

ANNEXURE-I (Refer Rule 7.1)

**PUBLIC WORKS DEPARTMENT, GOVT. OF TRIPURA
APPLICATION FOR ENLISTMENT/UP-GRADATION OF ENLISTMENT IN ALL CLASSES**

[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]

Supporting Documents annexed with the application form should be listed in Annexure-II

CLASS: _____

JURISDICTION: _____

1. (a) Name of applicant
- (b) Nature of Entity (Individual/ Sole Proprietorship Firm/Partnership Firm Firm/LLP Firm/ Company)
- (c) Registration No. For Firm/LLPIN for LLP /CIN for Company

2. Nationality

3. Address
 (a) Regd. Office
-
-

 (ii) Head Office (if different from registered office)
 -

4. Contact Details:
 (i) Telephone Number
- (ii) Fax No.
- (iii) Mobile Number
- (iv) Email Id
- (v) Website URL (if any)

5. PAN Number (Individual / Firm / LLP/ Company).....

6. Name, scanned passport size photo and signature of the Individual(s)/ Partner(s) / Director(s) (Size of photo should be 2.5 X 3.5 cm having white background and printed name at bottom)

1.	2.	3.	4.
Paste photo	Paste photo	Paste photo	Paste photo
Name	Name	Name	Name

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

- (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 in the past Yes No
- (e) Convicted by Court of Law Yes No
- (f) Retired Engineer/official from Engineering Department of Govt. of Tripura within last **two years** Yes No
- (g) Director or partner of any other company/firm enlisted with PWD or any other department Yes No
- (h) Member of Parliament or any State Legislative Assembly Yes No

If answer to any of the above is 'Yes', furnish details on a separate sheet

8. a) Name of person holding power of attorney (if any):
- b) Nationality:
- c) Liabilities (if any):

9. Name of the Banker with full address, Banks Official E-mail Id and phone number
.....

10. (a) Whether you or any partner/Director already enlisted with PWD or any other department/Organisation Yes No

(b) If yes, give details in table below:

Sl. No	Class & Category	Name of Department	Enlistment authority & address	Enlistment Number & Date	Date of Validity	Tendering Limit (in lakhs)

11. (a) Is any person working with the applicant is a near relative of the officer/ official of

PWD [As per Enlistment Rules 16] If yes, give details Yes No

(b) If Yes, give details (Name, Designation, Employee ID)

12. Full time technical staff in applicant's employment: Nos.

(a) Graduate engineers

(b) Diploma engineers

13. Enlistment Processing fee Enclosed Details:

Draft No.	Date	Amount	Issuing Bank & Branch	Branch drawn upon	Executive Engineer in whose favour drawn

14. Does the applicant have sufficient T&P, Machinery, Equipment and

workshop as per requirements mentioned in the Enlistment Rules for the class applied for Yes No

[Attach details on separate sheet]

15. Details of works completed, in progress and secured during the last 5 years to be filled in the Proforma as given in **Annexure-III** (1 &2). This list should include all the works whose gross amount of works done **including enhancement if any** is more than the lowest required magnitude for the class in which registration is required.

16. Number of Certificates from clients in original or self-attested copy as per proforma given in Annexure-IV for works selected for evaluation of contractor's performance

17. Certificates (Strike out whichever is not applicable):

- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in PWD as amended up to date and shall abide by them.
- (ii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name.
- (iii) I/We certify 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.
- (iv) I/We certify that
 - (a) The constituents of the Firm/LLP /Company reflected in Sl. No. 1(b) and 7 above are as applicable on the date of this application which tallies with the record of the registering authority. I/none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last two years.
 - (b) 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
- (v) I/We undertake that I/We will **(if we do not own)**, hire or otherwise arrange the **Mini Batching plant/Hot mix Plant/Wet mix plant** required for the particular work as a result of this enlistment.
- vi) I/We undertake that, if we do not possess in my/ our name a valid electrical license as required, I/we shall associate with an agency having such a license for execution of work which requires such a license.
- vii) I/We have attached **Annexure-II** duly completed and signed.

Signature(s) of applicant(s) as applicable:

(Sole Proprietor OR All Partners OR Either All Directors or the Chief Managing Director if authorised specifically by a Board Resolution)

Sl.	Name	Signature & Date	Address
1.			
2.			
3.			
4.			

No. Of Documents attached

ANNEXURE-II [Refer Annexure-I Sl. 17 (vii)]

**List of Documents Attached for Enlistment / Up-gradation of Enlistment
For online applications, downloaded copy duly completed to be used**

Document Code	Annexure No	Document Description	User Status	
			Yes	No
1		Proof of Constitution {Annexure-I, Sl. No-1 (b)}		
(a)		In case of sole proprietorship/HUF: an affidavit executed before the Magistrate not below the rank of Executive Magistrate, that the applicant is the sole proprietor of the firm/Karta of HUF		
(b)		In case of Partnership Firm; Certificate of Registration, Partnership Deed and prescribed documents indicating approval of change in address or constitution of Partnership Firm duly self-attested.		
I		In case of Limited Liability Partnership, Certificate of Incorporation, Partnership Deed and prescribed documents indicating approval of change in address or constitution of Partnership duly self-attested.		
(d)		In case of Private/Public Limited Company, Certificate of Incorporation, Articles of Association and prescribed documents indicating approval of change in address or constitution of Board of Directors duly self-attested.		
2		Power of attorney, if any (Annexure-I Sl.no.8a) or Board Resolution, if any, self-attested		
3	V-1 & V-2	(A) Banker's Certificate from Scheduled Bank in original (in proforma V-1) (B) Certificate regarding Annual turnover on works as per applicable class and category of the firm in the last three financial years as per Annexure V-2		
4		Self-Attested copy of Enlistment order if any {Annexure-I, Sl. No. 10 (a) & 10 (b)}.		
5		List of all near relatives working in CPWD {Annexure-I, Sl. No. 11(a) & 11 (b)} See also Rule 16.0 of Enlistment Rule.		
6		Technical Staff: (Annexure-I, Sl. No-12) (i) List of full-time technical staffs with qualification and experience of each (ii) Attested copies of the degrees/diplomas of the technical staff/Designers. (iii) Declaration from the technical staff /Designers (those are employed with the		

		applicant) countersigned by the applicant		
7	III	Annexure-III-1 (Completed Works) and III-2 (works under progress). (See Rule 12.2).		
8	IV	Original or self-attested copies of certificates for works done, from concerned Clients, in proforma as given in Annexure-IV (Annexure- I, Sl. No. 16) (see also Rule 12.0)		
9	III	Self-Attested copies of Award Letters and Final Bill for works included in Annexure-III-1 (See Rule 12.2).		
10	III	Self-Attested copies of Award Letters and Final Bill for works included in Annexure-III-2 (See Rule 12.2).		
11		List of machineries, T&P i/c centering & shuttering, possessed by the applicant. (Annexure-I, Sl. No- 14)		
12	IV	Contractor's performance as per prescribed criteria and client certificate. (Annexure-IV) (Rule 12.2)		

Signature(s) of applicant(s) as applicable:

(Sole Proprietor OR All Partners OR, either All Directors or the Managing Director or Director if authorised specifically by a Board Resolution)

Sl.	Name	Signature & Date	Address
1.			
2.			
3.			

ANNEXURE-III(1) (Completed Works) (Refer Rule 12.2)

- (1) In case of enlistment- Works completed during the last five years or
(2) In case of revalidation- List of works completed during last enlistment/revalidation period (It is mandatory to submit details of all the works completed irrespective of its cost)

Sl. No	Name of work & Agreement No.	Date of start	Date of completion		Reasons for delay & compensation levied, if any	Tendered Amount	Total amount of the completed work	Name, designation & complete address of the authority for whom the work was executed	Whether any litigation involved including arbitration
			Stipulated	Actual					

Certificate:

This is to certify that no adverse action on any of the above-mentioned works has been taken by the concerned department against me/us. I/we understand that if any information is found incorrect, our enlistment is liable to be cancelled.

Applicant's Signatures (As per Annexure-

ANNEXURE-III (2) (Work not yet Completed) (Refer Rule 12.2)

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

(It is mandatory to submit details of all the works completed irrespective of its cost)

Sl . No	Name of work & Agreement No.	Date of start	Date of completion		Reasons for delay	Tendered Amount	Total amount of the work paid	Percentage progress	Name, designation & complete address of the authority for whom the work is being done
			Stipulated	Target					

Certificate:

This is to certify that no adverse action on any of the above-mentioned works has been taken by the concerned department against me/us. I/we understand that if any information is found incorrect, our enlistment is liable to be cancelled.

Applicant's Signatures (As per Annexure-1)