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de l 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

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"/>	
	(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.8), attested by Notary Public		
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)		
4.	Technical Staff : (Sl.No.11)		
	(i) List of full time technical staff/Designers with qualification and experience of each		
	(ii) Attested copies of the degrees/diplomas of the technical staff/Designers		
	(iii) Declaration from the technical staff/Designers that they are employed with the applicant.		
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.		
6.	Attested copy of Trade Certificate for the workmen (Sl.No.13).		
7.	Attested copy of Enlistment order (Sl.No.14).		
8.	List of all near relatives working in ALHW, including their addresses (Sl.No.15). See also Rule 16 of Enlistment Rule.		
9.	Demand Draft for Enlistment Fee (Sl.No.16).		
10.	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in Annexure-IV		
11.	Attested copies of award letters for works included in 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]

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 behavior	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 equalent 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

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

Grading by EE

Signature of EE with full designation

Grading by ACE /DCE

Signature of ACE /DCE with full designation

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"/>	
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.		
3.	Attested copy of Trade Certificate for the workmen (In case of Electrical Contractor.		
4.	Attested copy of Enlistment order.		
5.	Attested copies of award letters for works included in Annexure-III.		
7.	Annexure – VII with acknowledgement of E.E.		

**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