



HIMACHAL PRADESH HOUSING AND URBAN DEVELOPMENT AUTHORITY

ENLISTMENT RULES, 2018

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RULES OF ENLISTMENT OF CONTRACTORS IN HIMUDA, 2018

- 1.0 Title:** These rules shall be called the “Rules of Enlistment of contractors in HIMUDA, 2018 and shall come into force with effect from the date of approval.
- 1.1 Short Title:** Herein after these rules shall be referred to as HIMUDA Enlistment Rules, 2018.
- 1.2 Enlistment Authority:** Enlistment of contractors under these rules shall be done by the authorities shown in Table-I to these rules on the recommendations of the designated Committee (Annexure-III to the application form)
- 2.0 Repeal and Saving:** All rules/amendments to rules regarding enlistment/revalidation of contractors in HIMUDA existing before coming into force of Enlistment Rules shall stand repealed “Rules of Enlistment of contractors in HIMUDA, 2018”.
- 2.1.** Notwithstanding such repeal, the contractors already enlisted on the basis of existing rules hitherto in force shall continue to enjoy the status of enlisted contractors of HIMUDA till the expiry of validity period of such enlistment including revalidation/extension granted before these Rules come into force. However, in regard to all other matters and further revalidation of their enlistment, they shall be governed by the “Rules of Enlistment of contractors in HIMUDA, 2018”.
- 2.2.** And also, notwithstanding such repeal, applications for enlistment received with all required documents on or before coming into force these Rules, shall be processed on the basis of existing Rules and amendments issued there under from time to time and enlisted if found fit.

Note: Provision under 2.2. above i.e. cases to be processed as per existing Rules related to eligibility criteria for Enlistment. All other provisions like tendering limit processing/late free; disciplinary action etc. shall be applicable as per HIMUDA Enlistment Rules 2018.

3.0 The term HIMUDA wherever occurring, includes HIMUDA Civil contractors and HIMUDA Electrical contractors.

4.0 Applicability:

- a) HIMUDA will enlist contractors who intend to work with the department. It is done to have a ready list of suitable and competent contractors of HIMUDA works so as to minimize requirement of verification of credentials of contractor at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in HIMUDA and Performa well. Any Indian Individual, sole proprietorship firm, partnership firm, public Ltd. Company or a Pvt. Ltd. Company may apply for enlistment as a contractor in HIMUDA under these Rules provided the eligibility criteria and other condition are satisfied. The enlisted contractor have to abide by all the Rules made herein and as amended from time to time during the currency of their enlistment.
- b) An un-employed Bonafide Himachali, Graduate Civil/Electrical/Mechanical Engineers having Degree/Architect/Diploma Holder Engineers who has completed his Degree/Diploma on regular basis, is also entitled to get enlistment as a contractor in HIMUDA under these rules in the different classes as per **Table-1** to these rules provided the prescribed eligibility criteria and other conditions are satisfied.
- c) The graduate civil/electrical/mechanical engineers who have retired from any engineering post of HP Govt. are also entitled to get enlistment as contractor in HIMUDA under these rules in the different classes as per **Table-1** to these rules provided the prescribed eligibility criteria and other conditions are satisfied

- d) **The contractors enlisted with the similar Govt. Agencies of the State or neighboring State of Punjab, Haryana and U.T Chandigarh shall be eligible for participation in the tendering process of HIMUDA. However, the successful bidders must get registered in HIMUDA, in appropriate class before signing the contract.**
- e) The contractor so enlisted shall have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.
- 4.1. No individual, or a firm having such individual as one of the partner, who is a dismissed Govt. servant, or removed from the approved list of contractor or demoted to lower class: or having business banned /suspended by any Govt. department in the post; or convicted by a court of law shall be entitled for enlistment. However, cases where disciplinary action was taken against the contractor for a specified period and such penalty period is already over, his case for enlistment /revalidation can be considered. An affidavit to this effect duly attested by the magistrate 1st class shall be supplied by along with application for enlistment.
- 4.1.1 If two or more individual from a partnership firm, and if any of the partner having acquired work experience to become eligible for enlistment in any category in which enlistment is sought, the case shall be considered for enlistment of the partnership firm subject to fulfillment of other laid down criteria
- 4.2 No Engineer or any other official employed in engineering or administrative duties in the engineering department of the Govt. of HP is allowed to work in the HIMUDA either as contractor or as employee of a contractor for a period of 2 years after his retirement from Govt. service unless he has obtained prior permission Govt. to do so. Even after enlistment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of Govt. as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors.

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

- 6.4** If after the verifications under rules 6.2 above the “Enlistment Authority” finds the contractor suitable for enlistment, the applicant will be intimated immediately to deposit the requisite enlistment fee within 15 days from the date of receipt of such intimation. The enlistment orders shall be issued by the “Enlistment Authority” within 30 days of the receipt of original GR for depositing the enlistment fee. The enlistment orders shall be sent through registered post to the applicant and, otherwise send a letter of rejection of the application with grounds/reasons to the contractor. The decision of the Enlistment Authority shall be final and binding on him.
- 6.5** The “Enlistment Authority” reserves right to limit number of contractors to be enlisted in any class or category decided by the Authority.
- 6.6** Enlistment of contractors in the Authority may be closed at any point of time. While closing the enlistment, the Authority may have a reserved list of eligible contractors from the pending applications. Out of this, contractors may be enlisted depending on the requirement.
- 7.0** **Period of Enlistment:** - The enlistment shall be valid for a period of five years. The enlistment can however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of five years from the date of expiry of the previous enlistment/revalidation. The enlistment shall be open to review by the enlistment authority and liable to termination, suspension or any other such actions at any time if considered necessary by the enlistment authority, after issue of show cause notice.
- 8.0** **Categories and Classes:** - The enlistment shall be done in categories as applied for and in four Classes (A, B, C & D) as also mentioned in **Table -1**. The categories & class shall be reviewed by the committee to be constituted by HIMUDA from time to time.
- 8.1** A contractor enlisted in a particular class shall be eligible to tender for his own class and one step below.

* Further amended as under for periodical renewal:-

1. For periodical renewal and involved laying of bitumen, any class of higher category contractors can participate subject to requirement of T&P and machinery requirement as per enlistment rules.

2. Single tender for periodical renewal may be allowed to be awarded by one step higher authority. If the tendered amount is within the sanctioned amount of estimate.

**Further clarification on single tender:-

Single tender in first call and subsequent call, for periodical renewal may be allowed to be awarded by one step higher authority, if the tendered amount is within the sanctioned amount of estimate.

9.0 Jurisdiction and Tendering Limits: The jurisdiction and tendering limit for different classes as per previous “Rules of Enlistment of contractors in HIMUDA” will be applicable to all the contractors enlisted in various categories and classes. They shall however, be permitted to tender and the tendering limit up to which they shall be eligible to tender shall be as given in **Table-1**.

9.1 The contractors shall be governed by the provision existing at a particular point of time irrespective of when he was enlisted.

10.0 Authorities for Enlistment: Enlistment in different categories and classes shall be done in the Zonal Offices /Circle Offices of the Authority by the enlistment authorities as mentioned in **Annexure “III”** to these rules on the recommendation of “Designated Committee”.

11.0 Eligibility Criteria: Before the contractors are considered for enlistment, they shall have to satisfy the minimum eligibility criteria as specified in **Table-1**. All contractors are expected to keep abreast with enlistment/ revalidation rules modified from time to time.

11.1 The criterion for experience, in case of enlistment, shall be completion of requisite number of works (see para 24 also) as the case may be, of prescribed

nature and magnitude executed on independent contract basis, during last 5 years. **The works should have been executed in the same name & style in which the enlistment is sought.** Enlistment of an individual unemployed Bonafide Himachali in corresponding category may also be done based on his Technical Qualification in lieu of experience of completion of works in last 5 years if provision exists in **Table-I** of Rules, but other eligibility criteria remaining the same.

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

They shall keep valid license throughout the period of enlistment by getting it renewed at suitable intervals and submit an attested copy of the same to the enlistment authority after each renewal. In the event of any discontinuity in validity of electrical license of the contractor, its enlistment and authority to work with HIMUDA also automatically cease to be valid. For applying for tenders for a work, they shall have to possess electrical license to appropriate voltage issued by any State government under Clause-45 of compilation of rule of Indian Electricity Rules 1956 or as amended from time to time.

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

16.0 Changes in Address: While applying for enlistment, the contractor should mention address of his Registration Office as well as Head Office, if different. All documents i.e. Banker's Certificate, Electrical License etc. should bear one of the above address, otherwise the same shall not be accepted. In case the contractor fails to receive any correspondence on the given address on consecutively two occasions, the enlistment shall be liable to be cancelled. The contractor shall intimate the change in address, if any, in advance or maximum within one month of such change. Failure to do so may result in removal of his name from the approved list of contractors.

17.0 Near Relatives Working in HIMUDA: Contractors whose near relatives are Divisional Accountant or Engineering Officers between the grades of Superintending Engineer and Junior Engineer(both inclusive) in the HIMUDA will not be allowed to tender for works if the circle responsible for award and execution of contract is the one where the near relative is working. For this purpose a near relative shall mean wife, Husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.

18.0. Approved List of Contractors: - The "Engineering Authorities" shall prepare a list of all registered contractor in electronic form in **Annexure-XV** and upload the same in the department website. This shall be updated from time to time by concerned."

"Enlisting Authority". The details of C&D class contractors will be kept at Circle Level in an electronic form.

19.0 Revalidation of Enlistment: - The application for revalidation of enlistment shall be submitted only in the Zonal/Circle office in which the contractors is originally enlisted. The validity of initial enlistment of the contractor shall be given in Para 7.0 above. It shall however, the revalidated on merits, if desired by the contractor. Only

the contractors who have secured some works(s)(See para 24 also) of appropriate magnitude* in HIMUDA or similar agency **as well as Central Government Department/State Government Department/Central Autonomous Body/State Autonomous Body/Central Public Sector Undertaking/State Public Sector Undertaking**(with documentary proof) shall be considered for revalidation.

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

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

- 19.3 Application for Revalidation:-** The contractor shall apply for revalidation of his enlistment in the prescribed form” Annexure VI” along with all documents as per Annexure VII, so as to reach the enlistment authority where originally enlisted at least 3months before the date of expiry of validity of his enlistment/renewal. The

Revalidation application with all documents shall however be accepted up to the date of expiry of enlistment without late fee. The revalidation fee shall be 50% of the enlistment fee.

19.4 In cases where the application is received after date of expiry of enlistment/revalidation, but within three months after of the expiry, the application can be accepted with the late fee as per rule 19.5 below. Thereafter, the enlistment shall be deemed to have been expired and no application for renewal shall be accepted and the contractor should apply for fresh enlistment under these rules.

19.5 Late fee per month shall be Rs. **1500/-** for class-A contractors; **1400/-** for Class-B Contractors; Rs. **1200/-** for Class-C contractors; and Rs. **1000/-** for Class-D contractors. This is payable in the form of Demand Draft in favor of the authority, as authorized by enlisting authority.

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

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

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

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

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

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

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

- (a) He should abide by the contents of affidavit to be submitted on **Annexure-XIV** with the application for enlistment.
- (b) Prior approval shall be obtained from the enlisting authority before charging the constitution of the firm/company.
- (c) Intimation of change of address should be given in advance or within one month.
- (d) He should obtain valid electrical license for the state in which he wants to tender.
- (e) He shall abide by these rules.
- (f) He should not indulge in unethical practices.

- (g) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.

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

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

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

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

23.2 Suspension of business: Whenever adverse reports related to performance, misbehavior, direct or indirect involvement in threatening, making false complaints, filling legal suites for frivolous reasons, hampering tender process or execution of contract or any act, omission or commission etc. damaging the reputation of department/officer or any other type of complaint considered fit by enlistment authority, are received from more than one officer or at more than one occasion from individual officer of HIMUDA works for the various class/categories of contractor, sale of tender to such HIMUDA contractors shall be suspended immediately by the Enlisting Authority pending full enquiry into the allegation and decision by the **designated committee (Annexure-III)**. The Committee will decide the case in time bound manner from the date of issuance of letter of suspension to the contractor. If any of the charges is established then this would result in banning of business with the contractor for the period as may be decided by **designated committee (Annexure-III)**. The business may also be suspended with a contractor for a period of one year in case he fails to start the work after the award on two occasions.

24.0 Definition of works:

- i) Road, Building & Culverts.
- ii) Electrical work

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

TABLE-I FOR CIVIL WORKS

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

Category	Class	Jurisdiction Of Enlistment	Tendering Limit	Eligibility	Past Experience of completed works in last 5 years.	Financial Soundness	Engineering Organization/staff	T&P and Machinery requirements.	Fee (non-refundable)	Enlistment Authority
CIVIL	B	All over H.P. (i/c where H.P Govt. has its establishments/works)	Amount put to tender up-to Rs. 200.00 lacs.	Firms registration with Registrar of Firms/Companies registered under Co, Act and contractors with work experience as shown against next column to this Table. Or An unemployed, Bonafied Himachali, graduate engineer having degree in Civil Engineering/Architecture, will be eligible for registration directly in this class. He shall be eligible to tender up to Rs. 50.00 lacs in relaxation of tender conditions regarding experience/turnover requirements in the first instance. such contractor shall however, be eligible to tender for works up-to 200.00 lacs on the production of documentary evidence that he has successfully completed at least one work costing Rs. 50.00 lacs. Or In case of firms/ company with no work experience, one of its partner should be Graduate in Civil engineering/ degree in architecture from any recognized university having 3 years' experience with registered A or B class contractor/firm/co. engaged in construction of building and roads. The firm shall be eligible to tender up-to Rs 50.00 lacs in relaxation of tender conditions regarding experience/turnover requirements in the first instance. Such firm shall however, be eligible to tender for the works up-to 200.00 lacs on the production of documentary evidence that he has successfully completed at least one work costing Rs 50.00 lacks subject to fulfillment of criteria laid down in each tender notice.	The Firms, Ltd. Co. and individual contractor should have completed at least three Civil works each not less than Rs. 30.00 lacs in HPPWD, CPWD, State/Central Govt. departments & undertakings. Boards and Corporations, Govt. Universities etc. The certification regarding performance issued under the signature of the Executive Engineer or an authority equivalent should be submitted in original with the application.	Banker certificate of Rs. 2.00 lacs immovable property of Rs. 15.00 lacs. The applicant having no property in his name may furnish legal surety of his parent in shape of an affidavit duly attested by class-I Magistrate along with latest copy of Jamabandi.	The applicant firm/Co./contractor shall furnish with application an undertaking (Annexure-XII to application form) for having the following staff in his regular establishment :- 1. Qualified three years diploma in Civil Engineering with two years experience with registered A or B class contractor/firms engaged in construction of building and roads. One No. 2. Foreman One No. 3. Work Mistry One No. Note: - The contractor so enlisted shall have to fulfill all the conditions of the tender document while participating in any tender floated by the department.	The Contractor shall arrange T&P/Machinery/steel centering/shuttering/concrete mixers of full bag capacity/vibrators/Road rollers or builder hoist or loader with back hoe, Trucks/Tippers/ First aid kit and Laboratory with required equipments as per terms and conditions of the tenders. The contractor will submit an affidavit (Annexure-XVI To application form) duly attested by 1 st class magistrate with application to this effect.	i) Cost of application form inclusive of processing fees Rs. 500/- (non-refundable) ii) Enlistment fees Rs. 5,000/- to be deposited after the application is found to be complete in all respects.	C.E on the recommend ations of the designated committee.

Category	Class	Jurisdiction Of Enlistment	Tendering Limit	Eligibility	Past Experience of completed works in last 5 years.	Financial Soundness	Engineering Organization/staff	T&P and Machinery requirements.	Fee (non-refundable)	Enlistment Authority
CIVIL	C	Within Zone of enlistment (i/c where H.P. Govt. has its establishment / works.)	Amount Put to tender up-to Rs80.00 lacs	Class-D contractor registered with HPPWD having work experience prescribed in the next column to this Table. Or An unemployed, Bonafied Himachali, Graduate Engineer having regular Diploma in any stream of Engineering/ Architecture, will be eligible for registration directly in this class. He shall be eligible to tender up to Rs. 30.00 lacs in relaxation of tender conditions regarding experience/turn over requirements in the first instance, such contractor shall however, be eligible to tender for works up-to 80.00 lacs on the production of documentary evidence that he has successfully completed at least one work costing Rs. 30.00 lacs. Or In case of firms with no work experience, one of its partner should be a Diploma Holder in any stream of Engineering/ Diploma in Architecture will be eligible for registration directly in this class. The firm shall be eligible to tender up-to Rs 30.00 lacs in relaxation of tender conditions regarding experience/turnover requirements in the first instance. Such firm shall however, be eligible to tender for the works up-to 80.00 lacs on the production of documentary evidence that he has successfully completed at least one work costing Rs 30.00 lacks subject to fulfillment of criteria laid down in each tender notice.	The contractor Class-D should have completed at least three works each not less than Rs 10.00 lacs in HPPWD CPWD, state/central Govt. departments & undertaking Boards and corporations Govt. universities etc. Or An unemployed Bonafied Himachali, diploma engineer having regular three years diploma in Civil Engineering or Degree in other stream of Engineering having work experience of 2 years, will be eligible for registration directly in this class Or In case of firm, one of its partner should be a Diploma Holder Engineer (civil engineering)/ having diploma in architecture with three years' experience in civil works.	Bankers certification of Rs. 1.00 lacs immovable property of Rs. 10.00 lacs. . The applicant having no property in his name may furnish legal surety of his parent in shape of affidavit duly attested by class I magistrate along with latest copy of Jamabandi.	The applicant firm/Co./ contractor shall furnish with application an undertaking (Annexure-XII to application form) for having the following staff in his regular establishment :- One No Foreman and One No. work Mistry Note: - The contractor so enlisted shall have to fulfill all the conditions of the tender document while participating in any tender floated by the department.	The Contractor shall arrange T&P/Machinery/steel centering/shuttering/ Builders hoist Or Road rollers/ air compressor/ excavator concrete mixers of full bag capacity/vibrators/ Trucks/ Tippers/ loader with back hoe, First aid kit and Laboratory equipments as per terms and conditions of the tenders. The contractor will submit an affidavit (Annexure-XVI To application form) duly attested by 1 st class magistrate with application to this effect.-	i) Cost of application form inclusive of processing fees Rs. 500/- (non-refundable) ii) Enlistment fees Rs. 3,000/- to be deposited after the application is found to be complete in all respects.	S.E circle on the recommend ations of the designated committee.

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

TABLE-I FOR ELECTRICAL WORKS

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

Category	Class	Jurisdiction Of Enlistment	Tendering Limit	Past Experience of completed works in last 5 years.	Financial Soundness	Engineering Organization/staff	T&P and Machinery requirements.	Fee (non-refundable)	Enlistment Authority
ELECTRICAL	B	All over H.P. (i/c where H.P Govt. has its establishment /works)	Up-to 25.00 lacs	The contractor should class-C have satisfactorily executed at least three works each of Rs.5 lacs in HPPWD, CPWD, state/central Govt. departments & undertaking, Boards and corporations, Govt. universities etc. Or Unemployed Graduate Engineer (Electrical), Bonafied Himachali, having 3 years work experience Or In case of firm one of its partner should be a graduate engineer (electrical)	1. Bankers certificate of Rs.1.00 lac issued by any nationalized bank. 2. Immovable Property of Rs. 5.00 lacs. The applicant having no property in his name may furnish legal surety of his parent in the shape of an affidavit duly attested by Magistrate 1 st Class along with latest copy of Jamabandi and property.	The contractor shall have to furnish with application an affidavit (Annexure-XII to the application form) duly attested by the Magistrate class-I for having the following staff in his regular establishment:- 1. One No. Electrical Supervisor Diploma Holder engineer (Electrical) from recognized institute with minimum experience of 5 years (with valid Electrical supervisor permit). 2. One No. Wireman/Electricians qualified from recognized institute Or One No. Wireman/Electricians having valid wireman permit issued by chief Electrical inspector of H.P. 3. One No. Middle pass skilled helper with one year experience. 4. The contractor will be exempted to deploy one of the above staff, who is himself holding the above required qualifications.	The Contractor shall arrange following T&P/machinery as per terms and conditions of the tenders:- 1. Earthing tester 2. Insulation Magger of 500,1000 volts 3. line tester 4. First aid Kit. The contractor will submit an affidavit (Annexure-XVI To application form) duly attested by 1 st class magistrate with application to this effect.	i) Cost of application form inclusive of processing fees Rs. 500/- (non-refundable) ii) Enlistment fees Rs. 3,000/- to be deposited after the application is found to be complete in all respects.	C.E on the recommendation of the designated committee.

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

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

HIMUDA

(Only for office use)

Sl. No. of form issued.....G.R. No.Amount.....

Dated.....

Name of applicant to whom issued.....

Issuing Division with seal/sign.

(Cost for form including processing fee Rs.500/-)

APPLICATION FOR ENLISTMENT AS CONTRACTOR

[The applicant should study carefully the Rules of Enlistment and the list of documents to be annexed with the application form before filing the form. Applications found deficient in any respect are liable to be rejected without any further correspondence]

CLASS (A/B/C/D).....CATEGORY (Civil/Electrical/Mech.).....

1. Name of applicant/firm/Co.....

2. Nationality(Indian/Other).....

3. Address:

Registered office.

.....

Head office.

.....

4. Contact Details.

a) Telephone number.....b) Fax No.....

b) Mobile number.....d) E-mail, address.....

5. Constitution: Individual/Sole Proprietorship concern/Partnership Firm/Public Ltd., Company Private Ltd. Company.....

6. Paste photograph(s) (Size of photo should be 2.5cmx3.5cm having white background and printed name at bottom) of individual/Sole proprietor/all partners/all directors against his/their names.

1.	2.	3.	4.
Paste Photo	Paste Photo	Paste Photo	Paste Photo
Name.....	Name.....	Name.....	Name.....
Signature.....	Signature.....	Signature.....	Signature.....

15. Is any person working with the applicant is a near relative of the officer/official of HIMUDA [See Rule 17.0] Yes/No.
16. Details of cost form/processing fee deposited (Original receipt issued to be Attached) (See rule 12.1 read with Table-I)

Receipt No. & Date	Amount (Rs.)	Name Division/Sub Division Where fee has been deposited.

17. Details of works completed and in progress during the last 5 years (to be filled in proforma as given in Annexure IX).
18. Certificates from client(s) in original as per proforma given in Annexure-X for all eligible works executed during the last five years.
19. Certificates:
- (i) I/we (including all partners) certify that I/we have read the Rules of Enlistment of Contractors in HIMUDA 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 liable to be debarred.
 - (iii) I/we certify that I/we will not get myself/ourselves registered as contractor(s) in the Department under more one name and more than one enlisting authority/zone in HIMUDA.
 - (iv) That since my registration as Contractor in HIMUDA neither any penalty has been imposed on me/our firm/Company, due to any poor performance/non-start of work or for any other reasons nor my earnest money has been forfeited by the Department.
 - (v) I/we are aware of e-procurement and (Tick either of below)
 - (a) I/we have obtained Digital Signature certificate (DSC)
 - (b) I/we will obtain Digital from approved vendor at our own cost.
 - (vi) (a) I certify that I did not retire as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in any Engineering Department of the Government of India 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 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. (For partnership firms and limited companies).
- (c) Certified that no individual, or a partner of the firm is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/suspended by any government department in the past; or convicted by a court of law.

*In case of firms/Companies Power of attorney is required.

Signature (s) of applicant(s):

Name with complete Address

Date-----

No. of documents attached -----

DETAILS OF THE DOCUMENTS ATTACHED WITH THE APPLICATION FOR ENLISTMENT ONLY

Sr. No.	Details of documents attached	Yes/ No	Page No.
1.	<p>Proof of constitution (SL.No.5*):</p> <p>In case of sole proprietorship/ HUF: an affidavit executed before a 1st Class Magistrate that the applicant is a sole proprietor of the firm/Karta of HUF.</p> <p>(a) In case of partnership firm: (Submit attested copies)</p> <p>(i) Partnership deed attested by Notary Public</p> <p>(ii) Form “A” or equivalent form issued by Registrar of Firms</p> <p>(iii) Form “B” or equivalent form issued by Registrar of Firms</p> <p>(iv) Form “C” or equivalent form issued by Registrar of Firms</p> <p>(c) In case of Private/Public Ltd. Co. Article of Association duly attested by Notary Public.</p>		
2.	Power of attorney, if any (SL.No.8*), attested by Notary Public		
3.	<p>Banker certificate from scheduled bank in the proforma given in Annexure IV. (See table-1)</p> <p>The certificate should be on the bank’s letter-head and sealed cover and shall be addressed to the concerned to the Enlistment. Authority (SL.No.9*).</p>		
4.	<p>Technical Staff: (SL.No. 11*)</p> <p>(i) List of full time technical staff/Designers with qualification and experience of each.</p> <p>(ii) Attested copies of the degrees/diplomas of the technical staff/Designers.</p> <p>(iii) Affidavits from the technical staff/contractor on Annexure XII& XII-A</p>		
5.	List of M/C, T&P, i/c steel centering & shuttering, possessed by the applicant. Full details and location of workshop including details of Machines & Equipment. (SL.No.12)		
6.	Attested copy of valid Electrical License (SL. No. 13 *). (applicable only for Electrical contractors)		
7.	Attested copy of Enlistment order, in case already enlisted (SL.No.14*).		

8.	List of all near relatives working in HIMUDA, including their addresses (SL.No.15)*. See also Rule 17.0 of Enlistment Rule.		
9.	Receipt in original for Enlistment Fee (SL.No.16*).		
10.	Original or attested copies of certificates of works done, from concerned clients, (Central/State Government Departments/Public undertakings/Boards Universities etc.) in proforma as given in Annexure-X .		
11.	Attested copies of award letters for works included in Annexure-IX/IX-A		
12.	Attested copy of valid PAN and TIN cards		
13.	Proof of temporary residence and permanent residence.		
14.	Proof of ownership of property i.e. copy of latest Zamabandi with affidavit on Annexure-XIII (See table-1)		
15	An affidavit on Annexure (XIV) duly attested by the Magistrate 1 ST Class to the effect that no individual, or a firm having such individual as one of the partner, who is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/ suspended by any government department in the past; or convicted by a court of law and to the effect that all the documents attached to the application and information supplied are true to the best of knowledge and belief and nothing has been concealed.		

*SL. No. of application form **Signatures of the applicant**

Annexure-III

Designated Committee to consider the Enlistment of different categories of contractors in HIMUDA.

Enlistment authority.	Category	Class	Designated Committee.
Chief Engineer	Civil & Electrical	A&B	CE: Chairman SE: Member CAO: Member
Superintending Engineer	Civil & Electrical.	C&D	SE: Chairman XEN (Civil/Elect) Member Superintendent, Circle concerned

FORM OF BANKERS CERTIFICATE FROM A SCHEDULED BANK.

This is to certify that to the best of our knowledge and information Shri/Smt.M/S -----
-----having marginally noted address, a customer of our bank
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.

(Signature of authority)
For the Bank.

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

FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK

Certified that Sh./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

(Signature of authority)
For the Bank.

**FOR CHANGE OF CONSTITUTION LIST OF DOCUMENTS/INFORMATION
REQUIRED**

TO BE SUBMITTED

A. Document to be submitted

1. Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
 2. Attested copy/copies of valid ITCC(s) I respect of each proposed partner.
 3. An undertaking sworn in before a 1st class Magistrate by all the partners of effect that the new firm will take over all assets and liabilities:
 4. Dissolution deed/consent of retiring partners/ death certificate in case of death of a 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 HPWD/MES/Railway/P&T/State PWD.
 - (ii) Whether he is a dismissed Govt. servant.
 - (iii) Whether he is a partner/ director of any other firm enlisted with this Department/MES.Rly./P&T/State PWD.
 - (iv) Whether he is member of Indian Parliament of 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/removed/retired Govt. servant within 2 years.
 - (vii) Whether he has any relative working in HIMUDA, if yes, give details.
 - (vii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.

Signature of Contractor/Firm

Annexure-VI

(Cost of form including processing fee Rs.500/-)

HIMUDA

(Only for office use)

Sl. No. of form issued.....G.R. No.....Amount.....Date.....

Name of the applicant to whom issued.....

Issuing Division with seal/sign.

APPLICATION FOR REVALIDATION/RENEWAL 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. Applications found deficient in any respect are liable to be rejected without any further correspondence].

CLASS.....
be)

CATEGORY (Civil/Mechanical/Electrical as the case may

1. Name of applicant Shri/Smt./M/S.

.....

2. Nationality

Indian

Other.

3. Address:

Regd. Office.

.....

Head Office.

.....

4. Telephone number.....Fax No.....Mobile No.....
e-mail.....

5. Constitution.

Individual/Sole proprietorship Concern/Partnership Firm/Public Ltd. Company/Private Ltd.
Company.

6. If partnership firm, names of the partners and in case of Company, name of director.

1.....

2.....

3.....

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

(b) Nationality

Indian

other.

© Liabilities.

8. Name of Bankers with full address.....
 * Bank Account No.....b. IFSC Code.....
9. Place of business.....
10. * Does the applicant have full time technical staff in applicant's employment: Yes/No.
11. * Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per Requirements mentioned in the enlistment rules for the class and category applied for.

Yes/No

(Attach details on separate sheet)

12. does the applicant possess valid Electrical License (For Electrical Yes/No
13. (a) Details of enlistment with HIMUDA
 (i) Enlistment No & date _____
 (ii) Date of validity _____
14. Is any person working with the applicant is a near relative of the Officer/official of HIMUDA. Yes/No.
(See Rule 17.0 of the Enlistment Rules) If answer to above is yes, give details.
15. Details of all Works completed, in progress and participated (which were secured during the last 5years) (to be filled in proforma as given in **Annexure-IX/-IX-A**.)
16. Certificate:
- (i) I/We (including all partners) certified that I/we have read the rules of enlistment of contractors in HIMUDA as amended up-to date and shall abide them.
- (ii) I/We certified that I/We will not get myself/ourselves registered as contractor(s) in the department under more than one name.
- (iii) I/We certified that the information given above is true to the best of our knowledge; I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled. In addition to disciplinary action as provide in the enlistment Rules.
- (iv)* I/We are aware of e-procurement and (tick either of below)
- a. I/We have obtained digital signature certificate(DSC)
- b. I/We will obtain digital from approved vendor at our own cost.
- (v) I/We certified that I/none of the partners/directors retired as an Engineers of Gazetted rank or as any Gazetted Officers employed on Engineering or Administrative duties in last 2years. We any person within 2years of his retirement except with the prior permission of the Government.
 *(Strike out whichever is not applicable).

Signature(S) of applicant(S):
Name
Address

Date: _____

No. of Documents attached

DOCUMENTS ATTACHED FOR REVALIDATION

Sr. No.	Details of documents attached	Yes/ No	Page No.
1	Receipt in original for renewal Fee		
2	Bankers certificate in original from scheduled bank in the Annexure-IV 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	Attested copy of valid Electrical License. (Applicable for Electrical contractors only)		
4	Attested copy of Enlistment order and latest renewal order.		
5	Details of works executed/completed/in progress in Annexure-IX & Annexure X along with attested copies of award letter for works.		
6	Original or attested copies of certificates of performance for works done, from concerned clients, (Central/State Government Department/Public undertakings/Boards/Universities etc.) in proforma as given in annexure-X		
7	Attested copies of PAN card and TIN card.		
8	Proof of ownership of property i.e. copy of latest Jamabandi with affidavit on Annexure-XIII (See table-1)		
9	Attested copy of Power of attorney, if any		
10	An affidavit on Annexure(XIV) duly attested by the Magistrate 1 st class to the effect that no individual, or a firm having such individual as one of the partner, who is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/ suspended by any government department in the past; or convicted by a court of law and to the effect that all the documents attached to the application and information supplied are true to the best of knowledge and belief and nothing has been concealed.		

ANNEXURE-VIII

Calculation Sheet for Evaluation of Contractor's performance in HIMUDA for Revalidation.

(See Rule-19.3)

Name of Contractor:

Name of work:

Item No.	Parameter	Calculation for Points	Score	Max. Marks.
1.	Levy of compensation	Compensation levied for Delay=C Awarded Amount=E $B=100 \times (C/E)$	20 if B=0 10 if B=5 0 if B=10 10 if C is not decided marks for values in between are to be determined by straight line variation.	20
2.	Quality	Quality	Outstanding=40, Very Good=30: Good=20:Satisfactory=10:Poor=0	
3.	Capability	1. Technical performance	Outstanding=6: Very Good=4: Good=3: Satisfactory=1: Poor=0	6
		2. Financial soundness	Outstanding=6: Very Good=4: Good=3: Satisfactory=1: Poor=0	6
		3. Mobilization of adequate T&P	Outstanding=6: Very Good=4: Good=3: Satisfactory=1: Poor=0	6
		4. Mobilization of manpower	Outstanding=6: Very Good=4: Good=3: Satisfactory=1: Poor=0	6
		5. General behavior	Outstanding=6: Very Good=4: Good=3: Satisfactory=1: Poor=0	6
4.	-		Successful completion of work=(+) 10	10
			Determination of contract=(-)10	
			Part work done at the risk and cost of contract=(-) 10	

Note: Eligibility criteria for Revalidation of Enlistment will be 50% marks (overall average of all works)

WORKS COMPLETED AND IN PROGRESS
(Including all works awarded during the last five years of enlistment)
(See table-1 to the enlistment rules, 2017) & rule.19.0

Name of the Contractor/Firm:-

Sr. No.	Name of work & Agreement No.	Name of Division	Date of start	Date of Completion, Stipulated/Actual	Reason for delay & compensation levied, if any	Tendered cost	Gross cost of the work.
1	2	3	4	5	6	7	8

Did the Contractor go for arbitration/court	If yes, amount claimed	Amount awarded
9	10	11

Signature of the Contractor/Firm

**PROFORMA FOR CERTIFICATE FOR TENDERS SUBMITTED BY THE
CONTRACTOR (See rule 19.1 & 19.2)
(Separate form to be used for each work)**

Sub: Revalidation of contractor as Class___ () in HIMUDA

Certified that M/s./Shri

-----have submitted
Tenders for the followings Works:

Name of work	Date of tender	Estimated cost put to tender	Position of tender	Name & address of the contractor to whom work awarded
1.	2.	3.	4.	5.

**Signature of Executive Engineer
With full address and office seal**

CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR
(To be issued separately for each work and no column should be kept blank)

Dispatch No. -----

Dated -----

Name of issuing Division -----
 (Name of Division should be clear and legible)

Name & address of the Contractor-----

1. Name of work with brief particulars
2. Agreement No. and date
3. Date of commencement of work
4. Stipulated date of completion
5. Actual date of completion
6. Details of compensation of levied for delay, if any
7. Tendered amount
8. Gross amount of the work completed
9. Whether the contractor employed qualified Engineer/Staff during execution of work?
10. (i) Quality of work (indicate grading) Out Standing/V. Good/Good/Poor
 (ii) Amount of work paid on reduced rate basis, if any
11. (i) Did the contractor go for arbitration?
 (ii) If yes total amount of claim
 (iii) Total amount awarded
12. Comments on the Capabilities of the contractor

(a) Technical Proficiency	Out Standing/V. Good/Good/Poor
(b) Financial Soundness	Out Standing/V. Good/Good/Poor
(c) Mobilization of adequate T&P	Out Standing/V. Good/Good/Poor
(d) Mobilization of manpower	Out Standing/V. Good/Good/Poor
(e) General behavior	Out Standing/V. Good/Good/Poor

Signature of the Executive Engineer
 With Official Seal

Note: _ All Columns should be filled in properly.

Dated:

Signature of the applicant

Name-----

Address-----

**PROFORMA FOR REGISTER OF ENLISTED CONTRACTOR AND ISSUE OF
REGISTRATION NUMBER**

(To be issued separately for each work and no column should be kept blank)

- 1. Name of the Contractor:
- 2. Address:
- 3. Registration No. & Date:
- 4. Class of Registration:
- 5. Contact Details: Mobile No. Phone No.

E-mail ID

Signature of the Superintendent

Renewal Details:-

Sr. No.	Revalidation order No. & date	Revalidation up to	Remarks
1	2	3	4

Affidavit to be submitted by the Individual/sole proprietorship firm/partnership firm/Company regarding Technical Staff employed by them.

**INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-)
(As applicable for affidavit as per respective state Government rule).**

AFFIDAVIT

I, ----- S/O Sh. -----

R/O -----

Individual/Sole Proprietor/Partner/Director (as the case may be) do hereby solemnly affirm and declare that the following Technical Staff (Engineers) are working as full time staff with me/us/our firm (Strike out whichever is not applicable):-

Sr. No.	Name of Engineer	Qualification	Passed out in year	Experience
1				
2				
3				
4				
5				

I/We ----- S/O ----- on this -----

day of ----- verify that the information given above is true to the best of our knowledge and nothing has been concealed. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled, in addition to disciplinary action as provide in the enlistment rules.

Date:

Place:

Identified by me

(Deponent)

Dated

Signature with seal of 1st class Magistrate

Affidavit to be filed by individual Technical staff

INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-)
(As applicable for affidavit as per respective State Government rule).

AFFIDAVIT

I, ----- S/O Sh. -----
Aged -----Years -----R/O -----

----- do hereby solemnly affirm and declare that:-

- 1. I have passed degree/diploma in Civil Engineering/Electrical (as the case may be) during ----
----- year from ----- University/Board.
2. I am working full time under M/s Shri -----as
----- Engineer since ----- (Month & Year) till
date.
3. I am deponent herein and I am fully acquainted with the facts of the affidavit.

(Deponent)

I/We----- S/o ----- on this ----- day of ----
verify that the information given above is true to the best of our knowledge and nothing has been
concealed. I/We understand that if any information is found incorrect, our enlistment is liable to be
cancelled, in addition to disciplinary action as provide in the enlistment rules.

Date:

(Deponent)

Place:

Identified by me

Dated

Signature with seal of 1st class Magistrate

Affidavit to be submitted by the applicant contractor/firm/company
ANNEXURE-XIV (SL.No... of application form)
Affidavit to be filled by the applicant
INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-) or
(As applicable for affidavit as per respective State Government rule)

I, -----S/o Sh. -----
----- R/O ----- Individual/Sole
Proprietor/Partner/Director (as the case may be) do hereby declare as under:-

- i) That I am owner in possession of immovable property as per latest copy of Zamabadi attached to this affidavit situated at Mauza ----- Khara-----
No. ----- Tehsil ----- District -----
State)----- which is free from all encumbrances.
- ii) That the market value of the above mentioned property is Rs. -----
- iii) That I will not sell/mortgage this property during the period of enlistment as contractor in HIMUDA.
- iv) That if any liability/default is found in my favour by the authority, during my contractor ship, the same may be liquidated/recovered from my above mentioned property.

Deponent

I/We ----- S/O -----
---- on this -----day of ----- verify that the information given above is true to the best of our knowledge and nothing has been concealed. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled, in addition to disciplinary action as provide in the enlistment rules.

Deponent

Dated

Signature with seal of 1st class Magistrate

Affidavit to be filled by applicant
(INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-) or
(As applicable for affidavit as per respective state Government rule)

I _____ S/O _____ Aged _____ Years _____
R/O _____ do hereby solemnly affirms and declare that:-

- (i) I have read the Rules of Enlistment of Contractors in HIMUDA amended up-to date and shall abide by them.
- (ii) The information given in the application for enlistment and in all the documents attached to the application is true to the best of my knowledge. I also understand that if any of the information is found wrong I will be liable for action under law and disciplinary action as per enlistment rules, notified and instructions issued there under by the Government of Himachal Pradesh from time to time.
- (iii) I will not get myself/my firm registration as contractor(s) in the Department under more than one name and with more than one enlisting authorities/Zone in HIMUDA.
- (iv) I am not a retired Engineer of Gazetted rank or Gazetted Officer employed in any Department of Government of India/State Government during the last two years.
- (v) No person under my employment nor shall I employ any Gazetted rank Government servant before two years of his retirement from Government service in any except with the prior permission of the Government.
- (v) That none of the partner of the firm/Director of Company retired as an Engineer of Gazetted rank/gazetted Officer has been appointed as such before two years of retirement from Government of India/or any State Government.(For partnership firm and limited companies).
- (v) That no individual, or a partner of the firm is a dismissed Government Servant ; or removed from the approved list of contractors; or demoted to lower Class; or having business banned /suspended by any Government Department in the Past; or convicted by a court of law.
- (vi) That since my registration as contractor in HIMUDA neither any penalty has been imposed on me/our firm/company/due to any poor performance/non –start of work or for any other reasons nor my earnest money has been forfeited by the department.

Deponent

I/We _____ S/O _____ on this _____ day of _____ verify that the information given above is true to the best of our knowledge and nothing has been concealed. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled, in addition to disciplinary action as provided in the enlistment rules.

Deponent

Dated:-

Signature with seal of 1st Class Magistrate

ANNEXURE-XV

LIST OF CLASS-----Contractors registered in Zone/Circle of HIMUDA							
Sr.No.	Name of contractor	Address	Registration No.& dates	Contract Number i.e. phone Nos. & e-mail	Renewal details		Remarks
1.	2.	3.	4.	5.	6.	7.	7.
					Order No & date	Valid up-to	

**Affidavit regarding possession of Tools & Machinery to be filed by applicant
Contractor/firm**

**INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/-)
(As applicable for affidavit as per respective State Government rule).**

AFFIDAVIT

I, ----- Sole proprietor/Director/Partner of M/S Sh.
----- Regd. Office at ----- do hereby
solemnly affirm and declare that our firm is in possession of following Tools & Machinery:-

Sr. No.	Description of Item	Quantity

I am deponent herein and I am fully acquainted with the facts of the affidavit.

Deponent.

I/We ----- S/o ----- on this ----- day of -----
verify the information is found incorrect, our enlistment is liable to be cancelled, in addition to
disciplinary action as provide in the enlistment rules.

Deponent

Date:

Place:

Identified by me

Dated

Signature with seal of 1st class Magistrate