

Registered

Himachal Pradesh
Public Works Department

No.PW-CTR-32-20/Enlist. Rules /2012-13- 5105-5204

Dated: 8/6/15

From:

Engineer-in- Chief,

To


All the Zonal Chief Engineers,
In HP PWD

Subject: Rules for enlistment and revalidation of Enlistment in HP PWD.

A copy of the Government Notification No. PBW (B)22-1/2002 dated 26-05-2015 vide which the Rules for Enlistment 2015 have been notified is sent herewith.


You are requested to take further action in the matter accordingly.

Encl: As above


Engineer-in-Chief,
HP PWD., Shimla-2

Copy forwarded alongwith enclosures to:

- 1 The Additional Chief Secretary (PW) to the Government of HP w.r.t. above referred letter.
- 2 All the Superintending Engineer, in HP PWD.
- 3 All the Executive Engineers, in HP PWD.
- 4 The Executive Engineer (IT), HP PWD., Nirman Bhawan Shimla-2. He is requested to place the enlistment rules in the departmental web site.


Engineer-in-Chief,
HP PWD., Shimla-2

Government of Himachal Pradesh
Public Works Department

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No. PBW(B) 22-1/2002 Dated: Shimla-2, the

26-05- 2015

Notification

Rules for Enlistment and revalidation of Enlistment hitherto in force "Enlistment Rules 1967 and subsequent additions/amendments thereto is hereby repealed. Therefore, the Governor Himachal Pradesh is pleased to order to make new Rules for Enlistment of Contractors in Himachal Pradesh, Public Works Department -2015 as per Annexure "A". These Rules will come into force with effect from the date of publication.

By order,

Narinder Chauhan
Addl. Chief Secretary (PW) to the
Government of Himachal Pradesh

Endst. No. PBW(B)22-1/2002 Dated: Shimla-2 the , May,26, 2015

Copy forward to following for necessary action:-

- ✓ 1. The Engineer-in-Chief, HPWD, Shimla-1 with reference to his office letter No. PW-CTR-32-20/Enlist. Rules/2012-13-23605 dated 25/02/2015. He is requested to upload the rules in official website of HPPWD and 2000/2500 copies be got printed also circulate these rule further to all the Chief Engineers/Executive Engineers/Assistant Engineers/Junior Engineers of HPPWD.
2. The Under Secretary(Fin. Reg) to the Govt of Himachal Pradesh Shimla-2.
3. The Director Public relations H.P Shimla-2. He is requested to publish this notification into two Daily Newspapers (Hindi & English) for the information of general public.

(Rakesh Mehta)

Deputy Secretary(PW) to the
Govt. of Himachal Pradesh

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RULES OF ENLISTMENT OF CONTRACTORS IN HPPWD, 2015

- 1.0 Title:** These rules shall be called the “Rules of Enlistment of contractors in HPPWD, 2015” and shall come into force with effect from the date of publication in gazette.
- 1.1 Short Title:** Herein after these rules shall be referred to as HP, PWD Enlistment Rules, 2015.
- 1.2 Enlistment Authority:** Enlistment of contractors under these rules shall be done by the authorities shown in Table-I to these rules on the recommendations of the designated Committee (Annexure-III to the application form)

Provided that overall suitability to register a contractor in HP PWD based on overall performance shall be adjudged by the designated Committees constituted under these rules and the decision of the Committees shall be final.

- 2.0 Repeal and Saving:** All rules/amendments to rules regarding enlistment/revalidation of contractors in HP PWD existing before coming into force of Enlistment Rules shall stand repealed “Rules of Enlistment of contractors in HPPWD, 2015”.
- 2.1** Notwithstanding such repeal, the contractors already enlisted on the basis of existing rules hitherto in force shall continue to enjoy the status of enlisted contractors of HP PWD till the expiry of validity period of such enlistment including revalidation/extension granted before these Rules come into force. However, in regard to all other matters and further revalidation of their enlistment, they shall be governed by the “Rules of Enlistment of contractors in HPPWD, 2015”.
- 2.2** And also, notwithstanding such repeal, applications for enlistment received with all required documents on or before coming into force these Rules, shall be processed on the basis of existing Rules and

amendments issued there under from time to time and enlisted if found fit.

Note: Provision under 2.2 above i.e. cases to be processed as per existing Rules related to eligibility criteria for Enlistment. All other provisions like tendering limit processing/late fee; disciplinary action etc. shall be applicable as per HP PWD Enlistment Rules 2015

3.0 The term HP PWD wherever occurring, includes HP PWD Civil/HP PWD Electrical and HP.PWD Mechanical contractors.

4.0 Applicability:

- a) HP Public Works Department will enlist contractors who intend to work with the department. It is done to have a ready list of suitable and competent contractors of HP PWD works so as to minimize requirement of verification of credentials of contractors at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in HP PWD and perform well. Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for enlistment as a contractor in HP PWD under these Rules provided the eligibility criteria and other conditions are satisfied. The enlisted contractors have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.
- b) An un-employed Bonafide Himachali, Graduate Civil/ Electrical/ Mechanical Engineers having Degree/Architect/Diploma Holder Engineers who has completed his Degree/Diploma on regular basis, is also entitled to get enlistment as a contractor in HP PWD under these Rules in the different classes as per Table-1 to these rules provided the prescribed eligibility criteria and other conditions are satisfied.
- c) The Graduate Civil/Electrical/Mechanical Engineers who have retired from any Engineering post of H.P. Government are also

entitled to get enlistment as contractors in HP PWD under these Rules in the different classes as per Table-1 to these rules provided the prescribed eligibility criteria and other conditions are satisfied.

- d) **The contractors enlisted with the CPWD and Public Works Departments of neighboring State of Punjab, Haryana and U.T Chandigarh shall be eligible for participation in the tendering process of HP PWD. However, the successful bidders must get registered in HP PWD., in appropriate class before signing the contract.**
- e) The contractors so enlisted shall have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.

4.1 No individual, or a firm having such individual as one of the 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 shall be entitled for enlistment. However, cases where disciplinary action was taken against the contractor for a specified period and such penalty period is already over, his case for enlistment/revalidation can be considered. An affidavit to this effect duly attested by the Magistrate 1st Class shall be supplied by along with application for enlistment.

4.1.1 If two or more individuals form a partnership firm, and if any of the partners having acquired work experience to become eligible for enlistment in any category in which enlistment is sought, the case shall be considered for enlistment of the partnership firm subject to fulfillment of other laid down criteria.

4.2 No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Government of HP is allowed to work in the HP PWD either as contractor or as employee of a contractor for a period of two years after his retirement

from Government service unless he has obtained prior permission of Government to do so. Even after enlistment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of Government as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors.

- 4.3 A contractor is permitted to have enlistment in more than one category and under more than one enlistment authority but not in more than one class of the same category in HP Public Works Department.
- 4.4 A contractor is not permitted to have enlistment in more than one name.
- 4.5 A partner of a firm or a Director of a company enlisted as a contractor cannot be a partner/director in any other enlisted firm/company in HP PWD.
- 5.0 **Scope:** The enlistment of a contractor in HPPWD shall only entitle him to be considered for issue of tender papers/form in the department subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers/form or for award of work.
- 6.0 **Enlistment Procedure:-** For all classes of enlistment the application form in prescribed form (**Annexure I**) is to be submitted to enlisting authority with all documents as per **Annexure II**.
- 6.1 Incomplete applications not accompanied with necessary documents are liable to be rejected. Shortcomings noticed in the application will be communicated to the applicant by the enlistment authority within 15 days of receipt of the application. All the short comings shall be communicated in one go.
- 6.2 The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get work done by the contractor inspected and/or to get such other reports as may be considered necessary. The process of verification however shall not take

more than 15 days on expiry of which it would be deemed to have been verified and enlisting authority shall go by the documents submitted with application.

- 6.3 All verifications, submission of reports etc are to be pursued by the applicant. Any delay on account of delay in verification, submissions of report etc will not entitle applicant for any type of enlistment.
- 6.4 If after the verifications under rules 6.2 above the "Enlistment Authority" finds the contractor suitable for enlistment, the applicant will be intimated immediately to deposit the requisite enlistment fee within 15 days from the date of receipt of such intimation. The enlistment orders shall be issued by the "Enlistment Authority" within 30 days of the receipt of original GR for depositing the enlistment fee. The enlistment orders shall be sent through registered post to the applicant and, otherwise send a letter of rejection of the application with grounds/reasons to the contractor. The decision of the Enlistment Authority shall be final and binding on him.
- 6.5 The "Enlistment Authority" reserves right to limit number of contractors to be enlisted in any class or category decided by the department.
- 6.6 Enlistment of contractors in the department may be closed at any point of time. While closing the enlistment, the department may have a reserved list of eligible contractors from the pending applications. Out of this, contractors may be enlisted depending on the requirement.
- 7.0 **Period of enlistment:** - The enlistment shall be valid for a period of **five** years. The enlistment can however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of five years from the date of expiry of the previous enlistment/revalidation. The enlistment shall be open to review by the enlistment authority and liable to termination, suspension or any other such actions at any time if considered necessary by the enlistment authority, after issue of show cause notice.

- 8.0 Categories and Classes:** - The enlistment shall be done in categories as applied for and in four Classes (A, B, C & D) as also mentioned in **Table-1**. The categories & class shall be reviewed by the committee to be constituted by Government from time to time.
- 8.1** A contractor enlisted in a particular class shall be eligible to tender for his own class and one step below.
- 9.0 Jurisdiction and Tendering Limits:-** The jurisdiction and tendering limit for different classes as per "Rules of Enlistment of contractors in HPPWD, 2015" will be applicable to all the contractors enlisted in various categories and classes. They shall however, be permitted to tender and the tendering limit up to which they shall be eligible to tender shall be as given in **Table-1**.
- 9.1** The contractors shall be governed by the provision existing at a particular point of time irrespective of when he was enlisted.
- 10.0 Authorities for Enlistment:** - Enlistment in different categories and classes shall be done in all the Zonal/Circle Offices of the department by the authorities as mentioned in **Annexure "III"** to these rules on the recommendation of "Designated Committee".
- 11.0 Eligibility Criteria:** Before the contractors are considered for enlistment, they shall have to satisfy the minimum eligibility criteria specified in **Table-1**. All contractors are expected to keep abreast with enlistment/revalidation rules modified from time to time.
- 11.1** The criterion for experience, in case of enlistment, shall be completion of requisite number of works (see para 24 also) as the case may be, of prescribed nature and magnitude executed on independent contract basis, during the last 7 years. **The works should have been executed in the same name & style in which the enlistment is sought.** Enlistment of an individual unemployed bonafide Himachali in corresponding category may also be done based on his Technical Qualification in lieu

of experience of completion of works in last 7 years if provision exists in **Table I** of Rules, but other eligibility criteria remaining the same.

- 11.2** The financial soundness shall be adjudged on the basis of the Banker's Certificate or the working capital certificate, as the case may be, issued by the Bankers of the contractor on the format prescribed in **Annexure-IV**. Such certificate shall be issued by a scheduled bank and shall be submitted, in original, addressed to the "Enlistment Authority".
- 11.3** The criteria for the experience and financial soundness existing on the date of receipt of application by the enlistment authority shall be the governing criteria for the applicant. **Table-1** indicates the criteria as at present.
- 12.0 Application form:** Application form can be obtained from any Division of HP PWD, by depositing its cost and processing fees as prescribed in **Table-1** which shall be non refundable. The application should be supported by all the documents as per **Annexure-II** to these rules.
- 12.1 Enlistment Fee:-** After the verification under rule 6.2 is complete, the contractor shall have to deposit enlistment fee as prescribed in **Table-1** to these rules by crossed Demand Draft drawn in favour of the authority authorized by enlisting authority. This fee shall be refunded in case the application is finally rejected by enlisting authority.
- 13.0 Income Tax Clearance:** The contractor shall submit a copy of PAN card and a copy of latest Income Tax Return (ITR) filed along with his application for enlistment.
- 14.0 Electrical license:-**The contractors of Electrical Category shall have to produce valid electrical license from the competent authority in the name of the contractor. They shall keep valid license throughout the period of enlistment by getting it renewed at suitable intervals and submit an attested copy of the same to the enlistment authority after each renewal. In the event of any discontinuity in validity of electrical license of the contractor, its enlistment and authority to work with HP PWD also

automatically cease to be valid. For applying for tenders for a work, they shall have to possess electrical license to appropriate voltage issued by any State government under Clause 45 of compilation of rule of Indian Electricity Rules 1956 or as amended from time to time.

- 15.0 Change in the constitution of Firm:** The individual contractor/firm shall not enter into any fresh partnership/modify the existing partnership without the prior approval of the enlistment authority. Such proposal, if any, shall be submitted in advance giving full details of the intended sole proprietorship/partnership along with affidavit/the draft partnership deed and documents as per **Annexure-V**. If new partner(s) are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 4.0 to 4.5 above. Any change in status of the contractor as an 'Individual' or in constitution of the firm without prior approval of the enlistment authority will render the contractor/firm liable to be removed from the approved list of contractors.
- 15.1** If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his (their) individual/joint capacity shall have to apply for the enlistment afresh on the basis of work experience gained as a separate entity.
- 15.2** If the number of original partners of a firm reduces to less than half due to any reason including death of partner(s) the enlistment of the firm shall be withdrawn. Original partners means constituents at the time of Enlistment and those who have remained as constituent for more than 5 years.
- 15.3** The individual contractor may modify the existing registration into a sole proprietorship firm subject to fulfillment of other conditions of these rules with prior permission of the "Enlisting Authority".
- 16.0 Changes in Address:** While applying for the enlistment, the contractor should mention address of his Registered Office as well as Head Office, if different. All documents i.e. Banker's Certificate, Electrical license etc. should bear one of the above address, otherwise the same shall not

be accepted. In case the contractor fails to receive any correspondence on the given address, on consecutively two occasions, the enlistment shall be liable to be cancelled. The contractor shall intimate the change in address, if any, in advance or maximum within one month of such change. Failure to do so may result in removal of his name from the approved list of contractors.

- 17.0 Near Relatives Working in HPPWD:** Contractors whose near relatives are Divisional Accountant or Engineering Officers between the grades of Superintending Engineer and Junior Engineer (both inclusive) in the Himachal Pradesh Public Works Department will not be allowed to tender for works if the circle responsible for award and execution of contract is the one where the near relative is working. For this purpose a near relative shall mean wife, husband, parents, grand parents, children, grand children, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.
- 18.0 Approved List of Contractors:-** The "Enlisting Authorities" shall prepare a list of all registered contractor in electronic form in **Annexure XV** and upload the same in the departmental website. This list shall be updated from time to time by the concerned "Enlisting Authority". The details of C & D class contractors will be kept at Circle Level in an electronic form.
- 19.0 Revalidation of Enlistment:** - The application for revalidation of enlistment shall be submitted only in the Zonal/Circle office in which the contractor is originally enlisted. The validity of initial enlistment of the contractor shall be as given in Para 7.0 above. It shall however, be revalidated on merits, if desired by the contractor. Only the contractors who have secured some work(s) (See para 24 also) of *appropriate magnitude** in HP PWD as well as **Central Government Department/ State Government Department/ Central Autonomous Body/ State Autonomous Body/ Central Public Sector Undertaking/ State Public Sector Undertaking** (with documentary proof) shall be considered for Revalidation.

- 19.1 A contractors can submit application for revalidation if he fulfills all the eligibility criteria provided he has participated in tendering process in HP PWD of *appropriate magnitude** but remained second lowest or third lowest atleast 2 occasions (with documentary proof) during the validity period of his Enlistment. The revalidation of the contractor may however, be considered by the designated committee on merit and the decision of the committee shall be final and binding on the contractor.
- 19.2 A contractor who fails to revalidate his enlistment on due date can submit fresh application for Enlistment if he fulfills all the eligibility criteria provided he has participated in tendering process in HP PWD of *appropriate magnitude** but remained second lowest or third lowest on at least 3 occasions(with documentary proof) during the validity period of his Enlistment.

Provided that the contractors already enlisted before coming into force these rules and do not fulfill the criteria under these rules, their validity may be extended for two 2years in first instance under the provision of the old rules on merit and thereafter further revalidation for the remaining period shall be granted, only when the contractor satisfies the criterion laid down under these rules. However, the cost of application form, processing fee and revalidation fees shall be applicable as provided under these rules.

- 19.3 **Application for Revalidation:** The contractor shall apply for revalidation of his enlistment in the prescribed form “**Annexure VI**” along with all documents as per **Annexure VII**, so as to reach the enlistment authority where originally enlisted at least 3 months before the date of expiry of validity of his enlistment/renewal . The Revalidation application with all documents shall however be accepted up to the date of expiry of enlistment without late fee. The revalidation fee shall be 50% of the enlistment fee.

19.4 In cases where the application is received after date of expiry of enlistment/revalidation, but within three months after of the expiry, the application can be accepted with the late fee as per rule 19.4 below. Thereafter, the enlistment shall be deemed to have been expired and no application for renewal shall be accepted and the contractor should apply for fresh enlistment under these rules.

19.5 Late fee per month shall be Rs. 500/- for Class -A contractors; Rs.400/- for Class B contractors; Rs 200/- for Class C contractors; and Rs.100/- for class D contractors. This is payable in the form of Demand Draft in favour of the authority, as authorized by enlisting authority.

19.6 **Minimum** work done during period of Enlistment/ previous revalidation required to comply with the provisions of rule 19.0 above while submitting application for revalidation;

Category/ Class	Minimum work executed including work in progress (See rule 19.0 above)	
Civil		
A	Should have executed at least one	Civil work not less than Rs.100.00 lacs.
B	Should have executed at least one	Civil work not less than Rs.40.00 lacs.
C	Should have executed at least one	Civil work not less than Rs.15.00 lacs.
D	A Should have executed at least one	Civil work of any value
Mechanical		
A	Should have executed at least one	Mechanical work not less than Rs. 15.00 lacs
B	Should have executed at least one	Mechanical work not less than Rs. 6.00 lacs
C	Should have executed at least one	Mechanical work not less than Rs. 2.00 lacs
D	Should have executed at least one	Mechanical work of any value.
Electrical		
A	Should have executed at least one	Electrical work not less than Rs. 15.00 lacs
B	Should have executed at least one	Electrical work not less than Rs.6.00 lacs
C	Should have executed at least one	Electrical work not less than Rs.2.00 lacs
D	Should have executed at least one	Electrical work of any value.

** Appropriate magnitude shall mean the minimum amount mentioned under rule 19.6 above.*

20.0 Revalidation Procedure: - The revalidation shall be done on the basis of review of performance of the contractor during the period of enlistment/revalidation. This shall be based on evaluation of performance report as given in **Annexure VIII**.

20.1 The contractor should fill the details of each of the work, with magnitude, secured by him during the last 5 years of revalidation/enlistment period, in the Performa as given in **Annexure IX** duly supported with details as per **Annexure X** separately for each work. The **Annexure IX** should include all works secured by him during the above mentioned period to be submitted to enlisting authority along with the application for revalidation. In case, the Contractor hides any information; his revalidation will be liable to be cancelled.

21.0 Register of enlisted contractors and issue of registration number

A register shall be maintained in the office of enlistment authority showing the enlistment of various contractors in different classes with their registration number as per **Annexure XI**. Whenever the contractors are temporarily suspended, black listed or removed from the list of approved contractors a remark in red ink shall be made in this register against the name of the contractor concerned.

22.0 Contractor's Obligations: The Contractor should fulfill all his obligations under these rules in time and manner as specified, failing which he shall be liable for the action as mentioned therein. Some of the obligations are summarized below:

- (a) He should abide by the contents of affidavit to be submitted on **Annexure XIV** with the application for enlistment.
- (b) Prior approval shall be obtained from the enlisting authority before changing the constitution of the firm/company.
- (c) Intimation of change of address should be given in advance or within one month.

- (d) He should obtain valid electrical license for the state in which he wants to tender.
- (e) He shall abide by these rules.
- (f) He should not indulge in unethical practices.
- (g) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.

23.0 Disciplinary Actions: The contractor shall have to abide by all the rules of enlistment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works satisfactorily, on time and with good quality. The enlisting authority shall have the right to demote a contractor to a lower class, suspend business with him for any period, debar/blacklist him or remove his name from the approved list of contractors after issue of show cause notice. The decision of the department shall be final and binding on the contractor. The following actions of the contractor shall, in general, make him liable to disciplinary actions.

23.1 Blacklisting/ Removal of a contractor from the approved list of contractors: The contractor shall be liable to be Blacklisted/removed from the approved list of contractors, by the enlisting authority, if he:

- (a) Has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or
- (b) Is proved to be responsible for constructional defects in two or more works; or
- (c) Persistently violates any important conditions of the contract; or
- (d) Fails to abide by the conditions of enlistment; or
- (e) is found to have given false particulars at the time of enlistment; or
- (f) Has indulged in any type of forgery or falsification of records; or
- (g) Changes constitution of the firm or Individual without prior approval of the enlistment authority; or
- (h) Changes permanent address/business address without intimation to the enlistment authority; or
- (i) Is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or

- (j) Persistently violates the labour regulations and rules; or
- (k) Is involved in complaints of serious nature received from other departments which prima facie appear to be true; or
- (l) Defaults in settlement of tax dues like income tax, Contract tax, sales tax, octroi, duties etc.
- (m) Willful failure of the contractor to start/execute the awarded works within the stipulated period.

23.2 Suspension of business: Whenever adverse reports related to performance, misbehavior, direct or indirect involvement in threatening, making false complaints, filling legal suites for frivolous reasons, hampering tender process or execution of contract or any act, omission or commission etc. damaging the reputation of department/officer or any other type of complaint considered fit by enlistment authority, are received from more than one officer or at more than one occasion from individual officer of IPH/PWD works for the various class/categories of contractor, sale of tender to such HP PWD contractors shall be suspended immediately by the Enlisting Authority pending full enquiry into the allegations and decision by the **designated committee (Annexure-III)**. The Committee will decide the case in time bound manner from the date of issuance of letter of suspension to the contractor.

If any of the charges is established then this would result in banning of business with the contractor for the period as may be decided by **designated committee (Annexure-III)**. The business may also be suspended with a contractor for a period of one year in case he fails to start the work after the award on two occasions.

24.0 Definition of works:

- i) Road, Building & Bridges
- ii) Electrical work
- iii) Mechanical Works

25.0 Revision of the Rules: The Government of Himachal Pradesh has right to modify or to make any change in these rules at any time and the same shall be binding on all enlisted contractors.

TABLE-I FOR CIVIL WORKS

Cate- gory	Class	Jurisdiction of Enlistment	Tendering Limit	Eligibility	Past Experience of completed works in last 5 years.	Financial Soundness	Engineering Organization/staff	T&P and Machinery requirements.	Fee (non refundable)	Enlistment Authority
CIVIL	A	All over H.P. (i/c where H.P.Govt. has its establish- ment / works.	Without any limit	Firms registered with Registrar of Firms/Companies registered under Co, Act.and individual contractors with work experience as shown against next column to this Table.	The firms, Ltd. Co. and individual contractor should have satisfactorily executed at least three Civil works each not less than Rs.100.00 lacs in HP PWD, CPWD, State/Central Govt. departments & undertakings, Boards and Corporations, Govt. universities etc. The certificates regarding performance issued under the signature of the Executive Engineer or an authority equivalent should be submitted in original with the application.	1.Bankers certificate of Rs.5.00 lacs issued by any nationalized bank. 2.Immovable property of Rs.25.00 lacs The applicant having no property in his name may furnish legal surety of his parent in the shape of an affidavit duly attested by Magistrate Ist Class alongwith latest copy of Jamabandi and property.	The applicant firm/Co./contractor shall furnish with application an undertaking (Annexure-XII to application form) for having the following staff in his regular establishment :- 1. Qualified regular Degree holder Civil Engineer One No 2.Qualified regular Diploma Holders in Civil/Architect Engineer with 3 year experience with registered A or B class contrator/firms engaged in construction of building and roads. One No. 3. Foreman One No 4. Work Mistry One No. Note:- The contracotr so enlisted shall have to fulfill all the conditions of the tender document while participating in any tender floated by the department.	The contractor shall arrange T&P/Machinery / Steel centring/ shuttering/ Builders :- hoist Or Road rollers/ air compressor/ excavator / concrete mixers of full bag capacity/ Vibrators/ Trucks/ Tippers/ First aid kit and Labortary with required equipments as per terms and conditions of the tenders.The contractor will submit an affadavit (Annexure- XVI to application form) duly attested by Ist class magistrate with the application to this effect .	i) Cost of application for inclusive of processing fees Rs. 500/- (non- refundable) ii) Enlistment fees Rs.10,000/- to be deposited after the application is found to be complete in all respects.	C.E (Zone) on the recommendati ons of the designated committee.

Category	Class	Jurisdiction of Enlistment	Tendering Limit	Eligibility	Past Experience of completed works in last 5 years.	Financial Soundness	Engineering Organization/staff	T&P and Machinery requirements.	Fee (non refundable)	Enlistment Authority
CIVIL	B	All over H.P. (i/c where H.P.Govt. has its establishment / works.	Amount put to tender upto Rs 200.00 lacs.	<p>Firms registered with Registrar of Firms/Companies registered under Co, Act.and contractors with work experience as shwon against next column to this Table..</p> <p>Or</p> <p>An unemployed, bonafied himachali, graduate engineer having regular degree in Civil Engineering/ Archtecture, will be eligible for registration directly in this class. He shall be eligible to tender up to Rs. 50.00 lakhs in relaxation of tender conditions regarding experience/turn over requirements in the first instance. Such contractor shall however, be eligible to tender for the works upto 200.00 lakhs on the production of documentary evidence that he has successfully completed at least one work costing Rs. 50.00 lakhs.</p> <p>Or</p> <p>In case of firms with no work experience, one of its partner should be a Graduate in civil engineering / degree in archtecture from any recognised university having 3 years experience with registered A or B class contrator/firms/Co. engaged in construction of building and roads .The firm shall be eligible to tender up to Rs. 50.00 lakhs in relaxation of tender conditions regarding experience/turn over requirements in the first instance. Such firm shall however, be eligible to tender for the works upto 200.00 lakhs on the production of documentary evidence that he has successfully completed at least one work costing Rs. 50.00 lakhs subject to fulfillment of criteria laid down in each tender notice.</p>	<p>The firms, Ltd. Co. and contractors should have completed at least three Civil works each not less than Rs.30.00 lacs in HP PWD, CPWD, State /Central Govt.departments & undertakings, Boards and Corporations, Govt. universities etc. The certificates regarding performance issued under the signature of the Executive Engineer or an authority equivalent should be submitted in original with the application.</p>	<p>Bankers certificate of Rs.2.00 lacs immovable prperty of Rs.15.00 lacs.The applicant having no property in his name may furnish legal surety of his parent in the shape of an affadavit duly attested by Magistrate Class I alongwith latest copy of Jamabandi.</p>	<p>The applicant firm/Co./contractor shall furnish with application an undertaking (Annexure-XII to application form) for having the following staff in his regular establishment</p> <p>1. Qualified three Year diploma in Civil Engineering having two years experience.with registered A or B class contrator/firms engaged in construction of building and roads. One No</p> <p>2.Foreman One No</p> <p>3.Work Mistry One No</p> <p>Note:- contracotr so enlisted shall have to fulfill all the conditions of the tender document while participating in any tender floated by the department.</p>	<p>The contractor shall arrange T&P/Machinery,Steel centring & shuttering ,concrete mixers of full bag capacity,Vibrators., Road rollers or builder hoist or loader with back hoe, Trucks/ Tippers, Frst aid kit and Labortary with required equipments as per terms and conditions of the tenders.The contractor will submit an affadavit (Annexure-XVI to application form) duly attested by Ist class magistrate with the application to this effect</p>	<p>i) Cost of application for on the inclusive of processing fees Rs. 500/- (non-refundable) ii) Enlistment fees Rs.5,000/- to be deposited after the application is found to be complete in all respects</p>	C.E.(Zone)

Category	Class	Jurisdiction of Enlistment	Tendering Limit	Eligibility	Past Experience of completed works in last 5 years.	Financial Soundness	Engineering Organization/staff	T&P and Machinery requirements.	Fee (non refundable)	Enlistment Authority
	C	With in Zone of enlistment (i/c where H.P.Govt. has its establish-ment / works	Amount put to tender upto Rs 80.00 lacs	Class-D contractor registered with HP PWD having work experience prescribed in the next column to this table. Or An unemployed, bonafied himachali, graduate engineer having regular Diploma in any stream of Engineering/ Archtecture, will be eligible for registration directly in this class. He shall be eligible to tender up to Rs. 30.00 lakhs in relaxation of tender conditions regarding experience/turn over requirements in the first instance. Such contractor shall however, be eligible to tender for the works upto Rs.80.00 lakhs on the production of documentary evidence that he has successfully completed at least one work costing Rs. 30.00 lakhs. Or In case of firms with no work experience, one of its partner should be a Diploma Holder in any stream of Engineering / Diploma in Archtecture will be eligible for registration directly in this class.The firm shall be eligible to tender up to Rs. 30.00 lakhs in relaxation of tender conditions regarding experience/turn over requirements in the first instance. Such contractor shall however, be eligible to tender for the works upto 80.00 lakhs on the production of documentary evidence that he has successfully completed at least one work costing Rs. 30.00 lakhs subject to fulfillment of criteria laid down in each tender notice.	The contractor class-D should have completed at least three works each not less than Rs.10.00 lacs in HP PWD, CPWD, State/Central Govt. departments & undertakings, Boards and Corporations, Govt. universities etc. Or an unemployed, bonafied himachali, diploma engineer having regular three years Diploma in Civil Engineering or Degree in other stream of Engineering having work experience of 2 years, will be eligible for registration directly in this class. Or in case of firm, one of its partner should be a Diploma Holder Engineer (civil engineering) /having diploma in archtecture with three years experience in civil work.	Bankers certificate of Rs.1.0 lacs immovable porperty of Rs.10.00. The applicant having no property in his name may furnish legal surety of his parent in the shape of an affadavit duly attested by Magistrate Class I alongwith latest copy of Jamabandi.	The applicant firm/Co./contractor shall furnish with application an undertaking (Annexure-XII to application form) for having the following staff in his regular establishment :- One No Foreman and one No. work Mistry Note:- The contracotr so enlisted shall have to fulfill all the conditions of the tender document while participating in any tender floated by the department.	The contractor shall arrange T&P/Machinery ,Steel centring & shuttering ,concrete mixers of full bag capacity, vabrators.,road rollers or builder hoist or loader with back hoe, Trucks/ Tippers, Frst aid kit and Labortary with required equipments as per terms and conditions of the tenders. The contractor will submit an affadavit(Annexure-XVI to application form) duly attested by Ist class magistrate with the application to this effect .	i) Cost of application for inclusive of processing fees Rs. 500/- (non-refundable) ii) Enlistment fees Rs.3,000/- to be deposited after the application is found to be complete in all respects	S.E.Circle or the recommendat ons of th designated committee

Category	Class	Jurisdiction of Enlistment	Tendering Limit	Eligibility	Past Experience of completed works in last 5 years.	Financial Soundness	Engineering Organization/staff	T&P and Machinery requirements.	Fee (non refundable)	Enlistment Authority
CIVIL	D	With district enlisting Circle.	Amount put to tender upto Rs 30.00 lacs	Any applicant having eligibility criteria as prescribed in the next column to this Table.	1. The applicant should be literate. 2. Have good character (Certificate of it should be issued by Ist Class Magistrate with Police verification of the Police station under which the applicant / contractor normally resides). 3. Should be above 18 years of age.	Immovable property of Rs.5.00.lacs. The applicant having no property in his name may furnish legal surety of his parent in the shape of an affidavit duly attested by Magistrate Class I alongwith latest copy of Jamabandi.			i) Cost of application for the inclusive of processing fees Rs. 500/- (non-refundable) ii) Enlistment fees Rs.1,500/- to be deposited after the application is found to be complete in all respects	S.E.Circle on the recommendations of the designated committee

TABLE-I FOR ELECTRICAL WORKS

Category	Class	Jurisdiction of Enlistment	Tendering Limit	Past Experience of completed works in last 5 years.	Financial Soundness	Engineering Organization/staff	T&P/ Machinery requirements	Fee (Non refundable)	Enlisting Authority
Electrical	A	All over H.P. (i/c where H.P.Govt. has its establishment / works.	without any limit.	The contractor should class-B have satisfactorily executed at least three works each of Rs 15.00 lacs in HP PWD, CPWD, State/Central Govt. departments & undertakings, Boards and Corporations, Govt. universities etc.	Bankers Certificate of Rs.5.00 lacs immovable property of Rs.10.00 lacs. The applicant having no property in his name may furnish legal surety of his parent in the shape of an affidavit duly attested by magistrate Ist Class alongwith latest copy of Jamabandi and property.	The contractor shall have to furnish with application an affidavit(Annexure-XII to the application form) duly attested by the Magistrate class-I for having the following staff in his regular establishment:- 1. One No. Electrical Supervisor Graduate Engineer (Electrical) from recognized institute with minimum experience of 3 years (with valid Electrical permit.) 2. One No Electrical Supervisor Diploma Holder engineer (Electrical) from recognized institute with minimum experience of 5 years (with valid electrical permit.) 3. Two No wireman /Electricians qualified from recognized institute Or Two No wireman /Electricians having valid wireman permit issued by the chief Electrical inspector of HP. 4. One No. Middle pass skilled helper with one year experience. 5. The contractor will be exempted to deploy one of the above staff , who is himself holding the above required qualifications.	The contractor shall arrange following T&P/Machinery as per terms and conditions of the tenders:- 1. Earthing Tester 2. Insulation Magger of 500,1000,2500 volts 3. line tester 4. First aid kit. The contractor will submit an affidavit (Annexure-XVI to application form) duly attested by Ist class magistrate with the application to this effect .	i) Cost of application for inclusive of the designated committee. Rs. 500/- (non-refundable) ii) Enlistment fees Rs.5,000/- to be deposited after the application is found to be complete in all respects.	C.E (Zone) on the recommendations of the designated committee.

Category	Class	Jurisdiction of Enlistment	Tendering Limit	Past Experience of completed works in last 5 years.	Financial Soundness	Engineering Organization/staff	T&P/ Machinery requirements	Fee (Non refundable)	Enlisting Authority
Electrical	B	All over H.P. (i/c where H.P.Govt. has its establishment / works.	Upto 25.00 lacs	The contractor should class-C have satisfactorily executed at least three works each of Rs.5 lacs in HP PWD, CPWD, State/Central Govt. departments & undertakings, Boards and Corporations, Govt. universities etc. Or unemployed graduate engineer (Electrical), bonafied himachali, having 3 years work experience. Or in case of firm, one of its partner should be a graduate engineer (electrical).	Bankers Certificate of Rs.1.00 lacs immovable property of Rs.5.00 lacs. The applicant having no property in his name may furnish legal surety of his parent in the shape of an affidavit duly attested by magistrate Ist Class alongwith latest copy of Jamabandi and property.	The contractor shall have to furnish with application an affidavit (Annexure-XII to the application form) duly attested by the Magistrate class-I for having the following staff in his regular establishment:- 1. One No. Electrical Supervisor Diploma Engineer (Electrical) from recognized institute with minimum experience of 5 years (with valid Electrical Supervisor permit.) 2. One No wireman /Electricians qualified from recognized institute. Or One No. wireman having valid wireman permit issued by the chief Electrical inspector of HP. 3. One No. Middle pass skilled helper with one year experience. 4. The contractor will be exempted to deploy one of the above staff, who is himself holding the above required qualifications.	The contractor shall arrange following T&P/Machinery as per terms and conditions of the tenders:- 1. Earthing Tester 2. Insulation Magger of 500,1000 volts 3. line tester 4. First aid kit. The contractor will submit an affidavit (Annexure-XVI to application form) duly attested by Ist class magistrate with the application to this effect.	i) Cost of application for inclusive of the designated processing fees Rs. 500/- (non-refundable) ii) Enlistment fees Rs.3,000/- to be deposited after the application is found to be complete in all respects.	C.E.(Zone) on the recommendations of the designated committee

Category	Class	Jurisdiction of Enlistment	Tendering Limit	Past Experience of completed works in last 5 years.	Financial Soundness	Engineering Organization/staff	T&P/ Machinery requirements	Fee (Non refundable)	Enlisting Authority
Electrical	C	All over H.P. (i/c where H.P.Govt. has its establishment / works.	Upto 10.00 lacs	The contractor class-D should have satisfactorily executed at least three works each of Rs.2 lacs in HP PWD, CPWD, State/Central Govt. departments & undertakings, Boards and Corporations, Govt. universities etc. Or unemployed Diploma Holder Engineer (Electrical), having 3 years work experience. Or in case of firm, one of its partner should be a Diploma Holder Engineer (electrical).	Bankers Certificate of Rs.0.50 lacs immovable property of Rs.2.00 lacs. The applicant having no property in his name may furnish legal surety of his parent in the shape of an affidavit duly attested by magistrate Ist Class alongwith latest copy of Jamabandi and property.	The contractor shall have to furnish with application an affidavit (Annexure-XII to the application form) duly attested by the Magistrate class-I for having the following staff in his regular establishment:- 1. One No wireman /Electricians qualified from institute. Or One No. wireman having valid wireman permit issued by the chief Electrical inspector of HP. 2. One No. Middle pass skilled helper with one year experience. 3. The contractor will be exempted to deploy one of the above staff, who is himself holding the above required qualifications.	The contractor shall arrange following T&P/Machinery as per terms and conditions of the tenders:- 1. Earthing Tester 2. Insulation Magger of 500 volts 3. line tester 4. First aid kit. The contractor will submit an affidavit (Annexure-XVI to application form) duly attested by Ist class magistrate with the application to this effect.	i) Cost of application for inclusive of the processing fees Rs. 500/- (non-refundable) ii) Enlistment fees Rs.2,000/- to be deposited after the application is found to be complete in all respects.	S.E. Circle on the recommendations of the designated committee

Category	Class	Jurisdiction of Enlistment	Tendering Limit	Past Experience of completed works in last 5 years.	Financial Soundness	Engineering Organization/staff	T&P/ Machinery requirements	Fee (Non refundable)	Enlisting Authority
Electrical	D	Zone (i/c where H.P.Govt. has its establishment / works.	Upto 3.00 lacs	1, The contractor should be literate. 2, Have good character (Certificate of it should be issued by Police station under which the applicant / contractor normally resides). 3, Above 18 years of age.	Bankers Certificate of Rs.0.20 lacs immovable property of Rs.1.00 lacs. The applicant having no property in his name may furnish legal surety of his parent in the shape of an affidavit duly attested by magistrate Ist Class alongwith latest copy of Jamabandi and property.	The contractor shall have to furnish with application an affidavit (Annexure-XII to the application form) duly attested by the Magistrate class-I for having the following staff in his regular establishment:- 1. One No wireman /Electricians qualified from recognized institute. Or One No. wireman having valid wireman permit issued by the chief Electrical inspector of HP. 2. One No. Middle pass skilled helper with one year experience. 3. The contractor will be exempted to deploy one of the above staff, who is himself holding the above required qualifications.	1. Earthing Tester 2. Insulation Magger of 500 volts 3. line tester 4. First aid kit	i) Cost of application for inclusive of the designated processing fees Rs. 500/- (non-refundable) ii) Enlistment fees Rs.1,000/- to be deposited after the application is found to be complete in all respects.	S.E. Circle on the recommendations of the designated committee

TABLE-I FOR MECHANICAL WORKS

Category	Class	Jurisdiction of Enlistment	Tendering Limit	Past Experience of completed works in last 5 years.	Financial Soundness	Engineering Organization/staff	T&P/ Machinery requirements	Fee (Non Refundable)	Enlisting Authority
Mechanical	A	All over H.P. (i/c where H.P.Govt. has its establishment / works.	without any limit.	The contractor class-B should have satisfactorily executed at least three works each not less than Rs.15.00 lacs in HP PWD, CPWD, State/ Central Govt. departments & undertakings, Boards and Corporations, Govt. universities etc. .	Bankers certificate of Rs.5.00 lacs immovable property of Rs.10.00 lacs. The applicant having no property in his name may furnish legal surety of his parents in the shape of an affidavit duly attested by Magistrate Ist Class alongwith latest copy of Jamabandi and property.	The contractor shall have to furnish with application an affidavit(Annexure-XII to the application form) duly attested by the Magistrate class-I for having the following staff in his regular establishment:- 1 No. Mechanical Engineer, 1 No Foreman and 2 No Mechanics. Note: The Contractor so enlisted shall have to fulfill all the conditions of the tender document while participating in any tender floated by the department.	The contractor shall have to furnish with application an affidavit (Annexure-XVI to the application form) duly attested by the Magistrate class-I that he have well established workshop with first aid kit, required equipments, and meachines.	i) Cost of application form inclusive of the designated processing fees Rs. 500/- (Non refundable) ii) Enlistment Fees Rs. 5,000/- to be deposited after the application is found to be complete in all respects.	C.E(Zone) on the recommendations of the designated committee.

Category	Class	Jurisdiction of Enlistment	Tendering Limit	Past Experience of completed works in last 5 years.	Financial Soundness	Engineering Organization/staff	T&P/ Machinery requirements	Fee (Non Refundable)	Enlisting Authority
Mechanical	B		Upto 25.00 lacs	<p>The contractor class-C should have satisfactorily executed at least three works each not less than Rs.5.00 lacs in HP PWD, CPWD, State/ Central Govt. departments & undertakings, Boards and Corporations, Govt. universities etc.</p> <p>Or</p> <p>unemployed candidate having degree, in Mechanical / Automobile /Production Engineering having work experience of 3 years, will be eligible for registration directly in this class. They shall be eligible to tender upto Rs. 10.00 lakhs in relaxation of tender conditions regarding experience/turnover requirements</p>	<p>Bankers certificate of Rs.1.00 lacs immovable property of Rs.5.00 lacs. The applicant having no property in his name may furnish legal surety of his parents in the shape of an affidavit duly attested by Magistrate Ist Class alongwith latest copy of Jamabandi and property.</p>	<p>The contractor shall have to furnish with application and affidavit(Annexure-XII to the application form) duly attested by the Magistrate class-I for having the following staff in his regular establishment:-</p> <p>1 No Foreman and 2 No Mechanics.</p> <p>Note: The Contractor so enlisted shall have to fulfill all the conditions of the tender document while participating in any tender floated by the department.</p>	<p>The contractor shall have to furnish with application and affidavit(Annexure-XVI to the application form) duly attested by the Magistrate class-I that he has well established workshop with first aid kit, required equipments, and machines.</p>	<p>i) Cost of application form inclusive of the designated processing fees Rs. 500/- (Non refundable) ii) Enlistment Fees Rs. 3,000/- to be deposited after the application is found to be complete in all respects.</p>	C.E.(Zone) on the recommendations of the designated committee

Category	Class	Jurisdiction of Enlistment	Tendering Limit	Past Experience of completed works in last 5 years.	Financial Soundness	Engineering Organization/staff	T&P/ Machinery requirements	Fee (Non Refundable)	Enlisting Authority
Mechanical	C	All over H.P. (i/c where H.P.Govt. has its establishment / works.	Upto 10.00 lacs	The contractor class-D should have satisfactorily executed at least three works each not less than Rs. 2.00 lacs in HP PWD, CPWD, State/ Central Govt. departments & undertakings, Boards and Corporations, Govt. universities etc.. Or unemployed candidate having three years diploma, in Mechanical / Automobile /Production Engineering having work experience of 3 years, will be eligible for registration directly in this class. They shall be eligible to tender upto Rs. 5.00 lakhs in relaxation of tender conditions regarding experience/turnover requirements	Bankers certificate of Rs.0.50 lacs immovable property of Rs.2.00 lacs.The applicant having no property in his name may furnish legal surety of his parents in the shape of an affidavit duly attested by Magistrate Ist Class alongwith latest copy of Jamabandi and property.	The contractor shall have to furnish with application an affidavit(Annexure-XII to the application form) duly attested by the Magistrate class-I for having the following staff in his regular establishment:- 2 No Mechanics. Note: The Contractor so enlisted shall have to fulfill all the conditions of the tender document while participating in any tender floated by the department.	The contractor shall have to furnish with application an affidavit(Annexure-XVI to the application form) duly attested by the Magistrate class-I that he has well established workshop with first aid kit, required equipments, and machines.	i) Cost of application form inclusive of the designated processing fees Rs. 500/- (Non refundable) ii) Enlistment Fees Rs. 2,000/- to be deposited after the application is found to be complete in all respects.	S.E. Circle on the recommendations of the designated committee

Category	Class	Jurisdiction of Enlistment	Tendering Limit	Past Experience of completed works in last 5 years.	Financial Soundness	Engineering Organization/staff	T&P/ Machinery requirements	Fee (Non Refundable)	Enlisting Authority
Mechanical	D	Zone (i/c where H.P.Govt. has its establish-ment / works.	Upto 3.00 lacs	1, The contractor should be literate. 2, Have good character (Certificate of it should be issued by Police station under which the applicant / contractor normally resides). 3, Above 18 years of age.	Bankers certificate of Rs.0.20 lacs immovable property of Rs.1.00 lacs. The applicant having no property in his name may furnish legal surety of his parents in the shape of an affidavit duly attested by Magistrate Ist Class alongwith latest copy of Jamabandi and property.	The contractor shall have to furnish with application an affidavit(Annexure-XII to the application form) duly attested by the Magistrate class-I for having the following staff in his regular establishment:- 1 No Mechanics. Note: The Contractor so enlisted shall have to fulfill all the conditions of the tender document while participating in any tender floated by the department.	The contractor shall have to furnish with application an affidavit(Annexure-XVI to the application form) duly attested by the Magistrate class-I that he has one work shop, required equipments and first aid kit.	i) Cost of application form inclusive of the designated processing fees Rs. 500/- (Non refundable) ii) Enlistment Fees Rs. 1,000/- to be deposited after the application is found to be complete in all respects.	S.E. Circle on the recommendations of the designated committee