**ANNEXURE-I A**

**PUNJAB PUBLIC WORKS DEPARTMENT (B&R)**

**APPLICATION FOR ENLISTMENT AS CONTRACTOR**

The applicant should study carefully the Instruction of Enlistment and the list of documents to be annexed with the application form. Application found deficient in any respect is liable to be rejected without any further correspondence.

 Class Category

1. Name of the applicant Shri/M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Nationality Indian Other

3. Address Regd. Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Telephone Number

 Fax Number

 E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Constitution Individual

 Sole Proprietorship

 Partnership Firm

 Public Limited Company

 Private Limited Company

6. If partnership firm, names of the partners/if company, name of directors

 (i) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (ii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(iii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(iv) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(v) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(vi) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 a) Dismissed Government Servant Yes No

 b) Removed from approved list of contractors Yes No

 c) Demoted to a lower class of contractor Yes No

 d) Having business banned/suspended by any

 government in the past Yes No

 e) Convicted by a court of law Yes No

 f) Retired engineer/official from engineering

 Government of Punjab within last 3 years Yes No

g) Director or partner of any other company/firm

 enlisted with PWD B&R or any other department Yes No

h) Any contractor abandoned or action taken by

 any public authority Yes No

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

8. a) Name of person holding power of attorney \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 b) Nationality Indian Other

 c) Liabilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Name of Bankers with full address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Place of business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Full time technical staff in applicant's employment Nos:

 a) Graduate Engineers \_\_\_\_\_\_\_ (trade) with \_\_\_\_\_\_ years experience:\_\_\_\_\_\_\_\_\_\_

 b) Graduate Engineers \_\_\_\_\_\_\_ (trade) with \_\_\_\_\_\_ years experience:\_\_\_\_\_\_\_\_\_\_

 [excluding (a) above]

 c) Diploma Engineers \_\_\_\_\_\_\_ (trade) with \_\_\_\_\_\_ years experience:\_\_\_\_\_\_\_\_\_\_\_

 d) Diploma Engineers \_\_\_\_\_\_\_ (trade) with \_\_\_\_\_\_ years experience:\_\_\_\_\_\_\_\_\_\_\_

 [excluding (a) above]

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

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

12. Does the applicant have sufficient T&P, machinery, equipment and workshop as per requirements mentioned in the instructions regarding enlistment for the class & category applied for (Attach details on separate sheet):

 Yes No

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

 Yes No

14. a) Whether already enlisted with PWD (B&R) or any other department

 Yes No

 b) If yes, give details:

 (i) Name of department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (ii) Class & Category \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (iii) Enlistment Authority & Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (iv) Enlistment No. & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (v) Date of validity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (vi) Tendering limit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. Is any person working with the applicant is a near relative of the officer/official of PWD (B&R) (see para 18 of instructions for Enlistment)

Yes No

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

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |  |
| --- | --- | --- | --- |
| UTR NO. | Date | Amount | Bank & Branch |
|  |  |  |  |

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

 Yes No

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

Yes No

19. Certificate:

i) I/We (including all partners) certify that I/We have read the instructions for Enlistment of Contractors in PWD (B&R) as amended upto date and shall abide by them.

ii) I/We certify that the information given above is true to the best of me/our knowledge.

iii) I/We also understand that if any of the information is found wrong or concealed, my/our application shall not be considered and I/We are liable to be debarred.

iv) I/We certify that I/We will not get myself/ourselves registered as contractor in the PWD (B&R) under more than one name:

1. I certify that I did not retire as an Engineer of Gazetted rank or as a Gazetted Officer employed on Engineering or administrative duties in any Engineering Department of the Government of Punjab during the last three years.
2. I also certify that I have neither such a person given under my employment nor I shall employ any such person within three years of his retirement except with the prior permission of the Government. (for individuals seeking enlistment in their own name.)
3. We certify that none of the partners/directors retired as an Engineer of Gazetted rank or as any gazetted officer employed on Engineering or Administrative duties in the Engineering Departments of the Govt. of Punjab during last three years. We also certify that we have neither under our employment any such person nor shall we employ any person within three years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies. (Strike out whichever is not applicable).

v) I/We shall make available any additional information it may find necessary or required to supplement or authenticate the information supplied.

vi) I/We certify that in the last three years, we/any of partners/directors have neither failed on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project t or contract by any public authority nor have had any contract terminated by any public authority for breach on part of partner/director(s).

vii) I/We acknowledge the right of the Enlistment Authority to reject my/our application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account what so ever.

Signature(s) of applicant(s)

 Name Signature Address

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEXURE-II A**

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Document | Yes | No |
| 1 | Proof of constitution (S. No. 5 of application form) :a) In case of sole proprietorship/HUF: an affidavit executed before a 1st Class Magistrate that the applicant is the sole proprietor of the firm/karta of HUF. |  |  |
| b) In case of partnership firm : (Submit attested copies) Partnership deed attested by Notary Public Form "A" or equivalent from issued by Registrar of Firms Form "B" or equivalent from issued by Registrar of Firms Form "C" or equivalent from issued by Registrar of Firms |  |  |
|  c) In case of private/public Ltd. Co. Article of Association duly attested by Notary Public. |  |  |
| 2. | Power of Attorney, if any (S. No. 8 of application from), attested by Notary Public |  |  |
| 3. | Solvency certificate from scheduled bank in the Performa given in Annexure-VI. The certificate should be on the bank’s letter head and in sealed cover and shall be addressed to the concerned Enlistment Authority (S. No. 9 of application form).  |  |  |
| 4. | Technical Staff : (S. No. 11 of application form). 1. List of full time technical staff/Designers with qualification and experience of each
2. Attested copies of the degrees/diplomas of the technical staff/Designers
3. Declaration from the technical staff/Designer that they are employed with the applicant.
 |  |  |
| 5. | List of machinery, T&P including steel centering & shuttering possessed by the applicant. Full details and location of workshop including details of Machines & Equipment provided and proof of sufficient stock of materials as required for Furniture category (S. No. 12 of application form).  |  |  |
| 6. | Attested copy of valid Electrical License (S. No. 13 of application form). (For electrical category enlistment)  |  |  |
| 7. | Attested copy of Enlistment order (S. No. 14 of application form)  |  |  |
| 8. | List of all near relatives working in PWD, including their addresses (S. No. 15 of application form). See para 18 of Instructions regarding Enlistment.  |  |  |
| 9. | Receipt of Enlistment Fee paid (S. No. 16 of application form)  |  |  |
| 10. | Original or attested copies of certificates, for works done, from concerned clients, in Performa as given in Annexure-IV |  |  |
| 11. | Attested copies of award letters for works included in Annexure-III. |  |  |
| 12. | Attested copy of PAN, latest Income Tax Return and/assessment orders.  |  |  |
| 13. | Attested copy of VAT No., latest VAT Return and/assessment orders.  |  |  |
| 14. | Attested copy of Registration for payment of Labour Cess under the Punjab Building and other Construction Workers Welfare Cess Rules, 2007. |  |  |