

**ANNEXURE-I**

**ANDAMAN PUBLIC WORKS DEPARTMENT**

**APPLICATION FOR ENLISTMENT AS CONTRACTOR IN ALL CATEGORIES**

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

**TYPE OF ENLISTMENT: NEW**

**CLASS:**  **Category:**  **Jurisdiction:**

1. Name of applicant (Individual/Firm/Company): .....

2. Nationality: Indian  Other

3. Address:  
(i) Regd. office .....

(ii) Head Office .....

4. Contact Details:

Telephone Number

Fax No.

Mobile Number

Website URL (if any) .....

E-mail Id .....

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

6. Constitution: Individual  Sole Proprietorship Concern   
Partnership Firm  Public Ltd. Company  Private Ltd. Company

7. Name, Scanned Passport size photo and scanned signature of the individual(s)/ Partner(s) /Director(s)  
*(Size of photo should be 2.5x3.5 cm having white background and printed name at bottom)*

1.	2.	3.	4.
<b>Paste photo</b>	<b>Paste photo</b>	<b>Paste photo</b>	<b>Paste photo</b>
Name	Name	Name	Name

8. Is the Individual/ Sole Proprietor/ any Partner/ Director 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 India within last one year: | Yes..... | No..... |

- g) Director or Partner of any other company/firm enlisted with APWD 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)

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

10. Name of the Banker with full address : .....

11. Place of Business: .....

12 Full Time Technical Staff in the Applicants employment (Refer Table I and fill up the columns below respect of requisite trade and experience only).

Qualification	Name	Experience in Years	Date of Appointment

13. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirement mentioned in the Enlistment Rule for the class & category applied for (Attach details on separate sheet) : Yes..... No.....

14. [For Electrical]  
 i) Does the applicant possess valid Electrical License: Yes..... No.....  
 ii) Do the permanent electricians employed by contractor possess valid license: Yes..... No.....

15 (a) Whether already enlisted with APWD or any other Department: If yes Give details Yes..... No.....

15 (b) If Yes give details :  
 (i) Name of department;.....  
 (ii) Class & category:.....  
 (iii) Enlistment Authority & address:.....  
 (iv) Enlistment No. and date:.....  
 (v) Date of Validity: .....  
 (vi) Tendering limit:.....

16. Is any person working with the applicant is a near relative of the officer/official of APWD (See Rule 17 of the Enlistment Rules) if yes give details: Yes..... No.....

17. Enlistment Processing Fee Enclosed details:  
 Draft No : .....  
 Draft Date : .....  
 Amount : .....  
 Branch : .....  
 Branch drawn upon : .....  
 Whose favour : .....

- 18. Details of Works completed, in progress and secured during the last 5 years (to be filled in the performa 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.
- 19. Certificates from clients in original or attested copy as per proforma given in Annexure-IV for all eligible works.

No of documents attached:.....

20. Certificate:

- i) I/We (including all partners) certify that I/ We have read the rules of enlistments of contractors in APWD as amended upto date and shall abide by them.
- ii) I/We certify that I/We will not get myself/ourselves registered as contractors as 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 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. We also certify 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 Govt.
- v) I/We certify that I/We possess or have obtained registration on GST bearing Number.....

(strike out which ever is not applicable)

Signature (s) of applicant(s): Name	Signature	Address
1.		
2.		
3.		
4.		

Date: .....

No. of Documents attached: .....



- (e) Furniture/Furnishing Designers of minimum ..... years Exp.
- (f) Post Graduate in Agri. Science of minimum ..... years Exp.
- (g) Graduate in Agri. Science of minimum ..... years Exp.

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 Yes  No

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

13. (a) Details of enlistment with APWD

(i) Enlistment No. & date .....

(ii) Valid up to .....

14. Is any person working with the applicant is a near relative of the officer/official of APWD. Yes  No   
(See Rule 17 of the Enlistment Rules.)

If answer to above is yes, give details :

15. Details of APWD and Non-APWD Works completed, in progress & secured during the last enlistment / revalidation period as per 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. Received copy of the Annexure-VII for APWD works also be enclosed.

Whether above details enclosed? Yes  No

16. Certificates:

(i) I/We (including all partners) certify that I/ We have read the Rules of Enlistment of Contractors in APWD as amended upto 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 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. We also certify 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 I/We possess or have obtained registration on GST bearing Number.....

(Strike out whichever is not applicable)

Signature(s) of applicant(s):

Name	Signature	Address
1.		
2.		
3.		
4.		

Date:.....

No. of documents attached.....