

## HIMACHAL PUBLIC WORKS DEPARTMENT

(Only for Office use)

Sl. No. of form issued..... G.R. No.....Amount.....Date:.....

Name of the applicant to whom issued.....

**Issuing Division with seal/sign.**  
(Cost of form including processing fee Rs.500/-)

## APPLICATION FOR ENLISTMENT AS CONTRACTOR

[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. Applications found deficient in any respect are liable to be rejected without any further correspondence]

CLASS(A/B/C/D)..... CATEGORY (Civil/Electrical/Mech.).....

1. Name of applicant/firm/Co.  
Shri/Smt./M/s.....
2. Nationality( Indian/ Other)
3. Address  
Regd. Office .  
.....  
.....  
Head Office  
.....
4. Contact Details:  
a)Telephone Number -..... b) Fax No. ....  
c)Mobile No.....d) e-mail address.....
5. Constitution: Individual/ Sole Proprietorship Concern/Partnership Firm/ Public Ltd.  
Company Private Ltd. Company.....
6. Paste photograph(s) (Size of photo should be 2.5 cm x 3.5 cm having white background and printed name at bottom)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..... Signatures.....	Name..... Signatures.....	Name..... Signatures.....	Name..... Signatures.....

7. Is the individual/sole proprietor/any partner/directors of company:
- |     |  |         |
|-----|--|---------|
| (a) | Dismissed Government Servant   | Yes /No |
| (b) | Removed from approved list of contractors  | Yes /No |
| (c) | Demoted to a lower class of 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 Department of Govt. of H.P. within last two years | Yes /No |
| (g) | Director or partner of any other company/firm enlisted with HPWD 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 .....
- i) Bank Account No.....
- ii) IFSC code.....
- iii) PAN No.....
- iv) S.T./VAT No.....

10. Place of business.....

- 11 Full time technical staff in applicant's employ:  
For Civil, Electrical & Mechanical contractors (Give details in the form of an affidavits on **Annexure-XII & XII-A**)

- 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 (Affidavit on **Annexure-XVI duly attested by Ist Class Magistrate to be attached**)
- Yes/No

13. Does the applicant possess valid Electrical License [For Electrical] Yes/No  
(Attested photocopy of the Electrical License be attached)

- 14 (a) Whether already enlisted with HPWD or any other department Yes/No

If yes, give details:

- (i) Name of department .....
- (ii) Class of category .....
- (iii) Enlistment authority & address .....
- (iv) Enlistment No. & date .....
- (v) Date of validity.....
- (vi) Tendering limit .....

(Attested copy of enlistment order to be attached)

15. Is any person working with the applicant is a near relative of the officer/official of HPWD  
[See Rule 17.0] Yes/No  
( If yes, give details in a separate sheet)

16. Details of cost of form/processing fee deposited: (Original receipt issued to be attached)(See rule 12.1 read with Table-1)

Receipt No. & Date	Amount (Rs.)	Name Division/Sub Division where fee has been deposited

17. Details of Works completed and in progress during the last 5 years (to be filled in proforma as given in **Annexure IX**).

18. Certificates from client(s) in original as per proforma given in **Annexure-X** for all eligible works executed during the last five years.

19. Certificates:

(i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in HPWD 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 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 and more than one enlisting authority/ Zone in HP PWD.

(iv) that since my registration as contractor in HP P.W.D. neither any penalty has been imposed on me/our firm/Company, due to any poor performance/non-start of work or for any other reasons nor my earnest money has been forfeited by the department.

(v) I /We are aware of e-procurement and (Tick either of below)

a. I/We have obtained Digital Signature Certificate (DSC)

b. I /We will obtain Digital from approved vendor at our own cost

(vi) (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 during the last two years. I also certify that I have neither such

(a) person under my employment nor shall I employ any such person within two years of his retirement except with the prior permission of the Government. (For Individuals seeking enlistment in their own name).

(b) We certify that none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last two years. We also certify that we have neither

under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies).  
(Strike out whichever is not applicable)

(c) Certified that no individual, or a partner of the firm is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/ suspended by any government department in the past; or convicted by a court of law.

\* In case of firms/Companies Power of attorney is required

Signature(s) of applicant(s):  
Name with complete Address

Date: .....

No. of documents attached.....



**DETAILS OF THE DOCUMENTS ATTACHED WITH THE APPLICATION FOR ENLISTMENT ONLY**

Sr. No.	Details of documents attached	Yes / No	Page No.
1.	<p><b>Proof of constitution (Sl. No. 5*):</b></p> <p>(a) In case of sole proprietorship/HUF : an affidavit executed before a 1st Class Magistrate that the applicant is a sole proprietor of the firm/Karta of HUF.</p> <p>(b) In case of partnership firm: (Submit attested copies)</p> <p>(i) Partnership deed attested by Notary Public</p> <p>(ii) Form "A" or equivalent form issued by Registrar of Firms</p> <p>(iii) Form "B" or equivalent form issued by Registrar of Firms</p> <p>(iv) Form "C" or equivalent form issued by Registrar of Firms</p> <p>(c) In case of Private/Public Ltd. Co. Article of Association duly attested by Notary Public.</p>		
2.	Power of attorney, if any (Sl. No. 8*), attested by Notary Public		
3.	<p>Banker certificate from scheduled bank in the proforma given in <b>Annexure IV. (See table-1)</b></p> <p>The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority (Sl. No.9)*.</p>		
4.	<p>Technical Staff : (Sl. No. 11)*</p> <p>(i) List of full time technical staff/Designers with qualification and experience of each.</p> <p>(ii) Attested copies of the degrees/diplomas of the technical staff/Designers.</p> <p>(iii) Affidavits from the technical staff/contractor on Annexure XII &amp; XII-A</p>		
5.	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.(Sl. No. 12)		
6.	Attested copy of valid Electrical License (Sl. No.13*).(applicable only for Electrical Contractors)		
7.	Attested copy of Enlistment order, in case already enlisted (Sl. No.14)*.		
8.	List of all near relatives working in HPWD, including their addresses (Sl. No. 15)*. See also Rule 17.0 of Enlistment Rule.		
9.	Receipt in original for Enlistment Fee (Sl. No. 16*).		
10.	Original or attested copies of certificates for works done, from concerned clients, (Central/State Government Departments/Public undertakings/Boards/Universities etc.) in proforma as given in <b>Annexure-X</b> .		
11.	Attested copies of award letters for works included in <b>Annexure-IX/IX-A</b>		
12.	Attested copy of valid PAN and TIN cards		
13.	Proof of temporary residence and permanent residence.		
14.	Proof of ownership of property i.e. copy of latest Zamabandi with affidavit on <b>Annexure -XIII (See table -1)</b>		
15.	An affidavit on <b>Annexure (XIV)</b> duly attested by the Magistrate Ist Class to the effect that no individual, or a firm having such individual as one of the partner, who is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/ suspended by any government department in the past; or convicted by a court of law and to the effect that all the documents attached to the application and information supplied are true to the best of knowledge and belief and nothing has been concealed.		

\* Sl. No. of application form **Signatures of the applicant**

**Annexure III**

**Designated Committee to consider the Enlistment of different categories of contractors in HP Public Works Department.**

<b>Enlistment Authority</b>	<b>Category</b>	<b>Class</b>	<b>Designated Committee</b>	
CE at Zonal level	Civil	A & B	CE SE(D) JC(F&A)/DC(F&A)	Chairman Member Member
SE at Circle level.	Civil	C & D	SE XEN Div. Accountant	Chairman Member Member
CE at Zonal level	Electrical	A & B	CE SE(Elect) JC(F&A)/DC(F&A)	Chairman Member Member
SE (Elect.) at Circle level.	Electrical	C & D	SE XEN (Elect.) Div. Accountant	Chairman Member Member
CE at Zonal level	Mechanical	A & B	CE SE(D) JC(F&A)/DC(F&A)	Chairman Member Member
SE (Mech.) at Circle level.	Mechanical	C & D	SE XEN (Mech.) Div. Accountant	Chairman Member Member

**FORM OF BANKERS CERTIFICATE FROM A SCHEDULED BANK**

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

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

(Signature of authority)  
for the Bank

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

**FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK**

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



(Signature of authority)  
for the Bank

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

**A. Document to be Submitted**

1. Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
2. Attested copy/copies of valid ITCC(s) in respect of each proposed partner.
3. An undertaking sworn in before a 1st class Magistrate by all the partners to the effect that the new firm will take over all assets and liabilities.
4. Dissolution deed/consent of retiring partners/death certificate in case of death of a partner.

**B. Furnish the following details in respect of each Partner with whom contractor's firm want to enter into Partnership**

- (i) Whether he is enlisted with HPWD/MES/Railway/P&T/State PWD.
- (ii) Whether he is a dismissed Govt. servant.
- (iii) Whether he is a partner/director of any other firm enlisted with this Department/ 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 in the past.
- (vi) Whether he is a dismissed/removed/retired Govt. servant within 2 years.
- (vii) Whether he has any relative working in HPWD, if yes, give details.
- (viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.



**Signature of Contractor/ Firm**