Name of the Contractor : 

Address : 

1
ENLISTMENT DOCUMENT FOR CONTRACTOR-2012

Certified that the tender document down loaded is replica of the document published by the NIT and no alterations have been made by me/us in the tender document

Contractor
GENERAL CONDITIONS:

1. This Enlistment is valid for one year only from the date of issue of enlistment subject to renewal based on performance for one more year.

2. The Director, NIT, Trichy reserves right to reject any / all applications with or without assigning any reasons.

3. The Enlistment does not confirm any right on contractor to claim award of work or issue of tender for works.

4. The Enlisted contractor should obey all NITT Rules introduced from time to time.

5. The Enlisted contractor should make their own arrangement for stock of materials.

6. The Enlisted contractor should be registered under Government of India contract law and follow the same including state & local bodies norms.

7. The Enlisted contractor should remit all central / state taxes.

8. The processing fees Rs.2,000/- (Rupees two thousand only) should be enclosed in the form DD drawn in favour of “The Director ,NIT,Trichy ” payable at Trichy.

9. The Contractors desiring enlistment should have registered with the commercial Taxes Department. A copy of registration certificate should be enclosed to the application.

10. Income Tax clearance Certificate for the last year should be enclosed to the applications.

11. The contractors, after registration with NIT, Tiruchirappalli should be advise by all labour Laws and procedure proof whenever demanded by the Institution for complying with labour laws.

Signature of Applicant

REGISTRAR
NIT,TRICHY-15
## ENLISTMENTS RULES

<table>
<thead>
<tr>
<th>Category</th>
<th>Class</th>
<th>Tender limit</th>
<th>Past Experience of Completed works in last 5 years</th>
<th>Financial Soundness</th>
<th>Engineering Establishment</th>
<th>T&amp;P Machinery</th>
<th>Enlistment Processing fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Civil</strong></td>
<td>V</td>
<td>Rs.15 Lakhs</td>
<td>Two works of Rs.2 lakhs each or one work of Rs.4 lakh or Unemployed Diploma Engineering (C)</td>
<td>Banker’s Certificate of Rs.15 lakhs</td>
<td>-</td>
<td>-</td>
<td><strong>Rs.1,000/-</strong></td>
</tr>
<tr>
<td><strong>Internal &amp; External Electrical Installation</strong></td>
<td>IV</td>
<td>Rs.7.5 Lakhs</td>
<td>Two works of Rs.1 lakh each At least one work should be of Internal &amp; External Electrical Installation</td>
<td>Banker’s Certificate of Rs.7.5 Lakhs</td>
<td>-</td>
<td>Chase cutting machine, wire drawing machine conduit die set, pipe vice bench vice LT meggar 500 volts.</td>
<td><strong>Rs.5,000/-</strong></td>
</tr>
</tbody>
</table>
APPLICATION FOR ENLISTMENT AS CONTRACTOR

Supporting Documents be annexed with the application form. (Applications found deficient in any respect are liable to be rejected without further correspondence)

<table>
<thead>
<tr>
<th>CLASS</th>
<th>CATEGORY</th>
</tr>
</thead>
</table>

1. Name of applicant ………………………………

2. Nationality Indian Other

   - Indian
   - Other

3. Address
   i) Regd office…………………………………………………………………………………
   ii) Head Office…………………………………………………………………………………

   (Attach separate paper for addresses of other offices)

4. Telephone Number ……………………………… Fax No…………………………

   E-mail address………………………………………………………………………………

5. Constitution:
   - Individual
   - Sole
   - Partnership Firm
   - Public Ltd. Company
   - Private Ltd. Company

6. If partnership firm, names of the partners/ If Company, name of directors

   1 ………………………………  2 ………………………………
   3 ………………………………  4 ………………………………
   5 ………………………………  6 ………………………………

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

   Yes    No

   - (a) Dismissed Government Servant
   - (b) Removed from approved list of contractors
   - (c) Demoted to a lower class of contractors
(d) Having business banned/suspended by any government in the past ☐ ☐

(e) Convicted by a court of law ☐ ☐

(f) Retired engineer/official from engineering Dept. of Govt. of India within last Two years ☐ ☐

(g) Director or partner of any other company / firm enlisted with CPWD or any other department ☐ ☐

(h) Member of Parliament or any State Legislative Assembly ☐ ☐

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

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

(b) Nationality Indian Other ☐ ☐

(c) Liabilities

9. Name of Bankers with full address :

10. Place of business ..............................................................

11. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class & category applied for [Attach details on separate sheet] Yes ☐ No ☐

12. [For Electrical]

   i) Does the applicant possess valid Electrical License ‘A’ GRADE WITH CONTRACTOR LICENCE ☐ ☐

   ii) Do the permanent electricians employed by contractor posses valid license ☐ ☐

13. (a) Whether already enlisted with NITT or any other department ☐ ☐

   (b) If yes, give details:

      (i) Name of department : ..............................................

      (ii) Class & category : ..............................................

      (iii) Enlistment authority & address : ..............................................
(iv) Enlistment No. & date : ............................................

(v) Date of validity : 

(vi) Tendering limit : .............................................

14. Is any person working with the applicant a near relative of the Officer / official of NIT / TNEB. [See Rule 17 of the Enlistment Rules]
   Yes No
   If yes, give detail Yes No

15. Enlistment Processing fee enclosed:

<table>
<thead>
<tr>
<th>Draft No.</th>
<th>Date</th>
<th>Amount</th>
<th>Issuing Bank &amp; Branch</th>
<th>Branch drawn upon</th>
<th>In whose favour drawn</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16. Details of Works completed, in progress and secured during the last 5 years (to be filled in proforma as given in Annexure –III). This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.

17. Certificates from clients in original or attested copy as per proforma given in Annexure-IV for all eligible works.

18. Certificates:
   (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in NITT as amended up to-date and shall abide by them.

   (ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am/ we are liable to be debarred.

   (iii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name.

   (Strike out whichever is not applicable)

Signature(s) of applicant(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date :
No. of Documents attached
### ANNEXURE-II

Documents attached for enlistment:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Document</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Proof of constitution (Serial number 5) :</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) In case of sole proprietorship/HUF: an affidavit executed before a 1st Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) In case of partnership firm: (Submit attested copies)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) Partnership deed attested by Notary Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii) Form “A” or equivalent form issued by Registrar of Firms</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>iii) Form “B” or equivalent form issued by Registrar of Firms</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>iv) Form “C” or equivalent form issued by Registrar of Firms</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) In case of Private/Public Ltd Co. Article of Association duly attested by Notary Public.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Power of attorney, if any (Sl.No.8), attested by Notary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Public Bankers’ certificate from scheduled bank in the Performa given in Annexure-V. The certificate should be on the bank’s letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority (Sl.No.9)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>(i) List of M/C, T&amp;P i/c steel centering &amp; shuttering possessed by applicant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>(ii) Copy of purchase document etc (Onus of submitting adequate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Proof lies with applicant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Attested copies of valid Electrical Licenses (Sl.No.12 (i) &amp; (ii))</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Attested copy of Enlistment order (Sl.No.14)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>List of all near relatives working in NIT/TNEB/CPWD, including their addresses (Sl.No.14) Demand Draft for processing the case (Sl.No.15)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Original or attested copies of certificates for works done, from concerned clients, in proforma as given in annexure-IV Attested copies of award letters for works included in Annexure-III</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEXURE-III

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

[Add additional sheets, if necessary]

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of work &amp; Agreement No.</th>
<th>Date of start</th>
<th>Date of completion</th>
<th>Stipulated</th>
<th>Actual</th>
<th>Reasons for delay &amp; compensation levied if any</th>
<th>Tendered Amount</th>
<th>Gross Amount of the completed work</th>
<th>Net amount received</th>
<th>Name designation complete address of the authority for whom the work was done</th>
</tr>
</thead>
</table>

Contractor’s Signature (S)
# ANNEXURE – IV

**CLIENT’s CERTIFICATE REG. PERFORMANCE OF CONTRACTOR**

Name & address of the Client : ……………………………………………………………………………

Details of Works executed by Shri/M/s : ……………………………………………………………………

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the work with brief particulars</td>
</tr>
<tr>
<td>2</td>
<td>Agreement No. and date</td>
</tr>
<tr>
<td>3</td>
<td>Agreement amount</td>
</tr>
<tr>
<td>4</td>
<td>Date of commencement of work</td>
</tr>
<tr>
<td>5</td>
<td>Stipulated date of completion</td>
</tr>
<tr>
<td>6</td>
<td>Actual date of completion</td>
</tr>
<tr>
<td>7</td>
<td>Details of compensation levied for delay (indicate amount) if any</td>
</tr>
<tr>
<td>8</td>
<td>Gross amount of the work completed and paid</td>
</tr>
<tr>
<td>9</td>
<td>Name and address of the authority under works executed</td>
</tr>
<tr>
<td>10</td>
<td>Whether the contractor employed qualified Engineer/Overseer during execution of work?</td>
</tr>
<tr>
<td>11 – i)</td>
<td>Quality of work (indicate grading)</td>
</tr>
<tr>
<td>ii)</td>
<td>Amt. of work paid on reduced rates, if any.</td>
</tr>
<tr>
<td>12 – i)</td>
<td>Did the contractor go for arbitration?</td>
</tr>
<tr>
<td>ii)</td>
<td>If yes, total amount of claim</td>
</tr>
<tr>
<td>iii)</td>
<td>Total amount awarded</td>
</tr>
<tr>
<td>13</td>
<td>Comments on the capabilities of the contractor.</td>
</tr>
<tr>
<td>a)</td>
<td>Technical proficiency</td>
</tr>
<tr>
<td>b)</td>
<td>Financial soundness</td>
</tr>
<tr>
<td>c)</td>
<td>Mobilization of adequate T&amp;P</td>
</tr>
<tr>
<td>d)</td>
<td>Mobilization of manpower</td>
</tr>
<tr>
<td>e)</td>
<td>General behavior</td>
</tr>
</tbody>
</table>

Note: All columns should be filled in properly.

"Countersigned"  

Signature of the Reporting Officer with Office Seal

Officer of the rank of Superintending Engineer or equivalent
ANNEXURE – V

FORM OF BANKERS’ CERTIFICATE FROM A SCHEDULED BANK

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

(Signature)
For the Bank

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

FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK

Certified that Shri/Smt./M/s ……………………………………………………………………………………………
S/o/W/o…………………………………………and resident(s) of………………………………… ………………… has / 
have been maintaining a saving bank account/current account/fixed deposit account with this branch of bank since 
…………………………. and an amount not less than Rs. ……………..(Rupees 
………………………………………………………………………………….) has been available to the credit in his/her/their 
account No. ……………… for the last six months.

(Signature)
For the Bank
ANNEXURE – VI

FOR CHANGE OF 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 1st 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/NIT
   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/NIT.
   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 2 years.
   vii) Whether he has any relative working in NITT, 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 item 19 of Enlistment application form 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) Fresh Bankers’ 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.