

APPENDIX XVI
(See Rule 334)

**RULES FOR ENLISTMENT OF CONTRACTORS
IN PUBLIC WORKS DEPARTMENTS
(I.e. PWD, Irrigation, PHED, IGND, CAD etc.)**

1. These Rules shall be called "Rules for Enlistment of Contractors" issued under Rule 334 of P.W.F. & A.R.
2. These Rules are issued in supersession of all previous Rules/Orders/Clarifications etc. issued by State Government with regard to Enlistment of Contractors.
3. **Applicability :**
 - (a) These Rules shall be applicable in all Public Works Departments namely PWD; Irrigation, PHED; IGND; CAD etc. including Projects of these departments and all existing contractors and contractors enlisted under these rules.
 - (b) The existing contractors shall be required to submit requisite informations, enlistment fee and balance security deposit of enlistment within one month of issuance of notice otherwise they shall stand delisted. However, contractors enlisted permanently under old rules shall not be required to furnish works experience certificate and turnover.
4. **Categories of contractors :**

There shall be following categories of Contractors :

 - (i) Civil Contractors (entitled for construction of buildings, roads, dams, bridges; canals, reservoirs, filter plants and other water supply & sewerage schemes as well as other construction works)
 - (ii) Furniture & Joinery Works Contractors.
 - (iii) Electrical Works Contractors.
 - (iv) Sanitary, Pipe Fitting and Plumbing Works Contractors.
 - (v) Painting Works Contractors.

Section I - General Conditions
(Applicable to all Categories/Classes of Contractors)

I.1 Enlistment :

Application for enlistment shall be given in Form RPWA 108, alongwith requisite registration fee, security deposit and other documents/proofs to establish correctness of the facts stated in the application, details of which are given in respective sections.

The contractor shall submit application with three pass port size photographs of power of attorney holder(s)/authorised signatory. One photo shall be affixed on application form, one on identity card and third one shall be affixed by enlisting authority in the register of contractors.

1.2 The application form can be obtained from enlisting authority on non-refundable cash payment of Rs. 50/-.

1.3 Each enlisted contractor shall be issued photo identify card in favour of power of attorney holder(s)/authorised signatory containing following details:-

- (a) Name and Address of the Firm/Contractor
- (b) Enlistment Code No.
- (c) Enlistment Authority
- (d) Category/Class of Contractor
- (e) Validity of Enlistment
- (f) Name of Power of Attorney Holder(s)/authorised signatory with attested photo and signature (to be attested by enlistment authority).

1.4 Each contractor shall be given code number as under:

Department/Enlisting Authority/Category/Class/S.No./year

The enlistment order should contain the name of the firm, category/class, code number, name of authorised power of attorney holders(s), period of enlistment and enlistment zone etc. Register of Enlistment of Contractors shall be maintained in Form RPWA 109, by every Division/Circle/Zone/Headquarters of the department.

1.5 **Registration Fee and Security Deposit for Enlistment :**

[Every contractor desiring for enlistment shall have to deposit registration fee and security deposit. Registration fee shall not be refundable and credited to the Revenue Receipt head of the department and security deposit will be kept in safe custody by enlisting authority and will be got renewed timely. It will be released as per rules. However, only 20% of the prescribed enlistment fee shall be paid every time seeking renewal of provisional enlistment or renewal of enlistment due to any reason under these rules but prescribed full fee shall be paid for re-enlistment due to any reason.]

1.6 **Concessional Earnest Money :**

Subject to the specific provisions given in section II to VI of these rules, the enlisted contractors shall be eligible to tender for works within the jurisdiction of the enlisting authority ²[or as authorised by government] only by depositing concessional earnest money of the 1/2% (half percent) as against the normal earnest money of 2% (two percent) of estimated cost shown in NIT. However, in case of forfeiture as per rules full normal Earnest Money (2%) shall be forfeited and balance amount will be recovered from the contractor. For tendering

1. Substituted by Order No.F.2(4)FD/Exp.III/99 dated 19.3.2001 (Cir. No.8/2001) with immediate effect.
2. Added by Order No.F.2(4)FD/Exp.III/99 dated 23.3.2001 (Cir. No.11/2001) with immediate effect.

outside jurisdiction of the enlisting authority full earnest money shall have to be deposited.

I.7 Entitlement to get tender form :

- (a) Tender documents shall be issued only to contractors who have valid enlistment on the date of issue of the tender forms unless otherwise relaxed or provided in P.W.F. & A.R. Submission of application for enlistment does not entitle the contractor for issue of tender documents. Similarly, tender documents shall be issued only to those contractors of category/class who are qualified to tender for that work.
- (b) The estimated amount of work shown in the NIT will be the guiding factor in determining the class of contractor eligible for tender. However, if the amount mentioned in the NIT differs from the amount mentioned in the 'G' Schedule, thus making lower class of contractors eligible to participate, a corrigendum will be issued inviting tenders on the basis of the lower amount to invite fair competition.

I.8 Provisional Enlistment :

The authorities competent to enlist the different categories/class of contractors may enlist the contractor provisionally, if the documents are not complete and there is no serious lacunae in respect of work experience and turnover or authority wants to assess the performance of the contractor. The maximum period upto which the enlisting authority may enlist provisionally a contractor shall be one year at a time and total provisional enlistment period shall not exceed two years in total.

I.9 Mode of Enlistment Fee & Security Deposit :

Registration fee may be deposited in cash/treasury challan/bank demand draft in favour of the concerned enlisting authority. Security deposit shall, however, be in one of the forms of the interest bearing security laid down in Rule 595 of P.W.F. & A.R. duly pledged in favour of the enlisting authority. If the Security Deposit is in the form of Fixed Deposit Receipt (FDR) of a nationalised/scheduled bank, it should be in the name of a enlisting authority bearing contents "Received from Chief Engineer/Additional Chief Engineer/Superintending Engineer/Executive Engineerdepartmenton account of M/s..... (Name of Contractor)" and discharged by the contractor. The enlisting authority shall ensure before accepting the interest bearing security/Fixed Deposit Receipt for enlistment that the contractor furnishes an undertaking from the post office/bank to make payment/premature payment of the security on demand to the enlisting authority without requirement of consent of the contractor concerned.

- 1.10** While the security deposit for enlistment mentioned in these rules will entitle the contractors to tender within jurisdiction only by depositing the concessional earnest money but this Security Deposit will not be adjusted towards security deposit/performance guarantee initially required at the time of execution of agreement for any work awarded. The contractor will have to furnish security deposit/performance guarantee separately as per conditions of contract for the work concerned.
- 1.11** The enlistment security deposit alongwith accumulated interest may, however, be appropriated/adjusted/forfeited to effect recoveries from the contractors on account of,
- (a) Shortfall of security deposit/performance guarantee of a work awarded.
 - (b) Shortfall of Earnest Money amount forfeited under rules due to any reasons.
 - (c) Forfeiture under clause 3 of standard agreement form executed with contractor.
 - (d) Other dues of any department(s)
- 1.12 Enlistment of Unemployed Engineers :**
Qualified unemployed Diploma and Degree holder Engineers may be registered as 'D' class contractors on payment of 50% of normal registration fee and 50% of normal security deposit applicable as per these rules.
- 1.13 Enlistment with other Authority :**
If a contractor enlisted with one authority desires to be enlisted with other authority, he shall have to pay the amount of registration fee and security deposit as mentioned in these rules separately for each registration.
- 1.14 Enlistment in other Category/Class :**
Similarly, contractors desiring enlistment under other class or category shall have to pay the registration fee and security deposit as per these rules separately.
- 1.15 Income Tax Certificate :**
¹[Deleted]

1. Deleted by Order No.F.2(4)FD/Exp.III/99 dated 1.11.2003 (Cir. No.18/2003) with immediate effect.

I.16 Sales Tax Clearance Certificate :

All the contractors are required to apply to the Commercial Taxes Officer of the area in which they are assessed for grant of Sales Tax/Works Contract Tax Clearance Certificate in the month of August every year. The original Sales Tax/Works Contract Tax Clearance Certificate alongwith certified copy thereof by a Gazetted Officer, should be submitted to the Chief Engineer/Additional Chief Engineer/ Superintending Engineer/ Executive Engineer concerned who has enlisted the contractor by the end of September every year. The Contractors, who fail to submit the Sales Tax/Works Contract Tax Clearance Certificate or fail to show any justifiable reasons for non-supply of the Sales Tax/Works Contract Tax Clearance Certificate, will be liable to be removed from the approved list of contractors.

I.17 Contractors will be required to certify that they will not get themselves registered under more than one name.

I.18 Records of Works done :

Every Registering Authority will keep upto date record of works allotted to and in hand of the enlisted contractors. Works completed will be reduced and fresh works allotted will be added to work out the work load to which a contractor is entitled under these Rules. To ensure this, a copy of every Work Order issued to the contractor will be sent directly to the Registering Authority for proper posting of the Work Load Register to be maintained in the office of the Chief Engineer for AA & A class contractors and in the office of the Additional Chief Engineers for B Class Contractors. Similarly, yearly work load of enlisted contractors will be intimated to the Superintending Engineer by the Executive Engineer in respect of class C & D contractors.

I.19 Work not to be allotted to near relatives :

Contractors who are near relatives of the staff (Engineering, accounts, ministerial & subordinate etc.) will not be allowed to tender for works in the jurisdiction of officer responsible for award and execution of contract where their near relative is working.

Note :- Near relative will include wife, husband, parents, Grand parents, Children and Grand Children, Brothers and Sisters, Uncle, Aunts and Cousins and their corresponding in laws).

I.20 Retired Officers not to be Contractor :

No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or administrative duties in the Engineering Departments of the State Government is allowed to work in the particular department either as Contractor or as employee of a Contractor during the period of two years from the date of retirement from Government service without prior permission of the State Government. If

subsequently, either the Contractor or any of his employee is found, any time to be such a person who had not obtained the permission of Government as aforesaid, his name is liable to be removed from the list of enlisted Contractors.

I.21 Permanent Address :

While submitting the application for enlistment, the mailing office and residential address duly verified by Local Body/Panchayat/Police Chowki/Thana shall be given. The enlisted contractors will have to intimate the change in their permanent address duly verified, if any, in future. In case they fail to intimate such changes to the enlisting authority, their name shall be liable to be removed from the Register of Contractors.

I.22 Change of Partnership :

The Contractor/Firm shall not enter into any fresh partnership without prior intimation to the enlistment authority. Such proposal, if any, shall be submitted in advance giving full details of the intending partnership/ sole- proprietorship, the draft partnership deed/ affidavit alongwith retiring deed of such partners. Any departure from this will render the Contractor/Firm liable to be removed from the Register of Contractors of the enlisting authority.

I.23 The Contractors will inform the concerned enlistment authority within one month regarding any change of the facts given at the time of enlistment. In case of non-furnishing the timely information, the enlistment will be liable to be suspended/cancelled, if the facts of any change come to the knowledge of the competent authority through any other source.

I.24 If the Executive Engineer concerned receives adverse report against any contractor, either from the department in which he is enlisted or any other Department/Government, he can stop issuing tenders to that contractor on the basis of such report. The Executive Engineer should, however, communicate the information to his Superintending Engineer for record and for approval of the action taken or proposed to be taken by him. Legal advice should be taken before making any recovery reported by authorities, other than the State Government. Security Deposit of a contractor for enlistment can be adjusted against recoveries intimated by any department of the State Government and can be forfeited under clause 3 of "Conditions of Contract" executed with contractor enclosed with Notice Inviting Tenders.

I.25 The contractors enlisted under these rules shall be qualified to tender for works for the amount mentioned against each class under any category provided the total amount of the works allotted for execution to each contractor under all categories/class does not exceed 5 (five) times the maximum limit indicated against any class/category in which he is enlisted.

- 1.26 Any firm/company/society desiring enlistment in any class/category shall produce attested copy of registration certificate with name of partners, articles of associations, bye-laws etc. from Registrar of Firms, Registrar of Companies or Registrar of Societies, as the case may be.

1.27 **Standing Advisory Committee of contractors and Construction Agencies :**

A Standing Advisory Committee at the level of Chief Engineer and another at the level of each Circle will be framed which will consist of representatives of concerned engineering department and Construction Agencies. The meetings of such Advisory Committees will be held to discuss policy matters regarding contract agreement, administrative and other financial policies and difficulties of contractors. Chief Accounts Officer or his nominee may also be invited to attend.

The meetings at Chief Engineer level will be attended by the President or the Secretary of the Registered Contractors Association. The meetings at Circle level will be attended by the Secretary of the registered Contractors Association.

1.28 **Meeting with Contractors/Construction Agencies :**

To solve the difficulties and grievances of the contractors and other construction agencies, quarterly meetings at the Divisional level and half-yearly meetings at the Circle level should be held. Such meetings may be attended by all the desirous contractors/representatives of construction agencies of the Division/Circle. Such meetings may also be held at the level of Chief Engineer, if there is such demand from the contractors/ construction agencies and such meetings may be attended by the President and the Secretaries of the registered Contractors Association/Construction Agencies.

1.29 **Issue of Pass Book**

Every registered contractor would be issued pass book by the registering authority in which entries would be made by Executive Engineer at the time of executing agreement in respect of each work allotted to the contractor concerned. The format of the pass book shall be as under :-

S.No.	Date of Entry	Work Order No. and Date	Name of Work	Estimated Cost	Stipulated Date of Starting of Work
1	2	3	4	5	6

Stipulated Date of completion of Work	Name of Authority awarding the Work	Dated initials of the Authority making entries	Actual Date of Completion	Remarks of XEN with dated initials
7	8	9	10	11

I.30 De-enlistment of Contractors :

If an enlisted contractor desires to get himself delisted from the approved list of contractors, he shall apply to enlistment authority for de-listment and refund of security money. The security money shall be refunded after satisfying the enlisting authority himself that nothing is due against the contractor.

I.31 Review of Decisions :

The orders issued by competent authority under section VIII of these rules regarding black-listing, demotions, removal, suspension or debarring can be reviewed by next higher authority on receipt of review application from contractor.

Section II - Civil Contractors

II.1 Classes of Contractors :

The Civil Contractors shall be enlisted in following five classes :

- (i) "AA" Class.
- (ii) "A" Class
- (iii) "B" Class.
- (iv) "C" Class
- (v) "D" Class.

II.2 Enlistment Authority and Jurisdiction of Working :

(i) (a) "AA" Class contractors shall be enlisted by the Chief Engineer of respective engineering department. If there are more than one Chief Engineer in any department, the Administrative department shall authorise one of the Chief Engineers to enlist "AA" Class Contractor.

(b) "AA" Class contractors shall be entitled to execute the works through out Rajasthan in enlisting department with concessional earnest money. However, with depositing the full amount of earnest money as per rules in force, such contractors will be entitled to tender in any other engineering department throughout Rajasthan .

(ii) (a) "A" Class contractors shall be enlisted by the Chief Engineer(s) of engineering departments for their respective jurisdiction(s).

¹[(b) "A" Class contractors shall be entitled to execute works through out the jurisdiction of enlisting Chief Engineer with concessional earnest money. However, with depositing concessional earnest money as per rules in force, such contractors will be entitled to tender in jurisdiction of other Chief Engineer(s) of the same department. Besides, with depositing full amount of earnest money such contractors shall be entitled to participate in other departments as per their entitlement.]

(iii) (a) "B" Class contractors shall be enlisted by the Additional Chief Engineer(s) of engineering departments for their zone(s).

(b) "B" Class contractors shall be entitled to execute works through out the zone of enlisting Additional Chief Engineer with concessional earnest money. However, with depositing the full amount of earnest money as per rules in force, such contractors will be entitled to tender in other zones under the same Chief Engineer.

(iv) (a) "C" Class contractors shall be enlisted by the Superintending Engineer(s) of engineering departments for the circle(s).

(b) "C" Class contractors shall be entitled to execute the works through out the circle of enlisting Superintending Engineer with concessional earnest money. However, with depositing the full amount of earnest money as per rules in force, such contractors will be entitled to tender in other circles of the zone under the same Addl. Chief Engineer.

(v) (a) "D" Class contractors shall be enlisted by the Executive Engineer(s) of engineering departments for their divisions(s).

(b) "D" Class contractors shall be entitled to execute the works through out the division of enlisting Executive Engineer with concessional earnest money. However, with depositing the full amount of earnest money as per rules in force, such contractors will be entitled to tender in other divisions of the circle under the same Superintending Engineer.

II.3 Extent upto which qualified to tender :

² [S.No.]	Class of Contractor	Extent upto which qualified to tender for any work
1.	"AA" Class	Any Amount
2.	"A" Class	Upto Rs. 3.00 crores
3.	"B" Class	Upto Rs. 1.50 crores
4.	"C" Class	Upto Rs. 50.00 lac
5.	"D" Class	Upto Rs. 15.00 lac]

1. Substituted by Order No.F.2(4)FD/Exp.III/99 dated 23.3.2001 (Cir. No.11/2001) with immediate effect.
2. Substituted by Order No.F.2(4)FD/Exp.III/99 dated 19.3.2001 (Cir. No.8/2001) and again substituted by Circular No. 10/2001 with immediate effect.

II.4 Registration (Enlistment) fee and Security Deposit for Enlistment :

(i) Contractors desiring enlistment in any class shall pay Registration Fee (non-refundable) as mentioned in column 3 and Security Deposit as mentioned in column 4 of following table alongwith the application form (RPWA 108).

S.No.	Class of Contractor	Amount of Registration Fee in Cash/Treasury Challan/Bank Demand Draft (non-refundable)	Amount of Security Deposit in form of, Interest bearing Deposit/FDR of Nationalised/Schedule Bank
1	2	3	4 (Rs. in lac)
1.	AA Class	Rs. 10,000.00	[4.00
2.	A Class	Rs. 7,500.00	2.00
3.	B Class	Rs. 5,000.00	1.00
4.	C Class	Rs. 2,000.00	0.50
5.	D Class	Rs. 1,000.00	0.25]

II.5 Past Experience for Enlistment :

Past experience for enlistment for various classes shall be as given below. When applying for enlistment, the contractors of all classes will be required to submit list of works executed, the amount of each individual work being not less than the amount indicated in col.3 of table given below under each class, the authorities under which the works were carried out and the time in which these were carried out.

S.No.	Class	Past experience for Enlistment
1.	AA Class	[Satisfactorily completed 2 works each costing not less than Rs. 1 crore during three years.
2.	A Class	Satisfactorily completed 2 works each costing not less than Rs. 50 lac during three years.
3.	B Class	Satisfactorily completed 2 works each costing not less than Rs. 10 lac during three years.
4.	C Class	Satisfactorily completed 2 works each costing not less than Rs. 2 lac during three years.
5.	D Class	Nil]

II.6 Annual Turn Over :

[deleted]

1. Substituted by Order No.F.2(4)FD/Exp.III/99 dated 19.3.2001 (Cir. No.8/2001) and again substituted by Circular No. 10/2001 with immediate effect.
2. Deleted by Order No.F.2(4)FD/Exp.III/99 dated 23.3.2001 (Cir. No. 11/2001) with immediate effect.

II.7 Organizational Set-up :

- (a) Contractors enlisted in Class AA, A, B, C & D are required to employ technical staff, whenever they are required to execute work, as under:-
1. For works costing over Rs. 1 crore Civil Engineering Graduate
 2. For works between Rs. 15 lac to Rs. 1 crore Civil Diploma holder
(Attested copies of degree/diploma to be attached)
- (b) A Contractor desiring enlistment in Class AA, A and B should have a permanent Engineering Organisation capable of dealing with large works in all stages. They should have sufficient machinery and tools etc., at their disposal, for which they should submit details. They should also submit, with their application, full details about their engineering organisation qualification of such staff and experience, alongwith proof of ownership of the equipments.
- (c) Firms & Contractors applying for enlistment falling under category AA, A & B will have an office capable of preparing and submitting bills regularly for works done as provided for in the contract. The office should have sufficient technical personnel for preparing estimates and submitting lump sum tenders in an intelligent manner and for supervision of works. List of such persons employed with requisite qualification and experience with their address, will be submitted alongwith the application.

Section III - Contractors for Furniture and Joinery Works

III.1 Classes of Contractors :

The contractors for furniture and joinery works shall be enlisted in following four classes.

- (i) "F I" Class.
- (ii) "F II" Class
- (iii) "F III" Class
- (iv) "F IV" Class

III.2 Enlistment Authority and Jurisdiction of Working :

(i) (a) "F I" Class contractors shall be enlisted by the Chief Engineer(s) of engineering departments for their respective jurisdiction.

[(b) "F I" Class contractors shall be entitled to execute works through out the jurisdiction of enlisting Chief Engineer with concessional earnest money. However, with depositing concessional earnest money as per rules in force, such contractors will be entitled to tender in jurisdiction of other Chief Engineer(s) of the same department. Besides, with depositing full amount of earnest money such contractors shall be entitled to participate in other departments as per their entitlement.]

(ii) (a) "F II" Class contractors shall be enlisted by the Addl. Chief Engineer(s) of engineering departments for their zone.

(b) "F II" Class contractors shall be entitled to execute works through out the zone of enlisting Addl. Chief Engineer with concessional earnest money. However, with depositing concessional earnest money as per rules in force, such contractors will be entitled to tender in other zones under the same Chief Engineer.

(iii) (a) "F III" Class contractors shall be enlisted by the Superintending Engineer(s) of engineering departments for their circle(s).

(b) "F III" Class contractors shall be entitled to execute works through out the circle of enlisting Superintending Engineer with concessional earnest money. However, with depositing the full amount of earnest money as per rules in force, such contractors will be entitled to tender in other circles of the zone under the same Addl. Chief Engineer.

(iv) (a) "F IV" Class contractors shall be enlisted by the Executive Engineer(s) of engineering departments for their division(s).

(b) "F IV" Class contractors shall be entitled to execute the works through out the division of enlisting Executive Engineer with concessional earnest money. However, with depositing the full amount of earnest money as per rules in force, such contractors will be entitled to tender in other divisions of the circle under the same Superintending Engineer.

III.3 Extent upto which qualified to tender :

The contractors of various classes shall be qualified to tender upto the extent prescribed against each class as below :

S.No.	Class of contractors	Extent upto which qualified to tender in each case
1.	"F I" Class	Any amount
2.	" F II" Class	Upto Rs. 5.00 lac
3.	"F III" Class	Upto Rs. 2.00 lac
4.	"F IV" Class	Upto Rs. 1.00 lac

1. Substituted by Order No.F.2(4)FD/Exp.III/99 dated 23.3.2001 (Cir. No.11/2001) with immediate effect.

III.4 Registration (Enlistment) Fee and Security Deposit for Enlistment :

- (i) Contractors for furniture & joinery works desiring enlistment in any class would have to pay Registration Fee (non-refundable) as mentioned in column 3 and deposit of Security Deposit as mentioned in column 4 of following table alongwith the application form (RPWA 108).

S.No.	Class of Contractors	Amount of Registration Fee in CAsh/Treasury Challan/Bank Demand Draft (Non-refundable)	Amount of Security Deposit in form of Interest bearing Deposit/FDR of Nationalised/Schedule Bank
1	2	3	4
1.	"F I" Class	Rs. 2,000.00	Rs. 50,000.00
2.	"F II" Class	Rs. 1,000.00	Rs. 20,000.00
3.	"F III" Class	Rs. 500.00	Rs. 10,000.00
4.	"F IV" Class	Rs. 250.00	Rs. 5,000.00

III.5 Past Experience for Enlistment :

Past experience for enlistment for various classes shall be as given below. When applying for enlistment, the contractors of all classes will be required to submit list of works executed, the amount of each individual work being not less than the amount indicated in col.3 of table given below under each class, the authorities under which the works were carried out and the time in which these were carried out.

S.No.	Class	Past experience for Enlistment
1.	F I Class	Satisfactorily completed 3 works each costing more than Rs. 5 lac during the last 3 years.
2.	F II Class	Satisfactorily completed at least 3 works each costing more than Rs. 1 lac during the last 3 years.
3.	F III Class	Satisfactorily completed at least 3 works each costing more than Rs. 50,000/- during the last 3 years.
4.	F IV Class	Should have experience in the line and sufficient staff and equipment with them.

III.6 Annual Turn Over :

[deleted]

1. Deleted by Order No.F.2(4)FD/Exp.III/99 dated 23.3.2001 (Cir. No.11/2001) with immediate effect.

III.7 Organizational Set-up :

Firms or Contractors applying for enlistment falling under class F I, F II, F III and F IV will have an organizational set-up as below :

- (a) F I, F II and F III class contractors should have a permanent organization capable of dealing with the large works in all their stages and should also submit with their application full details about their organization. Contractors enlisted in above classes should comply with the following conditions :-
- They should keep sufficient stock of timbers, paint polish and other finishing equipment in their workshop.
 - They must possess properly fitted workshop.
 - They would have arrangements for seasoning of timber.
 - They would employ designers who are capable of producing well through out scheme for furnishing large buildings.
- (b)(i) F IV class contractors desiring enlistment in this class should have a permanent organisation capable of dealing with large works in all their stages. They should have sufficient stock of timbers, paints, polish and other finishing equipments at their disposal. They should also submit with their application full details about their organisation.
- (ii) Firms desiring enlistment in this class have some experience or hereditary art craftsman.

[Section IV - Contractors for Electrical Works

IV.1 Classes of Contractors :

- E-xy I Class
- E-xy II Class
- E-xy III Class
- E-xy IV Class

Where 'xy' to Specialization Category Code as detailed below :-

S.No.	Sub Category	Speciali zation category code (xy)	Classes
1.	Electrical Wiring, Substation & D.G. Sets (Internal & External Electrical Installations, Fixture work, Distribution & LT panel, cabling, 11 KV & 33 KV sub station, Transformer, RMU HT cabling, HT Metering, D.G. work, LAN & Telephone Wiring, Operation & Maintenance)	E W S D	E-EWSD I E-EWSD II E-EWSD III E-EWSD IV
2.	Air - conditioning & Air - cooling (Air-conditioning and air-cooling work, Ventilation, Ducting, Piping insulation, Grills & Controls, Operation & Maintenance work etc.)	AC	E-AC I E-AC II E-AC III E-AC IV
3.	Lift & Escalators (Lift & Escalators, Maintenance & repairs of lifts, Operation & Maintenance work etc.)	LE	E-LE I E-LE II E-LE III E-LE IV
4.	Fire Fighting & Fire Detection (Fire Fighting, Fire Detection, Fire extinguishers, Sprinkler, Operation & Maintenance work etc.)	FF	E-FF I E-FF II E-FF III E-FF IV

1. Section IV Substituted by Circular No. 40/2009 dated 4.2.2009 effective from 1.4.2009 and this order stayed till further order vide Circular No.41/09 dated 16.3.2009 and again substituted vide Circular No. 44/2010 dated 5.3.2010 w.e.f. 1.4.2010.

5.	Electronics Related Works ((CCTV, PA system, UPS, LAN, Audio & Video work, Traffic Signals, UVSS, LAN Equipments, Operation & Maintenance work etc.)	ER	E-ER I E-ER II E-ER III E-ER IV
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IV.2 Enlistment Authority & Jurisdiction of working :

- (i) (a) E-xy I class contractors shall be enlisted by the Chief Engineer (s) of engineering department for their respective Jurisdiction
- (b) E-xy I class contractors shall be entitled to execute works through out the jurisdiction of enlisting Chief Engineer with concessional earnest money. However, with depositing concessional earnest money as per rule in force, such contractors will be entitled to tender in jurisdiction of other chief engineer (s) of the same department. Besides, with depositing full amount of earnest money such contractors shall be entitled to participate in other department as per their entitlement.
- (ii) (a) E-xy II class contractors shall be enlisted by the Addl. Chief Engineer (s) of engineering department for their respective zone.
- (b) E-xy II class contractors shall be entitled to execute works through out the zone of enlisting Addl. Chief Engineer with concessional earnest money. However, with depositing full amount of earnest money as per rule in force such contractors shall be entitled to tender in other zone under the same Chief Engineer
- (iii) (a) E-xy III class contractors shall be enlisted by the Superintending Engineer (s) of engineering department for their respective Circle (s).
- (b) E-xy III class contractors shall be entitled to execute works through out the Circle of enlisting Superintending Engineer with concessional earnest money. However, with depositing full amount of earnest money as per rule in force such contractor will be entitled to tender in other Circles of the zone under the same Addl. Chief Engineer.
- (iv) (a) E-xy IV class contractors shall be enlisted by the Executive Engineer (s) of engineering department for their respective division(s).
- (b) E-xy IV class contractors shall be entitled to execute works through out the division of enlisting Executive Engineer with concessional earnest money. However, with depositing full amount of earnest money as per rule in force such contractor will be entitled to tender in other divisions of the Circle under the same Superintending Engineer.

IV. 3 Extent upto which qualified to tender : The contractors of various classes shall be qualified to tender upto the extent prescribed against each class as below :

S.No.	Classes	Extent upto which qualified to tender in each Circle
1.	E-xy I E-xy II E-xy III E-xy IV	Any amount Upto Rs. 25 lakhs Upto Rs. 10 lakhs Upto Rs. 5 lakhs

IV.4 Registration (Enlistment) Fee and Security Deposit for enlistment : Contactor for electrical works desiring enlistment in any class shall have to make Registration Fee (non-refundable) as mentioned in column 3 and deposit of Security Deposit as mentioned in column 4 of the following table along with the application form (RPWA 108)

S.No.	Class of Contractor	Amount of Registration Fee in Cash / Treasury Challan/ Bank Demand Draft (Non-refundable)	Amount of Security Deposit in form of Interest bearing Deposit / FDR of Nationalised / Schedule Bank
1	2	3	4
1.	E-xy I,	Rs. 2000	Rs. 50,000
2.	E-xy II,	Rs. 1000	Rs. 20,000
3.	E-xy III,	Rs. 500	Rs. 10,000
4.	E-xy IV,	Rs. 250	Rs. 5,000

IV.5 Past Experience for Enlistment : Past experience of enlistment for various classes shall be as given below. When applying for enlistment, the contractors of all classes will be required to submit list of works executed, the amount of each individual work being not less than the amount indicated in col. 3 of table given below under each class, the authorities under which the works were carried out and the time in which these were carried out.

S.No. 1	Class 2	Past Experience for Enlistment 3
1.	EWSD I Class	Satisfactorily completed atleast 2 works each costing more than 10.00 Lacs, during the last 3 years.
2.	EWSD II Class	Satisfactorily completed atleast 2 works each costing more than 5.00 Lacs, during the last 3 years.
3.	EWSD III Class	Satisfactorily completed atleast 2 works each costing more than 2.00 Lacs, during the last 3 years.
4.	EWSD IV Class	Satisfactory complete atleast one work costing 1.00 lac during last 3 years.
5.	E-AC I Class	Two works of Rs. 25.00 Lac each of central A.C. system/Air Cooling at least one work should be with centrifugal / screw type air conditioning Compressor System. During last 3 years.
6.	E-AC II Class	Two works of Rs. 10.00 Lac each of Air Cooling Plant/ central A.C. Plant/ Package type during last 3 years.
7.	E-AC III Class	Two works of Rs. 5.00 Lac each pertaining to Air Cooling System/ Package Type AC Plant during last 3 years.
8.	E - AC IV Class	Two works of Original/Operation/ Maintenance nature of Rs. 2.00 Lac each for Air Cooling/ Air Conditioning during last 3 years.
9.	E- LE I Class	Two works of not less than Rs. 25.00 Lac each. The firm should be Original manufacturer on the date of application and should be maintaining at least 50 lifts satisfactorily and should have Maintenance centers at least at 5 locations in Rajasthan during last 3 years.

10.	E-LE II Class	Two works of not less than Rs. 10.00 Lac each. The firm should be Original manufacturer on the date of application and should be maintaining atleast 25 lifts satisfactorily and should Have Maintenance centers at least at 3 locations in Rajasthan during last 3 years.
11.	E-LE III Class	Two works of not less than Rs. 5.00 Lac each. The firm should be Original manufacturer on the date of application and should be maintaining at least 15 lifts satisfactorily and should Have Maintenance centers at least at 1 locations in Rajasthan during last 3 years.
12.	E-LE IV Class	Two works of not less than Rs. 3.00 Lac each. The firm should be Original manufacturer on the date of application and should be maintaining at least 5 lifts satisfactorily and should Have Maintenance centers at least at 1 locations in Rajasthan. during last 3 years.
13.	E-FF I Class	Two works of not less than Rs. 15.00 Lac each. of Alarm System, works out of which one should be of addressable fire Alarm System. Two works of not less than Rs 15.00 Lac each of fire fighting system works. during last 3 years.
14.	E-FF II Class	Two works of not less than Rs. 10.00 Lac each. of Alarm System works. Two works of not less than Rs 10.00 Lac each of fire fighting system works. during last 3 years.
15.	E-FF III Class	Two works of not less than Rs. 5.00 Lac each of fire alarm system. Two works of not less than Rs 5.00 Lac each of fire fighting system works during last 3 years.
16.	E-FF IV Class	Two works of not less than 3.00 lacs of Fire Alarm/Fire Fighting System during last 3 years.
17.	E- ER I Class	Two works of Rs. 15.00 Lac each during last 3 years.
18.	E- ER II Class	Two works of not less than Rs. 10.00 Lac during last 3 years.
19.	E- ER III Class	Two works of Rs. 5.00 Lacs Each, at least one work should be internal electrification of building. during last 3 years.
20.	E- ER IV Class	Two works of Rs. 3.00 Lacs each during last 3 years, atleast one work should be internal electrification of building.

Note :- Unemployed Engineers (Electrical) experience not required.

IV.6 Organizational Set-up : Firms as contractors applying for enlistment falling under class E-xyI, E-xyII, E-xyIII and E-xyIV will have an organizational set up as below :-

S.No.	Class	Organizational Set up for Enlistment
1.	EWSD I Class	(a) One graduate engineer (Electric) or One Diploma engineer (electric) having minimum 3 years experience and registered as an approved "A" Class contractor by the electric inspector Raj. or Possessing supervisory certificate of Rajasthan or any other State Government in the territory of India with him. (b) They should have sufficient equipments and tools etc (Megger, Hydraulic Crimping tool, tong tester etc.)
2.	EWSD II Class	(a) One graduate engineer (Electric) or One Diploma engineer (electric) having 2 years experience and registered as an approved "A" Class contractor by the electric inspector Raj. or Possessing supervisory certificate of Rajasthan or any other State Government in the territory of India with him. (b) They should have sufficient equipments and tools etc (Megger, Hydraulic Crimping tool, tong tester etc.)
3.	EWSD III Class	(a) One graduate engineer (Electric) or One Diploma engineer (electric) having 2 year experience and registered as an approved "B" Class (minimum) contractor by the electric inspector Raj.

4.	EWSD IV Class	Having experience in the line and sufficient staff and and registered as an approved "C" Class (Minimum) contractor by the electric inspector Raj.
5.	E- AC I Class	(a) One graduate engineer (electric/ Mech.) or One Diploma engineer (electric/Mech.) having 3 years experience and registered as an approved "A" Class contractor by the electric inspector Raj. or Possessing supervisory certificate of Rajasthan or any other State Government in the territory of India with him.
6.	E- AC II Class	(a) One graduate engineer (electric/ Mech.) or One Diploma engineer (electric/Mech.) having 2 years experience and registered as an approved "A" Class contractor by the electric inspector Raj. or Possessing supervisory certificate of Rajasthan or any other State Government in the territory of India with him.
7.	E-AC III Class	(a) One graduate engineer (electric/ Mech.) or One Diploma engineer (electric/Mech.) having 2 year experience and registered as an approved "B" Class contractor by the electric inspector Raj.
8.	E-AC IV Class	Having experience in the line and sufficient staff and registered as an approved "C" Class (Minimum) contractor by the electric inspector Raj.
9.	E- LE I Class	(a) One graduate engineer (electric/ Mech.) or One Diploma engineer (electric/Mech.) having 3 years experience and registered as an approved "A" Class contractor by the electric inspector Raj. or Possessing supervisory certificate of Rajasthan or any other State Government in the territory of India with him.
10.	E- LE II Class	(a) One graduate engineer (electric/ Mech.) or One Diploma engineer (electric/Mech.) having 2 years experience and registered as an approved "A" Class contractor by the electric inspector Raj. or Possessing supervisory certificate of Rajasthan or any other State Government in the territory of India with him.
11.	E- LE III Class	(a) One graduate engineer (electric/ Mech.) or One Diploma engineer (electric/Mech.) having 2 year experience and registered as an approved "B" Class contractor by the electric inspector Raj.
12.	E- LE IV Class	Having experience in the line and sufficient staff and registered as an approved "C" Class (Minimum) contractor by the electric inspector Raj.
13.	E- FF I Class	(a) One graduate engineer (electric/ Mech.) or One Diploma engineer (electric/Mech.) having 3 years experience and registered as an approved "A" Class contractor by the electric inspector Raj. or Possessing supervisory certificate of Rajasthan or any other State Government in the territory of India with him.
14.	E- FF II Class	(a) One graduate engineer (electric/ Mech.) or One Diploma engineer (electric/Mech.) having 2 years experience and registered as an approved "A" Class contractor by the electric inspector Raj. or Possessing supervisory certificate of Rajasthan or any other State Government in the territory of India with him.
15.	E-FF III Class	(a) One graduate engineer (electric/ Mech.) or One Diploma engineer (electric/Mech.) having 2 year experience and registered as an approved "B" Class contractor by the electric inspector Raj.
16.	E-FF IV Class	Having experience in the line and sufficient staff and and registered as an approved "C" Class (Minimum) contractor by the electric inspector Raj.

17.	E- ER I Class	(a) One graduate engineer (electronic/electric) or One Diploma engineer (electronic/electric) having 3 years experience and registered as an approved "A" Class contractor by the electric inspector Raj. or Possessing supervisory certificate of Rajasthan or any other State Government in the territory of India with him.
18.	E- ER II Class	(a) One graduate engineer (electronic/electric) or One Diploma engineer (electronic/electric) having 2 years experience and registered as an approved "A" Class contractor by the electric inspector Raj. or Possessing supervisory certificate of Rajasthan or any other State Government in the territory of India with him.
19.	E- ER III Class	(a) One graduate engineer (electronic/electric) or One Diploma engineer (electronic/electric) having 2 year experience and registered as an approved "B" Class contractor by the electric inspector Raj.
20.	E- ER IV Class	Having experience in the line and sufficient staff and and registered as an approved "C" Class (Minimum) contractor by the electric inspector Raj.

The enlisted contractors have to submit his option and past experience, organizational set up for specialization category in the office of Enlistment Authority.

The enlisted contractors have to submit experience and quantum of work after every 3 years. If specified experience of work will not be executed by the contractor his registration will be cancelled.

This order shall come into force with effect from 1.4.2010.

Section V -Sanitary, Pipe Fitting and Plumbing Works Contractors

V.1 Classes of Contractors : The contractors for sanitary, Pipe fitting and plumbing works shall be enlisted in following four classes.

- (i) 'S I' Class.
- (ii) 'S II' Class.
- (iii) "S III" Class.
- (iv) "S IV" Class.

V.2 Enlistment Authority and Jurisdiction of Working :

(i) (a) "S I" Class contractors shall be enlisted by the Chief Engineer(s) of engineering departments for their respective jurisdiction.

[(b) "S I" Class contractors shall be entitled to execute works through out the jurisdiction of enlisting Chief Engineer with concessional earnest money. However, with depositing concessional earnest money as per rules in force, such contractors will be entitled to tender in jurisdiction of other Chief Engineer(s) of the same department. Besides, with depositing full amount of earnest money such contractors shall be entitled to participate in other departments as per their entitlement.]

(ii) (a) "S II" Class contractors shall be enlisted by the Addl. Chief Engineer(s) of engineering departments for their zone.

(b) "S II" Class contractors shall be entitled to execute works through out the zone of enlisting Addl. Chief Engineer with concessional earnest money. However, with depositing concessional earnest money as per rules in force, such contractors will be entitled to tender in other zones under the same Chief Engineer.

(iii) (a) "S III" Class contractors shall be enlisted by the Superintending Engineer(s) of engineering departments for their circle(s).

(b) "S III" Class contractors shall be entitled to execute works through out the circle of enlisting Superintending Engineer with concessional earnest money. However, with depositing the full amount of earnest money as per rules in force, such contractors will be entitled to tender in other circles of the zone under the same Addl. Chief Engineer.

(iv) (a) "S IV" Class contractors shall be enlisted by the Executive Engineer(s) of engineering departments for their division(s).

(b) "S IV" Class contractors shall be entitled to execute the works through out the division of enlisting Executive Engineer with concessional earnest money. However, with depositing the full amount of earnest money as per rules in force, such contractors will be entitled to tender in other divisions of the circle under the same Superintending Engineer.

V.3 Extent upto which qualified to tender :

The contractors of various classes shall be qualified to tender upto the extent prescribed against each class as below :

S.No.	Class of contractors	Extent upto which qualified to tender in each case
1	2	3
1.	"S I" Class	Any amount
2.	"S II" Class	Upto Rs. 5.00 lac
3.	"S III" Class	Upto Rs. 2.00 lac
4.	"S IV" Class	Upto Rs. 1.00 lac

1. Substituted by Order No.F.2(4)FD/Exp.III/99 dated 23.3.2001 (Cir. No.11/2001) with immediate effect.

III.4 Registration (Enlistment) Fee and Security Deposit for Enlistment :

- (i) Contractors for furniture & joinery works desiring enlistment in any class would have to pay Registration Fee (non-refundable) as mentioned in column 3 and deposit of Security Deposit as mentioned in column 4 of following table alongwith the application form (RPWA 108).

S.No.	Class of Contractors	Amount of Registration Fee in CAsh/Treasury Challan/Bank Demand Draft (Non-refundable)	Amount of Security Deposit in form of Interest bearing Deposit/FDR of Nationalised/Schedule Bank
1	2	3	4
1.	"S I" Class	Rs. 2,000.00	Rs. 50,000.00
2.	"S II" Class	Rs. 1,000.00	Rs. 20,000.00
3.	"S III" Class	Rs. 500.00	Rs. 10,000.00
4.	"S IV" Class	Rs. 250.00	Rs. 5,000.00

V.5 Past Experience for Enlistment :

Past experience for enlistment for various classes shall be as given below. When applying for enlistment, the contractors of all classes will be required to submit list of works executed, the amount of each individual work being not less than the amount indicated in col.3 of table given below under each class, the authorities under which the works were carried out and the time in which these were carried out.

S.No.	Class	Past experience for Enlistment
1.	S I Class	Satisfactorily completed 3 works each costing more than Rs. 5 lac during the last 3 years.
2.	S II Class	Satisfactorily completed at least 3 works each costing more than Rs. 1 lac during the last 3 years.
3.	S III Class	Satisfactorily completed at least 3 works each costing more than Rs. 50,000/- during the last 3 years.
4.	S IV Class	Should have experience in the line and sufficient staff and equipment with them.

V.6 Annual Turn Over : [deleted]

1. Deleted by Order No.F.2(4)FD/Exp.III/99 dated 23.3.2001 (Cir. No.11/2001) with immediate effect.

V.7 Organizational Set-up:

- Firms or Contractors applying for enlistment falling under Class S I, S II, S III and S IV will have an organizational set up as below :
- (a) S I class contractors should have permanent organisation capable of dealing with large works in all their stages.
 - (b) S II class contractors should employ one licensed plumber.
 - (c) S III class contractors should have sufficient machinery and tools and plants at their disposal for which they should submit details.
 - (d) S IV class contractors should also submit with their applications full details about their Engineering Organisation.

Section VI - Contractors for Painting Works

VI.1 Classes of Contractors :

The contractors for electrical works shall be enlisted in following four classes.

- (i) "P I" Class
- (ii) "P II" Class
- (iii) "P III" Class
- (iv) "P IV" Class

VI.2 Enlistment Authority and Jurisdiction of Working :

- (i) (a) "P I" Class contractors shall be enlisted by the Chief Engineer(s) of engineering departments for their respective jurisdiction.
[(b) "P I" Class contractors shall be entitled to execute works through out the jurisdiction of enlisting Chief Engineer with concessional earnest money. However, with depositing concessional earnest money as per rules in force, such contractors will be entitled to tender in jurisdiction of other Chief Engineer(s) of the same department. Besides, with depositing full amount of earnest money such contractors shall be entitled to participate in other departments as per their entitlement.]
- (ii) (a) "P II" Class contractors shall be enlisted by the Addl. Chief Engineer(s) of engineering departments for their zone.
(b) "P II" Class contractors shall be entitled to execute works through out the zone of enlisting Addl. Chief Engineer with concessional earnest money. However, with depositing concessional earnest money as per rules in force, such contractors will be entitled to tender in other zones under the same Chief Engineer.
- (iii) (a) "P III" Class contractors shall be enlisted by the Superintending Engineer(s) of engineering departments for their circle(s).
(b) "P III" Class contractors shall be entitled to execute works through out the circle of enlisting Superintending Engineer with concessional earnest money. However, with

1. Deleted by Order No.F.2(4)FD/Exp.III/99 dated 23.3.2001 (Cir. No.11/2001) with immediate effect.

depositing full amount of earnest money as per rules in force, such contractors will be entitled to tender in other circles of the zone under the same Addl. Chief Engineer

(iv) (a) "P IV" Class contractors shall be enlisted by the Executive Engineer(s) of engineering departments for their division(s).

(b) "P IV" Class contractors shall be entitled to execute works through out the division of enlisting Executive Engineer with concessional earnest money. However, with depositing full amount of earnest money as per rules in force, such contractors will be entitled to tender in other divisions of the circle under the same Superintending Engineer.

VI.3 Extent upto which qualified to tender :

The contractors of various classes shall be qualified to tender upto the extent prescribed against each class as below :

S.No.	Class of contractors	Extent upto which qualified to tender in each case
1	2	3
1.	"P I" Class.	Any amount
2.	"P II" Class.	Upto Rs. 5.00 lac
3.	"P III" Class.	Upto Rs. 2.00 lac
4.	"P IV" Class.	Upto Rs. 1.00 lac

VI.4 Registration (Enlistment) Fee and Security Deposit for Enlistment :

- (i) Contractors for painting works desiring enlistment in any class would have to pay Registration Fee (non-refundable) as mentioned in column 3 and deposit of Security Deposit as mentioned in column 4 of following table alongwith the application form (RPWA 108).

S. No.	Class of Contractors	Amount of Registration Fee in Cash/Treasury Challan/Bank Demand Draft (Non-refundable)	Amount of Security Deposit in form of Interest bearing Deposit/FDR of Nationalised/Schedule Bank
1	2	3	4
1.	"P I" Class.	Rs. 2,000.00	Rs. 50,000.00
2.	"P II" Class.	Rs. 1,000.00	Rs. 20,000.00
3.	"P III" Class.	Rs. 500.00	Rs. 10,000.00
4.	"P IV" Class.	Rs. 250.00	Rs. 5,000.00

VI.5 Past Experience for Enlistment :

Past experience for enlistment for various classes shall be as given below. When applying for enlistment, the contractors of all categories will be required to submit list of works executed, the amount of each individual work being not less than the

amount indicated in col.3 of table given below under each class, the authorities under which the works were carried out and the time in which these were carried out.

S.No.	Class	Past experience for Enlistment
1.	P I Class	Satisfactorily completed 3 works each costing more than Rs. 5 lac during the last 3 years.
2.	P II Class	Satisfactorily completed at least 3 works each costing more than Rs. 1 lac during the last 3 years.
3.	P III Class	Satisfactorily completed at least 3 works each costing more than Rs. 50,000/- during the last 3 years.
4.	P IV Class	Should have experience in the line and sufficient staff and equipment with them.

VI.6 Annual Turn Over :

¹[deleted]

VI.7 Organizational Set-up :

Firms or Contractors while applying for enlistment falling under class P I, P II, P III and P IV will have an organizational set-up capable of dealing with large works. The Firm should have sufficient T&P for execution of works. The contractors should also have trained, skilled and unskilled staff for carrying out the painting works.

**Section VII - Performance of Contractors
(Applicable to all Category of Contractors)**

VII.1 The Certificate regarding Workmanship and quality of work done by Contractors shall be granted by the authority registering the Contractors. Each Officer shall maintain a register showing the enlistment of various Contractors under different classes. Whenever Contractors are black-listed, removed, demoted or temporarily suspended from the Register of Contractor, remarks shall be made in the register against the Contractor concerned and copy of order shall be sent to Engineering Departments.

VII.2 Registration of Contractors shall be reviewed by Registering Authority after every two years on the basis of performance data to be supplied by the Contractor himself and the departmental field Officers. A Contractor whose performance is found to be

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1. Deleted by Order No.F.2(4)FD/Exp.III/99 dated 23.3.2001 (Cir. No.11/2001) with immediate effect.

unsatisfactory shall be liable for cancellation of his Registration and his name being struck off from the list of registered Contractors.

VII.3 Confidential Register of Contractors :

A Confidential Register of Contractors, in Form RPWA 110, shall be maintained in all Divisions and the Register shall be kept in personal custody of the Divisional Officer. The Divisional Officer will himself write/remark in the register in his own hand-writing. Instructions for maintenance of confidential register of contractors are as under :

- (i) Separate Register will be maintained for various classes of contractors.
- (ii) Name of Division should be written on cover of Register.
- (iii) The Index shall denote name of contractor and page.
- (iv) All pages shall be properly numbered.
- (v) A few pages shall be allotted to each contractor for continuous record.
- (vi) The register shall be completed annually after 31st March and before 30th April and a copy of the same shall be forwarded to the registration authority through the Superintending Engineer.
- (vii) The register should be checked and initialled by Superintending Engineer in the month of May. If any action is required to be taken against any contractor, report should be prepared and sent to the competent authority who enlisted the contractor.

VII.4 Confidential Report of Contractors :

While writing confidential reports of contractors in the Confidential Register, Form RPWA 110, the Executive Engineer concerned should record his remarks in detail as mentioned below :

- (a) Capacity to understand and implement instructions given.
- (b) Was work done according to specifications in all cases ? If not, state cases of works done below specifications ?
- (c) Is he capable of carrying out work without defects without frequent directions to him?
- (d) Any defects pointed out but not rectified.
- (e) Any penalty imposed for infringement of any condition of the contracts.
- (f) Whether or not necessary technical staff has been employed by the contractors as per enlistment rules.
- (g) Is there any old recovery outstanding ?
- (g) Is there any attachment order outstanding ?
- (i) Whether fair wages have been paid to the labour ?
- (j) Whether labour regulations for protection of health & sanitary arrangements for workers observed ?
- (k) Whether there has been any dispute with labour ?

- (l) Whether the contractor is prompt in making payment to the labour, petty contractors and suppliers etc., complaints, if any, received in this behalf being enumerated.
- (m) Has he maintained reputation for integrity ?
Note : Deal fully with such evidences as is available for inefficiency or corruption or other failings which impair his reputation. Any instance of corrupt practice should be specially stated.
- (n) Has he (contractor) been ever warned for slow progress ?
- (o) Has he completed the works before the scheduled time ? If not, had he adequate ground for delay.
- (p) Behaviours towards Departmental staff & labour Superintending Engineer's remarks - Is he fit for promotion to the next class ? A copy of these points should be pasted (or written) in the beginning of the confidential register.

Section VIII - Standard Code Regarding Demotion, Removal & Black Listing/Suspension and Debarring

VIII.1 The following Code is prescribed for demotion, removal, debarring/suspension of business and blacklisting etc. of the enlisted contractors.

VIII.2 DEMOTION TO LOWER CLASS

After giving Show Cause Notice of 15 days and recording findings, the Enlisting Authority may demote a Contractor to a lower class due to any of the following reasons :-

- If the Contractor :
- (i) fails to execute contract or executes it unsatisfactorily or is proved to be responsible for constructional defect(s) revealed even after the expiry of the prescribed maintenance period,
 - (ii) has no longer the adequate equipments, technical personnel or financial resources to execute works satisfactorily,
 - (iii) violates any important condition of contract(s) executed by him with any of the officer of State Government,
 - (iv) is responsible for any other matter, which may justify his demotion to a lower class taking into account the merits of the case.

VIII.3 REMOVAL FROM THE REGISTER

After giving Show Cause Notice of 15 days and recording findings, the Enlisting Authority may remove the name of a contractor from the Register of enlisted contractors and de-list him due to any of the following reasons :-

- If the Contractor :
- (i) fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defect(s) revealed even after the expiry of the prescribed maintenance period.

- (ii) has no longer the adequate equipments, technical personnel or financial resources to execute works,
- (iii) violates any important conditions of contract(s) executed by him with any officer of State Government,
- (iv) fails to secure any contract even after twelve successive tenders or during the period of two consecutive years, whichever is less,
- ¹[(v) fails to furnish the required sales tax/works contract tax clearance certificate as required under these rules,]
- (vi) fails to abide by any of the conditions of enlistment under these rules or is found to have given false particulars at the time of enlistment,
- (vii) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved,
- (viii) if his enlistment security falls short due to adjusting against any recovery under these rules.
- (ix) persistently violates the provisions of labour rules and regulations.

VIII.4 BLACK-LISTING

After giving Show Cause Notice of 15 days and recording findings, the Enlisting Authority with the approval of the next higher authority may blacklist a contractor due to any of the following reasons :-

- (i) There are sufficient and strong reasons to believe that the contractor or his employee has been guilty of malpractices such as bribery, corruption, fraud, vitiating fair under process including substitution of or interpolation in tenders, pilfering or unauthorised use or disposal of Govt. materials issued for specific works etc.,
- (ii) The Contractor continuously refuses to pay Govt. dues without showing adequate reasons and where the registering authority is satisfied that no reasonable dispute attracting reference to Settlement Committee or Court of Law exists for the Contractor's action.
- (iii) Where a contractor or his partner or his representative has been convicted by a Court of Law for offences involving moral turpitude in relation to the business dealings or where security considerations including suspected disloyalty to the State so warrant.
- (iv) If the contractor or his partner or his employee is found guilty of misbehaviour with any of the official of State Government connected with the execution of work directly or indirectly.
- (v) If a registered contractor, being non-tenderer for work, submits applications giving his offer after receipt/opening of tenders received after due process.

Note-1 If a contractor after having tendered for a work or after negotiations gives applications voluntarily vitiating the fair tendering process, it shall also tantamount to malpractice.

1. Substituted by Order No.F.2(4)FD/Exp.III/99 dated 1.11.2003 (Circular No. 18/2003) with immediate effect

Note-2 A register containing the reasons for blacklisting the contractor as also the names of all the partners of the contractor and the allied concerns coming within the effective influence of the blacklisted contractor will be maintained.

Note-3 A Register of black listed contractors will be maintained in RPWA 111 which will not only include contractors enlisted with the Enlisting Authority but also black listed contractors of all Engineering Departments, Zones, Circles, Divisions, Other State Governments, M.E.S. Railways, Posts & Telecommunication, CPWD etc.

Note-4 A Black listed contractors (i) shall not be entitled for enlistment in any engineering department, (ii) shall not be awarded any work in future, (iii) his enlistment shall stand cancelled immediately and his enlistment security shall stand forfeited.

VIII.5 DEBARRING/SUSPENSION

After giving notice and recording reasons the enlisting authority may debar/suspend the enlistment of the contractors due to following reasons :

- (1) If a contractor does not execute agreement or deposits performance guarantee or does not start the work or complete the work after sanction of the tender, the contractor is liable to be debarred or suspended from participating in re-tendering of that work or in future tenders and his enlistment may be suspended.
- (2) If an enlisted contractor, after having tendered for a work or after negotiations gives unauthorised applications voluntarily vitiating the fair tendering process, he is liable to be debarred in participating in that tender or in future tenders and his enlistment may be suspended.
- (3) If a registered contractor being non-tenderer for a work vitiates fair tendering process by submitting application giving his offer after receipt/opening of tenders received after due process his enlistment is liable to be suspended/he is liable to be debarred.
- (4) In case of a Co-operative Society/Society, does not get audited his accounts in time.

VIII.6 REVIEW OF APPROVED LIST OF CONTRACTORS

Enlistment of Contractors shall be reviewed by enlisting authority after every two years on the basis of performance of the contractor. The contractors whose performance is found unsatisfactory or does not comply provisions of enlistment rules, his enlistment shall be liable for cancellation and his name being struck off from the list of registered contractors.

ANNEXURE-"1"
(Referred to in P.W.F. & A. Rule 334 & Appendix-XVI)

PROFORMA OF APPLICATION
FOR ENLISTMENT OF CONTRACTORS

1. Name of applicant, his present Nationality and full address
2. Whether the firm is a private or Public Ltd. concern or undivided Hindu family. Individual or a registered partnership firm (Attested copies of Deeds or Articles or Association to be enclosed).
3. Name of person holding the power of Attorney, and his present Nationality with their liabilities, (Attested copy of partnership deed to be enclosed).
4. Name of partners, their present nationality with their liabilities (Attested copy of the partnership deed to be enclosed).
5. Name of Bankers and full address :

Note : The Bankers report in original preferably, in sealed cover, giving his/their financial capacity to handle works of the required magnitude should be enclosed.

6. Place of Business.
7. Class and category in which enlistment is sought.
8. List of works executed.
 - (i) Name of work
 - (ii) Year of work.
 - (iii) Amount.
 - (iv) Authority under which carried out

To be shown in a separate statement.

Note : For work done in departments other than P.W.D., original or attested copies of certificates from officers under whom works were carried out should be enclosed. If it is not possible to obtain such certificates, the applicant should clearly indicate this.

9. Area in which the Contractor wants to work.

10. Where the application has a permanent Engg. Organization capable of dealing with large works in all their stages and has sufficient machinery and tools etc. at their disposal (Full details of organisation and machinery and tools to be given) for Class AA, A and B Contractors.
11. Whether the applicant has any office-in-charge or a Graduate Engineer or Sub-Engineer as per rules.
12. Whether the applicant has licensed plumber or has licensed plumber under his employment. (Attested copy of plumbers license to be enclosed). (For sanitary and water supply contractors).
13. Whether the applicant possesses a valid electric license and has an office with sufficient technical personnel capable of preparing estimates and submitting tenders and bills for works done and supervision of works detailed to be furnished. (Attested copy of Electric license to be enclosed) (For electrical contractors).
14. Whether the applicant is already enlisted in -
 - (i) This department if so, in which class and category.
 - (ii) Whether enlisted with any other department. If so, in which department, class and category showing amount upto which qualified to tender.
15. Whether the applicant is a share-holder or partner of any firm enlisted in this department.
16. Has the applicant or any of his partners or share-holders been black-listed or removed from the approved list of contractors or demoted to lower class or orders passed banning/suspending business with the applicant etc. by any department in the past.
17. Whether the contractor has read the rules for enlistment of contractors and is prepared to abide by them?
18. List of persons who are working with the applicant in any capacity and who are near relatives to any gazetted officer posted in this department. The applicant should also intimate the name of such persons who are employed by him subsequently.

I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the department under more than one name.

Dated:

Signature of the Applicant
and Address

¹[Note-1 All relevant certificates and documents viz. work experience certificate, address verification certificate from Municipality/Police Station/Chowki/Gram Panchayat/certificate from Registrar of

1. Substituted by Order No.F.2(4)FD/Exp.III/99 dated 1.11.2003 (Circular No. 18/2003) with immediate effect.

Firm/Companies/Societies as the case may be, certificate/authenticate proof of turn over. Sales Tax Clearance Certificate Receipt of Purchase of Application Form, Enlistment Fee (Receipt), Security Deposit with undertaking from Bank/Post Office etc. Partnership Deed/Retirement Deed, Articles of Association, Bye Laws, Registered Power of Attorney with attested photo (with three extra pass port size photo and attested signatures, Details of Licensed Plumber/Electrical/Supervision. Detailed of Electrical Engineer. Organization details and proof etc. should be enclosed with the application form as given in enlistment rules.]

Note-2

Item 12 is applicable for sanitary and water supply contractors and item 13 for electric contractors.

(Referred to in P.W.F. & A. Rule 334 & Appendix-XVI)

**ANNUAL CONFIDENTIAL
REPORT OF CONTRACTOR**

1. Name of Contractor and Address.
2. Class of Contractor.
3. Sub-Division.
4. Division.
5. Work done and Comments.

Work done during the year.

PART-I

S.No.	Name of Work	Amount	Period of Completion	
			Stipulated	Actual
1	2	3	4	5

PART-II

COMMENTS

1. Capacity to understand and implementation
2. Quality of Work.
3. Rectification of Works.
4. Penalty (if imposed any).
5. Technical Staff employed.
6. Recoveries, if any.
7. Attachment pending.
8. Fair Wages to Labour.
9. Hygiene of Labour.
10. Dispute with Labour.
11. Promptness in disbursement of wages.
12. Integrity and Reputation.
13. Notices for Prorata Progress.
14. Completion of work in time.
15. Behaviour towards staff and labour.
16. General Remarks.

Executive Engineer

REMARKS OF SUPERINTENDING ENGINEER

SUPERINTENDING ENGINEER