect that the new firm will take over all assets and liabilities.
3. Copy of proposed Dissolution deed duly signed/ consent of retiring partners/consent of partners joining the firm / death certificate in case of death of a partner, whichever is applicable
4. Copy of proposed indemnity bond duly signed
5. Any other information which the contractor may intend to furnish in support of their request for change of constitution

B. FURNISH THE FOLLOWING DETAILS IN RESPECT OF EACH PARTNER WITH WHOM CONTRACTOR'S FIRM WANT TO ENTER INTO PARTNERSHIP (TO BE SWORN IN BEFORE 1ST CLASS MAGISTRATE), IF APPLICABLE

- i) Whether he is enlisted with DDA/CPWD/MES/Railway/P&T/State PWD.
- ii) Whether he is a dismissed Govt. / DDA servant.
- iii) Whether he is a partner/director of any other firm enlisted with this Department/CPWD/MES/Rly./P&T/State PWD.
- iv) Whether he is member of Indian Parliament or State Legislature.
- v) Whether his name has been blacklisted or removed from the approved list of contractors or demoted to lower class or orders banning/suspending business with him by any department/DDA in the past.
- vi) Whether he is a dismissed/removed/retired Govt./DDA servant within 2 years (one year in case of retired Group "A" Officers).
- vii) Whether he has any relative working in DDA, if yes, give details.
- viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.
- ix) In addition Certificate as required under item 19 of Enlistment application form from new partners be given

C. DOCUMENTS TO BE SUBMITTED AFTER THE PROPOSAL IS AGREED IN PRINCIPLE BY THE COMPETENT AUTHORITY

- 1) Copy of the partnership deed duly attested by the Notary Public.
- 2) Attested copy of Form A, B & C or equivalent as the case may be.
- 3) Copy of dissolution deed duly attested by the Notary Public, if applicable
- 4) Power of Attorney, if any
- 5) An undertaking sworn in before a 1st Class Magistrate by all the partners to the effect that the new firm has taken over all assets and liabilities.
- 6) Indemnity Bond duly executed before 1st Class Magistrate
- 7) Fresh Banker's certificate from bank of the contractor indicating new constitution.
- 8) Acknowledgement from the Income Tax/ Sales Tax department for having noted the change.

ANNEXURE VII
PERFORMANCE REPORT OF WORKS

PART I

(To be filled in by the contractor in duplicate in respect of each work cost of which falls within the range prescribed for eligibility as per para 19 of enlistment read with Table -I. One copy be submitted to Reporting Officer and other, containing acknowledgement of receipt and seal of office of reporting officer, be submitted to Secretary (CRB))

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

Sl.	Item	
8.1	Estimated Cost/Tender amount	
8.2	Stipulated date of Commencement& Completion	
8.3	Percentage progress with date/actual date of completion	
8.4	Gross amount of final bill/work done	
8.5	Amount of compensation levied, if any	
8.6	Amount of reduced rate items, if any	
8.7	Did the contractor go for arbitration ?	
8.8	If yes, total amount claimed and amount awarded	

Signature of the contractor

PART II

(To be filled by the department)

9.0 Certified that details given by the contractor in Part - I have been verified and found to be correct/have been corrected wherever necessary.
Delay is partly /not/ fully attributable to contractor.

Signature of Divisional/Sub Divisional Engineer

10.0 Note : After submission of Annexure VII by contractor, reporting officer shall write the Report and forward to Reviewing officer within a week's time. Reviewing officer shall then forward the report to the Enlisting authority within a week's time.

Class	I	II	III	IV	V
Reporting Officer	E.E	E.E	EE	AE	AE
Reviewing Officer	S.E	S.E	SE	EE	EE

Note: The Performance Report shall be countersigned by the respective Chief Engineer also, if the cost of the Work exceeds Rs. One Crore.

ANNEXURE VII

Part – III

(Serial 1 to 7 are repeat information for proper linkage)

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

11.1	Quality of work	Outstanding/Very good/Good/ Satisfactory /Poor
11.2	Comments on capability of contractor	
11.2.1	Technical proficiency	Outstanding/Very good/Good/Satisfactory /Poor
11.2.2	Financial soundness	Outstanding/Very good/Good/Satisfactory /Poor
11.2.3	Mobilizations of adequate T&P	Outstanding/Very good/Good/Satisfactory /Poor
11.2.4	Mobilizations of man power	Outstanding/Very good/Good/Satisfactory/ Poor
11.2.5	General behavior	Outstanding/Very good/Good/Satisfactory /Poor

Reporting Officer (Designation and Address)

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

Reviewing Officer (Designation & Address)

ANNEXURE VII

Part – IV

[This part needs to be filled up when the cost of the Work
is more than Rs. One Crore.]

(Serial 1 to 7 are repeat information for proper linkage)

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

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

Countersigning Officer (Designation and Address)

ANNEXURE – VIII
DELHI DEVELOPMENT AUTHORITY
APPLICATION FOR REVALIDATION OF ENLISTMENT

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

CLASS

CATEGORY

1. Name of applicant

2. Nationality

Indian ☐

Other ☐

3. Address

Regd. Office

Head

office.....

4. Telephone Number

Fax No.

Now E-mail address

5. Constitution

Individual ☐

Sole Proprietorship Concern ☐

Partnership firm ☐

Public Ltd. Company ☐

Private Ltd. Company ☐

6. **Furnish names and paste photograph(s) (of size 2.5 X 3.5 cm having white background) of individual / sole proprietor / all partners / all directors against his / their names.**

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

5.	6.	7.	8.
Paste photo	Paste photo	Paste photo	Paste photo
Name	Name	Name	Name

7. (a) Name of person holding power of attorney.....
 (b) Nationality Indian ☐ Other ☐
8. Name of Bankers with full address.....
9. Place of business.....
10. Full time tech. staff in applicant's employment (Refer Table I & fill up Nos. of staff in respect of requisite trade and experience only).
 (a) Graduate engineers with minimum ... years' experience ☐
 (b) Graduate engineers with minimum ... years' experience (excluding (a) above ☐
 (c) Diploma engineers with minimum... years' experience ☐
 (d) Diploma engineers with min.....yrs. exp. (excluding (c) above ☐
 (e) Furniture/Furnishing Designers of min.....yrs .experience ☐
 (f) Post Graduate in Agri. Science of min.....yrs. exp. ☐
 (g) Graduate in Agri. Science of min.....yrs. exp. ☐
11. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class & category applied for Yes ☐ No ☐
 (attach details on separate sheet)
12. [For Electrical]
 (i) Does the applicant possess valid Electrical License Yes ☐ No ☐
 (ii) Do the permanent electricians employed by contractor posses valid license Yes ☐ No ☐
- 13(a) Details of enlistment with DDA
 (i) Enlistment No. & date
 (ii) Valid upto
14. Is any person working with the applicant is a near relative of the officer/official of DDA.(See Rule 17 of the Enlistment Rules) Yes ☐ No ☐
 If answer to above is Yes, give details
15. Details of DDA and Non DDA Works completed, in progress & secured during the last enlistment/revalidation period as per Annexure -III. This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required. Receipted copy of the Annexure -VII for DDA and non DDA works also be enclosed.
 Whether above details enclosed ? Yes ☐ No ☐

16. Certificates:

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

Signature(s) of applicant(s) :

Name	Signature	Address
1.		
2.		
3.		
4.		

Date

No. of documents attached

ANNEXURE – IX

Documents attached for revalidation

S.No.	Document	Yes	No
1.	Attested copy of power of attorney, if any		
2.	Banker's/working capital certificate in original from scheduled bank in the proforma given in the Enlistment Rules. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the Secretary (CRB), DDA, Vikas Minar, New Delhi- 110002.		
3.	Technical Staff: (Sl.no. 10 (Annexure-VIII)) (i) List of full time technical staff/Designers with qualifications and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant)		
	(ii) Attested copies of the degrees/diploma of the technical staff/Designers.		
	(iii) Declaration from the technical staff/Designers that they are employed with the applicant.		
	(iv) Documents like PF subscription ,Certificate of IT deduction at source, IT form16 etc conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant) Note :- The documents at (iv) will not be required in case details at (i) & (iii) above are in shape of affidavits sworn in before Magistrate/Notary Public by the concerned parties.		

4	(i) List of Machinery, T&P i/c steel centering & shuttering, possessed by the Applicant. Full details and location of workshop including details of Machines & Equipment provided and proof of sufficient stock of Materials as required for Furniture category. (Sl.no.11(Annexure- VIII)): (ii) Copy of purchase document etc (Onus of submitting adequate proof lies with applicant) Note :- The documents at (ii) will not be required in case detail at (i) above is in shape of affidavit sworn in before Magistrate/Notary Public		
5.	Attested copies of valid Electrical License(s)		
6.	Attested copy of Enlistment order		
7.	Annexure III – List of works completed, in progress & secured during last enlistment/revalidation period		
8.	Attested copies of award letters for works included in Annexure III		
9.	Copies of Annexure – VII with acknowledgement of E.E/AE.		
10.	Processing fee in the shape of Demand Draft or Pay Order, whichever is applicable, of same amount as in case of enlistment covered under Para 12.0 as well as Late fee, if any, as per Para 19.2.1 to 19.2.3		

Signature of Contractor

Annexure – X

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

Name of Contractor:

Name of work:

Item No.	Parameter	Calculation for points	Score	Max. Marks
1.	Time over run TOR	Stipulated Time ST; Actual Time AT: TOR= AT/ST	20 if TOR = 1.0; 10if TOR=2.0; 0 if TOR ≥3.0	20
	Levy of compensation	Compensation levied for delay = C Tendered Amount =E then B = (C×100/E)	(+) 20 if B = 0 (+) 10 if B = 5 0 if B = 10 (+) 15 if compensation is not decided	20
2	Quality	Quality	Outstanding = 40, Very Good=30, Good = 20, Satisfactory =10, Poor = 0	40
3	Capability	Confidential Performance Report		
		i) Technical Proficiency	Outstanding =4, Very Good =3, Good = 2, Satisfactory = 1, Poor = 0	4
		ii) Financial Soundness	- do -	4
		iii) Mobilization of Adequate T&P	- do -	4
		iv) Mobilization of Man Power	- do -	4
		v) General Behavior	- do -	4
			Grand Total = P	100

Note:-1) Marks for values in between the stage is to be determined by straight line variation.

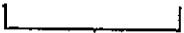
2) Eligibility criteria for revalidation of enlistment will be 50 % marks (over all average of all works).

Table – I (Enlistment Rules 2010)

Category	Class	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T&P Machinery	Enlistment processing fee
1	2	3	4	5	6	7	8
Civil	I	Rs.15 Crore	Three works of Rs. 1.5 Crore each. (At least two works should be building works and one work can be any Civil work excluding maintenance work) Or Two bldg. works of Rs 3 Crore each Or One bldg. work of Rs. 8 Crore.	Banker's certificate of Rs.15 Crore	a) One Graduate Engineer(C) with 5 years experience. b) One Graduate Engineer(C) with 2 years experience c) One Diploma Engineer(C) with 5 years experience. d) Two Diploma Engineers (C) with 2 years experience.	"For Building /civil" i) Total station - 1 No. ii) Builders hoist/ Tower Crane - 2 Nos. iii) Concrete mixers of full bag capacity- 5 Nos iv) Steel shuttering 4000 sq.m. with minimum of 1600 sqm procured during last two years. v) Steel props for 12000 m3 space with min. of 4800 m3 space procured during last two years. vi) Mortar Mixer - 2 Nos vii) Needle vibrator-10 (5 Oil, 5 Electric) viii) Beam vibrator - 2 Nos ix) Slab vibrator = 4 Nos x) Shutter vibrator =6 Nos xi) Vibro compactor - 1 No. xii) Fully Automatic Batching plant (min. 10 m3 capacity) with pump = 1 No.	Rs. 20,000
Civil	I	Rs.15 Crore	<u>Only For Roads</u> In case of three works of Rs. 1.5 Crore, (At least two works should	-do-	-do-	"For Roads Only" i) Wet macadam mix plant = 1 No. ii) Pavers finishers 2 Nos iii) Road rollers 5 Nos.	-do-

			be Road works and one work can be any Civil work excluding maintenance work) Or two road works of Rs. 3 Crore each Or one Road work of Rs. 8 Crore Note : All Completion cost			iv) Trucks/Tippers 5 Nos v) Vibratory road roller = 2 Nos	
Civil	II	Rs. 3 Crore	Three works of Rs. 50 lakh each. (At least two works should be building works and one work can be any Civil work excluding maintenance work) Or Two Bldg. Works of Rs 0.75 crore each. Or One building work of Rs 1.5 crore.	Banker's certificate of Rs.3 crores	a)One graduate engineer(C) with minimum experience of 5 years b)Two-diploma holders (C) out of which one with at least 5 years experience.	i)Steel shuttering 3000 sqm with minimum of 1000 sqm procured during last two years. ii) Steel props- 9000 cu.m space with min. of 3000 m3 procured during last two years iii)Concrete mixers of full bag capacity = 2 Nos iv) Mortar Mixer – 2 Nos v) Needle vibrator = 6 (3 Oil, 3 Electric) vi) Beam vibrator = 1 No vii) Slab vibrator = 2 Nos viii) Vibro compactor = 1 No. ix) Fully Automatic Batching plant (min. 6 m3 capacity) with pump = 1 No	Rs. 10,000

Civil	II	-do-	For 'Roads only', Three works of Rs. 50 lakh each. (At least two works should be road works and one work can be any Civil work excluding maintenance work) Or Two works of Rs 0.75 crore (at least one work should be Road work and one work can be any Civil work excluding maintenance work) Or One road work of Rs 1.5 crore.	-do-	-do-	For 'Roads only' i) Wet macadam mix plant = 1 No. ii) Paver finisher =1No. iii) Road rollers =3 Nos., iv) Trucks/Tippers = 3Nos. v) Vibratory road roller = 1 No.	- do -
Civil	III	Rs 90 lakh	Three works of Rs.15 lakh each. (At least one work should be building work and two works can be any Civil work excluding maintenance work) Or Two works of	Banker's certificate of Rs.90 lakh.	One graduate engineer(C) with minimum experience of 3 years.	i) Steel shuttering 1000 sqm with minimum of 500 sqm procured during last two years. ii) Steel props- 3000 cu.m space with min. of 1500 m3 procured during last two years. iii) Concrete mixers of full bag capacity 2 nos. iv) Mortar Mixer =1 No v) Needle vibrator=3 Nos (2 Oil, 1 Electrical) vi) Beam vibrator =1 No	Rs 10,000

			22.5 lakh each (At least one work should be building work and one work can be any Civil work excluding maintenance work) Or One building work of Rs.45 lakh			vii) Slab vibrator = 4 Nos	
Civil	IV	Rs. 40 lakh	Three works of Rs.6 lakh each Or Two works of 10 lakh each Or One work of 20 lakh.  Or	Banker's certificate of Rs.40 lakh	One diploma engineer(c) with minimum experience of 3 years	i) Concrete mixer of full bag capacity 1 no. ii) Mortar Mixer - 1 No iii) Needle vibrator-2 Nos. (1 Oil, 1 Electrical) iv) Beam vibrator - 1 No v) Slab vibrator - 1 No	Rs. 5000
			Unemployed graduate engineer(c)	Certificate for working capital of Rs. 2 lakh for at least last six months	Not required		

Civil	V	Rs. 10 lakh	Two works of Rs. 2 lakh each or one work of Rs.4 lakh. Or	Banker's certificate of Rs. 10 Lakh	Not required	Not required	Rs . 2000
			Unemployed diploma engineer(c)	Certificate for working capital of Rs.1 lakh for at least last six months			

Category	Class	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T&P Machinery	Enlistment processing fee
1	2	3	4	5	6	7	8
Internal & External Electrical Installation	I	Rs.3 Crore	Three works of Rs.30 lakh each (At least one work should be of internal electrification of buildings.) Or Two works of Rs. 45 lakh each. (At least one work should be internal electrification of building) Or One work of internal electrification of building costing Rs. 90 lakh.	Banker's certificate of Rs.3 crore	One graduate engineer (E/M) with minimum experience of 5 years & One diploma holder (E/M) with minimum experience of 5 years. OR One Diploma holder (E/M) with minimum experience of 10 years & one Diploma holder (E/M) with minimum experience of 5 years.	Minimum two sets of following T&P: Steel/ Aluminum ladder 1.5 m to 8 m; Chase cutting machines, Electrical wire drawing equipment, Torque wrench for nut/bolt/screws; Conduit die set; Pipe vice; Bench vice; LT Meggar 1000 volts, Tong Tester, Multimeter; Hydraulically operated & hand operated crimping machines, Earth tester; Portable drilling machine; Overhead conduit puller; Core cutting machine.	Rs. 10000
Internal & External Electrical Installation	II	Rs.90 lakh	Three works of Rs10 lakh each. (At least one work should be of internal	Banker's certificate of Rs.90 lakh	Two diploma holders (E/M) with minimum experience of 5 years.	2 Nos. chase cutting machine, 2 Nos. electrical wiredrawing equipment. Steel/ Aluminum ladder 1.5 m to 8m; Conduit die set; Pipe vice; Bench vice; LT	Rs .10,000

			electrification of buildings.) Or Two works of Rs. 15 lakh each. (At least one work should be of internal electrification of buildings.) Or One work of internal electrification of building costing Rs. 30 lakh			Megger 500 volts, Tong Tester; MultiMeter; Hydraulically operated & hand operated crimping machines, Earth tester; Portable drilling machine; Overhead conduit puller; Core cutting machine.	
Internal & External Electrical Installation	III	Rs.30 lakh	Three works of Rs.5 lakh each. (At least one work should be of internal electrification of buildings) Or Two works of Rs. 7.5 lakh each. (At least one work should be of internal electrification of buildings.) Or One work of internal electrification of buildings costing Rs. 15 lakh.	Banker's certificate of Rs. 30 lakh.	One Diploma Holder (E/M) with three years experience.	2 Nos. chase cutting machine 2 Nos. electrical wiredrawing equipment. Conduit die set; Pipe vice; Bench vice; LT Megger 500 volts, Tong Tester, MultiMeter; Hydraulically operated & hand operated crimping machines, Earth tester; Portable drilling machine; Overhead conduit puller.	Rs 5,000

			Or				
			Unemployed Graduate Engineer (E/M)	Certificate for working capital of Rs. 2 lakh for at least last 6 months.	Not required		
Internal & External Electrical Installation	IV	Rs. 9 lakh	Two works of Rs. 1.00 Lakh each. (At least one work should be of internal electrification of buildings) Or One work of internal electrification of building costing Rs. 3 lakh. Or	Bankers Certificate of Rs. 9 lakh.	Not required	Chase cutting Machine ,Wire drawing machine Conduit die set, pipe vice: bench vice: LT meggar 500 volts.	Rs.2,000
			Unemployed Diploma Engineer (E/M)	Certificate for working capital of Rs. 1 lakh for at least last 6 months.	Not required		

1	2	3	4	5	6	7	8
Horticulture	I	Rs. 75 lakh	Three works (excluding maintenance works) of Horticultural activity each costing Rs10 lakh or more excluding cost of civil and electrical works. Or Two works of Rs. 15 lakh each. Or One work of Rs. 30 lakh.	Banker's certificate of Rs.75 lakh	One B.Sc (Agriculture) with five years experience and One Supervisor with five years experience.	Matador Tractor with triller & trolley Power Lawn movers - 3 Wheel Barrows (Rubber tyred) - 6 Rubber hose pipes – 200 m Power Sprayers – 1 and all implements for day to day working and carriage	Rs 10000
Horticulture	II	Rs 25 lakh	Three works (excluding maintenance works) of Horticultural activity each costing Rs. 5 lakh or more excluding cost of civil & electrical works. Or Two works of Rs. 7.5 lakh each. Or One work of Rs. 15 lakh	Banker's certificate of Rs.25 lakh.	one supervisor with five years experience.	Matador – 1 No. Wheel Barrows (Rubber Tyred) = 3 Nos. Power Lawn Movers = 2 Nos Power sprayer Rubber Hose Pipe- 200 m All implements for day to day working and carriage.	Rs. 5000

Horticulture	III	Rs. 10 lakhs	Three works (excluding maintenance works) of Horticultural activity each costing Rs. 2 lakh or more excluding cost of civil & electrical works. Or Two works of Rs. 3 lakh each. Or One work of Rs. 6 lakh.	Banker's certificate of Rs.10 lakh	Qualified or experienced employee with experience not less than 5 year in Horticulture activity.	All implements for day to day working and carriage. No T&P shall be issued by the deptt.	Rs. 2000
Nursery		Rs. 15 lakh	Three works of Nursery activities each costing Rs. 2 lakh or more. Or Two works of Rs. 3 lakh each. Or One work of Rs. 6 lakh.	Banker's Certificate of Rs.15 lakh. At least half acre of land under plantation of Nursery	One B.Sc. Agriculture with 5 years experience.	Green House, Poly House, Water Source like Tube Well, Irrigation system and all implements for day to day working	Rs. 2,000/-

IMP. NOTES:

- Contractors desirous of executing only road works can get themselves enlisted in Class-I (Civil-Roads only) and Class-II (Civil-Roads only) as per their eligibility. All rules applicable to relevant Classes in Civil Category shall apply to (Civil-Roads only) category also except the eligibility criteria for works experience and T&P Machinery. Such contractor shall be eligible to tender only for Roads works only, whereas contractors enlisted in Civil Category shall be eligible to tender for other buildings and civil works as well as for road works also.
- "All completion cost" shall be considered for the works executed.