

ANNEXURE-II
DOCUMENTS ATTACHED FOR ENLISTMENT

Your application No.....

Document Code.	Annexure No.	Document Description	Yes	No
1.		Proof of constitution (Sl.no..6):		
a)		In case of sole proprietorship / HUF: an affidavit executed before a 1 st Class Magistrate that the applicant is the sole proprietor of the firm / Karta of HUF.		
b)		In case of partnership firm: (submit attested copies)		
i)		Partnership deed attested by Notary Public;		
ii)		Form "A" or equivalent form issued by Registrar of firms;		
iii)		Form "B" or equivalent form issued by Registrar of Firms;		
iv)		Form "C" or equivalent form issued by Registrar of Firms;		
c)		In case of Private/Public Ltd. Co. Article of association duly attested by Notary Public.		
2.		Power of attorney, if any (Sl.No. 9a), attested by Notary Public.		
3.	V	Banker's/working capital certificate in original 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.10)		
4.		Technical Staff: (Sl.no.11)		
i)	XI	List of full time technical staff/Designers with qualification and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant) (copies of Provisional Certificate related to technical qualification are not accepted).		
ii)		Attested copies of the degrees / diplomas of the technical staff /Designers.		
iii)	XII	Declaration from the technical staff/Designers that they are employed with the applicant.		
iv)		Documents like PF subscription, copy of Income Tax return with, IT form 16 etc., conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant).		
		Note: The documents at (iv) will not be required in case at (i) and (iii) above are in shape of affidavit sworn in before Magistrate/Notary public by the concerned parties.		
5(i)	XIII	List of M/C, T&P i/c steel centering & shuttering, possessed by the applicant. Full details and location of workshop including details of Machines & Equipment possessed and proof of sufficient stock of materials as required for Furniture category. (Sl.no..13).		
5(ii)		Copy of purchase document etc (Onus of submitting adequate proof lies with applicant)		
		Note: The documents at (ii) will not be required in case at (i) above is in shape of affidavit sworn in before Magistrate/Notary public.		
6.		Attested copies of valid Electrical Licenses (Sl. No.14(i) & (ii))		
7.		Attested copy of Enlistment order (Sl.No.15)		
8.		List of all near relatives working in APWD, including their addresses (Sl. No.15) See also Rule 16.0 of Enlistment Rule.		
9.		Demand Draft for processing the case (Sl.No.17).		
10.	IV	Original or attested copies of certificates for works done, from concerned clients, in performa as given in annexure-IV.		
11.	III	Attested copies of award letters for works included in Annexure-III .		

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.
(It is mandatory to submit details of all the works secured irrespective of its cost)
[Add additional sheets, if necessary]

Sl. No.	Name of work & Agreement No.	Date of start	Date of completion		Reasons for delay & compensation levied, if any	Tendered Amount	Gross Amount of the completed work	Net Amount received	Name designation & complete address of the authority for whom the work was done
			Stipulated	Actual					

Contractor's Signatures

ANNEXURE- IV

CLIENT'S CERTIFICATE REG. PERFORMANCE OF CONTRACTOR.

Name & address of the Client

Details of Works executed by Shri/M/s.....

.....

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

Note: All columns should be filled in properly.

Countersigned

Officer of the rank of Superintending
Engg. or Equivalent

Signature of the Reporting Officer with
Office seal

ANNEXURE-V

**FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK / A&N STATE
COOPERATIVE BANK / AXIS BANK**

This is to certify that to the best of our knowledge and information M/s./Shri..... 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.

This certificate is issued on the request of Shri/Smt./M/s.....for obtaining enlistment/revalidation of Enlistment in APWD in(Name of category) Class.....

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/ A & N
STATE CO-OPERATIVE BANK / AXIS BANK**

(Applicable only for class -III, IV & V relevant category of unemployed Degree/Diploma engineers)

Certified that Shri/Smt./M/s..... S/o / W/o.....and resident(s) ofhas/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.

This certificate is issued on the request of Shri/Smt./M/s..... for obtaining enlistment /revalidation of Enlistment in APWD in (Name of category) Class.....

Signature for the Bank

ANNEXURE-IX

DOCUMENTS ATTACHED FOR REVALIDATION

S.No	Document	Yes	No
1.	Attested copy of power of attorney, if any		
2.	Banker's/working capital certificate in original from scheduled bank/A&N State Co-operative Bank/Axis 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)		
3.	Technical Staff: (Sl.No.10)		
(i)	List of full time technical staff/ Designers with qualifications and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant) (Annexure -XI)		
(ii)	Attested copies of the degrees/diploma of the technical staff/Designers. (Provisional Degree shall not be accepted)		
(iii)	Declaration from the technical staff / Designers that he is employed with the applicant. (Annexure-XII)		
(iv)	Documents like PF subscription, Certificate of IT deduction at source, IT form 16 etc., conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant). Note:- The documents at (iv) will not be required in case details at (i) & (iii) above are in shape of affidavits sworn in before Magistrate/Notary Public by the concerned parties.		
4.	(i) List of Machinery, T&P i/c steel centering & shuttering, possessed by the Applicant. Full details and location of workshop including details of Machines & Equipment provided and proof of sufficient stock of Materials as required for Furniture category. (Annexure-XIII). (ii) Copy of Purchase document etc., (Onus of submitting adequate proof lies with applicant) Note: The documents at (ii) will not be required in case detail at (i) above is in shape of affidavit sworn in before Magistrate/ Notary Public.		
5.	Attested copies of valid Electrical License(s)		
6.	Attested copy of Enlistment order		
7.	Annexure III - List of works completed, in progress & secured during last enlistment/revalidation period.		
8.	Affidavit as per Annexure-XIV.		
9.	Attested copies of award letters for works included in Annexure-III (as per rule 19.1.1).		
10.	Copies of Annexure -VII with acknowledgement of E.E/AE.		
11.	Late fee (if applicable)		

ANNEXURE -X

**CALCULATION SHEET FOR EVALUATION OF CONTRACTOR'S PERFORMANCE
IN APWD FOR REVALIDATION**

Name of contractor:

Name of work:

Item No	Parameter	Calculation for points	Score	Max. Marks
1	Levy of compensation	Compensation levied for delay = C Tendered Amount = E $B = 100 \times (C/E)$	20 if B = 0 10 if B = 5 0 if B = 10 10 if C is not decided Marks for values in between are to be determined by Straight line variation.	20
2	Quality	Quality	Outstanding = 40, Very Good = 30, Good = 20, Satisfactory = 10, Poor = 0	40
3	Capability	i) Technical Proficiency	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0.	4
		ii) Financial Soundness	-do-	4
		iii) Mobilization of Adequate T&P	-do-	4
		iv) Mobilization of Man Power	-do-	4
		v) General Behavior	-do-	4
4	Contract performance	Contract performance	i. Successful completion of work = (+) 20 ii. Determination of contract = (-) 20 iii. Part work done at the risk and cost of contractor = (-) 15	20
Note: - 1. Marks for values in between the stage is to be determined by Straight line variation. 2. Eligibility criteria for revalidation of enlistment will be 70% Marks (over all average of all works).				

Signature of Divisional Engineer

ANNEXURE - XA

CALCULATION SHEET FOR EVALUATION OF CONTRACTORS PERFORMANCE IN APWD FOR FRESH ENLISTMENT BASED ON CLIENTS ANNEXURE - IV & INSPECTION REPORT OF CONCERNED AUTHORITY.

Name of Contractor:

Name of work:

Agreement No. :

Date of Start :

Date of Completion:

Date of actual completion:

Item No.	Parameter	Calculation for Points	Score	Max. Marks
1	Levy of Compensation	Compensation Levied for delay = C Tendered Amount = E $B = 100 \times (C/E)$	10 if B = 0 5 if B = 5 0 if B = 10 10 if C is not decided. Marks for values in between are to be determined by straight line variation.	10
2	Initiatives taken by Contractor to compensate delay	$D = (\text{Actual time taken} - \text{stipulated time of completion}) / \text{stipulated time of completion}$	10 if D = 0 5 if D = 0.25 0 if D = 0.5 or more	10
3	Quantity*	Quality	Outstanding = 40; Very Good = 30; Good = 20 Poor = 0	40
4	Capability**	I Technical Proficiency	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		II Financial soundness	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		III Mobilization of Adequate T&P	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		IV Mobilization of Man Power	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		V General Behavior	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
5	Contract Performance	I. Successful Completion of Work = (+)20	20	
		II Determination of Contract = (-) 20		
		III Part Work done at the risk and cost of Contractor = (-)15		

Note: 1. Marks for values in between are to be determined by straight line variation.

2. Eligibility criteria for Enlistment will be 70 % marks (Overall average of all Works).

* Based on Inspection Report of APWD Officers in case of Non- APWD Work or Annexure -IV in case of APWD Work.

** Based on grading by client in case of non APWD work or Annexure - IV/VII in case of APWD Work.

Signature of Divisional Engineer

ANNEXURE -XI

AFFIDAVIT TO BE SUBMITTED BY APPLICANT CONTRACTOR/FIRM

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

AFFIDAVIT

I,.....S/o. Shri.....Aged.....years
R/o.....Sole proprietor/partner/Director (as the case may
be) of M/s/ Shri.....(Name of firm/contractor with
address).....do hereby solemnly affirm and declare that the
following Technical staff (Engineers/interior designer) are working as full time staff
with me/us/our firm. (Strike out whichever not applicable).

Sl. No.	Name of Engineers/interior designer	Qualification	Passed out year	Working with we/us firm since	Experience in Bldg. work

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

Deponent

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

Date:
Place:

Deponent

Identified by me

Dated signature with seal of 1st class Magistrate/ Notary Public

ANNEXURE -XII

AFFIDAVIT TO BE FIELD BY INDIVIDUAL TECHNICAL STAFF / INTERIOR DESIGNER

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

AFFIDAVIT

I,S/o Shri.....Aged.....years.....R/o..... do hereby solemnly affirm and declare that:-

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

Deponent

It is verified that my above statements are true and nothing is concealed therein.

Date:

Place:

Deponent

Identified by me

Dated signature with seal of 1st class Magistrate/ Notary Public

ANNEXURE -XIII

AFFIDAVIT TO BE SUBMITTED BY APPLICANT CONTRACTOR/FIRM

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

AFFIDAVIT

I,.....Sole proprietor/ Director/ Partner of M/s/Shri..... Regd Office atdo hereby solemnly affirm and declare that our firm is in possession of following tools & plants of Machinery.

(Applicable for civil Category)*

Sl. No.	Description of item	Quantity
1	Total stationNo.
2	Builders Hoist/ Tower CraneNo.
3	Concrete Mixtures of full bag capacityNo.
4	Steel ShutteringSqm
5	Out of total quantities of steel shuttering at 4 above, quantities procured during last 2 yearsSqm
6	Steel propscum space
7	Out of total quantities of Steel props at 6 above, Quantities procured during last 2 yearscum space
8	Motor MixersNo.
9	Vibrators (a) Needle vibrators (i) Oil (ii) Electric (b) Beam Vibrators (c) Slab Vibrators (d) Shutter vibratorsNo.No.No.No.No.
10	Vibro CompactorNo.
11	Batching Plant (fully automatic minimum....m3 capacity) with pump.No.

(Applicable for Road category)

Sl. No.	Description of item	Quantity
1	Wet macadam mix plantNo.
2	Pavers finishersNo.
3	Road rollersNo.
4	Trucks /TippersNo.
5	Vibratory Road rollerNo.

(Applicable for internal & external Electrical installation*)

Sl. No.	Description of item	Quantity
1	Steel/Aluminum ladder 1.5m to 8m 1.5m 3.0mmSetsSetsSetsSets
2	Chase cutting machinesSets
3	Electrical wire drawing equipmentSets
4	Torque wrench for nut/ bolt/screwsSets
5	Conduit die setSets
6	Pipe viceSets
7	Bench viceSets
8	LT Meggar 1000 voltsSets
9	LT Meggar 500 voltsSets
10	Tong TesterSets
11	MultimeterSets
12	Hydraulically operated crimping machinesSets
13	Hand operated crimping machinesSets
14	Earth testerSets
15	Portable drilling machineSets
16	Overhead conduit pullerSets
17	Core cutting machineSets

(Strike out whichever not applicable.)

Deponent

Verification :-

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

Date:

Place:

Identified by me

Dated signature with seal of 1st class Magistrate/ Notary Public

Deponent

ANNEXURE -XIV

**AFFIDAVIT TO BE SUBMITTED BY THE APPLICANT CONTRACTOR/FIRM
ALONG WITH APPLICATION FOR REVALIDATION**

INDIAN NON JUDICIAL STAMP (As applicable for affidavit as per respective state Government Rule)
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AFFIDAVIT

I,....., S/o Shri.....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.

1. 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 ofto (indicate period of last valid period of enlistment). This is my true statement .

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

Deponent

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

Date:

Place:

Deponent

Identified by me

Dated signature with seal of 1st class Magistrate/ Notary Public.