

**GOVERNMENT OF TRIPURA  
PUBLIC WORKS DEPARTMENT  
AGARTALA, TRIPURA**

No. F.8(5)/ PWD ( C)/ 2015 (Pt-I)/5817-5979

Dated, Agartala, October 06, 2020

**NOTIFICATION**

Pursuant to the government decision, the Governor of Tripura is pleased to make the following Rules namely-

1.0 **Title:** These rules shall be called the “Rules for Enlistment of Contractors in PWD, Tripura 2020” and shall come into force with effect from the date of notification in Tripura Gazette.

2.0 **Short Title:** Hereinafter these rules shall be referred to as “Enlistment Rules 2020” for the sake of brevity.

2.1 Term ‘PWD’ where ever occurring, includes PWD (R&B, NH, DWS, Building, PMGSY, WR) and any other units encadred or to be encadred in future with PWD.

**3.0 Repeal and Saving:**

3.1 All rules regarding enlistment/upgradation/revalidation of contractors in PWD, Tripura that existed before coming into force of Enlistment Rules 2020 are repealed by Enlistment Rules 2020.

3.2 The enlistment of contractors in various classes and further revalidation of enlistment shall be regulated as per Enlistment rules – 2020.

3.3 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 PWD till the period of such enlistment, including revalidation/extension granted before coming into effect of the Enlistment Rules 2020, expires. However, in regard to all other matters and further revalidation of their enlistment, they shall be governed by the Enlistment Rules 2020.

3.4 And also, notwithstanding such repeal, applications for enlistment or revalidation received with all required documents on or before publication in the Gazette shall be processed on the basis of either Enlistment rules 2007 (including its up to date amendments ) or Enlistment Rules 2020 under provisions of whichever of the two, the application may succeed and enlisted, if found fit.

3.5 Enlistment in **Class-I (composite) & Class-II (composite)** has been introduced in the Enlistment Rules-2020.

#### 4.0 Definition of Civil Building work, Composite Work, Civil Work, and Road works:

**Composite work:** - Composite work means Civil work including either internal/external electrification along with any one of **E&M** (*Electrical & Mechanical*) services like (Fire fighting, Fire alarm, HVAC, Lift, Electrical Sub Station, DG Set).

**Civil Building Work** means construction of building under one agreement including civil items relating to foundation, structure, envelope & partition, joinery and finishing and at least one of the items of: a) Water supply and sanitary installation b) Drainage work c) Water proofing work.

**Civil work:** Any Civil work related to Building, Road & Bridge, DWS, Water Resource etc. which also includes works of additions/ alterations/ renovations/ up- gradations / maintenance.

**Exclusions:** Maintenance work does not include works of sweeping, care taking, watch & ward and the like.

**Road Work:** Road work means 1. New road, bridge or flyover construction 2. Strengthening of existing road 3. Construction of bridge/flyover approaches. 4. A/R & M/O Works pertaining to road and annual/periodical repairs of road surface including patch repairs.

**5.0 Applicability:** PWD enlists contractors who intend to work with the department. It is done to have a ready list of suitable and competent contractors for PWD works so as to minimize requirement of verification of credentials of contractors at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in PWD and perform satisfactorily. **Any unemployed Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company is entitled to get enlistment in any class as a contractor in PWD under these Rules provided the eligibility criteria and other conditions are satisfied.** The enlisted contractors have to abide by all the rules made herein and as amended from time to time during the continuance of their enlistment.

**5.1** No individual, or a firm/**LLP** (*Limited liability partnership*)/company having such individual as one of the partners/directors, 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 or Public Sector Undertaking or local body or Autonomous body in the past; or convicted by a court of law shall be entitled for enlistment. However, cases where disciplinary action was taken against the contractor for a specified period and such penalty period is already over, his/her/their case(s) for enlistment / revalidation can be considered.

**5.1.1** If two or more individuals each having enlistment in class-I, class-II, class-III or class-IV(A) form a partnership firm and if any of these partners is having required work experience to become eligible for enlistment in class-I(composite), Class-I or class-II(composite), class-II or class-III in which enlistment is sought, their case shall be considered for enlistment of the partnership firm subject to fulfilment of other laid down criteria.

Similarly, the past work experience gained from the works completed within the last 5 years by the sole proprietor or any partner of the said firm, provided he has left or disassociated himself from his earlier firm, shall also be considered in the same proportion of share of the applicant in that of the previous partnership firm.

If the partner whose work experience has been considered for enlistment of a firm disassociated himself from the firm and any of the other partner(s) is not having required work experience to become eligible for enlistment in that class then the enlistment will stand cancelled. The partnership deed shall have to be registered in the Registrar/sub-registrar office.

**5.2** No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Government of Tripura is allowed to work in the PWD either as contractor or as employee of a contractor for a period of two years after his/her retirement from Government service unless he/she has obtained prior permission of Government of Tripura to do so. Even after enlistment, if either the contractor or any of his/her employees is found to be a person who had not obtained the prior permission of Government of Tripura as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors.

**5.3** A contractor is permitted to have enlistment both in Class I and Class I (Composite) or both in Class II and Class II (Composite) only.

**5.4** A contractor is not permitted to have enlistment against more than one name.

**5.5** A partner of a firm or a Director of a company enlisted as a contractor with the PWD cannot be a partner/director in any other enlisted firm/company.

**5.6** A contractor can, unless he/she intends to apply for revalidation, submit, on lapse of the previous enlistment, a fresh application for enlistment, only if he/she fulfils all the eligibility criteria for the respective class.

**5.7** The application for enlistment in higher class/composite class by a contractor, already enlisted in lower class, will be considered as the application for "Upgradation of Enlistment".

**5.8** The elected representative of three tier Panchayat, Urban bodies and village council, who holds the office of profits or enjoys the benefit of

**honorarium/remuneration/salaries for the post hold by him, will not be eligible to work in PWD either as contractor or as employee of a contractor.**

**6.0 Scope:** The enlistment of a contractor in PWD shall entitle him/her to be considered for participation in tenders subject to the conditions laid down in each individual Notice Inviting Tender. It shall not confer any right on him/her either to be necessarily qualified in the tender process or qualify for award of work.

## **7.0 Enlistment Classes, Authorities their jurisdiction and Procedure:**

**7.1** The enlistment shall be issued by the Enlistment Authorities in the classes mentioned in Table 1. The contractor shall submit the application in the prescribed form (Annexure-I) for enlistment/Up-gradation of Enlistment. The procedure of online application will be notified separately. After approving the online application as FINAL, the applicant may take the printout of the application (Annexure-I & II), sign it and send it along with all supporting documents as per Annexure-II along with processing fee to the office to which application is to be submitted. However offline submission of application in prescribed form for enlistment along with all supporting documents as per Annexure II will continue to be allowed till online facility is activated.

**Table-1**

<b>Jurisdiction of Enlistment Authority</b>	<b>Enlistment Authority</b>	<b>Office to which application is to be submitted</b>
<b>A. Class-I(Composite), Class I, Class II(Composite) , Class-II, Class-III, Class-IV(A) &amp; Class-IV(B)</b>		
All Tripura	CE, PWD(R&B)	ACE, Planning Unit, PWD(R&B)
<b>B. Class-V.</b>		
North Tripura & Unakoti district	SE, PWD(R&B), 1 <sup>st</sup> Circle	SE, PWD(R&B), 1 <sup>st</sup> Circle, Kumarghat.
West Tripura & Khowai district	SE, PWD(R&B), 2 <sup>nd</sup> Circle	2 <sup>nd</sup> Circle, SE, PWD (R&B), Agartala.
Gomati & South Tripura district	SE, PWD (R&B), 3 <sup>rd</sup> Circle	SE, PWD (R&B), 3 <sup>rd</sup> Circle, Udaipur
Sipahijala district	SE, PWD(R&B), 4 <sup>th</sup> Circle.	SE, PWD(R&B), 4 <sup>th</sup> Circle, Agartala
Dhalai district	SE, PWD(R&B), 5 <sup>th</sup> Circle.	SE, PWD(R&B), 5 <sup>th</sup> Circle, Ambassa

**7.2** Applications received without processing fees as per Rules or without application in Annexure-I and Annexure-II duly signed, as required, shall not be processed and the applicant shall be intimated accordingly. Incomplete applications and applications not accompanied with required documents are liable to be rejected. Applicants will be

given opportunity to clarify and attend to shortcomings which shall be intimated at their given addresses. In the event of no response or incomplete response **within 30 days** of issue of the letter by the concerned officer for any clarification, and/or seeking any document, the application will be filed as declined.

7.3 All verification, submission of reports etc are to be pursued by the applicant. Any delay on account of delay in verification, submissions of reports etc will not entitle the applicant for any type of enlistment or any other relief.

7.4 The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get works done by the contractor inspected and/or to obtain such other reports as may be considered necessary like details of registration or its incorporation, Form 16A (Tax Deducted at source by Client) and/or Form 26 AS (Annual Tax Statement for applicants PAN number) in regard to execution of work.

7.5 If the enlistment authority finds the contractor suitable for enlistment, it shall issue the enlistment order and, otherwise, send a letter of rejection of the application to the contractor. The decision of the enlistment authority shall be final and binding upon the contractor/applicant.

**8.0 Period of enlistment:** The enlistment shall be valid for a period of **5 (five) years** from the date of issue. The enlistment can, however, be revalidated in accordance with the rules. Each revalidation shall be for a period of **five years** from the date of expiry of the previous enlistment / revalidation. The enlistment shall however remain 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 returnable by 15 days time.

**9.0 Classes:** The enlistment shall be done in classes mentioned in **Table-1**

**10.0 Jurisdiction, Tendering Limits of Contractors:** - Enlisted contractors shall be allowed to tender for works within their tendering limit throughout the State, irrespective of the jurisdiction of the enlistment authority. Tendering limit for different classes up to which they shall be eligible to tender shall be as per **Table - 2**. The Administration of these rules shall be governed by the provisions existing at the particular point of time irrespective of when the enlistment was done.

**Table-2**

	Class of Contractor					
	Class-I and Class-I(Composite)	Class II and Class-II (composite)	Class III	Class-IV(A)	Class-IV(B)	Class-V
<b>Jurisdiction &amp;</b>	All over	All over State,	All over	All over	All over	SE,PWD(R

<b>Enlistment Authority</b>	State CE, PWD (R&B)	CE, PWD (R&B)	State, CE, PWD (R&B)	State, CE, PWD (R&B)	State, CE, PWD (R&B)	&B), 1st Circle for Unokoti & North, 2nd Circle for West & Khowai, 3rd Circle for Gomati & South, 4th circle for Sepahijala and 5th Circle for Dhalai.
<b>Tendering Limit (in Lakhs)</b>	<b>Any amount</b>	600	350	150	100	50

**11.0 Authorities for Enlistment:** Enlistment in different classes shall be done by different authorities. These are identified in Table-1.

**12.0 Eligibility Criteria:** The contractors shall have to satisfy the minimum eligibility criteria specified in **Table-3**, before they can be considered for enlistment / upgradation/ revalidation. All contractors are expected to keep abreast with enlistment rules modified from time to time. The applicant shall submit all necessary documents as per **annexure-II** along with the application of his /her attainment of the minimum eligibility criterion required for his/her enlistment /upgradation/revalidation.

**Table-3**

<b>Class</b>	<b>Financial Soundness</b>	<b>Engineering Establishment</b>	<b>T&amp;P / Machinery</b>
Class I and I(Composite)	(i) Bankers Certificate for not less than Rs 5.00 Crores and (ii) Average Annual Turnover for not less than Rs 5.00 Crores on construction works only during last 3 years duly certified in prescribed format by the Chartered Accountant on the basis of return submitted to the Income Tax Department.	At least One graduate Engineer (Civil) and One diploma Engineer (Civil) with 3 years of working experience in the relevant profession.	<b>**</b> (i) Mini Batching plant/ Hot mix plant/Wet mix plant  (ii) Concrete mixer -3 nos, Vibrator -5 nos, Road rollers -3 nos. Trucks/ Tippers -3 nos., Excavator 1 no

Class II and II (composite)	(i) Bankers Certificate not less than Rs 3.00 crore and (ii) Average Annual Turnover for not less than Rs 3.00 Crores on construction works only during last 3 years duly certified in prescribed format by the Chartered Accountant on the basis of return submitted to the Income Tax Department	At least One degree Engineer / diploma Engineer (Civil) with 3 years of working experience in the relevant profession.	<b>**</b> (i) Mini Batching plant/ Hot mix plant/Wet mix plant  (ii) Concrete mixer - 3 nos, Vibrator -4 nos, Road rollers -2 nos, Truck/ Tipper - 2 nos.
Class III	(i) Bankers Certificate not less than Rs 1.00 crore	Not Required	<b>**</b> (i) Mini batching plant / Concrete mixers -2 nos, (ii) Vibrators 3 nos, Road rollers 1 no.
Class IV(A)	Not Required	Not Required	Concrete mixer-1 no. Vibrator - 2 nos.
Class IV(B)	Not Required	Not Required	Not Required
Class V	Not Required	Not Required	Not Required

**Note: 1. *\*\*For T&P/Machineries, vide sl. no (i) above, refer sl. No 17(v) of Annexure-I***

**2. In case, it is observed that the contractor does not deploy the requisite T&P/Machineries, either owned or hire as per requirement of work or the contractor does not deploy the requisite Technical staff, then the contractor is liable for disciplinary action under this Enlistment rules.**

## **12.1 Guideline for departmental officers:**

### **12.1.1 Scrutiny of Cases:**

As and when an application is received from contractor, the same shall be scrutinized and if some documents/information is missing, the applicant shall be intimated of the deficiencies within one month. If all the documents are complete, an acknowledgment shall be issued to the contractor within one month of date of receipt of complete application. No applications received without processing fees as per Rules or without application in Annexure-I as applicable shall be processed and the applicant will be intimated accordingly within 1 month.

**12.2 Experience:** - The criterion for experience, in case of **enlistment/upgradation to any appropriate class (i.e. from any lower class to any upper class)** shall be the completion of requisite number of works, as given in **Table-4**, of prescribed nature and magnitude executed on independent contract basis, during the last **five years** without levy of compensation (works executed on labour rate contract will not be considered). The works should be executed in the same name & style in which the enlistment is sought. In case the applicant is an individual or Sole Proprietorship firm, the work experience gained from the works completed by the sole proprietorship firm or in 'individual' capacity respectively and/or as Partner of earlier firm, provided he/she has left or disassociated himself/herself from his/her earlier firm, shall also be considered in the same proportion of share of the applicant in that partnership firm. Graduate Engineer/Diploma Engineer (excluding those employed with Government

Organisations/ PSUs/ Institutions etc) of any engineering stream and graduated from a recognised Institution/University can directly apply for enlistment in class IV (A) and class IV (B) respectively in lieu of experience of works. Such applicant will be enlisted in individual class.

The applicant shall furnish list of completed works in Annexure -III (1) and works not yet completed in Annexure -III (2) as well as Client Certificate regarding performance of contractors in proforma as per Annexure-IV.

**Experience on completion of works in last 5 years (PWD)**

**Table-4**

**For Class- I (Composite) & Class II (Composite)**

<b>Works at any Govt./PSU(State or Central)/Private Organisation</b>	<b>Class I (Composite) in Lakhs</b>	<b>Class II (Composite) in Lakhs</b>
Three works of value each. (At least two works should be composite work of building/ Civil Building work)	300	150
Or		
Two composite works/civil building work of value each	450	225
Or		
One composite work/civil building work of value	900	450

**For Civil work: Class- I, II, III, IV(A) and IV(B)**

	<b>Class I in Lakhs</b>	<b>Class II in Lakhs</b>	<b>Class-III, in Lakhs</b>	<b>Class IV(A) in Lakhs</b>	<b>Class IV(B) in Lakhs</b>
Three works of value each.	300	150	80	50	20
Or					
Two works of value each	450	225	120	75	30
Or					
One work of value	900	450	240	150	60

***Note 1: For class-V (Civil) contractor no work experience is required.***



**Note 2:** The composite work of building means Civil building work and at least one of the Electrical and Mechanical (E&M) services mentioned below under one agreement: 1. fire fighting, 2. Fire alarm, 3. HVAC, 4. Lift, 5. Electrical Sub Station, 6. DG Set. 7. Internal electrification.

12.3 The financial soundness shall be judged for (i) **class I (Composite), class I & class II (composite), class-II** contractor on the basis of the Banker's Certificate as per the format prescribed in Annexure-V(1) **and** average annual turnover on Construction works only during last **three** years duly certified as per the format prescribed in Annexure-V (2) by a Chartered Accountant on the basis of return submitted to the Income Tax Department and (ii) for **class-III** on the basis of the Banker's Certificate only, as per format prescribed in Annexure-V (1). For **other classes**, neither Annual turnover nor Banker's Certificate is required to be submitted. **Banker's Certificate** shall be issued by the bankers of the contractor on the **format prescribed in Annexure-V (1)**. Such certificate shall be issued by a scheduled bank on its letter head and shall be submitted, in original, in a sealed cover, addressed to the Enlistment Authority.

**Graduate Engineer and Diploma Engineer** (excluding those employed with Government Organisations/ PSUs/ Institutions etc) of any engineering stream and graduated from a recognised Institution/University applying for fresh Enlistment in **class IV(A) and class IV(B) respectively are not required to submit the Banker's Certificate or Working capital Certificate.**

**Table-5**

<b>BANKERS CERTIFICATE AMOUNT</b>	
<b>Class</b>	<b>Civil work/Building work/ Road work/composite work</b>
Class-I Composite & Class-I	Rs. 5.00 Crore
Class-II Composite & Class-II	Rs. 3.00 Crore
Class-III	Rs. 1.00 Crore

### **Turnover**

#### **Average Annual Turnover**

<b>Class</b>	<b>Turn over</b>
Class-I composite & Class-I	5.00 Crore
Class-II composite & Class-II	3.00 Crore

12.4 The criteria for enlistment/upgradation/revalidation shall be as per Rules applicable on date of enlistment/revalidation. The verification of his/her application will be completed within 90 (ninety) days and applicant will be intimated accordingly.

12.5 All the enlisted contractors/applicants are required to possess valid GST registration on the date of application for enlistment.

**13.0 Processing fee:** - The contractors shall have to pay a non-refundable enlistment fee by crossed **Demand Draft** drawn in favour of the Chief Engineer, PWD(R&B), Tripura. For various classes of enlistment, the fee is prescribed in **Table 6**. This fee is to be submitted along-with application form to the enlisting authority. **In case of rejection, the DD will be forfeited by the government.**

**Table-6**

Sl. No	Class	Fee in Rupees
1	Class-I (Composite)	20000.00
2	Class I	20000.00
3	Class II (composite)	12000.00
4	Class II	12000.00
5	Class III	8000.00
6	Class IV(A)	4000.00
7	Class IV(B)	2000.00
8	Class V	1000.00

**14.0 Change in Constitution of Firm:** The contractor/firm shall not modify the existing partnership or enter into any fresh partnership or change the name of firm without the prior approval of the enlistment authority. Such proposal, if any, shall be submitted in advance giving full details of the intended partnership/sole proprietorship along with the draft partnership deed /affidavit and documents as per Annexure-VI. Any change in status of the contractor as an 'Individual' or in constitution of the firm or change in the name of firm without prior approval of the enlistment authority, will render the contractor/firm liable to be removed from the approved list of contractors. In case the Graduate Engineer (excluding those employed with Govt. organizations/PSU/Institution etc), enlisted in Class-IV(A) intends to convert his/her individual enlistment into a partnership firm, he shall have to complete his/her work experience for a period of 5 (five) years from the date of enlistment.

14.1 If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his/ (their) individual/joint capacity shall have

to apply for the enlistment afresh on the basis of work experience gained as a separate entity. Enlistment of original firm will stand cancelled on the day of issue of new enlistment in favour of new firm/ individuals.

14.2 If new partners are taken in the firm, each new partner shall have to satisfy the eligibility criteria mentioned in Rule 12.0 and its sub rule.

14.3 If the number of original partners of the firm or if upon reduction of the number of original partners the share of original partners remaining in the partnership reduces to less than half due to any reason including death of partner(s) the enlistment of the firm shall be considered to be ceased. Original partners mean constituents at the time of Enlistment and those who have remained as constituent for more than 5 years. Similarly, in case of resignation, on whose experience the firm was originally enlisted, the eligibility criteria (financial as well as work experience) of the remaining partners shall be assessed as per the enlistment rule by the enlistment authority and accordingly grade of the firm will be determined.

14.4 Conversion of partnership firm to LLP (limited liability partnership) and vice versa **shall not be permitted.**

**14.5 Guideline for departmental officers:** *The in-principle approval for change of constitution shall be issued by enlisting authority within 60 days from receipt of application provided the requisite documents are in order as per Part (A) of Annexure-VI. Similarly, the order of change of constitution shall be issued by enlisting authority within 60 days from receipt of the application provided requisite documents are in order as per Part (C) of Annexure-VI.*

**15.0 Change in Address:** - While applying for enlistment, the contractor shall mention address of his registered office as well as Head Office, if different. All documents i.e. GST Registration Certificate, Bankers' Certificate etc. shall bear one of the above addresses, otherwise the same shall not be accepted.

15.1 The contractor shall intimate the change, if any, in any of the above addresses, in advance or maximum within 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 removal of his/her name from the approved list of contractors.

**16.0 Near Relatives Working in PWD:-** Contractors shall not be eligible to bid for works in the Division / Circle where any of his 'near relatives' are employed in the rank of Assistant Engineer and above on the Engineering side and Divisional Accounts officer and above on the Administrative side. The contractor shall intimate the names of persons who are working with him in any capacity or are subsequently employed. He/she shall also furnish a list of Gazetted / Non-Gazetted state Government Employees related to him. Failure to furnish such information, a contractor is liable to be removed from the list of approved bidders and his contract is liable for cancellation.

**Note:** Near relative include:

- (a) Sons, step sons, daughters and step daughters.**
- (b)** Son-in-law, daughter-in-law
- (c)** Brother-in-law, sister-in-law
- (d)** Brothers and sister
- (e)** Father and mother
- (f)** Wife and Husband
- (g)** Father-in-law and Mother-in-law
- (h)** Nephews, Nieces, Uncle and Aunties
- (i)** Cousins and
- (j)** Any person residing with or dependent on the Bidder.

**16.1 Guideline for departmental officers:** *Dismissed government servants shall not be enlisted as contractors in the PWD without prior approval of the Department.*

**17.0 Review of Approved List of Contractors -** The contractor shall generally be required to secure works of appropriate magnitude in PWD during the enlistment period. Contractors shall be liable to be weeded out for non-observance of enlistment rules. For this purpose, the enlistment authority shall have the power to periodically review the approved list of contractors.

**18.0 Revalidation of enlistment:-** Only the contractor who has secured at least one work of appropriate magnitude in PWD, Agriculture department, Rural Development dept. CPWD, MES, Railways, TTAADC, other state/ central govt. organisations and any **Private organisation** during the period of enlistment or last revalidation period of enlistment as the case may be, shall be considered for revalidation.

*During re-validation of Enlistment the contractor has to submit documentary proof (e.g. EPF statement / Pay role etc.) of Engineers / key personnel engaged as an employee at his establishment serving for last 3 years.*

### **18.1 Application for Revalidation:**

18.1.1 The contractor shall apply for revalidation of enlistment in the prescribed form 'Annexure VIII' along with all documents as per Annexure IX so as to reach the Enlistment Authority at least 6(Six) months but not more than 9(Nine) months before expiry of his enlistment along with the processing fee. The revalidation of application with all documents shall however be accepted up to the date of expiry of enlistment/revalidation.

- 18.1.2 In cases where the application is received after date of expiry of enlistment/revalidation, but within three months of expiry, the application can be accepted with processing fee along with late fee equal to processing fee. The total fee in such cases shall be equal to double the processing fee. Applications received, thereafter, shall not be accepted and contractor should apply for fresh enlistment, as per rules.
- 18.1.3 Revalidation processing fee is payable in the same form and in favour of the same authority, as given in **Rule 13.0**.
- 18.1.4 On receipt of application for revalidation received before the date of expiry, complete in all respect and with all necessary documents, provisional extension up to six months from the date of expiry of enlistment/date of issue of order, whichever is later may be issued.

### **19.0 Performance Reports:**

- 19.1 The Contractor should fill up the details of each work, of appropriate magnitude, if any, secured by him/her during the last revalidation/enlistment period in the proforma as given in Annexure VII.
- 19.2 The list should include all works secured by him during the above-mentioned period. In case, the contractor hides any information, his/her revalidation will be liable to be cancelled.
- 19.3 The contractor should fill up the details in the proforma as given in **Annexure VII**, in duplicate. For each work, separate proforma should be filled. One copy of all the proforma should be submitted to the reporting officer and the acknowledgement obtained on the second copy of the proforma should be submitted to the enlisting authority along with the application for revalidation/upgradation. It shall be mandatory for the contractor to submit the performance report (PR) of each work executed by him in the approved format duly filled with all the required details to respective Executive Engineer within 3 months of completion of work under intimation to enlisting authority as laid out in the preceding Para. However, there shall be no bar for departmental officers to take cognizance of bad performance of the contractor where he/she deliberately avoids submission of PR. **If the grading of quality of work in annexure-VII is not graded good or higher, then a show cause notice shall be issued to the contractor as to why his/her name should not be deleted from the approved list of the contractor.** The decision taken by the Empowered Committee (Rule 23 and its sub rule) considering explanation of the contractor if any regarding suspension of business to such PWD Contractor and communicated by the Enlistment Authority shall be final and binding.
- 19.4 The Reporting Officer should fill up the proforma and submit to the Reviewing authority within two weeks of receipt of proforma.

19.5 The **overall graded** performance report shall be communicated to the contractor and enlistment authority by the reviewing authority. The contractor may appeal for a review of this graded performance report given by reviewing authority from the next higher authority within 3 months.

**19.6 Guideline for departmental officers:**

- i. Under the Enlistment Rules it is mandatory for contractors to submit the performance report for each work executed by him. The reporting officer shall write the Performance Report and forward to his reviewing officer who shall forward it to the Enlisting Authority after review.
- ii. It will be obligatory on part of concerned EE and SE to send PR to enlisting authority immediately but latest within two and one month respectively. In case the contractor has not applied for PR, the EE shall initiate the PR at his own initiative.
- iii. Scanned copy of performance report can be submitted to enlisting authority through e- mail which can be confirmed by enlisting authority from respective office.
- iv. A copy of the graded performance report should also be given by the reviewing authority to the contractor so that the contractor is aware of gradation of performance report of the work.
- v. The Chief Engineer can review the graded PR of Superintending Engineer on the request of the contractor with recorded reasons.

**20.0 Inspection Reports:**

For inspecting non-PWD works, if found necessary by the Enlistment authority, the agency shall provide all the necessary documents of work executed by him/her to the inspecting authority after receipt of intimation for inspection of work from department and he/she shall accompany and facilitate the team of PWD for inspection of work.

**20.1 Guideline for departmental officers:**

**20.1.1 Inspection Team:** The Inspection teams as nominated by CE, PWD(R&B), for inspecting the non PWD works of the contractor and furnishing their reports on quality of construction, workmanship etc., to the enlistment authorities shall be as follows: -

A. For Class-I, Class-I(composite), Class-II and Class-II (composite)

- i. Superintending Engineer and
- ii. One Executive Engineer

B. For Class-III and Class-IV

- i. One Executive Engineer and one Assistant Engineer.

#### **20.1.2 Inspection Reports:**

- i. Inspecting Officer shall inspect the site along with other nominated officers and submit the inspection report to Enlistment Authority. The inspection team will give detailed Inspection Report of work inspected and make categorical comments and recommendations. Detailed formats may be evolved depending on nature of work and class and category of enlistment.
- ii. Inspecting Officers will also ascertain from copy of agreement Architectural/structural drawings and other documents like Form 16A (Tax Deducted at source by Client) and/or Form 26AS (Annual Tax Statement for applicants PAN number) that the work being inspected has actually been done by the applicant contractor
- iii. It will be obligatory on part of concerned inspecting officer to send Inspection Report to Enlistment authority immediately but not later than two months from the date of issue of letter by Enlistment authority.
- iv. Scanned copy of Inspection report can be submitted to Enlistment authority through e-mail which can be confirmed by Enlistment authority from respective office.

**21.0 Revalidation Procedure:** The revalidation shall be done on the basis of review of the performance (if any) of the contractor pertaining to the period of enlistment/revalidation, after fulfilment of the minimum eligibility criteria in respect of Engineering Establishment and T&P Machinery as specified in **Table-3**.

#### **22.0 Contractors Obligations:**

The contractor should fulfil all his obligations under these rules in time and manner as specified, failing which he/ she shall be liable for the action as mentioned therein. Some of the obligations are summarized below: -

- (a) Prior approval shall be obtained from the enlisting authority before changing the name or constitution of the firm/company.
- (b) Intimation of change of address should be given in advance or within one month along with acknowledgement from Banker, Income Tax and Sales Tax authorities.
- (c) He/she should secure works of specified magnitude during the period of enlistment.

- (d) He/she shall abide by this enlistment rules.
- (e) He/she should not indulge in unethical practices and maintain good conduct. He shall provide satisfactory explanation within 7 days wherever any action or bid or tender in whole or part appears unrealistic or unreasonable.
- (f) He/she shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.
- (g) Contractor shall submit the performance report of each work executed by him in the approved format duly filled with all the required details to respective Executive Engineer within 3 months of completion of work under intimation to enlisting authority.
- (h) He/she shall **submit an undertaking both for enlistment and revalidation, to associate with an agency having a valid electrical license of appropriate voltage issued by appropriate authority if he does not possess it in his own name.**

**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/she shall have to execute the works satisfactorily, on time and with good quality. The enlisting authority shall have the right to demote a contractor to a lower class, suspend business with him/her for any period, debar him/her or remove his/her name from the approved list of contractors after issue of show cause notice. Decision of the enlisting authority shall be final and binding on the contractor. The following actions of the contractor shall, in general, make him/her liable to disciplinary actions.

#### **23.1 Demotion to a lower class:**

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

- a) fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects; or
- b) No longer has adequate equipment, technical personnel or financial resources;  
or
- c) is litigious by nature; or
- d) staff misconducts or misbehaves with PWD officials on more than one occasion.
- e) quotes absurd rates and makes too many corrections in the tenders.
- f) Misuses his/her enlistment/registration and tacitly allows others to quote rates/ executes works in his/her name,
- g) impersonates manipulations even remotely in the process of tenders



- h) is responsible for a conduct which may justify his/her demotion to a lower class; or
- i) Any other reason which in view of enlisting authority is adequate for his/her demotion to a lower class.

### 23.2 Suspension of business:

Whenever adverse reports related to adverse performance, misbehaviour, 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 PWD works for the various class of contractor, participation in tender by such PWD contractors shall be suspended immediately by the Enlisting Authority pending full enquiry into the adverse reports and decision by the empowered committee as indicated below:

If any of the charges are established then this would result in banning of business with the contractor for the period as decided by **Empowered Committee**. The suspension shall lapse at the end of 3 months from suspension automatically if the Empowered Committee does not decide within this period. Business may also be suspended with a contractor up to a period of one year in case he fails to start the work after the award on two occasions.

**Table-6**

#### **Empowered Committee**

<b>Members of Empowered Committee for various classes of Contractor.</b>		
<b>Jurisdiction</b>	<b>Class</b>	<b>Members of Empowered Committee</b>
All Tripura	Class- I Composite & Class I	<b>Three members committee comprising of 2(two) nos. SE headed by 1(one) Addl. CE to be constituted by the CE, PWD(R&amp;B).</b>
	Class- II composite & Class II	
	Class- III	<b>Three members committee comprising of 2(two) nos. EE headed by 1(one) SE to be constituted by the CE, PWD(R&amp;B).</b>
	Class- IV(A)	
	Class- IV(B)	
	Class- V	

### **23.3 Removal from the approved list:**

The name of the contractor may be removed from the approved list of contractors, by the enlisting authority, if he/she:

- 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 or changes the name of the firm without prior approval of the enlistment authority; or
- H. changes permanent address / business address without intimation to the enlistment authority; or
- I. is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- J. persistently violates the labour regulations and rules; or
- K. is involved in complaints of serious nature received from other departments which prima facie appear to be true; or
- L. defaults in settlement of tax dues like income tax, Contract tax, sales tax, octroi, duties etc.; or
- M. has already been demoted for other reason(s); or
- N. Ceases to fulfil eligibility criteria based on which enlistment/revalidation was done; or
- O. is considered not required to be in list of PWD for any other reason considered fit by enlistment authority; or
- P. does not start the work after the same is awarded to him/her on three occasions; or
- Q. fails to provide satisfactory explanation wherever any action or bid or tender in whole or part appears unrealistic or unreasonable.

### 23.4 Demotion to a lower class on request: -

In case, the contractor himself/herself seeks demotion to a lower class on account of non fulfilment of revalidation criterion, the enlisting authority of Class in which he/she is enlisted, on being satisfied prima-facie, of the contractor fulfilling the requirements of enlistment to a lower class, may revalidate the enlistment in the lower class for a period of one year to enable the contractor to obtain fresh enlistment in such lower class with concerned enlisting authority.

To avail this provision the Contractor's application must reach the enlistment authority before three months period from date of expiry of enlistment. There can be two types of cases:

Type I – Contractor applies for revalidation for full term of 5 years but when not found fit for revalidation, he/she requests for demotion to lower class.

Type II – At the time of submission of application for revalidation, he/she is aware that he/she is not eligible for revalidation of enlistment for 5 years and in place of 5 years he/she requests for enlistment in lower class for a period of 1 year.

For such case falling under Type I, the contractor has to pay no fee or late fee or double the late fee for revalidation as the case may be. The fee paid shall be non refundable, in case either he/she is not found eligible for revalidation of enlistment for full term or even if he/she is enlisted in lower class for a period of one year.

For cases falling under Type II, the contractor has to pay proportionate fee @ 20% of enlistment fee as applicable to the class in which he/she desires enlistment for a period of one year. To continue his/her enlistment further, he/she has to submit fresh application before the competent authority to obtain fresh enlistment and he/she has to pay full enlistment fee as applicable.

### 23.5 Guideline for departmental officers:

Enlisting authority has to appoint the ex-officio members of Empowered Committee and it is to be kept in view that complainant officer shall not be part of the Committee.

There is provision in the Enlistment Rules for:

- i. Participation in tenders to be suspended to the contractors who are graded **lower than 'C'** in a performance report.
- ii. Suspension of business on other accounts.

In such cases, the reviewing officer or the complainant officers, as the case may be, shall immediately furnish a report to the chairman of the Empowered Committee. The Committee will decide the case within 3 months from the date of issuance of letter of suspension in regards to the participation in tenders to the contractor. Name of such

contractors who are suspended or debarred for any period **shall be posted on PWD website.**

#### **24.0 Revision of the Rules:**

PWD, Govt. of Tripura may modify, add, delete and/or change any of the above rules as and when required and the same shall be binding upon all enlisted contractors from the date of its notification.

#### **25.0 Registers of Enlisted Contractors:**

Each Office shall maintain registers showing the enlistment of various contractors in different classifications. Whenever contractors are blacklisted, removed or temporarily suspended from the list of approved contractors, a remark shall be made in the register against the contractors concerned.

Each Division and Circle Office shall maintain a register for Circulars imposing penalty of one kind or the other as a result of review of the Performance report in the following proforma:

1. Sl. No.
2. Name of the Contractor.
3. Category and Class of Registration.
4. Warnings issued.
5. Suspension of business for years.
6. Demoted from Class ..... To Class .....
7. Debarred/Blacklisted.
8. No. & date of Office Circular.
9. Remarks.

It would be the personal responsibility of the EE to see that he/she has received all the circulars under the said series. At the time of handing over charge, the file shall be handed over to his successors.

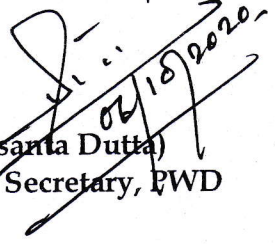
#### **26.0 Instructions for applicants regarding online submission of application for enlistment:**

The detail procedure of online submission of application will be notified separately.

**This Rules will come into effect from the date of publication in Tripura Gazette.**

This Rules alongwith all formats and Annexure are being made available at homepage of PWD at <https://pwd.tripura.gov.in/pwd/index.php/business/enlistment-rules>

By order of Governor of Tripura,

  
(Susanta Dutta)  
Deputy Secretary, PWD

**To:**

The Superintendent, Tripura Govt. Press, Agartala, Tripura with request to publish in next issue of Tripura gazette. Five copies of Notification is enclosed with request for publication in next issue of Tripura Gazette

**Enclo:** As stated

**Copy forwarded to:**

1. PPS to Chief Secretary, Govt. of Tripura.
2. PS to all Principal Secretaries/ Secretaries of all Department of Govt. of Tripura.
3. All Chief Engineers, PWD(R&B)/DWS/WR/Buildings/PMGSY/NH, Agartala.
4. All Head of the Departments, Govt. of Tripura
5. All Addl. Chief Engineers, PWD(R&B) /DWS/ WR/Buildings / PMGSY / NH, Agartala.
6. All Executive Engineers, PWD(R&B)/DWS /WR/Buildings / PMGSY/NH, Agartala.
7. ITCC, PWD, Netaji Choumuhani, Agartala for publication in homepage of PWD at the earliest
8. Guard File

**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
  - (i) 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	
1		Proof of Constitution {Annexure-I, Sl. No-1 (b)}	Yes	No
(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-I) (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) <b>countersigned by the applicant</b>		
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 & Agree ment No.	Date of start	Date of completion		Reasons for delay	Tendered Amount	Total amoun t of the work paid	Percenta ge progress	Name, designati on & 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)

**ANNEXURE - IV (Refer Rule 12.2)**

**CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR**

Name & address of the Client .....

Name and address of Agency/Firm .....

Name(s) of Proprietor/Partners .....

1. Name of work	
2. Services included (for composite works only)	
(i) Whether Internal Electrical Installation included (Yes/No)	
(ii) Name of E&M services included (Fire fighting, Fire alarm, HVAC, Lift, Electrical Sub Station and DG Set)	
3. Agreement No. And date	
4. Agreement amount	
5. Date of commencement of work	
6. Stipulated date of completion	
7. Actual date of completion	
8. Details of compensation levied for delay (indicate amount) if any	
9. Gross amount of the work completed and paid	
10. Name and address of the authority under whom works executed	
11. Did the contractor go for arbitration? (Yes or No)	
(i) If yes, total amount of claim	
(ii) Total amount awarded	
12. Performance of the Contractor	
i. Technical proficiency	Excellent/Very good/Good /Fair
ii. Financial soundness	Excellent/Very good/Good /Fair
iii. Mobilization of adequate T&P	Excellent/Very good/Good /Fair
iv. Mobilization of manpower	Excellent/Very good/Good /Fair
v. Quality of Works	Excellent/Very good/Good/Fair

vi. General behaviour	Excellent/Very good/Good /Fair
13. Overall Grade (A/ B/ C/D) A: Excellent B: Very good C: Good D: Fair	

Note: All columns should be filled in properly.

Signature of the  
Reporting Officer with Office Seal

Signature of the  
Officer of the rank of  
Superintending Engineer or equivalent

**ANNEXURE – V(1) (Refer Rule 12.3)**

**FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK**

*(In sealed cover addressed to Enlistment Authority)*

***[Applicable for Class-I (composite), Class-I, Class-II (composite), Class-II and Class-III]***

- (1) This is to certify that to the best of our knowledge and information Sri/Smt./M/S.....having marginally noted address, a customer of our bank is/are maintaining a Savings Bank Account / Current Account (tick whichever is applicable) No..... with us since.....
- (2) The applicant(s) are/is respectable and can be treated as good for any engagement up to a limit of Rs..... (Rupees .....).
- (3) As per our record the status of applicant is Individual/Sole Proprietorship firm/Partnership Firm/LLP Firm/Company/others (please specify).....
- (4) PAN number of the applicant as recorded with us is.....
- (5) 9 digit MICR code of our Branch is.....
- (6) 11 character IFSC code of our Branch is.....
- (7) NEFT code of our Branch is.....
- (8) Branch Code.....
- (9) Branch Name.....

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers and is issued on the request of Shri/Smt./M/s.....for obtaining enlistment/revalidation of Enlistment in PWD in the Class.....

(Signature)

For the Bank

- NOTE: - 1) Bankers certificates should be on **letter head of the Bank**, sealed in cover addressed to enlistment authority **in original**.
- 2) In case of partnership firm, certificate to include names of all Partners as recorded with the Bank.



**ANNEXURE – V(2) (Refer Rule 12.3)**

**FORM FOR CERTIFICATE OF TURNOVER FROM CHARTERED ACCOUNTANT**

**[Applicable for Class-I (composite), Class-I, Class-II (Composite) & Class-II]**

Certified that following is the turnover on construction work/ Civil work of the individual/ firm/ company as per returns filed with Income Tax for the past 3 years.

Name and Registered Address of individual/ firm/ company: -  
.....

Sl. No.	Financial Year	Turnover on Construction (Rs. In Lakhs)
1.		
2.		
3.		
	Total	

**Note: -** Copies of Income Tax Returns or Balance Sheets are not required and will be returned to the applicant.

(Signature)

(Name)

For the Chartered Accountant

Membership No. Of ICAI

Date and seal

## **ANNEXURE - VI (Refer Rule 14)**

### **FOR CHANGE IN CONSTITUTION - LIST OF DOCUMENTS/INFORMATION REQUIRED TO BE SUBMITTED:**

#### **A. DOCUMENTS TO BE SUBMITTED**

- (i) Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
- (ii) An undertaking sworn in before a 1<sup>st</sup> class Magistrate by all the partners to the effect that the new firm will take over all assets and liabilities.
- (iii) 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 CPWD/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 or State Legislature.
- (v) Whether his name has been blacklisted or removed from the approved list of contractors or demoted to lower class or orders banning/suspending business with him by any department in the past.
- (vi) Whether he is a dismissed/removed/retired Govt. servant within one year.
- (vii) Whether he has any relative working in PWD, if yes, give details.
- (viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.
- (ix) In addition, Certificate as required under Enlistment application form (Annexure-I) from new partners be given.

#### **C. DOCUMENTS TO BE SUBMITTED AFTER THE PROPOSAL IS AGREED IN PRINCIPLE BY THE COMPETENT AUTHORITY**

- (i) Copy of the partnership deed duly attested by the Notary Public.
- (ii) Certificate from banker of the contractor indicating new constitution.
- (iii) Form A, B & C or equivalent as the case may be.
- (iv) Acknowledgement from the Income Tax/ Sales Tax department for having noted the change.

**ANNEXURE – VII (Refer Rule 19)**

**PERFORMANCE REPORT OF WORKS FOR REVALIDATION**

**PART I**

(To be filled in by the contractor in duplicate in respect of each work cost of which falls within the range prescribed for eligibility as per Enlistment Rules read with Rule-12. One copy be submitted to Reporting Officer and other, containing acknowledgement of receipt and seal of office of reporting officer, be submitted to Enlistment Authority).

1. Period .....
2. Name & Address of contractor .....
- 2.1 Name(s) of Proprietor/partners .....
3. Class and Enlistment No. ....
4. Name & address of enlisting authority.....
5. (A) Name of Work .....

5(B) Services included (for composite works only) :

- i. Civil works included (Water supply and sanitary installation, Drainage work and Water proofing work)
- ii. Internal Electrical Installation included ..... Yes/No
- iii. E&M services included (Fire fighting, Fire alarm, HVAC, Lift, Electrical Sub Station and DG Set).

6. Agreement No. ....
7. Name & Address of P.W.D. Division .....
- 8.1. Estimated Cost .....
- 8.2. Tendered amount .....
- 8.3. Stipulated date of Commencement .....
- 8.4. Stipulated date of Completion .....
- 8.5. Actual date of completion .....
- 8.6. Percentage progress with date, if work not complete .....
- 8.7. Gross amount of final bill/work done .....
- 8.8. Amount of compensation levied, if any .....
- 8.9. Amount of reduced rate items, if any .....
- 8.10. Did the contractor go for arbitration? .....

8.11. If yes, total amount claimed and amount awarded. ....

9. Designation and email address of

9.1. Reporting officer .....

9.2. Reviewing officer .....

9.3. Enlistment Authority .....

Signature of the Contractor

**PART II (To be filled by the department)**

Certified that details given by the contractor in Part – I have been verified and found to be correct/have been corrected wherever necessary. Delay is partly /not/ fully attributable to contractor.

Signature of Executive Engineer

**10.0 Note :** After submission of Annexure VII by contractor, Reporting officer shall write the Report and forward to Reviewing officer within a week's time. Reviewing officer shall then forward the report to the Enlisting authority within a week's time.

Class	I	II	III	IV(A)	IV(B)	V
Reporting Officer	EE	EE	EE	EE	EE	AE
Reviewing Officer	SE	SE	SE	SE	SE	EE
Report to be sent to o/o	CE, PWD	CE, PWD	CE, PWD	CE, PWD	CE, PWD	SE, PWD

**PART III**  
**(To be filled by the department)**

- a. Period .....
- b. Name & Address of contractor .....
- b.1 Name(s) of Proprietor/ partners .....
- c. Class and Enlistment No. ....
- d. Name & address of enlisting authority .....

1. Name of work	
2. Services included (for composite works only)	
(iii) Whether Internal Electrical Installation included (Yes/No)	
(iv) Name of E&M services included (Fire fighting, Fire alarm, HVAC, Lift, Electrical Sub Station and DG Set)	
3. Agreement No. And date	
4. Agreement amount	
5. Date of commencement of work	
6. Stipulated date of completion	
7. Actual date of completion	
8. Details of compensation levied for delay (indicate amount) if any	
9. Gross amount of the work completed and paid	
10. Name and address of the authority (PWD division) under whom works executed	
11. Did the contractor go for arbitration? (Yes or No)	
(iii) If yes, total amount of claim	
(iv) Total amount awarded	
12. <b>Performance</b> of the Contractor	
i. Technical proficiency	Excellent/Very good/Good /Fair
ii. Financial soundness	Excellent/Very good/Good /Fair
iii. Mobilization of adequate T&P	Excellent/Very good/Good /Fair
iv. Mobilization of manpower	Excellent/Very good/Good /Fair
v. Quality of Works	Excellent/Very good/Good/Fair
vi. General behaviour	Excellent/Very good/Good /Fair

13. Overall Grade (A / B / C / D) A: Excellent B: Very good C: Good D: Fair	
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**Signature of Reporting Officer (Designation & Address)**

**11.0 Grading on Capability of Contractor:**

i. Technical proficiency	Excellent/Very good/Good /Fair
ii. Financial soundness	Excellent/Very good/Good /Fair
iii. Mobilization of adequate T&P	Excellent/Very good/Good /Fair
iv. Mobilization of manpower	Excellent/Very good/Good /Fair
v. Quality of Works	Excellent/Very good/Good/Fair
vi. General behaviour	Excellent/Very good/Good /Fair
13. Overall Grade (A / B / C / D) A: Excellent B: Very good C: Good D: Fair	

**Signature of Reviewing Officer (Designation & Address)**

**PART IV**  
**(To be filled by the department)**

**Appeal and Review (if any)**

1. Reference of Appeal .....
2. Decision of the Appellant Authority .....

**Signature of Appellant Authority (Designation and Address)**

ANNEXURE - VIII (Refer Rule 18.1)

**PUBLIC WORKS DEPARTMENT  
GOVT. OF TRIPURA  
APPLICATION FOR REVALIDATION OF ENLISTMENT**

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

**CLASS**

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

2. Nationality .....

3. Address

Regd.

Office.....  
.....  
.....

Head Office (if different from registered office)

.....  
.....

4. Contact Details:

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

5. Constitution: Individual ☐ Sole Proprietorship Firm ☐ Partnership Firm ☐

Public Ltd. Company ☐ Private Ltd. Company ☐ LLP Firm ☐

6. Furnish names, paste photograph(s) (Size of photo should be 2.5 X 3.5 cm having white background and printed name at bottom) and signature of the Individual(s)/ All Partner(s) /Sole Proprietor/ All Directors against his/ their names.

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

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

(b) Nationality: Indian ☐ Other ☐

(c) Liabilities (if any): .....

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

**And**

The sum of annual financial turnover on construction works of the firm in the last three years duly certified by the Chartered Accountant in proforma Annexure-V-2, should be at least equal to amount of banker's certificate (*for Class-I composite, class-I, Class-II composite & Class-II*).

9. Place of business .....

10. [For Composite]

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

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

11. Details of Enlistment with PWD:

i) Enlistment No. & Date: .....

ii) Valid up to: .....

12. Is any person working with the applicant is a near relative of the officer/ official of PWD [As per Rule 16 of the Enlistment Rules] If yes, give details Yes ☐ No ☐

13. Full time technical staff employed in applicant's Establishment during last 3 years:

(a) Graduate Engineers (no.)

(b) Diploma Engineers (no.)

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 PWD and non PWD works completed, in progress and secured during the last enlistment / revalidation period (to be filled in the Proforma as given in Annexure-III -1 & III-2). This list should include **all** works in progress whose gross amount of works done is more than the required magnitude for the class in which registration is required. Receipted copy of the Annexure-VII for PWD works also to be enclosed.
16. 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 also understand that if any of the 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. 6 above are as applicable on the date of this application which tallies with the record of the registering authority.
    - b) 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 One year.
    - c) that we have neither under our employment any such person nor shall we employ any person within One year of his retirement except with the prior permission of the Government.
  - (v) I/We certify that T&P Machinery shall be deployed on the execution of work as required in NIT.
  - (vi) I/We undertake that, if we do not possess in my/ own name a valid electrical license as required, 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-IX duly completed and signed.

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

Sl.	Name	Signature	Address
1.			
2.			

Date:

No. Of Documents attached

**ANNEXURE - IX (Refer Rule-18.0,18.1)**  
**Documents attached for revalidation**

Sl. No	Document	Yes	No
1.	Attested copy of power of attorney, if any		
2.	(i) Banker's/working capital certificate in original from scheduled bank in the proforma 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. {Annexure-V(1)} (ii) The average annual turnover on Construction works/ Civil works in the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department for class-I composite, class I, class II composite and class II shall be as per Rule 12.3)		
3.	Self-Attested copies of valid Electrical License (if any)		
4.	Self-Attested copy of Enlistment order		
5.	Annexure III - (1 & 2) List of works completed, in progress & secured during last enlistment/ revalidation period.		
6.	Self-Attested copies of award letters for works included in Annexure III		
7.	Copies of Annexure - VII with acknowledgement of E.E/A. E		
8.	Late fee (if applicable)		
9.	Documentary proof (e.g. EPF statement / Pay role etc.) of Engineers / key personnel engaged as an employee at his establishment serving for last 3 years wherever applicable		

Signature(s) of applicant(s) (As per Annexure-VIII)

**ANNEXURE - X (Refer Annexure-IX)**

**Certificate to be submitted by applicant /contractor / firm along with application for  
Revalidation**

**CERTIFICATE**

I,..... S/o Sri.....  
Aged..... Years, R/o  
..... Sole  
proprietor/Partner/Director(as the case may be) of  
M/s/Shri.....(Name of firm with  
address).....do hereby  
solemnly affirm and declare that;

I/we confirm and submit that no work other than shown in the Annexure-III has been  
secured and executed by me/us during the period of .....to  
.....(Indicate period of last valid period of enlistment) . This is my true  
statement.

It is verified that my above statements are true and correct to the best of my knowledge  
and belief and nothing is concealed therein.

Deponent

Date:

Place:

Applicant Signature (As per Annexure-I)