

भारत सरकार
पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय
(पोत परिवहन विभाग)
अंडमान लक्षद्वीप बंदरगाह निर्माण कार्य
पोर्ट ब्लेयर
अलबनिका में
ठेकेदारों की सूचीबद्धता नियमावली
2004

कम सं/Sl.No.

GOVERNMENT OF INDIA
MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS
(DEPARTMENT OF SHIPPING)
ANDAMAN LAKSHADWEEP HARBOUR WORKS
PORT BLAIR
RULES OF ENLISTMENT
OF
CONTRACTORS
IN A. L. H. W.
2004

**ANDAMAN LAKSHADWEEP HARBOUR WORKS
RULES FOR ENLISTMENT OF CONTRACTORS**

- 1.1 The rules for enlistment of contractors in the ALHW are contained in Appendix –1.
- 1.2 Dismissed Government servants should not be enlisted as contractors in the ALHW except with the prior approval of the Ministry.

Registers of Enlisted Contractors

1.3 Each Circle Office shall maintain registers showing the enlistment of various contractors in different classifications. Whenever contractor 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 Circle Office should 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. Regd. /Un-regd.
4. Class of Registration.
5. Warnings issued.
6. Suspension of business for years.
7. Demoted from Class to Class
8. Debarred/Blacklisted.
9. No. & date of CE&A Office Circular.
10. Remarks.

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

For all Contractors who are enlisted with ALHW

The report shall be written by the EE and submitted to the CE&A under the signature of ACE/DCE of the Circle.

For all Contractors who are not enlisted with ALHW

The report shall be written by the EE concerned and forwarded to the CE&A(ALHW) in a confidential cover under the signature of Circle Officer.

**PROFORMA FOR PERFORMANCE REPORT OF CONTRACTORS OF CLASS E
(ELECTRICAL), CLASS F(MECHANICAL) AND CLASS F(CIVIL)**

Name of Contractor :
 Enlistment number :
 Enlistment authority with address :

Note : The reporting officer is to mention grading on a 0-5 scale* considering all works done by the contractor during the year.

Sl.No.	Description	Grading
1	2	3
1.	Quality of work	
2.	Speed of execution	
3.	General(Materials, T&P, Behaviour & Report/Witness	

Reporting Officer (EE)	Reviewing Officer (ACE/DCE)	Countersigning Officer (CE&A)
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**PROFORMA FOR PERFORMANCE REPORT OF CONTRACTORS EXCEPT CLASS E
(ELECTRICAL), CLASS F (MECHANICAL) AND CLASS F (CIVIL)**

Name of contractor :
 Enlistment number :
 Enlistment authority with address :

Name of work :

Note : The reporting officer is to mention grading on a 0-5 scale* for items Nos.1(i), 1(ii) 2(B), 3(ii) to 3(vi). For other items he should provide factual information only.

Sl. No.	Description	Grading/Percentage/ Information
1	2	3
1.	Quality of works: (i) Structural work/fabrication/cable work (Where applicable) (ii) Workmanship & finish (Identify and mention 3 major items and grade each of them on 0-5 scale)* *Grading on 0-5 scale shall be as follow: Poor – 0, Fair- 1, Average – 2, Good – 3, Very Good – 4, Excellent – 5 (iii)Sub-standard/Defective work (a) Defective work rejected with amount and also as percentage of total work (tendered amount in case of work in progress) (b) Sub-standard work accepted/proposed to be accepted at reduced rate with amount and also as a percentage of total work (tendered amount in case of work in progress) (iv) Technical staff employed on the work	

2. Speed of execution
 - A. (i) For completed work
 - (a) Stipulated period and period of extension granted.
 - (b) Compensation levied as a percentage of total cost of work executed
 - (ii) For work in progress
 - (a) Stipulated time
 - (b) Time elapsed so far
 - (c) %age progress as per schedule
 - (d) Actual progress
 - (e) Reasons for delay
 - B. Financial soundness and resourcefulness
3. General
 - (i) Materials
 - Number of rejection of materials, either by test or visual
 - (ii) Construction machinery and equipment deployed on the work
 - (iii) shuttering & scaffolding materials and other non consumables (T& P).
 - (iv) Behaviour of contractor/his employees
 - (Quote specific misbehaviour, if any)
 - (v) Responsiveness/sense of responsibility
 - (vi) Labour welfare measure

Reporting
Officer
(EE)

Reviewing
Officer
(ACE/DCE)

Countersigning
Officer
(CE&A)

1.4 Confidential Registers similar to those maintained for contractors who are borne on the approved list the ALHW should also be maintained in respect of contractors who are awarded works on the basis of their enlistment with the APWDs, MES or CPWD and other Government departments.

Extract form adverse reports from the confidential register of contractors in respect of non-registered contractors with this department may be sent to the concerned department by the Chief Engineer concerned direct.

Government Record correspondence and Contractors

1.5 No contractor shall be entrusted with Government records at any occasion.

1.6 All notes, Demo-official, correspondence, U.O. Notes and any other Notes containing recommendations about any matters relating to contractors or others are to be treated as strictly confidential.

1.7 If a case of contractor has been referred to higher authority by the Executive Engineer or the ACE/DCE, no information should be given to the Contractor regarding the level at which the cases are being dealt with and the designation of the authority who is considering the case should also not be indicated. Any communication to the contractor in this respect should merely mention that the matter is under consideration.

APPENDIX - I
(Refer Para 1.1)

RULES FOR ENLISTMENT OF CONTRACTORS IN ALHW, 2004

1.0 Title

These rules shall be called the “Rules of Enlistment of Contractors in ALHW 2004” and shall come into force with effect from the 1st day of November, 2004.

2.0 Short Title

Hereinafter these rules shall be referred to as “Enlistment Rules 2004” for the sake of brevity.

3.0 Repeal and Saving

All rules regarding enlistment/revalidation of contractors in ALHW existing before coming into force of Enlistment Rules, 2004 are repealed. 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 ALHW till the period of such enlistment, including revalidation/extension granted before coming into effect of the Enlistment Rules, 2004, expires. However, in regard to all other matters and further revalidation of their enlistment/revalidation, they shall be governed by the Enlistment Rules, 2004. Applications received for enlistment/revalidation upto 30th October, 2004 shall be processed on the basis of existing rules.

4.0 Applicability

Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company is entitled to get enlistment as a contractor in ALHW 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 currency of their enlistment.

4.1 No individual, or a firm having such individual as one of the partners, 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 in the past; or convicted by a court of law shall be entitled for enlistment.

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

4.3 A contractor is permitted to have enlistment in more than one category and under more than one enlistment authority but not in more than one class of the same category in ALHW.

4.4 A contractor is not permitted to have enlistment in more than one name.

4.5 A partner of a firm or a director of a company enlisted as a contractor, cannot be a partner/director in any other enlisted firm/company.

5.0 Scope

The enlistment of a contractor in ALHW shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.

- 6.0 Team for inspection of works and Advisory Committee
- 6.1 Ordinarily, works executed by ALHW/APWD/Ministry of Environment need not be inspected.
- 6.2 **Inspection Teams**
The Inspection Teams for inspecting the non-ALHW 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 A :
1. Chief Engineer & Administrator
 2. One Circle Officer as nominated by Chief Engineer & Administrator.
- (b) For Class B :
1. Circle Officer of the Circle.
 2. One Executive Engineer as nominated by the Circle Officer.
- (c) For Class C, Class D, Class E and Class F :
1. Executive Engineer of the Division
 2. One Assistant Engineer as nominated by Executive Engineer.
- 6.3 **Advisory Committee.**
The Advisory Committees shall assist the enlistment authority in scrutinizing the cases, made recommendations regarding suitability of the contractor, evaluate annual performance reports of contractors, and advise the enlistment authority in weeding out of contractors and revalidation process. Such Advisory Committees shall be as follow:

Enlistment Authority	Committee
Chief Engineer & Administrator	Senior Most Circle Officer at Port Blair, Deputy Chief Engineer(Mech), Executive Engineer (ALHW), ACO(ALHW)
Deputy Chief Engineer-V	EE(Androth), EE(Amini), AE(D/Branch), J.A.O.

- 6.3.1 As and when an application is received from Contractor, the same should be scrutinised in the Circle Office and if some documents/information is missing the application should be returned back to the contractor with reasons for rejection. Applications received by post or through messengers should be scrutinised and deficiencies to be intimated to the contractor and application returned in original, within one month. If all the documents are complete, an acknowledgement shall be issued to the contractor within one month of date of receipt of complete application.
- 2.0 General**
Rules for enlistment of contractors in ALHW 2004 are applicable from 01.11.2004. These rules are available in website <http://alhw.and.nic.in> These can be downloaded from there.
- 7.0 Enlistment Procedure**
- 7.1 The contractor shall have to submit the application in a prescribed form (Annexure-I) to the enlistment authority, through concerned Circle Officer complete with all documents as per Annexure-II.
- 7.2 Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.
- 7.3 Subject to the eligibility criteria and other conditions laid down in the Enlistment Rules, 2004, if the decision regarding enlistment is not conveyed within six months of date of receipt of application, for any reason not attributable to the contractor, a provisional enlistment for one year may be granted to the contractor. Such provisional enlistment may be cancelled without any notice if the contractor is found unfit for enlistment in the Department.

- 7.4 The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get work done by the contractor inspected and/or to get such other reports as may be considered necessary.
- 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 on the contractor.
- 7.6 Notwithstanding above procedure, if the applicant contractor for Class-F (Civil), Class-F (Mechanical) and Class-E (Electrical) does not have the required experience, he shall be enlisted provisionally for one year during which period he shall have to secure work of required magnitude to become eligible for regularisation of the enlistment. On satisfactory completion of the work his enlistment may be regularized for five years from the date of initial provisional enlistment depending upon his performance on the work. In case the contractor is not able to secure any work in ALHW during the year, his enlistment shall be cancelled and he shall be debarred from applying afresh for enlistment for three years.

8.0 Period of enlistment

The enlistment shall be valid for a period of five years. The enlistment can, however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of five years from the date of expiry of the previous enlistment/revalidation. The enlistment shall be open to review by the enlistment authority and liable to termination, suspension or any other such action at any time if considered necessary by the enlistment authority, after issue of show cause notice.

9.0 Categories and Classes

The enlistment shall be done in the categories and classes mentioned in Table-1.

10.0 Jurisdiction and Tendering Limits

The jurisdiction in which contractors enlisted in various categories and classes shall be permitted to tender and the tendering limit upto which they shall be eligible to tender shall be as given in Table-1. The contractor shall be governed by the provisions existing at a particular point of time irrespective of which he was enlisted.

11.0 Authorities for Enlistment

Enlistment in different categories and 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-1, before they can be considered for enlistment.

- 12.1 The criterion for experience shall be the completion of three or two works, as the case may be, of prescribed nature and magnitude executed on contract basis, during the last five years. The works should have been executed in the same name and style in which the enlistment is sought.

12.2 The financial soundness shall be judged on the basis of the solvency certificate or the working capital certificate, as the case may be, issued by the Bankers of the contractor on the format prescribed in Annexure-V. Such certificate shall be issued by a scheduled bank and shall be submitted, in original, in a bank sealed cover, addressed to the enlistment authority.

12.3 The criteria for the experience and financial soundness existing on the date of receipt of application by the enlistment authority shall be the governing criteria for the applicant. Table-1 indicates the criteria as at present.

13.0 Enlistment Fee

The contractor shall have to pay a non-refundable enlistment fee by crossed Demand Draft drawn in favour of the authority authorised by enlisting authority. For various categories and classes of enlistment, the fee is prescribed in Table-1. This fees is to be submitted alongwith application form to the enlisting authority.

14.0 Electrical Licence

The contractors of Electrical Category shall have to produce qualification/trade certificate from the competent authority in the name of workmen working with the contractor.

15.0 Change in Constitution of Firm

The contractor/firm shall not modify the existing partnership or enter into any fresh partnership 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 without prior approval of the enlistment authority will render the contractor/firm liable to be removed from the approved list of contractors.

15.1 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.

15.2 If new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 4.0.

15.3 If the number of original partners of a firm reduces to less than half due to any reason including death of partner(s) the enlistment of the firm shall be withdrawn.

16.0 Change in Address

(a) While applying the enlistment, the contractor should mention address of his Registered Office as well as Head Office, if different. All documents i.e. Solvency Certificate, etc. should bear one of the above addresses, and otherwise the same shall not be accepted.

(b) The contractor shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change. Failure to do so may result in removal of his name from the approved list of contractors.

17.0 Near Relatives Working in ALHW

Contractors whose near relatives are Divisional Accountant or Engineering Officers between the grades of Additional Chief Engineer/Deputy Chief Engineer and Junior Engineer (both inclusive) in the Andaman Lakshadweep Harbour Works will not be allowed to tender for works if the circle responsible for award and execution of contract is the one where the near relative is working. For this purpose a near relative shall mean wife, husband, parents, grand parents, children, grand children, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.

18.0 Review of Approved List of Contractors

The contractor shall be required to secure works of appropriate magnitude in ALHW during the revalidation/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.

19.0 Revalidation of Enlistment

The validity of initial enlistment of the contractor shall be as given in para 7.0. It shall, however, be revalidated on merits if desired by the contractor. Only the contractor who has secured at least one work of appropriate magnitude in ALHW during the period of enlistment or last revalidation period of enlistment as the case may be, shall be considered for revalidation. A work completed/secured as an associate contractor of the main contractor, to whom a composite contract was/has been awarded, shall also qualify for consideration of revalidation. An associate contractor who works in association with a main contractor is entitled to get the certificate/credit for the work. Value of contract amount for purpose of credentials to main contractor shall be reduced to the extent of component part executed by associate contractor.

20.0 Application for Revalidation

- 20.1.1 The contractor shall apply for revalidation of his enlistment in the prescribed form "Annexure VIII" alongwith all documents as per Annexure IX, so as to reach the concerned Circle Officer at least 6 months before the expiry of his enlistment. The Revalidation application with all documents shall however be accepted upto the date of expiry of enlistment with late fee. The late fee in the manner prescribed above shall apply to the contractors whose date of expiry of enlistment is 01.04.2005 and beyond. For cases with expiry date earlier than 01.04.2005, the late fee shall not be charged so long the contractor has applied for revalidation upto the date of expiry of his enlistment.
- 20.1.2 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 double the late fee. Applications received, thereafter, shall not be accepted and contractor should apply for fresh enlistment, as per rules.
- 20.1.3 Late fee shall be Rs.10,000/- for class - A and Rs.5,000/- for other classes. This is payable in the form of Demand Draft in favour of the authority, as authorised by enlisting authority.
- 20.1.4 On receipt of application for revalidation complete in all respect and with all necessary documents, provisional extension upto six months from the date of expiry of enlistment/date of issue of order, whichever is later, may be issued.

21.0 Performance Reports

- 21.1 The Contractor should fill the details of each of the work, of appropriate magnitude, secured by him during the last revalidation/enlistment period, in the proforma as given in Annexure VII.
- 21.2 The list should include all works secured by him during the above mentioned period. In case, the contractor hides any information, his revalidation will be liable to be cancelled.
- 21.3 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 proformas should be given to the concerned Executive Engineer of the division, in which the work was executed and the acknowledgement obtained on the second copy of the proforma. This 2nd copy should then be submitted to the enlisting authority alongwith the application for revalidation.
- 21.4 The Executive Engineer should fill up the proforma and submit to the Enlisting Authority through his Circle Officer, within two weeks of receipt of proforma.

22.0 Revalidation Procedure

The Revalidation shall be done on the basis of review of the performance of the contractor pertaining to the period of enlistment/revalidation. Cases shall be categorized and action taken as below:

- 22.(i) Category 'A' Enlistment of such contractors, who secured work(s) of appropriate magnitude during the period of enlistment/revalidation shall be considered for revalidation for a period of five years subject to evaluation of their performance.
- 22.(ii) Category 'B' Enlistment of contractors, who secured work(s) of appropriate magnitude recently in the final year of their enlistment, because of which the performance cannot be properly judged shall be extended for one year for watching the performance and then revalidated for four years, if found satisfactory.
- 22.(iii) Category 'C' A contractor who could not secure any work during the enlistment period but submitted three or more tenders (out of which at least 2 tenders should be during the first four years of enlistment/revalidation) for works of appropriate magnitude shall be eligible for extension of enlistment for one year, provided he was among the three lowest tenderers in at least one work, so as to enable him to try to secure at least one work. After one year, he shall be regulated in the following manner:
- 22.(iii)(a) If he has not been able to secure any work of appropriate magnitude during the extended one year, his enlistment shall stand cancelled and he shall be entitled to apply for fresh enlistment only after one year of expiry of his extended enlistment.
- 22.(iii)(b) If he has secured at least one work of appropriate magnitude during the extended one year, he shall be granted extension of one year so as to watch his performance. After this one year, when his performance report is available, the same shall be evaluated and if found satisfactory, the enlistment shall be revalidated for three years.

For the purpose of (iii) above, the contractor should submit certificate in original from the concerned Executive Engineer in the proforma as given in Annexure - X.

23.0 Contractor's Obligations

The contractor should fulfil all his obligations under these rules in time and manner as specified, failing which he 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 constitution of the firm/company.
- (b) Intimation of change of address should be given in advance or within one month.
- (c) He should obtain valid electrical license from concerned authority in which he wants to tender.
- (d) He should secure at least one work of specified magnitude during the period of enlistment/revalidation.
- (e) He shall abide by these rules.
- (f) He should not indulge in unethical practices.
- (g) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.

24.0 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 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 for any period, debar him or remove his name from the approved list of contractors after issue of show cause notice. Decision of the department shall be final and binding on the contractor. The following actions of the contractor shall, in general, make him liable to disciplinary actions:

24.1 Demotion to a lower class

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

- (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) violates any important condition of contract; or
- (e) is responsible for a conduct which may justify his demotion to a lower class.

24.2 Suspension of business

The enlistment authority may suspend business with a contractor for indefinite period where, pending full enquiry into the allegations, the enlistment authority is prima facie of the view that the contractor is guilty of an offence in relation to business dealings which, when established would result in his removal/banning business and it is not considered desirable to entrust new works or continue business with the contractor.

24.3 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:

- (a) has, no 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 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 royalty etc.

25.0 Revision of the Rules

CE&A (ALHW) may modify, add, delete and/or change any of the above rules and same shall be binding on all enlisted contractors.

TABLE – I

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past experience completed works in last 5 years	Financial soundness	Engineering Establishment	T&P/Machinery	Enlistment Fee
1	2	3	4	5	6	7	8	9
Civil	A	Both AHW & LHW ----- CE&A	Rs.5 crores	Three civil works of Rs.60 lakhs each. At least two works should be marine Works.	Solvency certificate of Rs.2 crores.	Two graduate engineers(C) with minimum experience of 3 years each & One diploma holders(C) with minimum 5 years experience.	Steel centring and Shuttering in 3000 sqm.; Concrete mixers of full bag capacity 5 Nos. Vibrators 10 Nos. Truck/Tipppers 1 Nos. Excavator/Dozer/Mobile Crane 1 No.	Rs.10000/-
	B	AHW CE&A ----- LHW DCE-V	Rs.1 crore	Three civil works of Rs.25 lakhs each. At least two works should be marine works.	Solvency certificate of Rs.60 lakhs	One graduate engineers(C) with minimum experience of 3 years each & One diploma holders(C) with 3 years experience.	Steel centring Shuttering 2000 sqm. Concrete mixers of full bag capacity 3 Nos. Vibrators 6 Nos. Trucks/Tipppers 1 Nos.	Rs.5,000/-
	C	AHW CE&A ----- LHW DCE-V	Rs.40 lakhs	Three civil works of Rs.10 lakhs each. At least one work should be marine work.	Solvency certificate of Rs.25 lakhs	One graduate engineer(C) with minimum experience of 3 years.	Steel centring shuttering 1000 sqm. Concrete mixers of full bag capacity 2 Nos. Vibrators 3 Nos.	Rs.5,000/-
	D	AHW CE&A ----- LHW DCE-V	Rs.15 lakhs	Three civil works of Rs.3 lakhs each.	Solvency certificate of Rs.10 lakhs	One diploma holders(C) with minimum experience of 3 years.	-	Rs.1,000/-
	E	AHW CE&A ----- LHW DCE-V	Rs.5 lakhs	Three Civil works of Rs.1 lakh each.	Solvency Certificate of Rs.3 lakhs	-	-	Rs.1,000/-
	F	AHW CE&A ----- LHW DCE-V	Rs.1 Lakh.	Two works of Rs.50,000 each or one work of Rs.1 lakh. (See Rule 7.6)	Certificate for working capital of Rs.50,000/- for at least last six months.	-	-	Rs.1,000/-

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past experience completed works in last 5 years	Financial soundness	Engineering Establish—Ment.	T&P/Machinery	Enlistment Fee
1	2	3	4	5	6	7	8	9
Mechanical	A	Both (AHW & LHW) CE&A	Rs.5 crores	Three mechanical works of Rs.60 lakhs each. At least two works should be marine/fabrication works.	Solvency certificate of Rs.2 crores.	Two graduate engineers(M) with minimum experience of 3 years each & One diploma holders(M) with minimum 5 years experience.	Arc welding set 5 Nos. Gas welding set 5 Nos. Gen. Set 3 Nos. Portable Gen. set (50 KW) min – 3Nos. Compressor (LP) 2 Nos. Portable grinder 5 Nos. Portable Drilling Machine 5 Nos. Workshop consists of Lath (4 M. length) 1 No. Power Hacksaw 1 No. Hydraulic Press (200 T. cap.) 1 No.	Rs.10000/-
	B	AHW CE&A LHW DCE-V	Rs.1 crore	Three mechanical works of Rs.25 lakhs each. At least two works should be marine/fabrication works.	Solvency certificate of Rs.60 lakhs	One graduate engineers(M) with minimum experience of 3 years each & One diploma holders(M) with 3 years experience.	Arc welding set 3 Nos. Gas welding set 3 Nos. Gen. Set 2 Nos. Portable Gen. set (50 KW) min – 2Nos. Compressor (LP) 1 No. Portable grinder 3 Nos. Portable Drilling Machine 3 Nos. Workshop consists of Lath (4 M. length) 1 No. Power Hacksaw 1 No. Hydraulic Press (200 T. cap.) 1 No.	Rs.5,000/-
	C	AHW CE&A ----- LHW DCE-V	Rs.40 lakhs	Three mechanical works of Rs.10 lakhs each. At least one work should be marine/fabrication work.	Solvency certificate of Rs.25 lakhs	One graduate engineer(M) with minimum experience of 3 years.	Arc welding set 2 Nos. Gas welding set 2 Nos. Gen. Set 1 No. Portable Gen. set (50 KW) min – 1No. Compressor (LP) 1 No. Portable grinder 2 Nos. Portable Drilling Machine 2 Nos.	Rs.5,000/-
	D	AHW CE&A LHW DCE-V	Rs.15 lakhs	Three mechanical works of Rs.3 lakhs each.	Solvency certificate of Rs.10 lakhs	One diploma holders(M) with minimum experience of 3 years.		Rs.1,000/-
	E	AHW CE&A ----- LHW DCE-V	Rs.5 lakhs	Three Mechanical Works of 13 Rs.1 Lakh each	Solvency Certificate of Rs.3 lakhs			Rs.1,000/-
	F	AHW CE&A ----- LHW DCE-V	Rs.1 lakh	Two mechanical works of Rs.50,000 each or one mechanical work of Rs.1 lakh. (See also Rule 7.6)	Certificate working capital of Rs.50,000/- at least last six months.			Rs.1,000/-

1	2	3	4	5	6	7	8	9
Electrical	A	Both (AHW & LHW) CE&A	Rs.5 crores	Three works of Rs.10 lakhs each. At least one work should be of internal electrification of buildings.	Solvency certificate of Rs.50 lakhs.	One graduate engineer(E) with minimum experience of 5 years & Two diploma holders(E) with minimum experience of 5 years.	Steel/Aluminium ladder 11.5m to 8 m; Chase cutting machines, Torque wrench for nut/bolt/screws; Primary & secondary injection equipment, dielectric strength testing equipment, magnetic dial indicator for alignment; Conduit die set; Pipe vice; Bench vice; LT Meggar 500 Volts & HT Meggar 5000 volts; Tong Tester, Multimeter; Hydraulically operated & hand operated crimping machines. Earth tester, Portable drilling machine; Overhead conduit puller. Test Bench for light fittings & MCB DB.	Rs.10000/-
	B	AHW CE&A ----- LHW DCE-V	Rs.20 lakhs	Three works of Rs.5 lakhs each. At least one work should be of internal electrification of buildings .	Solvency certificate of Rs.8 lakhs	Two diploma holders(E) with minimum experience of 5 years.	Steel/Aluminium ladder 1.5m to 8m; Conduit die set; Pipe Vice; Bench vice; LT Meggar 500 volts & HT Meggar 5000 volts; Tong Tester Multimeter; Hydraulically operated & hand operated crimping machines. Earth tester; Portable drilling machine; Overhead conduit puller; Test Bench for light fittings & MCB DB.	Rs.5,000/-
	C	AHW CE&A ----- LHW DCE-V	Rs.7.5 lakhs	Three works of Rs.2 lakh each. At least one work should be of internal electrification of buildings.	Solvency certificate of Rs.4 lakhs		Conduit die set; Pipe vice; Bench vice; LT Meggar 500 volts & HT Meggar 5000 volts; Tong Tester, Multimeter; Hydraulically operated & hand operated crimping machines, Earth tester. Portable drilling machine, over-head conduit puller. Test Bench for light fittings & MCB DB.	Rs.5,000/-
	D	AHW CE&A ----- LHW DCE-V	Rs.3 lakhs	Three works of Rs.0.75 lakhs each. At least one work Should be of Internal Electrification of Building.	Solvency certificate of Rs.2 lakhs	.		Rs.1,000/-
	E	AHW CE&A ----- LHW DCE-V	Rs.1 lakh	Two works of Rs.30,000 each. or one work of Rs.60,000. See also Rule 7.6	Certificate for working capital of Rs.25,000 for at least last six months.	.		Rs.1,000/-

**ANDAMAN LAKSHADWEEP HARBOUR WORKS
APPLICATION FOR ENLISTMENT AS CONTRACTOR**

[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	<input type="text"/>	CATEGORY	<input type="text"/>	JURISDICTION	AHW/LHW/BOTH
-------	----------------------	----------	----------------------	--------------	--------------

1. Name of applicant Shri/M/s

2. Nationality Indian Other

3. Address
Regd. Office

Head Office

4. Telephone Number - Fax No.

Mobile No. E.mail

Website :

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

6. If partnership firm, names of the partners/ 1.
If Company, name of directors 2.
3.
4.
5.
6.

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

(a) Dismissed Government Servant	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(b) Removed from approved list of contractors	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(c) Demoted to a lower class of contractors	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(d) Having business banned/suspended by any government in the past	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(e) Convicted by a court of law	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(f) Retired engineer/official from engineering Department of Govt. of India within last two years	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(g) Director or partner of any other company/firm enlisted with ALHW or any other department	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(h) Member of Parliament or any State Legislative Assembly	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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. Full time technical staff in applicant's employ:] Nos.
- (a) Graduate engineers with minimum 5 years' experience
- (b) Graduate engineers with minimum 3 years' experience [excluding (a) above]
- (c) Diploma engineers with minimum 3 years' experience
12. Does the applicant have sufficient T&P, Machinery, Equipment and workshop Yes No
as per requirements mentioned in the Enlistment Rules for the class & category
applied for [Attach details on separate sheet]
13. Does the applicant possess with workmen having electrical Trade Certificate Yes No
[For Electrical
14. (a) Whether already enlisted with ALHW or any other department Yes No
(b) If yes, give details :
- (i) Name of department
- (ii) Class of category
- (iii) Enlistment authority & address
- (i) Enlistment No. & Date
- (ii) Date of validity
- (iii) Tendering limit
15. Is any person working with the applicant is a near relative of the officer/official of ALHW Yes No
[See Rule 16 of the Enlistment Rules] If yes, give details.

16. Enlistment fee enclosed:

Draft No.	Date	Amount	Issuing Bank & Branch	Branch drawn upon	Authority in whose favour drawn

17. Details of Works completed and in progress 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.
18. Certificates from clients in original as per proforma given in Annexure-IV for all eligible works.
19. Certificates:
- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in ALHW as amended upto 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 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.
- (iv) (a) 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 India during the last two years. 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 retirement except with the prior permission of the Government. (For Individuals seeking enlistment in their own name).

(b) 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 last two years. We also certify 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. (For partnership firms and limited companies).

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Name	Signature	Address
1.
2.
3.
4.
5.
6.

Date :

No. of documents attached

DOCUMENTS TO BE ATTACHED FOR ENLISTMENT

Sl. No.	Document	Yes	No
1.	Proof of constitution (Sl.No.5):		
	(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	<input type="checkbox"/>	<input type="checkbox"/>
	(b) In case of partnership firm : (Submit attested copies)		
	(i) Partnership deed attested by Notary Public	<input type="checkbox"/>	<input type="checkbox"/>
	(ii) Form “A” or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	(iii) Form “B” or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	(iv) Form “C” or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	(c) In case of Private/Public Ltd. Co. Article of Association duly attested by Notary Public	<input type="checkbox"/>	<input type="checkbox"/>
2.	Power of attorney, if any (Sl.No.8), attested by Notary Public	<input type="checkbox"/>	<input type="checkbox"/>
3.	Solvency certificate from scheduled bank in the proforma 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)	<input type="checkbox"/>	<input type="checkbox"/>
4.	Technical Staff : (Sl.No.11)		
	(i) List of full time technical staff/Designers with qualification and experience of each	<input type="checkbox"/>	<input type="checkbox"/>
	(ii) Attested copies of the degrees/diplomas of the technical staff/Designers	<input type="checkbox"/>	<input type="checkbox"/>
	(iii) Declaration from the technical staff/Designers that they are employed with the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
5.	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 provided.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Attested copy of Trade Certificate for the workmen (Sl.No.13).	<input type="checkbox"/>	<input type="checkbox"/>
7.	Attested copy of Enlistment order (Sl.No.14).	<input type="checkbox"/>	<input type="checkbox"/>
8.	List of all near relatives working in ALHW, including their addresses (Sl.No.15). See also Rule 16 of Enlistment Rule.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Demand Draft for Enlistment Fee (Sl.No.16).	<input type="checkbox"/>	<input type="checkbox"/>
10.	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in Annexure-IV	<input type="checkbox"/>	<input type="checkbox"/>
11.	Attested copies of award letters for works included in Annexure-III.	<input type="checkbox"/>	<input type="checkbox"/>

Annexure – III

**WORKS COMPLETED AND IN PROGRESS DURING THE LAST FIVE YEARS
(INCLUDING ALL WORKS AWARDED)**

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

[Add additional sheets, if necessary]

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.	Date of commencement of work	
4.	Stipulated date of completion	
5.	Actual date of completion	
6.	Details of compensation of levied for delay, if any	
7.	Tendered amount	
8.	Gross Amount of the work completed	
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) Amount of work paid on reduced rate basis, if any	Outstanding/V.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 the Capabilities of the contractor (a) Technical Proficiency (b) Financial Soundness (c) Mobilisation of adequate T&P (d) Mobilisation of manpower (e) General behaviour	Outstanding/V.Good/Good/Poor Outstanding/V.Good/Good/Poor Outstanding/V.Good/Good/Poor Outstanding/V.Good/Good/Poor Outstanding/V.Good/Good/Poor

Note: All columns should be filled in properly.

“Countersigned”

Officer of the rank of
Superintending Engineer
of Equivalent

Signature of the Reporting
Officer with Official Seal

FORM OF SOLVENCY CERTIFICATE FROM A SCHEDULED 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 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 to include names of all partners as recorded with the Bank.

FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK

[For Class-f (Civil), Class – f(Mechanical) and Class – e (Electrical)]

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

**FOR CHANGE OF CONSTITUTION LIST OF DOCUMENTS/INFORMATION
REQUIRED TO BE SUBMITTED**

A. Document to be submitted.

1. Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
2. 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.
3. 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 ALHW/MES/P&T/APWD/CPWD/any other Government departments.
- (ii) Whether he is a dismissed Government Servant.
- (iii) Whether he is a partner/director of any other firm enlisted with his Department/MES/P&T/APWD/CPWD/any other Government departments.
- (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 Government Servant within 2 years.
- (vii) Whether he has any relative working in ALHW, if yes, give details.
- (viii) Whether he has any civil or criminal case pending in any court in India, if yes, give Details.

C. Documents to be submitted after the proposal is agreed in principle by the competent authority .

- (1) Copy of the partner ship deed duly attested by the notary public.
- (2) Fresh Bankers certificate from banker of the contractor indicating new constitution.
- (3) Form A,B & C or equivalent as the case may be.
- (4) Acknowledgement from the income tax/sales tax department for having noted the change.

Signature of Contractor

**CONTRACTOR’S PERFORMANCE REPORT FOR WORKS COMPLETED OR
UNDER EXECUTION, FOR REVALIDATION OF ENLISTMENT**

PART – I

(To be filled in by the contractor)

1. Name of the contractor :
2. Name of work :
3. Agreement No. :
4. Name of division in which the work was executed :
5. Estimated cost put to tender :
6. Tender cost :
7. Gross amount of final bill/work done till date :
8. Stipulated date of start and completion :
9. Actual date of completion or percentage progress :
10. Amount of compensation levied for delay, if any :
11. Amount of reduced rate items, if any :
12. Did the contractor go for arbitration :
13. If yes, total amount claimed and amount awarded :

Signature of the contractor

PART – II

(To be filled by the department)

Note: This performance report, duly completed by EE/DCE/ACE, should be forwarded to enlistment authority within two weeks of its receipt from the contractor.

Certified that details given by the contractor in Part – I have been verified and found to be correct/have been corrected wherever necessary.

Signature of Executive Engineer

3. Quality of work (Please grade as Very Good/Good/Satisfactory/Poor):

(a) Grading by EE

Signature of EE with full designation

(b) Grading by ACE /DCE

Signature of ACE /DCE with full designation

**ANDAMAN LAKHSADWEEP HARBOUR WORKS
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		CATEGORY		JURISDICTION	AHW/LHW/BOTH
-------	--	----------	--	--------------	--------------

1. Name of applicant Shri/M/s
2. Nationality Indian Other
3. Address
Regd. Office
- Head Office
4. Telephone Number - Fax No. -
Mobile No. E.mail :
Website :
5. Constitution Individual Sole Proprietorship Concern
Partnership Firm Public Ltd. Company
Private Ltd. Company
6. If partnership firm, names of the partners/ 1.
If Company, name of directors 2.
3.
4.
5.
6.
7. (a) Name of person holding power of attorney
- (b) Nationality Indian Other
8. Name of Bankers with full address
9. Place of business
10. Full time technical staff in applicant's employ: Nos.
(a) Graduate engineers with minimum 5 years' experience
(b) Graduate engineers with minimum 3 years' experience [excluding (a) above]
(c) Diploma engineers with minimum 3 years' experience
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. Does the applicant possess with workmen having electrical Trade Certificate [For Electrical] Yes No

13. (a) Details of enlistment with ALHW

- (i) Enlistment No. & Date
- (ii) Date of validity

14. Is any person working with the applicant is a near relative of the officer/official of ALHW [See Rule 16 of the Enlistment Rules] If answer to above is yes, give details. Yes No

15. Details of ALHW works completed and in progress (which were secured during the last 5 years) (to be filled in proforma as given in Annexure-VII). This list should include ALL works done whose gross amount of work done is more than the required magnitude for the class in which registration is required. Yes No

16. Certificates:

- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in ALHW 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 two years. We also certify 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.

(Strike out whichever is not applicable).

Signature(s) of applicant(s) :

Name	Signature	Address
1.
2.
3.
4.
5.
6.

Date :

No. of documents attached

DOCUMENTS ATTACHED FOR REVALIDATION

Sl. No.	Document	Yes	No
1.	Attested copy of Power of attorney, if any	<input type="checkbox"/>	<input type="checkbox"/>
2.	Solvency 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.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Attested copy of Trade Certificate for the workmen (In case of Electrical Contractor.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Attested copy of Enlistment order.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Attested copies of award letters for works included in Annexure-III.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Annexure – VII with acknowledgement of E.E.	<input type="checkbox"/>	<input type="checkbox"/>

**PROFORMA FOR GIVING CERTIFICATE FOR TENDERS SUBMITTED
BY THE CONTRACTOR**

Sub: Revalidation of contractors as Class - () in ALHW

Certified that M/s./Shri
have submitted tenders for the following works :

Name of work	Date of tender	Estimated cost put to tender	Position of tender

Signature of Executive Engineer
with full address and office seal

Sl. No.	Existing	Proposed New Rule
01	Only Civil Engineering Contractor	Civil, Electrical and Mechanical
02	Framed based on old CPWD Manual 1983 and amended during 1999.	Based on CPWD Works Manual 2003.
03	A Class – Tender limit is any amount.	A Class upto Rs.5 crores. Beyond Rs.5 crores PQ required.
04	A to G. Any amount, Rs.50 lakhs, Rs.25 lakhs, Rs.10 lakhs, Rs.5 lakhs, Rs.2 lakhs & Rs.50,000/-	A to E. Rs.500 lakhs, Rs.100 lakhs, Rs.40 lakhs Rs.15 lakhs & Rs.5 lakhs
05	A to G will be done by CE&A.	A to D by CE&A. E by Circle Officer.
06	Technical staff with contractor. ABCD - One BE E & F - One Diploma	A - 2 BE + 3 Yrs. Experience 1 Diploma + 5 Yrs. Experience B - 1 BE + 3 Yrs. Experience 1 Diploma + 3 Yrs. experience C - 1 BE + 3 Yrs. Experience D - 1 Diploma + 3 Yrs. experience
07	Security Deposit & EMD as per old CPWD Manual.	Not mentioned. To be followed as per General Condition of contract of CPWD.
08	Eligibility criteria. Work executed during last 5 yrs. A - Rs.150 lakhs or more Rs.50 lakhs or more in single work. B - Rs.60 lakhs or more Rs.20 lakhs or more in single work. C - Rs.30 lakhs or more Rs.10 lakhs or more in single work. D - Rs.15 lakhs or more Rs.5 lakhs or more in single work. E - Rs.6 lakhs or more Rs.2 lakhs or more in single work. F - Rs.2 lakhs or more Rs.0.75 lakhs or more in single work.	<u>Civil</u> A - 3 works of Rs.60 lakhs at least 2 works Marine/Building. B - 3 works of Rs.25 lakhs at least 2 works Marine/Building. C - 3 works of Rs.10 lakhs at least 1 work Marine/Building. D - 3 works of Rs.3 lakhs E - 2 works of Rs.0.5 lakhs or 1 work of Rs.1 lakh (with no experience Rule Provision). (Building to replace Foreshore works)
09	ITCC to be given	Not required as per latest guideline.
10.	Up-gradation based on the works executed in ALHW only (5.8 page 5)	No up-gradation. To apply only as fresh up-gradation based on the performance of the contractor.
11	If the contractor fail to secure any works during the period of 3 consecutive years, contractor shall be weeded out and not eligible for from enlistment for a period of 2 years (6.9 page 5)	<u>Only for Class 'E'</u> If the contractor is not having any experience, provisional enlistment for one year to be given. In case the contractor is not able to secure any work during the year, the enlistment shall be cancelled and he shall be debarred from applying afresh for three years.

		<p><u>For all Class</u> As per revalidation procedure. Contractor who could not secure any work during the enlistment period but submitted 3 or more tenders (at least 2 from first four year) is eligible for 1 year extension. Provided he was among the three lowest tenderers in at least one work. If he has not been able to secure any work of appropriate magnitude during the extended period (one year) the enlistment will be cancelled. He can apply fresh only after one year.</p>
12	Application to be submitted through Circle Officers (6.12 (a) Page 6.	Directly submitted to CE&A (Enlistment Authority) with the performance of contract (which is supported by Divisional Officers & Circle Officers). (Annexure - IV) for fresh. (Annexure - VII) for Revalidation.
13	List of machineries to be given (6.12 (b) page 6.	Documents attached for enlistment Sl.No.5 of Annexure – II.
14	List of technical persons and their qualification & experience etc. to be given	Sl.No.4 of Annexure – II covered all these details.
15	Solvency Certificate (6.13 page 4) (Amount not mentioned)	Solvency Certificate for Class A to D & working capital certificate for Class E (Annexure –V)
16	Renewal of application. Initial validity 3 years. Renewal based on the works extended in ALHW & recommendation of Circle Officer (6.15 page 6).	At least one work in the appropriate magnitude in ALHW & other department is must for consideration for revalidation. As per revalidation procedure.
17	Near relative working in the department. Contractors who are near relatives of DA, Engineering Officers between DCE & AE of ALHW born inclusive will not be allowed for tender for works in the Circle where their near relative is working.	Circle Officers and Junior Engineers born inclusive.
18.	Validity – 3 years.	Five years if eligibility conditions fully satisfied.
19.	Procedure for Enlistment and renewal (not given in details).	Procedure for enlistment & revalidation well defined. Enclosed in the form of Flow-Chart.
20.	Inspection team.	The inspection team for inspecting the non-ALHW works of the contractor and furnishing their reports on quality of construction, workmanship etc. to the enlistment authority shall be as follows :-

		<p><u>For Class A.</u></p> <ol style="list-style-type: none"> 1. Chief Engineer 2. One Circle Officer as nominated by CE. <p><u>For Class B.</u></p> <ol style="list-style-type: none"> 1. Circle Officer of the Circle. 2. One E.E. as nominated by the Circle Officer. <p><u>For Class C to E</u></p> <ol style="list-style-type: none"> 1. EE of the Division. 2. One A.E. as nominated by EE.
21.	<p>Enlistment Committee EE(ALHW) – Member Secretary Two Circle Officer Accounts Officer, ALHW</p>	<p>Advisory Committee</p> <ul style="list-style-type: none"> - Senior Circle Officer at HQ - Chairman - Circle Officers - Member - EE(ALHW) Member Secretary - <p>The Advisory Committee shall assist the enlistment authority in scrutinizing the cases, make recommendations regarding suitability of the Contractor, evaluate annual performance reports of contractors, and advise the enlistment authority in weeding out of contractors and revalidation process.</p>