**APPLICATION FOR ENLISTMENT OF CONTRACTOR FOR INTERNAL ELECTRIFICATION WORKS UNDER PUBLIC WORKS DEPARTMENT**

**ANNEXURE-1**

**GOVT OF TRIPURA**

[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]

CLASS for which applied: .......

Valid Electrical Contractor/Agency License No..........................................

( Issued by Tripura Electrical Licensing Board)

------------------------------------------------------------------------------------------------------------------

1. Name of applicant : Shri/Smti / Messers…………………………………….

2. Father’s name : ………………………………………………..

3. Nationality : Indian ……….. Other ……………

4. Address:

Regd. Office ……………………………………………………………………………

 ……………………………………………………………………………

 ……………………………………………………………………………

Permanent Address ……………………………………………………………………………

 ……………………………………………………………………………

 ……………………………………………………………………………

5. (i) Telephone No …………………………(ii) Fax No …………………………

 (iii) Mobile No…………………………… (iv) E-mail ID……………………….

6. PAN No. ………………………….

7. Constitution: Individual ………… Sole Proprietorship Concern ……………..

 Partnership Firm ………… Public Ltd Company …………

8. If partnership firm, names of the partners / : 1 ………………………………………

 If Company, name of Directors. 2 ………………………………………

 3 ………………………………………

 4 ………………………………………

 5 ………………………………………

 6 ………………………………………

9. Is the individual / sole proprietor / any partner / Directors of Company:

1. Dismissed Government Servant : Yes …….. No ……..
2. Removed from approved list of Contractors : Yes …….. No ……..
3. Demoted to a lower class of contractors : Yes …….. No ……..
4. Having business banned / suspended : Yes …….. No ……..

By any Government in the past.

1. Convicted by a Court of Law. : Yes …….. No ……..
2. Retired Engineer / Official from : Yes …….. No ……..

Engineering Department of Government of Tripura

Within last 2 years.

1. Director or partner of any other : Yes …….. No ……..

Company / firm enlisted with PWD

or any other Department.

1. Member of parliament or any State : Yes …….. No ……..

Legislative Assembly.

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

10. (a) Name of person holding Power of Attorney ……………………………………..

 (certified copy of Power of Attorney to be enclosed)

 (b) Nationality : Indian ……….. Other ……………

 (c) Liabilities :

11. 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 &printed name at bottom.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  | 2 |  | 3 |  | 4 |
| Paste Photo |  | Paste Photo |  | Paste Photo |  | Paste Photo |
| Name |  | Name |  | Name |  | Name |

12. Name of Bankers with full address : …………………………………………………….

 …………………………………………………….

13. Place of business : …………………………………………………….

14. Full time technical staff in applicant’s employ :

(a) Name of Supervisor (s) & license no.

 ……

(b) Name of any other technical staff and license no. .........

15. Does the applicant have requisite T&P, Machinery,

 Equipment and Workshop as per requirements mentioned

in the Enlistment Rules for the class applied for. : Yes……. No ……..

[Submit through Affidavit on Non-Judicial Stamp

mentioning the year of purchase]

16. (a) Whether already enlisted in PWD

 (other than Internal Electrification works): Yes……. No ……..

(b) If yes, give details :

1. Class & Category : ……………………………………
2. Enlistment Authority & Address : ……………………………………
3. Enlistment No & Date : ……………………………………
4. Date of Validity : ……………………………………
5. Tendering Limit : ……………………………………

17. Is any person working with the applicant

is a near relative of the officer / official

of PWD [As per Rule of the Enlistment : Yes……….. No …………

Rules], if yes, give details.

18. Whether the applicant holds a valid Electrical

Contractor License & Electrical Supervisor Certificate

(self/employed under sole employment) which is/are issued/

recognized by Tripura Electrical Licensing Board.)

 if so, a true copy to be enclosed. Yes……….. No …………

19. Enlistment fee enclosed :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Draft no. | Date | Amount | Issuing Bank & Branch | Branch drawn upon | Executive Engineer in whose favour drawn |
|  |  |  |  |  |  |

20. Details of works completed and in progress (to be filled in proforma as given in **Annexure-III**. This list should include all works for which gross amount of work done is more than the required magnitude for the class in which registration is required.

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

1. I / We (including all partners) certify that I / We have read the Rules of Electrical Enlistment of Contractors in PWD as amended up to date and shall abide by them.
2. I / We certify that the information given above is true to the best of my / our knowledge. I / We also understand that if any of the information(s) is/ are found wrong, I am liable to be debarred.
3. I / We certify that I / We will not get myself / ourselves registered as contractor in the Department under more than one name.
4. 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 Tripura during the last two years.
5. 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/her retirement from Government Service except with the prior permission of the Government.
6. 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 the government services in last 2 years. We also certify that we have neither under our employment any such person nor shall we employ any person within 2 yrs of his/her retirement except with the prior permission of the Government.
7. I/we have attached duly filled up **Annexure-II** and signed.
8. Signature(s) of applicant(s) :

Sl.No. Name Signature & Date Address

1

2

3

4

5

6

Number of Documents attached. : ……………………..

**Annexure – II**

Check List for Documents attached for Enlistment

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No | Document | Yes | No |
| 1. | Proof of constitution : |  |  |
| (a) In case of Sole Proprietorship : an Affidavit executed before a 1st Class Magistrate that the applicant is the sole Proprietor of the firm. |  |  |
| (b) In case of Partnership Firm  submit attested copies with **(Annexure-IV)** |  |  |
| 1. Partnership Deed.
 |  |  |
| 1. Certificate of Registration
 |  |  |
| (c) In case of Private / Public Limited Company Article of Association duly attested. |  |  |
| 2. | Power of Attorney, if any. |  |  |
| 3. | Solvency Certificate from scheduled bank in the proforma given in **Annexure-V.** The certificate should be on the Bank’s letterhead and in sealed cover and shall be addressed to the concerned Enlistment Authority. |  |  |
| 4. | Technical Staff : |  |  |
|  |  (a) Name of Supervisor (s) & license no.  |  |  |
|  |  (b) Name of any other technical staff and license no. |  |  |
| 5. | List of machineries, T&P ,possessed by the applicant. |  |  |
| 6. | Self attested copy of Enlistment. |  |  |
| 7. | List of all near relatives working in PWD, including their addresses.(if any). |  |  |
| 8. | Demand Draft for Enlistment Fee. |  |  |
| 9. | Performance Report of the Contractor for up-gradation of Enlistment (**Annexure-VI for each work**) |  |  |
| 10. | Works completed and in progress (i/c all works awarded) for up-gradation of Enlistment (**Annexure-III**) |  |  |
| 11. | Self attested copy of Valid Electrical Contractor License & Electrical Supervisor license. (self/employed under sole employment) which is/are issued/recognized by Tripura Electrical Licensing Board.)  |  |  |

**Annexure-III**

Works completed and in progress (including all works awarded)

[Add additional sheets, if necessary]

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Name of work & Agreememnt No. | Date of start | Date of completion | Reasons for delay & compensation levied, if any | Tendered Amount | Gross cost of completion | Net amount received | Name, Designation & complete Address of the authority with whom the agreement was done |
| Stipulated | Actual |
|  |  |  |  |  |  |  |  |  |  |

Signature of the applicant

**Annexure-IV**

FOR PARTNERSHIP DEED

------------------------------------------------------------------------------------------------------------------

**A. DOCUMENT TO BE SUBMITTED**

1. Copy of proposed Partnership Deed duly signed / proposed Memorandum Articles.
2. Attested (By Gazetted Officer) copy / copies of valid ITCC (s) in respect of each proposed partner.
3. An undertaking sworn in before a 1st Class Magistrate by all the Partners to 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 PART WITH WHOM CONTRACTOR’S FIRM WANT TO ENTER INTO PARTNERSHIP.**

1. Whether the applicant(s) is/ are enlisted with CPWD / MES / Railway / P&T / State PWD.
2. Whether applicant(s) is/ are a dismissed Govt Servant.
3. Whether applicant(s) is/ are a Partner / Director of any other firm enlisted with Department / MES / Railway / P&T / State PWD.
4. Whether applicant(s) is/ are Member of Indian Parliament or State Legislature.
5. Whether applicant(s)’ name has / have been blacklisted or removed from the approved list Contractors or demoted to lower class or orders banning / suspending business with him by any Department in the past.
6. Whether applicant(s) is/ are a dismissed / removed / retired Govt Servant within 2 yrs.
7. Whether applicant(s) has / have any relative working in PWD, if yes, give details.
8. Whether applicant(s) has / have any Civil or Criminal Case pending in any Court in India, give details.

**Signature of Contractor**

CONFIDENTIAL SEAL COVER

**Annexure-V**

**FORM OF SOLVANCY CERTIFICATE FROM A SCHEDULED BANK**

(For Class I to IV only)

This is to certify that to the best of my / our knowledge and information Shri / Smti/ Messers ………………….. ………………………………… having marginally noted address, a customer of our bank are / is respectable and can be treated as good for any engagement upto a limit of Rs ……………… (Rupees ………………………………………………………..).. This certificate is issued without any guarantee or responsibility on the Bank or any of the Officers.

(Signature)

for the Bank

Note : In case of Partnership Firm, Certificate is required to include names of all partners as recorded with the Bank.

**FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK**

(For Class V(A)/V(B)& V(C) only)

Certify that Shri / Smti/ Messers …………………………………………… 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. ………………….

(Signature)

for the Bank