

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS  
DEPARTMENT OF POSTS  
O/O CHIEF ENGINEER-I  
DAK BHAWAN, NEW DELHI – 110 001

Email/Regd.Post

No. 14-1/2022-CWP/620

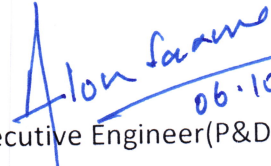
Dated: 06/10/2023

OFFICE MEMORANDUM

**Sub: Enlistment Rule 2023- regarding rules for Enlistment of contractors in the Department of Posts.**

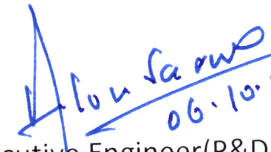
The Enlistment Rule 2023 for contractors in the Department of Posts, duly approved by competent authority is enclosed herewith. The new rules of Enlistment , shall come into force with effect from the date of the notification.

Encl: Copy of Enlistment rule 2023 for Civil Contractors in DOP

  
06.10.23  
Executive Engineer(P&D)-II

Copy to:-

1. The Chief Engineer-II, Dak Bhawan, New Delhi.
2. The GM, CEPT, Mysore for uploading on the India Post Website.
3. The Superintending Engineer(C), Postal Civil Circle, New Delhi/Mumbai/Kolkata/ Bangalore/Ahmedabad/Patna for wide publicity and taking further necessary action at your end. He is also requested to communicate this to all the EEs working under his jurisdiction.
4. The Superintending Engineer(E), Postal Electrical Circle, New Delhi/Bengalore for wide publicity and taking further necessary action at your end. He is also requested to communicate this to all the EEs working under his jurisdiction.

  
06.10.23  
Executive Engineer(P&D)-II



# **RULES FOR ENLISTMENT OF CONTRACTORS IN DoP**

## **2023**

**GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS  
DEPARTMENT OF POSTS**

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## Rules for Enlistment of Contractors in DoP, 2023

### **1.0 Title, extent and commencement**

- 1.1 These rules may be called the Rules for Enlistment of Contractors in DoP, 2023.
- 1.2 They shall hereinafter be referred to as Enlistment Rules, 2023 for the sake of brevity.
- 1.3 They extend to the whole of India.
- 1.4 They shall come into force with effect from the date of notification.

### **2.0 Definitions**

In these rules, unless the context otherwise requires:

- 2.1 “building” means a residential or non-residential structure consisting of foundation, walls, floors, roofs, and finishing, civil and electrical services, executed under a single contract.
- 2.2 “building work” means any of following :—
  - (i) construction of a residential or non-residential structure (consisting of foundation, walls, floors, roofs, finishing, civil and electrical services, complete),
  - (ii) construction of balance work of a residential or non-residential structure in case of incomplete contract like foreclosed/rescinded contract,
  - (iii) addition of additional floors,
  - (iv) construction of boundary wall,
  - (v) repair, maintenance, additions, alterations, renovations, up-gradations,
  - (vi) SITC electrical/E&M services and installations like roof top solar plants, oxygen plants etc.,
  - (vii) construction of underground sump,
  - (viii) construction of overhead tank,
  - (ix) water supply works,
  - (x) sewerage works,
  - (xi) Drainage works.Any one of the above work or combination of above works shall be deemed as building work, but excluding—
  - (i) standalone works of supply of materials,
  - (ii) Any works involving labour component only like housekeeping, sweeping, caretaking, watch & ward, operation and maintenance of electrical and mechanical services through original equipment manufacturers.
- 2.3 “Category” means category of enlistment under these rules. These categories are B&R (Buildings& Roads).
- 2.4 “Class” means class of enlistment, in each category, under these rules.
- 2.5 “Contractor” means an individual, partnership firm, limited liability partnership or company executing or intending to execute the work under a contract.
- 2.6 “Enlistment” means enlistment of contractors in accordance with these rules.
- 2.7 DoP means Department of Posts, Ministry of Communication, Government of India.
- 2.8 “Tendering limit” means the upper limit determined by the estimated cost put to tender of a work of specified category, up to which an enlisted contractor can tender, subject to the eligibility conditions specified in the notice inviting tenders.
- 2.9 “Work” means the work contracted with the owner to be executed under a single contract.

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### **3.0 General**

**3.1** The object of enlistment of contractors is to have a ready list of suitable and competent contractors for DoP works so as to minimize the requirement of verification of their credentials at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in DoP and perform satisfactorily.

**3.2** The enlistment of a contractor in DoP shall only entitle him to participate in the tenders, subject to the conditions of each notice inviting tender. It does not confer any right or claim on him to qualify him or to award work to him.

**3.3** These rules may be revised or repealed by new rules. The enlistment of a contractor shall be governed by the revised or new rules existing at the relevant time, if any, and not by the rules prevailing at the time of enlistment.

**3.4** The enlisted contractors can tender within their tendering limit for works all over the country irrespective of jurisdiction of the enlisting authority. The tendering limit is uniform all over India.

### **4.0 Repeal and savings**

**4.1** All existing rules regarding enlistment and revalidation of contractors in DoP are hereby repealed.

**4.2** 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 DoP till the period of validity of such enlistment, including revalidation or extension granted before coming into effect of the Enlistment Rules, 2023. However, in such cases, all conditions of enlistment including financial limit to tender shall be applicable as per the Enlistment Rules, 2016.

**4.3** A Contractor already enlisted under Enlistment Rules, 2016 will have liberty to make a fresh application for enlistment under instant Enlistment Rules, 2023 even during the validity of existing enlistment. The Enlistment so issued will automatically supersede the existing enlistment from the date of issue.

### **5.0 Enlistment categories, classes and tendering limit**

The contractors shall be enlisted in the categories and classes mentioned in Rules 5.1 to 5.2.

#### **5.1 Buildings & Roads category**

Various classes of enlistment in this category are III, IV and V. Those contractors who have works experience as defined for "building work" and satisfy the prescribed criterion corresponding to the class can be enlisted in the said class under this category. Enlisted contractors can bid upto the tendering limit given in Table 1.

#### **5.2 Tendering limit**

The enlisted contractors shall be eligible to bid for specified category works where the estimated cost put to tender is not more than their tendering limit, without pre-qualification or eligibility bid, but subject to bidding capacity, unless otherwise specified in the bid document. The tendering limits of all categories and classes of contractors are given below in Table 1. These tendering limits may be revised or changed from time to time.

**Table 1: Tendering limits of enlisted contractors in Rs. crore**

S. No.	Class	Buildings & Roads
1.	III	4.00
2.	IV	1.30
3.	V	0.40

## **6.0 Eligibility criteria for enlistment**

**6.1** The status of an applicant for enlistment as a contractor in DoP may be one of the following.

- (a) An individual, who is a citizen of India
- (b) Sole proprietorship
- (c) Partnership firm\*
- (d) Limited liability partnership\*
- (e) Private limited company\*
- (f) Public limited company\*

**\*To be registered with competent authority.**

**6.1.1** No individual or firm, limited liability partnership, private or public limited company having such individual as one of its partners or directors, who is a dismissed government servant; or demoted to a lower class of enlistment; or removed from the enlistment; or having business banned by any government department or public sector undertaking or localbody or autonomous body in the past; or convicted by a court of law, shall be entitled for enlistment. However, enlistment may be considered where disciplinary action was taken against the contractor for a specified period and such period is already over. Period of debarment by any department shall be considered as two years if no period is mentioned or the period is more than two years. (Ministry of Finance, Procurement Policy Division, OM No. F.1/20/2018-PPD dt. 02.11.2021, Para 1(iii) may be referred).

**6.1.2** No engineer or any other official employed in engineering or administrative duties in any engineering department of the Government of India/State Government /Central and State PSUs is allowed to work in DoP either as a contractor or as an employee of a contractor for a period of one year after his retirement from service unless he has obtained prior permission of his employer Government to do so.

**6.1.3** A partner of a firm or a director of a company enlisted as a contractor cannot be a partner or director in any other firm/company in that category in DoP.

**6.1.4** A contractor is permitted to have enlistment in more than one category but not in more than one class in the same category.

**6.1.5** A contractor is not permitted to have enlistment in more than one name in a category.

### **6.1.6 Opportunity to unemployed engineers and architects**

Engineer or architect in any stream of engineering / architecture **possessing degree/ diploma duly recognized either by AICTE/ Central Govt. or from universities established as per UGC Act and** having annual income not more than Rs. 4 lakh per year (income certificate to be obtained from the authorized State Government Authority), but excluding those employed with Central/State Government

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Departments or Undertakings or Central/State Government Institutions or Autonomous bodies can directly apply as individual for enlistment in Buildings & Roads category. Individual engineers / architects already enlisted as contractor in any PSUs/State/Central Govt. Department are eligible in this category subject to fulfillment of other prescribed criteria like annual income criteria etc. The work experience criterion and financial soundness shall not be applicable for them if they are seeking enlistment for the first time. Diploma holder shall be eligible for enlistment in class-V and degree holder shall be eligible for enlistment in class-IV. Based on scrutiny of required documents, provisional enlistment valid for twelve months may be issued by the Enlistment Authority. In case any misinformation is found in the documents submitted by applicant, during subsequent verification/scrutiny, the enlistment shall be cancelled and the applicant shall be debarred for 2 years after issue of show cause notice. The enlistment authority may also initiate criminal case in case of any forgery by lodging FIR against the applicant.

**6.1.7** For retired Central Government/State Government/Central or State PSU engineers or architects seeking enlistment for the first time as individual, after one year of their retirement or voluntary retirement from service, enlistment can be considered in any class in Buildings & Roads category without work experience but with prescribed financial soundness, subject to his holding a valid PPO in case of government servant and equivalent document in case of PSU employee. Such individuals applying for enlistment should neither be empanelled nor working as arbitrator or consultant in any Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body. Based on scrutiny of required documents, provisional enlistment valid for twelve months may be issued by the Enlistment Authority. In case any misinformation is found in the documents submitted by applicant, during subsequent verification/scrutiny, the enlistment shall be cancelled and the applicant shall be debarred for 2 years after issue of show cause notice. The enlistment authority may also initiate criminal case in case of any forgery by lodging FIR against the applicant.

**6.1.8** Persons enlisted under Rules 6.1.6 and 6.1.7 cannot change status for the period of first enlistment. For re-validation or re-enlistment, they shall have to meet the prerequisites of the appropriate category including experience. They can change status or constitution at the time of re-validation or re-enlistment as per prescribed provisions.

## **6.2 Work experience**

**6.2.1** The criterion for work experience shall be of completed works, as given in Rule 6.2.4 of these rules, of the prescribed nature and magnitude executed on independent contract basis during the last 7 years (7 years is considered from the date of actual completion of eligible work to the date of application, both days inclusive). The value of works executed during the last 7 years shall be brought to current value by enhancing the actual cost of work at simple rate of 7% per annum, calculated from the date of completion of work to the date of submission of application. **Multiple contracts/work orders under one tender/NIT shall be treated as separate works.** The works should have been executed in the same name and style in which the enlistment is sought by the applicant, except under special circumstances as stated in these rules separately.

Building works should have been satisfactorily completed under state Government/ Central Government/ Public sector undertakings/Autonomous body of Central Govt/ Local State Govt, at least State autonomous body/ state public sector



undertaking/ city development authority/ Municipal corporation of city formed under any Act by Central/ State government and published in central/state gazette of magnitude specified in Table-I. The work completion certificate should have been issued by an officer not below the rank of Executive Engineer and counter signed by an officer not below the rank of Superintending Engineer.

Foreclosed contracts shall be considered as work experience for enlistment with gross amount of work done. Due to work exigencies if a contract is split into two parts viz, main agreement and supplementary agreement, (i) Main agreement shall be considered, if it is completed. (ii) Both agreements (Main and supplementary) shall be considered combined as one work if supplementary agreement is also completed.

6.2.2 Experience of petty contractor, labour rate contractor work shall not be accepted.

6.2.3 The applicant shall furnish the details of completed works in Annexure III. He shall also furnish award letters of all the works. Completed works with time overrun (TOR) more than 1.0 shall not be considered for enlistment, where TOR means actual time of completion divided by the time of completion of the work stipulated in the agreement plus extended time period without levy of compensation. Completed works in which compensation is levied by the competent authority for delay in completion of the work are not eligible for enlistment. Works in which compensation was levied, but was subsequently paid as awarded amount against contractors claim, on account of the decision of arbitrator or court of law, shall be considered for enlistment, if the department has accepted the decision of arbitrator/ court. Completed work for which EOT case is not decided shall not be considered for work experience/enlistment. The contractor's performance on the completed works shall be evaluated on the basis of parameters given in Annexure-III. The nature and amount of work experience required for different categories and classes of enlistment is given below.

6.2.4 The magnitude of work experience required for Buildings & Roads category for various classes is given in Table 2.

**Table 2: Magnitude of work experience for Building & Roads category**

Number of Completed work	Magnitude of each completed Building or/and Infrastructure/Road Work		
	Rs. In lac		
	Class		
	III	IV	V
Three	35	10	3
<b>Or</b>			
Two	50	15	4
<b>Or</b>			
One	100	30	8

6.2.5 Magnitude of work experience (gross value of completed work) includes amount of work done, escalation payment and all taxes including GST amount.

## 6.3 Financial Soundness

### 6.3.1 Buildings & Roads Category

The minimum requirements for financial soundness of the applicant shall be as per Table 4.

**Table 4: Minimum requirements for financial soundness– Buildings & Roads Category**

Criterion	Minimum amount		
	Rs. In lac		
	III	IV	V
Networth certificate	40	13	4
Average Annual Turnover	80	26	8
Banker's Certificate	80	26	8

6.3.2 For Class III, IV and V, irrespective of category, Banker's Certificate or Net worth Certificate or Average Annual Turnover Certificate on works during the last three financial years from a Chartered Accountant are required.

6.3.3 For enlistment under Rule 6.1.7 only Banker's Certificate is required.

6.3.4 Average Annual Turnover Certificate shall be in the format prescribed in Annexure V-2. This certificate shall be duly signed and issued by the certified Chartered Accountants on their letter head. The relevant year shall be the financial year ending on 31st March of the year preceding the calendar year of application or 31st March of last financial year if audited balance sheet is submitted. This certificate shall be verified by DoP officers using UDIN website. The value of annual turnover figures shall be brought to current value by enhancing the actual turnover figures at simple rate of 7% per annum.

Illustration 1: Date of application is 21.05.2022 with unaudited balance sheet of last financial year. Relevant year of turnover shall be 2020-21, 2019-20, 2018-19. Figures of turnover of 2020-21 shall be enhanced by 7%. Figures of turnover of 2019-20 shall be enhanced by 14%. Figures of turnover of 2018-19 shall be enhanced by 21%.

Illustration 2: Date of application is 21.05.2022 with audited balance sheet of last financial year available. Relevant year of turnover shall be 2021-22, 2020-21, 2019-20. Figures of turnover of 2021-22 shall not be enhanced. Figures of turnover of 2020-21 shall be enhanced by 7%. Figures of turnover of 2019-20 shall be enhanced by 14%.

6.3.5 Banker's Certificate shall be issued by a Scheduled Bank on its letter head addressed to the enlisting authority in the format prescribed in Annexure V-1, and shall be uploaded after scanning from the original. The amounts of Banker's Certificate and Average Annual Turnover Certificate are given in Table 4 for Buildings & Roads

category. Banker certificate shall not be more than 3 months old on the date of application.

6.3.6 The Networth Certificate shall be in the format prescribed in Annexure V-3. These certificates shall be duly signed and issued by the certified Chartered Accountants on their letter heads. In the Net worth Certificate, the Chartered Accountant should also certify that "the net worth of the applicant has not eroded by more than 50% in the last three years ending on 31st March. The relevant year shall be the financial year ending on 31st March of the year proceeding the calendar year of application or 31st March of last financial year if audited balance sheet is submitted.

Networth certificate shall be verified by DoP officers using UDIN website. The amount of Networth Certificate is given in Table 4 for Buildings & Roads category.

#### **6.4 Engineering establishment, tools, plants, and machinery**

The applicant shall submit an undertaking in the application form (Annexure-I) to hire or otherwise procure the required engineering establishment, tools, plants, and machinery, if not already available with him. In case the contractor fails to deploy the requisite engineering establishment, tools, plants, and machinery, either owned or hired as per requirement of work, then the contractor shall be liable for disciplinary action under these Enlistment Rules.

#### **6.5 Electrical license**

If the applicant does not possess electrical license in his own name, he shall submit an undertaking in the application form to associate an agency having valid electrical license of appropriate voltage in its name issued by the State Government concerned under Section 45 of the Indian Electricity Rules, 1956 as amended from time to time, for execution of work which requires such a license. Such associate agency shall keep valid electrical license throughout the period of execution of work by getting it renewed at suitable intervals. In the event of any default on the part of the contractor in this regard, he/she is liable to be debarred.

6.6 All the contractors are required to possess valid GST registration on the date of application for enlistment.

#### **6.7 Concessions to SC/ST contractors**

The SC/ST contractors have to submit the following concessional amount of Banker's Certificate for enlistment.

**Table 6: Concessional Banker's Certificate amount for SC/ST contractors**

<b>S. No.</b>	<b>Class and Category</b>	<b>Banker's Certificate</b>
1	Class-V Buildings & Roads category	Rs. 4.00 lakh

#### **6.8 Criteria for evaluation of application**

6.8.1 The enlistment shall be done on the basis of evaluation of performance of the applicant on the completed works listed in Annexure-III. The criteria for evaluation are given in Annexure-VII. The eligibility criteria for enlistment shall be minimum 60% marks in each parameter (work experience, contract performance, time overrun, quality of works) and minimum 70% marks overall.

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## 7.0 Enlistment procedure

7.1 The applicant is advised to carefully read the “Instructions for applicants” at the end of these Rules.

To download Enlistment Rules & Application forms, please visit: [www.indiapost.gov.in](http://www.indiapost.gov.in)

(In case of downloaded application form the amount of Rs.500/- may be deposited either in the form of Cash or DD drawn in favour of AO, PCD \_\_\_\_\_ and receipt of the same may be enclosed with the application form).

**Price: - Rs. 500/- only**

Issued to: ..... On .....

7.2 The contractor shall have to pay a non-refundable processing fee by crossed Demand Draft drawn in favour of the authority authorized by enlisting authority. For various classes of enlistment, the fee is prescribed in Table-7. This fee is to be submitted along with application form to the enlisting authority. Late fee will be same. as the enlistment processing fee as prescribed in Table-7 of 'Enlistment Rules 2023'

(i) No fee is payable for application for change in constitution.

**Table 7: Enlistment fee in Rs.**

S. No.	Class	Category
		Buildings & Roads
1	Class-III	10,000
2	Class-IV	5,000
3	Class-V	3,000

7.3 The prescribed application form along with all supporting documents shall be submitted to the enlisting authority through Executive Engineer.

7.4 The enlisting authority shall have the right to independently verify the details furnished by the applicant, to get completed works inspected, and to obtain such reports as may be considered necessary like inspection/performance reports of completed works, details of registration or incorporation, Form 16A (Tax Deducted at Source by Client) and/or Form 26 AS (Annual Tax Statement), PAN, etc.

7.5 If the enlisting authority finds the applicant eligible for enlistment, it shall issue the enlistment order. Otherwise, it shall send a letter of rejection to the applicant. Where the application is rejected, the applicant may apply for review to the enlisting authority within 60 days of the issue of letter of rejection. The decision of the enlisting authority on the review application shall be final and binding on the applicant.

7.6 While applying for enlistment, the applicant should mention the address of his registered office as well as head and branch office, if different from registered office. All documents including Bankers' Certificate should bear one of the above-mentioned addresses; otherwise, these documents shall not be accepted.

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## **8.0 Validity of enlistment**

The enlistment shall be valid for a period of five years from the date of issue of order or as mentioned in the enlistment order. The enlistment shall be open to review by the enlisting authority and liable to suspension, cancellation, or any other such action at any time, if considered necessary by the enlisting authority, after issue of show causes notice.

## **9.0 Change of name, address, constitution, and status of enlisted entities**

**9.1** The contractors cannot change their name, constitution, and status for the period of first enlistment. They can, however, change their address as per Rule 9.3 below for which they may apply in Annexure VI.

**9.2** The change in the name of an enlisted entity is permissible with the prior approval of the enlisting authority. After obtaining such prior approval, the contractor shall proceed to get the name of the entity changed from all other authorities concerned. He shall then intimate the changed name of the entity to the enlisting authority not later than one month of such change along with acknowledgement of noting down of such change in name from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the enlistment. The application for change in the name shall be made in Annexure VI.

**9.3** The change in the addresses of an entity is permissible. The contractor shall intimate the change in the addresses of registered office or head office not later than one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the enlistment.

## **9.4 Change in constitution of a partnership firm or company**

**9.4.1** The enlisted partnership firm shall not modify the existing partnership or enter into partnership with new partners without the prior approval of the enlisting authority. If new partners are taken in an enlisted partnership firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 6.1 of these Enlistment Rules. Application for such prior approval shall include full details of the intended modifications along with draft partnership deed. After obtaining prior approval of enlisting authority, the change in constitution of the firm shall be intimated to the member secretary within one month of the registration with the Registrar of Firms, failing which the firm is liable to be debarred for a period of minimum six months from tendering in DoP. Based on prior approval and documents received as mentioned in Annexure-VI, Part-B (b), Enlistment authority shall issue final order of note of change in constitution.

**9.4.2** The enlisted company shall not modify the existing directors or appoint new directors without prior approval of the enlisting authority. If new directors are taken in an enlisted company, each new director shall have to satisfy the eligibility conditions mentioned in Rule 6.1 of these Enlistment Rules. Application for such prior approval shall include full details of the intended modifications along with draft memorandum of articles. After obtaining prior approval of enlisting authority, the change in constitution of the company shall be intimated to the Enlisting Authority within one month of record of such changed constitution on the website of the Ministry of Corporate Affairs, failing which the firm is liable to be debarred for a period of minimum six months from tendering in DoP. Based

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on prior approval and documents received as mentioned in annexure-VI, Part-B (b), Enlistment Authority shall issue final order of note of change in constitution.

9.4.3 The application for change in constitution shall be made in Annexure VI with supporting documents as mentioned in the Annexure-VI.

#### **9.5 Change in status (see Rule 6.1)**

9.5.1 An enlisted entity (other than those covered by Rule 9.1 above) may apply to the enlisting authority for prior approval for change in its status.

9.5.2 The application for change in the status shall be made in Annexure VI along with supporting documents mentioned therein.

#### **9.6 Merger and disassociation of enlisted entities**

9.6.1 Merger and disassociation of enlisted entities is permitted, for which the enlisted entities shall apply in Annexure VI for prior approval of the enlisting authority.

9.6.2 Merger of an entity, whether enlisted or not, in to an existing enlisted entity would entail change in constitution of the existing enlisted entity (ies). If the merger is between two enlisted entities, the continuing entity shall apply for prior approval of the enlisting authority, stating clearly that the assets and liabilities of the other have been taken over by it. If the merger is between an enlisted and a non-enlisted entity, the enlisted entity shall apply in Annexure VI.

9.6.3 In the case of disassociation of an enlisted entity into two or more entities by a legally valid agreement / board resolution, the existing enlisted entity, shall be deemed to have change in its constitution and shall apply for prior approval in Annexure VI. New entities formed after disassociation can seek fresh enlistment, within 365 days of such disassociation, by applying in Annexure I with work experience of original enlisted entity, prior to disassociation, and with financial experience proportionate to the shareholding of partners/directors in the original enlisted entity, migrating to new entity.

9.6.4 The work experience and financial experience gained only during the term of the originally enlisted entity before its merger / disassociation can be carried forward by its individuals / sole-proprietors/ partners/ directors, and that too only once.

**9.7 Death of partner/director** - In case of death of any partner/director, surviving partners/directors shall fill up Annexure-VI afresh to Enlistment authority for removal of the deceased partner / director from the constitution of the firm / company preferably within three months of the death of the partner / director. Enlistment Authority shall issue change of constitution order within one month of receipt of application by the surviving partner(s)/ director(s). If the information provided is proved wrong, forged or illegal, criminal proceedings shall be initiated by the Enlisting Authority after giving an opportunity to explain the delinquent discharge by the surviving partner(s)/director(s).

#### **10.0 Contractor's near relatives working in DoP**

The contractors whose near relatives are employed in any capacity in the Ministry of Communications, Govt. of India will not be allowed to tender for works if the Division or Circle or Zone responsible for award and execution of contract is the one where the near relative is working. For this purpose of this Rule, a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.

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## 11.0 Review of enlistment

The contractors are expected to bid for works of appropriate magnitude during the enlistment period. Their application for re-validation / fresh enlistment shall be rejected if they fail to bid for any DoP works during the enlistment period of 5 years.

## 12.0 Enlisted contractor's obligations

The contractor shall fulfill all his obligations under these Rules in the prescribed manner, failing which he shall be liable for disciplinary action as mentioned therein. Some of the obligations are summarized below.

- (a) An enlisted entity shall not change its status without the prior approval of the enlisting authority.
- (b) The enlisted partnership firm shall not modify the existing partnership or enter into fresh partnership without the prior approval of the enlisting authority.
- (c) An enlisted entity shall not change its name without the prior approval of the enlisting authority.
- (d) Intimation of change of address should be given within one month of such change along with acknowledgement of noting down such change from Bank, Income Tax, GST authorities, etc.
- (e) If the contractor does not possess electrical license in his own name, he shall associate an agency having valid electrical license of appropriate voltage in its name issued by the State Government under Section 45 of the Indian Electricity Rules, 1956 as amended from time to time, wherever required for execution of electrical works.
- (f) He is expected to bid for and secure works of appropriate magnitude during the enlistment period.
- (g) He shall abide by the Enlistment Rules and amendments issued by the competent authority.
- (h) He shall not indulge in unethical practices and maintain good conduct.
- (i) He shall execute the works awarded to him with due diligence and strictly as per the conditions of the contract and specifications.
- (j) He shall submit the performance report of each work executed by him in the approved format duly filled with all the required details to the respective Executive Engineer within 3 months of completion of the work.
- (k) He shall have obligation to rectify construction or structural defects observed after completion of work for a period of minimum 5 years from the date of completion of the work.

## 13.0 Disciplinary action

**13.1** 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 as per contract, on time and with good quality.

**13.2** The enlisting authority shall have the right to demote a contractor to a lower class, suspend business with him for any period, debar him or remove his name from the approved list of contractors indefinitely or for a period as decided by enlisting authority after issue of show cause notice. Decision of the enlisting authority shall be final and binding on the contractor. The following action of the contractor shall, in general make him liable to disciplinary actions: -

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**13.3 Demotion to lower class**

The contractor shall be liable to demotion to a lower class, by the enlisting authority, if he/she:

1. Fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects; or
2. No longer has adequate equipment, technical personnel or financial resources; or
3. Is litigious by nature; or
4. Violates any important condition of contract; or
5. His staff misconducts or misbehaves with Department of Posts officials; or
6. Is responsible for a conduct which may justify his demotion to a lower class; or
7. Any other reason which in view of enlisting authority is adequate for his demotion to a lower class.

**13.4 Suspension of Business**

Whenever adverse reports related to adverse performance, misbehavior, direct or indirect involvement in threatening, making false complaints, filing 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 Department of Posts for the various class/categories of contractor, the enlistment authority may suspend business with a contractor for indefinite period where, pending full enquiry into the allegation, the enlistment authority is prima facie of the view that the contractor is guilty of an offence in relation to business dealings which, when established would result in his removal/banning business and it is not considered desirable to entrust new works or continue business with the contractor.

**13.5** The contractor shall abide by all the rules of enlistment, and also by the terms and conditions of notice inviting tenders and contract. He shall execute the works with due diligence and strictly as per the contract conditions and specifications. Where the contractor has made himself liable for disciplinary action, the enlisting authority shall have the right to debar the defaulting contractor from participating in tender process for a period not exceeding two years.

**13.6** The enlisting authority shall initiate disciplinary case against an enlisted contractor either suo- moto or on the receipt of a written request from an officer not below the rank of Executive Engineer. The Enlisting authority shall consider the disciplinary case on the basis of documents, facts, and circumstances, shall issue a show cause notice to the contractor, and allow him personal hearing if necessary. The decision of the enlisting authority shall be final and binding on the contractor.

**13.7** Where disciplinary action has been taken against a contractor, the order shall be uploaded immediately on DoP website so that the field offices have access to the information across the country.

**13.8** The disciplinary action against an enlisted contractor may lead to penalties mentioned in Rule 13.10 and 13.11.

**13.9** Consequent to imposition of any penalty under Rule 13.10, the contractor shall be debarred from any enlistment with DoP for a period not exceeding two years.



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### 13.10 Grounds for Debarment of contractor

The contractor may be debarred if any of the following is established by enquiry:

- (a) Fails to execute a contract or executes it unsatisfactorily; or
- (b) Violates any conditions of the contract; or
- (c) Fails to abide by the conditions of enlistment; or
- (d) Is found to have given false particulars at the time of enlistment; or
- (e) Has indulged in any type of forgery or falsification of records; or
- (f) Changes constitution of the firm without the prior approval of the enlisting authority; or
- (g) Changes the name of the entity without the prior approval of the enlisting authority; or
- (h) Changes permanent address/business address without intimation to the enlisting authority; or
- (i) Is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- (j) Violates the labour regulations and rules; or
- (k) Is involved in complaints of serious nature received from any source, which have been proved; or
- (l) Defaults in settlement of tax dues like income tax, GST, etc.; or
- (m) Ceases to fulfill eligibility criteria based on which enlistment was done; or
- (n) Is considered as not required to be in list of DoP contractors for any other reason considered fit by the enlisting authority; or
- (o) Does not start the work after the same is awarded to him on two occasions; or
- (p) Fails to rectify construction/structural defects within a reasonable time not exceeding 2 months, pointed out to him by the engineer-in-charge during the period of 5 years from the date of completion of works; or
- (q) Converts his individual enlistment into any other status before a period of three years from the date of enlistment, where the enlistment was done on the basis of him being an unemployed or retired engineer or architect or horticulturist; or
- (r) Breach of code of integrity as per Rule 175 of GFR-2017; or
- (s) Supply of sub-standard material, non-supply of material, abandonment of works, substandard quality of works; or
- (t) Misbehavior, direct or indirect involvement in threatening, making false complaints, filing legal suits for frivolous reasons, or any behavioral act, omission or commission damaging the reputation of department/officer.

### 13.11 Debarment of contractor

Whenever, any type of complaint listed at Sl. No 13.10 (a) to (t), is received from any officer of DoP not below the rank of Executive Engineer against an enlisted contractor and is considered serious by the enlisting authority, he shall be served with suitable show cause notice by the enlisting authority, and thereafter action for debarment of contractor may be taken by the enlisting authority, as deemed fit. The enlisting authority shall issue order for debarment of contractor for a period (not less than six months and not more than two years) if any of the charges are established on enquiry. The debarment of contractors would entail ban on participation in the tendering process and award of contract for works during the period of debarment, however, running contracts shall, though, remain unaffected by this debarment.

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### **13.12 Revocation of Orders**

1. An order for debarment passed shall be deemed to have been automatically revoked on the expiry of that specified period and it will not be necessary to issue a specific formal order of revocation.

### **14.0 Re-validation**

The enlisted contractor may apply for re-validation before the expiry of the current enlistment. Enlisted contractors are advised to apply for re-validation in Annexure I with works executed by them, six months prior to expiry of their enlistment order. Re-validation shall be effective from the date of expiry of existing enlistment or date of re-validation whichever is later. Rules for re-validation are same as that for enlistment.

DoP CIVIL WING

**Annexure- I**

(Refer to Rule 6.0, 7.0 and 14.0)

**Application for Enlistment and re-validation in all categories and classes (Supporting documents annexed with the application form should be submitted as per Annexure-II)**

- Class .....
- Category .....
- 1 (a) Name of the applicant .....
- (b) Status of entity (Individual/Sole Proprietorship/Partnership Firm/Company) .....
- (c) Registration Number for Firm (CIN for Company) .....
- 2 Nationality.....
- 3 Address
- (a) Registered Office.....
- (b) Head Office (if different from Registered office).....
- 4 Contact Details
- (a) Telephone Number .....
- (b) Fax Number .....
- (c) Mobile Number .....
- (d) Website URL (If any) .....
- (e) Email Id.....
- 5 (a) PAN (Individual/Firm/Company).....
- (b) GST registration number.....
- 6 **Details** of Individual(s)/Partner(s)/ Director(s)

Sl. No.	Name	Photograph (Size of photograph should be 2.5X 3.5cm)	Aadhaar Card Number last four digit only	PAN Number	Mobile Number	Signature (without stamp)

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 class of contractor : Yes ..... No .....

- (d) Having business banned/suspended by any Government in the past : Yes ..... No .....
- (e) Convicted by court of law : Yes ..... No .....
- (f) Retired engineer/official from Engineering Department of Government of India within last one year : Yes ..... No .....
- (g) Director or partner of any other company/firm enlisted with DoP or any other organization : 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 (if any) : .....
- (b) Nationality : .....
- (c) Liabilities(if any) : .....
- 9 (a) Name of the banker : .....
- (b) Full address : .....
- (c) Phone number : .....
- (d) e-mail account : .....
- 10 (a) Whether already enlisted with DoP or any other Department : Yes/No
- (b) If yes, give details in table below:

S. No.	Class/Category	Department Name	Enlistment Authority and address	Enlistment Number and date	Validity Date	Tendering Limit (in Rs. lakhs)

- 11 (a) Is any person working with the applicant a near relative of the official of DoP (See Rule 10.0 of the Enlistment Rules)
- (b) If yes, give details (Name, Designation, PIMS ID) .....
- .....

12 Enlistment fee details:

- (a) Transaction Reference Number.....
- (b) Transaction Date.....
- (c) Amount.....

- 
- 13 Details of completed works secured during the last 7 years, eligible for work experience (to be filled in the proforma given in Annexure-III. This list should include required number of works with gross value of work done (including enhancement) more than the lowest required magnitude of works for the class in which registration is required.
- 14 Certificates (Strike out whichever is not applicable):
- (a) I/We (including all partners) certify that I/we have read the Rules for Enlistment of Contractors in DoP as amended upto date and shall abide by them.
  - (b) I/We certify that I/we are not registered and will not get myself/ourselves registered as contractor(s) in the Department under more than one name in the same category.
  - (c) I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.
  - (d) I/We certify that,
    - (i) The constituents of the Firm/Company reflected in Sl.No.1(b) and 7 above areas applicable on the date of this application which tallies with the record of the registering authority. I/none of the partners/directors retired from Government service during the last one year.
    - (ii) I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.
  - (e) I/We undertake that I/we will hire or otherwise arrange the tools and plants required for the works procured as a result of this enlistment if I/we do not have our own tools and plants. I/we further undertake that I/we will hire or otherwise arrange the required Engineering Establishment required for the works procured as a result of this enlistment if I/we have not already employed the required Engineering Establishment.
  - (f) I/We undertake that, if I/we do not possess in my/our name a valid electrical license as required, I/we shall associate an agency having such a license for execution of work which requires such a license.
  - (g) I/We have attached Annexure-II duly completed.
  - (h) I/We undertake that the works have not been got executed through another contractor on back-to-back basis.
  - (i) I undertake that I am unemployed engineer(submit on affidavit executed before the executive magistrate/first class magistrate/notary)
  - (j) I undertake that I am neither empanelled nor working as arbitrator nor consultant in any Central/ State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body.
  - (k) I/we undertake that we will not breach the code of integrity as per Rule 175 of GFR-2017.**

Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

**Place  
Date**

**Signature /Digital Signature of applicant  
(Authorized Signatory)**

## Annexure- II

(Refer to S No 14(g) of Annexure-I)

### List of Documents to be submitted for Enlistment/Re-validation

Name of entity:

Category:

Class:

S. No.	Document Description	Applicable for	Click to upload
1	Proof of constitution {(Annexure-I, S No 1(b))}		
(a)	In case of sole proprietorship: an affidavit executed before the Magistrate not below the rank of Executive Magistrate/ First class Magistrate that the applicant is the sole proprietor of the firm.	Other applicant	
(b)	In case of partnership firm: Certification of Registration, Partnership Deed, and prescribed documents indicating change in address or constitution of Partnership Firm.	Other applicant	
(c)	In case of Private/Public Limited Company: Certificate of Incorporation, Article of Association, <b>Memorandum of Association</b> and prescribed documents indicating change in address or constitution of Board of Directors.	Other applicant	
2	Power of attorney, if any, Annexure-I, S No 8 (a) or Board Resolution, if any.	Other applicant	
3	Self-attested copy of enlistment order, if any {Annexure-I, S No 10 (a) & 10 (b)}.	All applicant	
4	List of all near relatives working in DoP {Annexure- I, S No 11(a) & 11 (b)} (See also Rule 10.0 of Enlistment Rules)	All applicant	
5	Details of completed works (see Rule 6.0) in Annexure-III	Other applicant	
6	Self-attested copies of award letters for completed works included in Annexure-III (See Rule 6.0).	Other applicant	

S. No.	Document Description	Applicable for	Click to upload
7	Banker's Certificate from Scheduled Bank (in Annexure V-1) OR Net Worth Certificate (in Annexure V-3).	Other applicant	
8	Banker's Certificate from Scheduled Bank (in Annexure V-1)	Retired Govt. Servant	
9	Average Annual Turnover Certificate on works during the last three financial years in Annexure V-2.	Other applicant	
10	Self-attested copy of GST registration. (Annexure –I S. No. 5(b)).	All applicants	
11	Self-attested copy of PAN Card (Annexure –I, Sl. No. 5(a)).	All applicants	
12	Self-attested copy of PPO Pension Payment Order for retired Government Servant/Other equivalent document by retired PSU employee (See Rule 6.1.7 )	Retired Govt. Servant	
13	Self-attested copy of retirement order to be attached by retired Govt. servant. (See Rule 6.1.7 )	Retired Govt. Servant	
14	Self-attested copy of Affidavit for Engineers applying under Rule 6.1.6 or 6.1.8 along with Form 16/16A & 26AS (if applicable) in Annexure-VIII.	Unemployed applicant	
15	Self-attested copy of Degree / diploma. (See Rule 6.1.6 & 6.1.8)	Unemployed applicant	
16	Self-attested copy of Aadhaar Card (of all partners/directors as applicable)	All applicant	
17	Self-attested copy of income certificate issued by state govt.	Unemployed applicant	

**Note:-**

1. Applicants who are neither retired Govt. servants nor unemployed are termed as other applicants.
2. Scanned copy of all the documents in PDF format shall be submitted after self-attestation by the applicant.

**Annexure- III**  
(Refer to Rule 6.0)

**Details of Completed Works:** Eligible works completed during the last seven years

1	Name of work/project & location	
2	Name of <b>contractor</b>	
3	Agreement number	
4	Agreement amount	
5	Gross value of completed work	
6	Stipulated date of start	
7	Date of completion	
	(a) Stipulated date of completion	
	(b) Actual date of completion	
	(c) Justified extended date of completion, if any	
8	Details and cost of services included	
	(a) Civil (water supply, sanitary installation, drainage and water proofingwork, etc.)	
	(b) Electrical (internal electrical installation, firefighting, fire alarm, HVAC, lift, electrical substation, and DG set, etc.)	
	(c) Number of storeys constructed.	
9	<b>Details of extension of time for delayed completion.</b>	
	(a) Whether <b>extension of time</b> for delayed completion has been decided or not? Owner department officers are requested to only mention either Yes or No against this option. Option of writing "Not applicable" is only acceptable where work is completed before stipulated date of completion.	
	<b>(b) If extension of time for delayed completion has been decided, then amount of compensation levied if any?</b>	
10	Details of Conciliation/Mediation/Arbitration/Court Cases (from start of work till issue of this certificate), if any	
11	(i) Quality of work (indicate grading) (ii) Amount of work paid on reduced rates, if any.	Outstanding/ Very Good/ Good/ Poor
12	Details of owner	
	(a) Name	
	(b) Address	
	(c) Phone	
	(d) e-mail	

Countersigned

Superintending Engineer or  
Equivalent

Owner's Signature with seal and  
designation (Executive Engineer or Equivalent)



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Certificate: This is to certify that no adverse action has been taken by the department concerned against me/us. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

Self-attestation by Applicant

**Notes:-**

1. Copy of original documents to be submitted
2. This proforma shall be filled up separately for all three (maximum) eligible works proposed for works experience.
3. Annexure-III without valid signature of owner is invalid. Owner means department who owns the project/work executed by the applicant.

DoP CIVIL WING

**Annexure- IV**  
**Details of Jurisdiction of enlistment and composition of Departmental enlistment committee**

CLASS	Jurisdiction of Enlistment	Composition of Departmental Committee
1	2	3
Class-III	All over India	1. CE I or II – Chairman 2. SE(C)HQ/ SE(P) - Member 3. SE(E ) - Member (if not available then EE(E )) 4. F.O. to CE-I&II/ AO- Member AE(P)- Member secretary
Class-IV	All over India	1. CE I or II – Chairman 2. SE(C)HQ/ SE(P) - Member 3. SE(E ) - Member (if not available then EE(E )) 4. F.O. to CE-I&II/ AO- Member AE(P)- Member secretary
Class-V	All over India	1. SE(C) – Chairman 2. EE(C) - Member 3. EE(E ) - Member (if not available then AE(E )) 4. AO- Member EA to SE(C)- Member secretary

**Annexure- V- 1**

(Refer to Rule 6.3)

**Form of Banker's Certificate from a Commercial Bank**

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

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers. This certificate is issued on the request of Shri/Smt/M/S.....

For obtaining enlistment in DoP in..... (Name of category), in Class.....

(Signature)  
For the Bank

**Note:**

1. Banker's certificates should be on the letter head of the bank, addressed to enlisting authority.
2. In case of partnership firm, the certificate shall include names of all partners as recorded with the bank.

**Annexure-V-2**

*(Refer to Rule 6.3)*

**Form of Certificate of Annual Turnover on works from Chartered Accountant**

Certified that following is the annual turnover on works of the individual/firm/company as per returns filed with Income Tax Department for the past 3(three) financial years.

Name and registered address of individual/firm/company:.....  
.....

S. No.	Financial Year	Annual Turnover on Works in Rs. lakhs

Unique Document Identification Number (UDIN).....

(Signature of Chartered Accountant) (Name of Chartered Accountant) Membership No. of ICAI  
Date and seal

**Annexure- V- 3**

*(Refer to Rule 6.3)*

**Form of Certificate of Net Worth from Chartered Accountant**

It is to certify that as per the audited balance sheet and profit & loss account during the financial year ....., the networth of Shri/Smt/M/s..... (Name & Registered Address of individual/firm/company), is Rs..... after considering all liabilities. It is further certified that the networth of the individual/firm/company has not eroded by more than 50% during the last three years ending on 31st March ..... (the relevant year as per Rule 6.3.6).

Unique Document Identification Number (UDIN).....

(Signature of Chartered Accountant) (Name of Chartered Accountant) Membership No. of ICAI  
Date and seal

**Annexure- VI**

*(Refer to Rule 9.0)*

**Application for change of name, address, constitution and status ,merger and disassociation of enlisted entity**

**(Please fill in the applicable parts and strike out inapplicable parts)**

**Part A**

**Details of enlistment of the exiting entity**

1. Name as per enlistment order .....
2. Address .....
- (a) Registered office .....
- (b) Head office .....
3. Contact details .....
- (a) Phone number .....
- (b) Mobile number .....
- (c) e-mail account .....
4. Status (individual/sole proprietorship/ partnership firm/limited liability partnership/ company) .....
5. Name (s) of the individual/partners/directors of the entity

S. No.	Name	Photo	Share (%)	Scanned copy of Aadhaar card	Scanned copy of PAN card
1					
2					
3					
4					

6. Category of enlistment .....
7. Class of enlistment .....
8. PAN of enlisted entity .....
9. GST Registration number .....

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**Part B**

**Application for prior approval for change of constitution or status of the proposed entity**

(Give details of the proposed entity)

Prior approval required for:           **(i)** Change of status: Yes/No,  
   **(ii)** **Change** of constitution: Yes/No  
   **(iii)** **Change in name: Yes/No**

1. Name of proposed entity .....
2. Address .....
- (a) Registered office.....
- (b) Head office.....
3. Contact details.....
- (a) Phone number.....
- (b) Mobile number.....
- (c) e-mail account.....
4. Status.....
5. Names of the partners/directors of the proposed entity

<b>S. No.</b>	<b>Name</b>	<b>Share (%)</b>	<b>Photo</b>	<b>Scanned copy of Aadhaar card</b>	<b>Scanned copy of PAN card</b>
1					
2					
3					
4					

6. Is any partner/director of the proposed entity
- (a) Dismissed government servant : Yes ..... No .....
- (b) Removed from approved list of contractors : Yes ..... No .....
- (c) Demoted to a lower class of contractors : Yes ..... No .....
- (d) Having business banned/suspended by any government organization in the past : Yes ..... No .....

- 
- (e) Convicted by a court of law : Yes ..... No .....
  - (f) Retired official from Government of India within last one year : Yes ..... No.....
  - (g) Director or partner of any other company/firm enlisted with DoP or any other organization : 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.

- 7. (a) Name of the person holding power of attorney (if any) .....
- (b) Nationality .....
- (c) Liabilities (if any) .....
- 8. (a) Name of the bank .....
- (b) Phone number.....
- (c) e-mail account.....
- 9. (a) Is any person working with the applicant a near relative of DoP official (See Rule 10.0)
- (b) If yes, give details (name, designation, PIMS ID)
- 10. Certificates (strike out whichever is not applicable):
  - (a) I/We (including all partners/**Directors**) certify that I/we have read the Rules for Enlistment of Contractors in DoP as amended upto date and shall abide by them.
  - (b) I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.
  - (c) I/We certify that
    - (i) I/none of the partners/directors have retired from Government service during the last one year.
    - (ii) I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.

Signature(s)of applicant(s):  
**with details:** in case of  
 individual or sole proprietor

In case of partnership firm or company all partners or either all Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

S. No.	Name	Address	Mobile number	Signature	Date
1					
2					
3					
4					
5					

List of documents:

- (a) To be submitted along with application for prior approval
  - (i) Copy of proposed partnership deed/proposed memorandum of **association and article of association** duly signed.
  - (ii) An affidavit sworn before a First Class Magistrate/ Executive Magistrate by all the partners/ directors to the effect that the new entity shall take over all the assets and liabilities of the existing entity.
  - (iii) Consent of retiring partners/death certificate of partner.
- (b) To be submitted after obtaining prior approval of the enlisting authority.
  - (i) Copy of registered partnership deed/ memorandum of **association and article of association**.
  - (ii) Certificate from the banker indicating new status or constitution.
  - (iii) Acknowledgment from the Income Tax and GST Departments for having noted the change.

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**Part C**

**Application for prior approval for change in the name of an entity**

1. Name as per enlistment order.....
2. Proposed name .....

List of documents

- (a) To be submitted along with application for prior approval : None
- (b) To be submitted after obtaining prior approval of the enlisting authority.
  - (i) An affidavit sworn before a First Class Magistrate/ Executive Magistrate by the individual/ all the partners or directors to the effect that the entity has changed its name from ..... to .....
  - (ii) Copy of registered partnership deed/memorandum of **association and** article of **association** with the new name.
  - (iii) Acknowledgment from the banker for having noted the change in name.
  - (iv) Acknowledgment from the Income Tax and GST Department for having noted the change in name.

Signature(s) of applicant(s):

On this line in case of individual or sole proprietor: .....

In the following table in case of partnership firm or company all partners or either all Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

<b>S. No.</b>	<b>Name</b>	<b>Address</b>	<b>Mobile number</b>	<b>Signature</b>	<b>Date</b>
1					
2					
3					
4					
5					



## Annexure-VII

(Refer to Rule 6.8)

### Criteria for evaluation of contractor's performance for enlistment

Name of the applicant: .....

Category: .....

Class: .....

S. No.	Parameter and evaluation criteria	Maximum marks	Marks obtained
1	<b>Work experience</b> (a) 18 marks for minimum eligible value (b) 30 marks for twice the minimum eligible value or more Marks for intermediate values shall be determined by straight line variation	30	
2	<b>Contract performance</b> (a) 30 marks for completion of work without litigation (b) 18 marks for completion of work with litigation Zero mark for rescission of contract	30	
3	<b>Time over Run</b> TOR= Actual time for completion/stipulated period of completion of work plus extended time period without levy of compensation. In case, levy of compensation is not decided, extended time period without levy of compensation shall be nil. (a) 10 marks if TOR < 0.8 (b) 8 marks if 0.8 < TOR < 1 (c) 6 marks if TOR =1 Zero mark if TOR >1	10	
4	<b>Quality of completed works</b> Outstanding/Excellent - 30 marks Very Good - 20 Marks Good -10 Marks Poor - 0 Marks	30	

#### Notes:

1. If the work experience consists of more than one completed works, the marks under each parameter shall be worked out separately for each work, and average marks shall be considered for final evaluation.
2. The eligibility criteria for enlistment shall be minimum 60% marks in each parameter and minimum 70% marks overall.
3. Work in which compensation is levied for delayed completion is not acceptable for enlistment.
4. Work in which EOT case is not decided is not acceptable.

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**Annexure-VIII**

(Refer to Rule 6.1.6 & 6.1.8)

**Affidavit of Engineers**

**(To be executed on Rs.10 Non-Judicial Stamp Paper before the Executive Magistrate/First Class Magistrate/Notary)**

I ..... (Name of the applicant) age ..... years resident of ..... (Postal address of the applicant) do hereby solemnly affirm and declare as under:-

1. I am a Citizen of India.
2. That I am a graduate in ..... (name of stream) from the ..... (Full name and address of institution). I have completed my degree on ..... (Year).  
Or
3. That I am a diploma holder in ..... (name of stream) from the ..... (Full name and address of institution). I have completed my diploma on ..... (Year).
4. That I am executing this affidavit for purpose of applying for enlistment as contractor with DoP in class ....., category .....
5. My details are as follows:
  - (i) PAN number
  - (ii) Aadhaar card number
  - (iii) GST registration number
6. Income Certificate issued by State Government ..... is attached.
7. Form 16/16A and 26AS is not issued as I don't have taxable income.  
Or  
Self-attested photocopy of my Form 16/16A & 26AS are enclosed.
8. My annual salary in last financial year has not exceeded Rs. 4 lakh per year.
9. That I am not employed in any Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body.

(Signature of the applicant)

Deponent

VERIFICATION:

Verified at ..... on ..... that the contents of above affidavit are true and correct to the best of my knowledge and nothing is concealed therein.

(Signature of the applicant)

Deponent

Attested/ Sworn in my presence.

(Executive Magistrate/First Class Magistrate/Notary)

Note: Strike out whichever is not applicable.

DoP CIVIL WING