

UNIVERSITY OF ALLAHABAD
ALLAHABAD-211004

NOTICE NO. 303

Date :- 02.08.2018

Applications on the prescribed proforma are invited from interested parties/individuals for Enlistment as contractor (civil/electrical) for the works upto Rs. 5.00 lacs. The complete filled up application along with required documents may be submitted up to 2:00 P.M. dated 24.08.2018 as per detail below.

Interested parties may download the application form/document and submit the same with DD of Rs. 500/- in favor of Finance Officer, University of Allahabad, Allahabad along with the processing fee of requisite amount in favor of Finance Officer, University of Allahabad, Allahabad in the form of DD and the other requirement as stated in the detailed conditions. While submitting the application form mark notice No. **303** on envelope. **Detail can be seen on University Website: www.allduniv.ac.in.**

Details	Date	Time	Venue
Date of download of application	04.08.2018	10:00 am onwards	University Website: www.allduniv.ac.in
Last date of submission of Application	24.08.2018	2:00pm	Office of the Vice Chancellor, Senate Campus
Opening of Submitted Application	27.08.2018	3:00pm	Office of the Vice Chancellor, Senate Campus

In the event of any date indicated above is declared as holiday, the next working day of the University shall be considered as the due date for receiving & opening of application. Late/delayed offer will not be accepted.

The University administration reserves the right to accept or reject any or all the application/s without assigning any reason.

Registrar
University of Allahabad
Allahabad

CC to:-

- 1 Notice Board, office of the University Engineer.
- 2 Finance Officer for kind information.
- 3 D.R. Account for submission of Application Fees.

Registrar

(1)
University of Allahabad

1.0	Title: These rules shall be called the "Rule of Enlistment of Contractors in Allahabad University-2017 and shall come in to force with effect from 07.09.2017
2.0	Short Title: Hereinafter these rules shall be referred to as "Enlistment Rules 2017 for the sake of brevity.
2.1	<p>Definition:</p> <p>(1) Allahabad University a Central University as per act of parliament 2005 briefly <u>A.U.</u></p> <p>(ii)**Enlistment authority-shall be: Registrar, University of Allahabad</p> <p>(iii) E.S. i.e. Engineering Section of University responsible to look after construction and maintenance works of the University buildings and its compound including other works assigned by the University authorities, shall also be called as <u>U.W.D.</u> i.e means <u>University Works Department.</u></p>
3.0.	<p>Repeal and saving:</p> <p>3.1. All rules regarding enlistment, revalidation of contractors in A.U existing before coming in to force of Enlistment Rules 2017 are repealed by Enlistment Rules 2017.</p> <p>3.2. Notwithstanding such repeal, the contractors already enlisted on the basis of rules hitherto in force shall continue to enjoy the status of enlisted contractors of A.U. till the expiry of their enlistment, including revalidation, extension granted before coming in to effect of the Enlistment Rules 2017 . However, in regard to all other matters and further revalidation of their enlistment, they shall be governed by Enlistment Rules 2017.</p>
4.0	<p>Applicability: A.U. enlists contractors who intend to work with Allahabad University. It is done to have a ready list of suitable and competent contractors for works so as to minimize requirement of verification of credentials of contractors at the time of invitation of tender(s). At the same time, only those contractors are allowed to continue in the list that remain active in work for A.U. and perform well. Any Indian Individual, sole proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for enlistment as contractor in A.U. 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 concurrency of their enlistment.</p>
4.1	No individual, or a firm having such individual as one of the partners, who is dismissed government servant; or associated with University of Allahabad 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 ,having any criminal case pending etc. 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.
4.2	No employee in Administrative duties in the University or Student of this University is allowed to work either as contractor or as employee of a contractor or petty contractor.
4.3	A contractor will not be enlisted if it was enlisted in any category or class earlier but had remained

	inactive in University during previous enlistment period.
5.	Scope- the enlistment of a contractor shall only entitle him to be considered for issue of tender papers 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 or for award of work.
6.1	Enlistment Procedure- The Contractor shall have to submit the application in a prescribed form (Annexure-I) to the enlistment authority, complete with all documents as per Annexure-II .
6.2	Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.
6.3	All verification, submission of reports etc to be pursued by the applicant. Any delay on account of delay in verification, submissions of reports etc. will not entitle applicant for any type of enlistment.
6.4	The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get works done by the contractor inspected and or to get such other reports as may be considered necessary.
6.5	If the enlistment authority finds the contractor suitable for enlistment, it shall issue the enlistment order and, otherwise, sent a letter of rejection of the application to the contractor. The decision of the enlistment authority shall be final and binding on the contractor.
6.6	The enlisting authority reserves right to limit number of contractors to be enlisted in any class or category, whenever consider necessary.
6.7	Enlistment of contractors may be closed at any point of time without any reason. While closing the enlistment, U.W.D. will declare out the Enlistment list.
7.	The enlistment shall be valid for a period of two years . The enlistment can, however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of two years from the date of expiry of the previous enlistment/revalidation. The enlistment shall be open to review by the enlistment authority and liable for terminating, suggestion or any other such action at anytime if it is considered necessary by the enlistment authority, after of show cause notice.
8.	Categories, Classes- The enlistment shall be done in the categories and classes mentioned in Table-1 & 2 .
9.	Jurisdiction, Tendering Limits & Location of Contractor's Office- The jurisdiction in which contractors enlisted in various categories and classes shall be permitted to tender and the tendering limit up to which they shall be eligible to tender shall be as given in Table-1 & 2 .
9.1	The contractor shall be governed by the provisions existing at a particular point of time irrespective of when he was enlisted.
10.	Authorities for Enlistment- Registrar, University of Allahabad
11.	Eligibility Criteria- The Contractors shall have to satisfy the minimum eligibility criteria specified in Table-1 & 2 , before they can be considered for enlistment. 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 the completion of requisite number of works, as the case may be, of prescribed nature and magnitude executed on independent contract basis or as a builder, during the last five years. The works should have been executed in the same name and style in which the enlistment is sought.
11.2	The financial soundness shall be judged 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-V Such certificate shall be issued by a scheduled bank and shall be submitted, in original, in a sealed cover addressed to the enlistment authority.
11.3	The criteria for enlistment/revalidation shall be as applicable on date of enlistment/revalidation. Applicant may be intimated when his application and verification is complete. The application may be decided within 90 days of such completion.
12.0	Processing fee -The contractor shall have to pay a non-refundable processing fee by Crossed Demand Draft drawn in favor of Finance Officer For various categorizes and classes of enlistment the fee is prescribed in Table-1 & 2 . This fee is to be submitted along with application form to the enlisting authority.
13.0	Income Tax clearance: Deleted.
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 event of any discontinuity in validity of electrical license of the contractor, its enlistment and authority to work in Allahabad University will also automatically cease to be valid.
15.0	Change in Constitution of Firm - The Contractor/Firm shall not modify existing partnership or enter in to any fresh partnership or change the name of Firm without the prior approval of the enlistment authority. Such proposal, if any shall be submitted in advance giving full details of the intended partnership, sole proprietorship along with the draft of partnership deed/affidavit and documents as per Annexure-VI , Any change in status of the contractor as an "Individual" or in constitution of the firm, or change in the name of firm without prior approval of the enlistment authority, will the contractor/ firm will 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 this (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 new partners are taken in the firm, each new partner shall have to satisfy eligibility conditions mentioned in Rule 4.0.
15.3	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 time of enlistment and those who have remained as constituent for more than 5 years.
16.0	Change in Address - While applying for enlistment, the contractor should mention address of his Registered office as well as Head Office, If different, all documents i.e Bankers' Certificate, Electrical

	License etc. should bear one of the above addresses, otherwise the same shall not be accepted.
16.1	The contractor shall intimate the change, if any of the above addresses, in advance or maximum, within One month of such change along with acknowledgment of noting down of such change in address from the Bank, Income Tax, Sales Tax authorities etc. Failure to do so may result in removal of his name from the approved list of contractors.
17.	Near Relatives Working in A.U.- Contractors whose near relatives are working in the A.U. either as faculty or staff will not be allowed to tender for works. For this purpose a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sister, uncles aunts, cousins and their corresponding in-laws, etc.
18.0	Review of approved list of Contractors- The contractors shall be required to secure works of appropriate magnitude in A.U. During the revalidation/enlistment period. Contractors shall be liable to be weeded out for non-observance of enlistment rules. For this purpose, the enlistment authority shall have the power to periodically review the approved list of Contractors.
19.0	Revalidation of enlistment - The validity of initial enlistment of the contractor shall be for two years. It shall, however, be revalidated on merits, if desired by the contractor. Only the contractors, who have secured some works of appropriate magnitude in A.U during the period of enlistment or last revalidation period of enlistment as the case may be, shall be considered for revalidation. Appropriate magnitude shall mean the minimum amount mentioned in the column 5 of Table-1 & 2 against relevant class/category. The revalidation shall be done for the period of two years.
19.1	Application for Revalidation- The Contractor shall apply for revalidation for his enlistment in the prescribed form
19.1.1	Annexure -VIII' along will all documents as per Annexure- IX so as to reach the Enlistment Authority at least 3 months before expiry of his enlistment. The revalidation application with all documents shall however be accepted up to the date of expiry of enlistment with late fee.
19.1.2	In cases where the application is received after date of expiry of enlistment/revalidation, but within three months of expiry, the application can be accepted with double the late fee. Applications received, thereafter, shall not be accepted and contractor should apply for fresh enlistment, as per rules.
19.1.3	Enlistment/Revalidation processing fee is payable in the form of Demand Draft in favor of Finance Officer, Allahabd University as prescribed in Table I & 2 of 'Enlistment Rules.
19.1.4	On receipt of application for revalidation complete in all respect and with all necessary documents, provisional extension up to 3 months from the date of expiry of enlistment/date of issue of order, whichever is later may be issued.
20.0	Performance Reports: The Contractor should fill up the details of each work of appropriate magnitude,
20.1	second by him during the last revalidation/enlistment period in the proforma as given in Annexure-VII
20.2	The list should include all works secured by him during the above-mentioned period. In case, the

	contractor hides any information, his revalidation will be liable to be canceled.
20.3	The contractor should fill up the details in the proforma as given in Annexure _VII , in duplicate. For each work, separate proforma should be field. One copy of all the proforma should be submitted to the reporting office and the acknowledgment obtained on the second copy of the proforma. This 2 nd copy should then be submitted to the enlisting authority along with the application.
20.4	The reporting officer shall write the report and forwarded to the Enlisting Authority through his reviewing officer (Reporting/Reviewing officers and the time frame for writing reports are detailed in Annexure-VII)
21.0	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 reports as given in Annexure X or as decided by the enlisting authority.
22.0	<p>Contractor's obligation- 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:-</p> <p>a) Prior approval shall be obtained from the enlisting authority before changing the name or Constitution of the firm/company.</p> <p>b) Intimation of change of address should be given in advance or within one month along with acknowledgment from Banker, Income Tax and Sale Tax authorities.</p> <p>c) He shall continue to possess, throughout the period of enlistment/revalidation, a valid electrical license of appropriate category.</p> <p>d) He should secure works of specified magnitude during the period of enlistment/revalidation as provided in Para 19.0 above.</p> <p>e) He shall abide by these rules.</p> <p>f) He should not indulge in unethical practices and maintain good conduct.</p> <p>g) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.</p>
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 as per contract on time and with good quality. The enlisting authority shall have the right to demote a contractor to lower class, suspend business with him for any period, before him or remove his name from the approved list of contractors indefinitely or for a period as decided of the enlisting authority after issue of show cause notice. Decision of the enlisting authority 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	<p>Demotion to a lower Class- The contractor shall be liable to demotion to a lower class , by the enlisting authority, if he:</p> <p>a) fails to execute a contract or executes it unsatisfactory or is proved to be responsible for constructional defects or</p>

	<p>b) no longer has adequate equipment, technical personnel or financial resources; or</p> <p>c) is litigious by nature; or</p> <p>d) violates any important condition of contract; or</p> <p>e) his staff misconducts or misbehaves Engineering staff of A.U. & other staff of A.U.</p> <p>f) is responsible for a conduct which may justify his demotion to a lower class; or</p> <p>g) any other reason which in view of enlisting authority is adequate for his demotion to a lower class.</p>
23.2	<p>Suspension of Business:-</p> <p>Whenever adverse report related to adverse performance, misbehavior, direct or indirect involvement in threatening, making false complaints, filling legal suits 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 department of A.U or at more than one occasion from individual member of A.U. & Engineering member of A.U. Works for the various class/categories of contractor, sale of tender to such contractor shall be suspended immediately by the Enlisting authority pending full inquiry into the allegations and decision by the empowered committee.</p>
23.3	<p>Removal from the approved list: The name of the Contractor may be removed from the approved list of contractors, by the enlisting authority, if he.</p> <p>a) on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or</p> <p>b) is proposed to be responsible for constructional defects in two or more works; or</p> <p>c) persistently violation of any important conditions of the contract; or</p> <p>d) fails to abide by the conditions of enlistment; or</p> <p>e) is found to have given false particulars at the time of enlistment; or</p> <p>f) has indulged in any type of forgery or falsification of records; or</p> <p>g) changes constitution of the firm or individual or changes the name of the firm without prior approval of the enlistment authority; or</p> <p>h) changes permanent address/business address without intimation to the enlistment authority; or</p> <p>i) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or</p> <p>j) persistently violates the labour regulations and rules; or</p> <p>k) is involved in complaints of serious nature received from other departments which prima facie appear to be true; or</p> <p>l) default in settlement of tax dues like income tax, Contract tax, sales tax, octroi duties etc; or</p>

	<p>m) has already been demoted for other reason (s); or</p> <p>n) ceases to fulfill eligibility criteria based on which enlistment/revalidation was done;or</p> <p>o) Is considered not required to be in list of enlistment of contractors A.U. For any other reason considered fit by enlistment authority; or</p> <p>p) Does not start the work the same is awarded to him on three occasions.</p>
24.0	<p>Demotion to a lower class on request: In case, the contractor himself seeks demotion to a lower class on account non fulfillment of revalidation criteria, the enlisting authority in which he is enlisted, on being satisfied prima-facie, may re validate the enlistment in the lower class for a period of one year to enable the contractor to obtain fresh enlistment in such lower class.</p>
25.0	<p>The University reserves the right to cancel the entire process of registration at any time without any prior information, if it seems necessary. No further communication in this regard will be made .</p>

University of Allahabad

APPLICATION FOR ENLISTMENT AS CONTRACTOR

Supporting Documents be annexed with the application form. (Applications found deficient in any respect are liable to be rejected without further correspondence)

Classll..... Category.....

1. Name of applicant

2. Nationality: India other

3. Address.....

(i) Regd. office

(ii) Head Office

(Attach separate paper for addresses of other offices)

4. a. Telephone Number

b. Fax No.

c. E-mail address:

5. Constitution: Individual Sole Proprietorship Concern

Partnership Firm Public Ltd. Company Private Ltd. Company

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

1.....2.....

3.....4.....

5.....6.....

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

(a) Dismissed Government Servant: Yes No

(b) Removed from approved list of contractors: Yes No

(c) Demoted to a lower of contractor: Yes No

(d) Having business banned/suspended by any government organization in the past: Yes No

(e) Convicted by a court of law: Yes No

(f) Retired engineer/official from Govt. Engineering deptt.

within last Two Years: Yes No

(g) Director or partner of any other Company/firm enlisted

with CPWD 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: India Other

(c) Liabilities

9. Name of Bankers with full address

10. Place of business.....

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

(a) Graduate Engineers with minimum _____ years' experience.

(b) Diploma engineers' with minimum _____ years' experience.

12. Does the applicant have sufficient T&P, Machinery, equipment: YES NO

[Attach details on separate sheet]

13. (For Electrical)

(i) Does the applicant possess valid Electrical License: YES NO

(ii) Do the permanent electricians employed by contractor possess valid license: YES NO

14. (a) Whether already enlisted with CPWD 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 A.U.

(see Rule 17 of the enlistment Rules) if yes, give detail: Yes No

16. Enlistment Processing fee non-refundable as per Table -1 & 2 enclosed:-

Draft No.	Date	Amount	Issuing Bank & Branch	Branch drawn upon	Drawn in favor of Finance Officer

17. Details of Works completed. In progress and secured during the last 5 years (to be filled in proforma 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.

18. Certificates from clients in original or attested copy as per proforma given in Annexure-IV for all eligible works.

19. Character certificate from District Magistrate

20. Details of Trade Tax and Service tax registration.

(Since GST is in force documents related to it if any)

21. Certified copy of Income Tax Return for last Three years.

22. Certificate:

(i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractor in. A.U. As amended up to-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/we are liable to be debarred.

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

(iv) (a) I certify that I did not retire as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administration duties in any Engineering Department of the Government of India /State Govt. 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 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).c

(Strike out whichever is not applicable)

(c) I/We certify that neither I/We are employee in Administrative duties in the University or Student of this University nor I/We will allow anyone to work on my firm.

Signature (s) of applicants (s):

Name.	Signature.	Address.
1.		
2.		
3.		
4.		
5.		

Date:

No of Documents attached:

Annexure-II

Documents attached for enlistment

S. No.	Document	Yes	No
1.	Proof of constitution (Sl.no.5)		<input type="checkbox"/>
(a)	In case of sole proprietorship/HUF: an affidavit executed before a 1 st Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF.		
(b)	In case of partnership firm: (Submit attested copies)		<input type="checkbox"/>
(i)	Partnership deed attested by Notary Public		<input type="checkbox"/>
(ii)	Form "A" or equivalent form issued by Registrar of Firms		<input type="checkbox"/>
(iii)	Form "B" or equivalent form issued by Registrar of Firms		<input type="checkbox"/>
(iv)	Form "C" or equivalent form issued by Registrar of Firms		<input type="checkbox"/>
(c)	In case of Private/Public Ltd Co. Article of Association duly attested by Notary Public.		<input type="checkbox"/>
2.	Power of attorney, of any (Sl.no.8), attested by Notary Public.		<input type="checkbox"/>
3.	Banker's/ working capital certificate in original from scheduled bank in the Performa given in Annexure-V. The certificate should be on the bank's letterhead and in sealed cover and shall be addressed to the concerned Enlistment Authority.		<input type="checkbox"/>
4.	Technical Staff: (Sl. No..11)		
(i)	List of full time technical staff/Designers with qualification and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant)		<input type="checkbox"/>
(ii)	Attested copies of the degrees/diplomas of the technical staff/Designers.		<input type="checkbox"/>
(iii)	Declaration from the technical staff/Designers that they are employed with the applicant.		<input type="checkbox"/>
(iv)	Documents like PF subscription, Copy of Income Tax return with, IT form 16 etc conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant) (Affidavit sworn in before 1st Class Magistrate both by the employer and the employee as proof of availability of technical staff may be acceptable as an alternate to above mentioned documents).		<input type="checkbox"/>
5.			
(i)	List of M/C, T&P i/c steel cantering & 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. (Sl.no..12)		<input type="checkbox"/>
(ii)	Copy of purchase document etc (Onus of submitting adequate proof lies with applicant (Affidavit sworn in before 1 st Class Magistrate by the firm as proof of possessing T&P/machinery may be acceptable as an alternate to the above mentioned documents).		<input type="checkbox"/>
6.	Attested copies of valid Electrical Licenses. (Sl.no..13(i) & (ii))		<input type="checkbox"/>
7.	Attested copy of Enlistment order (Sl.no.14)		<input type="checkbox"/>
8.	List of all near relatives working in AU, including their addresses		<input type="checkbox"/>
9.	Demand Draft for processing the case (Sl.no..16)		<input type="checkbox"/>
10.	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in annexure-IV.		<input type="checkbox"/>
11.	Attested copies of award letters for works included in Annexure-III		<input type="checkbox"/>

Annexure – III

- (1) In case of enlistment- Works completed, in progress & secured during the last five years or
 (2) In case of revalidation- List of works completed, in progress & secured during last
 enlistment/revalidation period

[Add additional sheet, if necessary]

S. No.	Name of work & Agreement No.	Date of start	Date of completion		Reasons for delay & compensation levied, if any	Tendered Amount	Gross Amount of the completed work	Net amount received	Name, designation & complete address of the authority for whom the work was done
			Stipulated	Actual					

Contractor's Signatures

Client's Certificate Reg. Performance Of Contractor

Name & address of the Client

Details of Works executed by Shri /M/s

1. Name of work with brief particulars	
2. Agreement No. and date	
3. Agreement amount	
4. Date of commencement of work	
5. Stipulated date of completion	
6. Actual date of completion	
7. Details of compensation levied for delay (indicate amount) if any	
8. Gross amount of the work completed and paid	
9. Name and address of the authority under whom works executed	
10. Whether the contractor employed qualified Engineer/ Overseer during execution of work ?	
11.(i) Quality of work (indicate grading) (ii) Amt. of work pain on reduced rates, if any	Outstanding/Very Good/ Good/ Satisfactory/Poor
12.(i) Did the contractor go for arbitration? (ii) If yes, total amount of claim (iii) Total amount awarded	
13. Comments on the capabilities of the contractor. (a) Technical proficiency (b) Financial soundness (c) Mobilization of adequate T&P (d) Mobilization of manpower (e) General behavior	Outstanding/Very Good/ Good/ Satisfactory/Poor Outstanding/Very Good/ Good/ Satisfactory/Poor Outstanding/Very Good/ Good/ Satisfactory/Poor Outstanding/Very Good/ Good/ Satisfactory/Poor Outstanding/Very Good/ Good/ Satisfactory/Poor

Note: All columns should be filled in properly

“Countersigned”

Signature of the
Reporting Officer with Office
Seal

Officer of the rank of Executive Engineer or equivalent

ANNEXURE-V**FORM OF BANKER'S CERTIFICATE FROM, A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information M/s/Sri.....
having marginally noted address, a customer of our are/is
 respectable and can be treated as good for any engagement up to a limit of
Rs.....(Rupees.....) **This certificate is issued without any**
 guarantee or responsibility on the Bank or any of the officers.

This certificate is issued on the request of Shri/Smt./M/s.....for obtaining
 enlistment/revalidation of Enlistment in A.U. in.....(Name of category
 Class.....

(Signature)

For the Bank

Note: 1) Bankers' certificate should be on letterhead of the Bank, sealed in cover addressed to
 enlistment authority.

2) In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

FORM OF WORKING CAPTIAL 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.

This certificate is issued on the request of Shri/Smt./M/s.....for
 obtaining enlistment/revalidation of Enlistment in A.U. in..... (Name of
 Category)
 Class.....

(Signature)

For the Bank

For Change of Constitution – List of Documents/Information Required to be Submitted**A. Documents To Be Submitted**

1. Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
2. 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.
3. Dissolution deed/consent of retiring partners/death certificate in case of death of 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 CPWD/MES/Railway/P&T/State PWD/AU.
- ii. Whether he is dismissed Govt. servant.
- iii. Whether he is a partner/director of any other firm enlisted with this Department/MES/Rly./P&T ,State PWD/AU
- 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/remove/retired Govt. servant within 2 years.
- vii. Whether he has any relative working in AU , if yes, give details.
- viii. Whether he has any civil or criminal case pending in any court in India, if yes, give details.
- ix. In addition Certificate as required under item 19 of Enlistment application form from new partners be given.

C. Document To Be Submitted After The Proposal Is Agreed In Principle By The Competent Authority

1. Copy of the partnership deed duly attested by the Notary Public.
2. Fresh Bankers' certificate from banker of the contractor indicating new constitution.
3. Acknowledgment from the Income Tax/Sales Tax department for having noted the change.

Annexure-VII**Confidential Performance Report of Contractor (ACRC)**

(To be filled in by the contractor in duplicate in respect of each work of which falls within the range prescribed for eligibility as per para 19 of enlistment read with Table-I & 2 .Copy to be submitted to UE.

1. Period:
2. Name & Address of Contractor:
3. Class, Category and Enlistment No.:
4. Name & address of enlisting authority:
5. Name of work:

Sr.No.	Item.	
	Agreement No.	
	Estimated Cost/Tender amount	
	Stipulated date of Commencement & completion	
	Percentage progress with date/actual date of completion	
	Gross amount of final bill/work done	
	Amount of completion levied, if any	
	Amount of reduced rate items, if any	
	Did the contractor go for arbitration ?	
	If yes, total amount claimed and amount awarded.	

Part II

(To be filled by the Engineering Section)

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

Delay is partly/not/fully attributable to contractor.

Signature of J.E./A.E.

Signature of University Engineer.

University of Allahabad

APPLICATION FOR REVALIDATION OF ENLISTMENT

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. Application found deficient in any respect are liable to be rejected without any further correspondence)

Class Category.....

1. Name of applicant

2. Nationality India other

3. Address

(i) Redg. Office

(ii) Head Office

4. Telephone Number Fax No.

Now E-mail address

5. Constitution: Individual Sole Proprietorship Concern

Partnership Firm Public Ltd. Company

6. If partnership firm, name of the partners/

if Company, name of directors

1.....2.....

3.....4.....

5.....6.....

7. (a) Name of person holding power of attorney.....

(b) Nationality India Other

8. Name of Bankers with full address.....

9. Place of business.....

10. Full time technical staff in applicants employment(Refer Table I &2 & fill up Nos. of staff in respect of requisite trade and experience only).

(a)Graduate Engineers' with minimum.....years' experience.

(b)Diploma Engineers' with minimum.....years' experience.

11. Does the applicant have sufficient T&P. Machinery, Equipment as per requirement mentioned in the enlistment Rules for the class & category applied for Yes /No

(attach details on separate sheet)

12. (For Electrical)

(i) Does the applicant possess valid Electrical License Yes/ No

(ii) Do the permanent electricians employed by contractor possess valid license Yes No

13. (a) Details of enlistment with A.U.

(i) Enlistment No. & date

(ii) Valid upto.....

14. Is any person working with the applicant is a near relative of the faculty/officer/official of A.U.

(see Rule 17 of the enlistment Rules) if yes, give detail. Yes No

If answer to above is Yes, give details.

15. Details of A.U. And non A.U. Works completed, in progress and secured during the last 5 years (to be filled in proforma 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.

Whether above details enclosed? Yes No

16. Certificates:

(i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractor in A.U. 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, our registration is liable to be canceled.

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

(iv) I/We certify that I/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.

(Strike out whichever is not applicable)

Signature (s) of applicants (s):

Name. Signature. Address.

1.

2.

3.

4.

5.

Date:

No. of Documents attached.

Annexure-IX**Documents attached for revalidation**

S. No.	Document	Yes	No
1.	Attested copy of power of attorney, if any		
2.	Banker's/working capital certificate in original from scheduled bank in the Performa given in the Enlistment Rules. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority.		
3.	Technical Staff: (Sl.no..10)		
	(i) List of full time technical staff/Designers with qualifications and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant)		
	(ii) Attested copies of the degree/diploma of the technical staff/Designers.		
	(iii) Declaration from the technical staff/Designers that they are employed with the applicant.		
	(iv) Document like PF subscription, Certificate of IT deduction at source, IT form 16 etc conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant) (Affidavits sworn in before 1st Class Magistrate both by the employer and the employee as proof of availability of technical staff may be acceptable as an alternate to above mentioned documents)		
4.	(i) List of machinery, T&P i/c steel centring & 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. (Sl. no..11) (ii) Copy of purchase document etc (Onus of submitting adequate proof lies with applicant) (Affidavit sworn in before 1st Class magistrate by the firm as proof of possessing T&P/machinery may be acceptable as an alternate to the mentioned documents)		
5.	Attested copies of valid Electrical License(s)		
6.	Attested copy of Enlistment order		
7.	Annexure III – list of works completed, in progress & secured during last enlistment/revalidation period.		
8.	Attested copies of award letters for works included in annexure III (as per rule 19.1.1)		
9.	Copies of Annexure – VII with acknowledgement of E.E. /AE.		
10.	Late fee (if applicable)		

Annexure-X**Calculation Sheet for Evaluation of Contractor's Performance in AU for Revalidation**

Name of contractor:

Name of work:

Item No.	Parameter	Calculation for points	Score	Max.
1.	Time over run TOR	Stipulated Time ST: Actual Time AT: TOR= AT/ST	20 if TOR= 1.0; 10 if TOR= 2.0; 0 if TOR = 2.5; (-)5 if TOR= 3.0	20
	Levy of compensation	Compensation levied for delay = C Tendered Amount = E Then B = (Cx100/E) (No Points awarded if compensation is not decided)	(+) 10 if B=0 (+) 0 if B= 1.5 (-) 5 if B= 5 (-) 10 if B= 10	10
	No. of works in CPWD	Number of works completed in last enlistment/revalidation period	2 or more works = 10 1 work = 5	10
2.	Quality	Quality	Outstanding= 40, Very Good=30, Good= 20, Satisfactory= 2, Poor= (-) 10 Additional Point- If Reduced Rates are Sanctioned = (-) 10	40
3.	Capability	Confidential Performance Report (i) Technical Proficiency	Outstanding= 3, Very Good= 2, Good= 1, Satisfactory= 0.5, Poor= (-) 3	3
		(ii) Financial Soundness	-do-	3
		(iii) Mobilization of Adequate T&P	-do-	3
		(iv) Mobilization of Man Power	-do-	3
		(v) General Behaviour	-do-	3
		(vi) General Remarks	Outstanding= 5, Very Good= 4, Good= 3, Satisfactory= 1, Poor= (-) 5	5
Grand Total = P				100

- Note:-** (1) Marks for values in between the stage is to be determined by straight line variation.
- (2) Marks in respect of each parameter under different ACRC for same works are to be averaged out except for parameter under item 1.
- (3) Under each parameter, marks given will be over all average of all works.
- (4) Eligibility criteria for revalidation of enlistment will be 50% marks under each item (overall average of all works) with over all minimum marks as 60%

UNIVERSITY OF ALLAHABAD

Table -1 Civil work.

Category	Class	Jurisdiction & enlistment Authority	Tendering limit	Past experience of completed works in last 5 years.	Financial soundness	Engineering Establishment	T&P Machinery	Enlistment processing fee.
1	2	3	4	5	6	7	8	9
CIVIL	II	Registrar, University of Allahabad	Rs. 5 Lacs	Two works of min. Rs. 3 Lacs each or one work of min. Rs. 4.00 Lacs in any government organization. Or Unemployed Diploma/Degree Engineer (c) with minimum experience of 3 years as contractor.(Attach certificate of work done during last five year)	Banker's certificate of 10 Lacs. Certificate for working capital of Rs.1.00Lacs for at least last six months.			Rs.3,000

Table-2 Electrical work.

Category	Class	Jurisdiction & enlistment of Authority	Tendering limit	Past experience of completed works in last 5 years.	Financial soundness	Engineering Establishment	T&P Machinery	Enlistment processing fee.
1	2	3	4	5	6	7	8	9
Internal & External Electrical Installation	II	Registrar, University of Allahabad	Rs. 5 lacs	Two works of Rs. 3.00 Lakh each and one work of Rs4.00Lakh at least one work should be internal electrification of building OR Unemployed Degree/diploma Engineer (E/M) with minimum experience of 3 years as contractor(Attach certificate of work done during the last five year).	Bankers Certificate of Rs. 10 Lakh. Certificate for working capital of Rs. 1.00 Lakh for at least last 6 months		Chase cutting Machine, Wire drawing machine Conduit die set, pipe vice bench vice LT meggar 500 volts.	Rs. 3000/=