**Annexure-III**

**Works completed and in progress during the last three years (including all works awarded)**

**(Add additional sheets, if necessary)**

1. **In case of Enlistment : works completed, in progress and secured during last five years;**
2. **In case Revalidation : list of works completed, in progress and secured during last enlistment/revalidation period.**

**(Note : It is mandatory to submit details of all works secured irrespective of cost)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of Work and Agreement** | **Date of Start** | **Date of Completed** | **Reasons for delay and compensation levied if any** | **Tendered cost** | **Gross cost of completion** | **Net amount Received** | **Name, Designation and complete address of the authority for whom the work was done** |
| **Stipulated**  | **Actual**  |
|  |  |  |  |  |  |  |  |  |  |

**Annexure-IV**

|  |  |
| --- | --- |
| Name & Address of the Client :  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Details of works executed by Shri/ M/s  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Name of work with brief particulars
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Agreements No. and date
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Date of commencement of work
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Stipulated date of completion
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Actual date of completion
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Details of compensation levied for delay, if any
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Tendered amount
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Gross Amount of the work completed
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Name and address of the authority under whom works executed
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Whether the contractor employed qualified Engineer/Junior Engineer during execution of work ?
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. (i)Quality of work (indicate grading)

(ii) Amount of work paid on reduced rate basis, if any  | Outstanding/V.Good/Good/Poor  |
| 1. (i) Did the contractor go for arbitration?

(ii) If yes, total amount of claim (iii) Total amount awarded  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Comments on the capabilities of the contractor
2. Technical Proficiency
3. Financial Soundness
4. Mobilisation of adequate T&P
5. Mobilisation of manpower
6. General behavior

(Note : All Columns should be filled in properly)  | Outstanding/V.Good/Good/PoorOutstanding/V.Good/Good/PoorOutstanding/V.Good/Good/PoorOutstanding/V.Good/Good/PoorOutstanding/V.Good/Good/Poor |

Signature of the Reporting Officer

With Official Seal

Countersigned

(Officer of the rank of Superintending

Engineer or equivalent)

**ANNEXURE-V**

**CERTIFICATE FROM STATUTORY AUDITOR**

Based on its books of accounts and other information authenticated by it, this is to certify that Shri M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ had a financial turnover of below noted amounts by way of payments received for the construction works during the past three financial years as per year wise details noted below :

Year Amount

……………………………………. Rs. …………………………….. (Rupees…………………………………….)

……………………………………. Rs. …………………………….. (Rupees…………………………………….)

……………………………………. Rs. …………………………….. (Rupees…………………………………….)

(It is further certified that financial turnover for construction works are restricted to the share of the Applicant who undertook the construction works as a partner/director of firm/company)

Name of Audit Firm:

Seal of Audit Firm

(Signature, name and designation of

Authorized signatory)

**ANNEXURE-VI**

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

This is to certify that to the best of our knowledge and information M/s Shri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a customer of our bank are/is respectable and can be treated as good for any engagement upto a limit of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . This certificate is issued without any guarantee or responsibility on behalf of the Bank or any of the officers.

(Signature)

For the Bank

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

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

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

**FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK (for Class IV (Civil), Class IV (Furniture/interior Decoration), Class IV (Hort.) and Class IV (Electrical)**

Certificate that Shri/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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) has been available to the credit in his/her/their account No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the last six (6) months.

(Signature)

For the Bank

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

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

**ANNEXURE-VII**

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

1. Document to be submitted

i) Copy of proposed partnership deed duly signed/proposed Memorandum of articles.

ii) Attested copy/copies of PAN, latest Income Tax Return/and assessment orders in respect of each proposed partner.

iii) 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.

iv) Dissolution deed/consent of retiring partners/death certificate in case of death of a partner.

1. Furnish the following details in respect of each partner with whom contractor’s firm want to enter into partnership.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Particulars** | **Yes** | **No** |
| (i) | Whether he is enlisted with PWD (B&R).  |  |  |
| (ii) | Whether he is a dismissed Govt. servant.  |  |  |
| (iii) | Whether he is a partner/director of any other firm enlisted with this PWD (B&R).  |  |  |
| (iv) | Whether he is member of Indian Parliament or Punjab Legislative Assembly.  |  |  |
| (v) | Whether during last three years he has failed to execute any contract of a public authority or has been expelled from a project by any public authority or any of his contract has been terminated by public authority for breach on his part.  |  |  |
| (vi) | 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.  |  |  |
| (vii) | Whether he is a dismissed/removed/retired Govt. servant (retired within 3 years).  |  |  |
| (viii) | Whether he has any relative working in PWD (B&R), if yes, give details.  |  |  |
| (ix) | Whether he has any civil or criminal case pending in any court in India, if yes give details.  |  |  |

Signature of Contractor

**ANNEXURE-VIII**

**PUBLIC WORKS DEPARTMENT**

**APPLICATION FOR REVALIDATION OF ENLISTMENT**

(The application should study carefully instructions for Enlistment and the list of documents to be annexed with the application from before filling the form. Applications found deficient in any respect are 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. a) Name of person holding power of attorney \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 b) Nationality Indian Other

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

8. Name of Bankers with full address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

9. Place of business : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Full time technical staff in applicant's employment :

 a) Graduate Engineers with minimum 5 years experience

 b) Graduate Engineers with minimum 3 years experience

 (excluding (a) above).

 c) Diploma Engineers with minimum 3 years experience

 b) Diploma Engineers with minimum 3 years experience

 (excluding (c) above).

 e) Furniture/Furnishing Designers

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

 Yes No

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

 Yes No

13. a) Details of enlistment with PWD (B&R) other departments

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

 (ii) Date of validity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. Is any person working with the applicant is a near relative of the officer/official of PWD (B&R) (see para 13 of Instructions for Enlistment)

Yes No

 If answer to above is yes, give details : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

15. Details of works completed and in progress during the last 5 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

16. List of Works in which the Contractor had participated/completed during the Enlistment period

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of work | Name of Department  | Estimated cost  | Date of tender  | Position among bidder  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |

17. 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 I/We will not get myself/ourselves registered as contractor in the Department under more than one name.

iii) I/We certify that the information given above is true to the best of the knowledge. I/We also understand that if any of the information is found wrong, I/We are liable to be debarred.

iv) (a) 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. I also certify that I have neither such a person under may employment nor shall I employ any such person within three years of his retirement except with the prior permission of the Government (Strike out whichever is not applicable).

v) 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 or contract by any public authority nor have had any contract terminated by any public authority for breach on part of partner/director.

Signature(s) of applicant(s)

 Name Signature Address

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

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

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

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

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

**ANNEXURE-IX**

**DOCUMENTS ATTACHED FOR REVALIDATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Document** | **Yes** | **No** |
| 1. | Attested copy of power of attorney, if any  |  |  |
| 2. | Solvency certificate in original from scheduled bank in the preforma given in the Enlistment Rules. The certificate should be on bank’s letter head and in sealed cover.  |  |  |
| 3. | Attested copy of valid Electrical License.  |  |  |
| 4. | Attested copy of Enlistment order.  |  |  |
| 5. | Attested copies of award letters for works included in Annexure-III. |  |  |
| 6. | Attested Copies of works in which participated or completed in the tenders. |  |  |
| 7. | Attested copy of PAN, latest Income Tax Return and/ assessment orders.  |  |  |
| 8. | Attested copy of VAT Number latest/VAT Return and/ assessment orders.  |  |  |
| 9. | Attested copy of Registration for purpose of payment of LabourCess.  |  |  |
| 10. | Annexure-VIII with acknowledgement of EE.  |  |  |
|  |  |  |  |

**ANNEXURE-X**

**CONTRACTOR’S PERFORMANCE REPORT FOR WORKS COMPLETED OR UNDER EXECUTION, FOR REVALIDATION OF ENLISTMENT**

**Part-I (to be filled in by the contractor)**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name of the Contractor  | : |  |
| 2. | Name of work  | : |  |
| 3. | Agreement No.  | : |  |
| 4. | Name of division in which the work was executed  | : |  |
| 5. | Estimated cost put to tender  | : |  |
| 6. | Tendered cost  | : |  |
| 7. | Gross amount of final bill/work done till date  | : |  |
| 8. | Stipulated date of Start and Completion  | : |  |
| 9. | Actual date of completion or percentage progress  | : |  |
| 10. | Amount of compensation levied for delay, if any  | : |  |
| 11. | Amount of reduced rate items, if any  | : |  |
| 12. | Did the contractor go for arbitration  | : |  |
| 13. | If yes, total amount claimed & amount awarded. | : |  |

Signature of the Contractor

**Part II (to be filled by the Department)**

Note : This performance report, duly completed by EE & SE, should be forwarded to Enlistment Authority within two weeks of its receipt from the contractor.

Certified that details given by the contractor in Part-I have been verified and found to be correct/have been corrected wherever necessary.

Signature of Executive Engineer

3. Quality of work (Please grade as Very Good/Good/Satisfactory/Poor) :

1. Grading by EE

Signature of Executive Engineer

1. Grading by SE

Signature of Superintending Engineer