

University of Allahabad
PRAYAGRAJ 211002

NOTICE NO.R/UE/2570/24**Date: -27/08/2024**

Applications on the prescribed proforma are invited from interested parties/individuals for Enlistment as contractor (civil/electrical) for the works upto Rs. 5.00 lacs. The completely filled up application along with required documents may be submitted on or before **26/09/2024 up to 2:00 P.M.** as per details below.

Interested parties may download the application form/document and submit the same with the procession fee of requisite amount in favor of Finance Officer, University of Allahabad, Prayagraj in the form of DD and the other required document as stated in the detailed conditions. While submitting the application form mark notice No. **R/UE/2570/24** on envelope. Detail can be seen and downloaded from University Website: www.allduniv.ac.in

Details	Date	Time	Venue
Start Date of download of application	28/08/2024	10:00 am onwards	University Website: www.allduniv.ac.in
Last date of submission of Application	26/09/2024	2:00 pm	Office of the Registrar, University of Allahabad, Prayagraj -211002 by speed post/registered post.
Opening of Submitted Application	27/09/2024	3:00 pm	Office of the Registrar, University of Allahabad, Prayagraj -211002

In the event of any date indicated above is declared as holiday, the next working day of the University shall be considered as the due date for receiving & opening of application. Late/delayed offer will not be accepted.

The University administration reserves the right to accept or reject any or all the applications without assigning any reason thereof.

Registrar
University of Allahabad
Prayagraj

CC to:-

- 1 The SVC for kind information of the Hon'ble Vice- Chancellor.
- 2 Finance Officer for kind information.
- 3 Notice Board, office of the University Engineer.

Registrar

University of Allahabad

1.0	Title: These rules shall be called the “Rule of enlistment of contractors in university of Allahabad come in the force which affect from *20/08/2024.
2.0	Short Title: hereinafter these rules shall be referred to as enlistment rules for the sake of brevity
2.1	<p>Definition:</p> <p>(1) University of Allahabad a Central University as per act of parliament 2005 briefly A.U.</p> <p>(2) **Enlistment authority-shall be: Registrar, University of Allahabad.</p> <p>(3) E.S. i.e. Engineering Section of University responsible to look after construction and maintenance works of the University buildings and its compound including other works assigned by the University authorities, shall also be called as U.W.D. i.e. means University Works Department.</p>
3.0	<p>Repeal and saving:</p> <p>3.1 All rules regarding enlistment, revalidation of contractors in A.U. existing before coming in to force of Enlistment Rules 2024 are repealed by Enlistment Rule 2024.</p> <p>3.2 Notwithstanding standings such repeal the contractors already enlisted on the basis of rules hitherto in force shall continue to enjoy the status of enlisted contractors of A.U. till the expiry of their enlistment including revalidation extensions granted before coming into effect of the Enlistment rules 2024. However, in regard to all other matters and further revalidation of their enlistment they shall be governed by enlistment rule 2024.</p>
4.0	Applicability: A.U. Enlist contractors who intend to work with University of Allahabad. it is done to have a ready list of suitable and competent contractors for work so as to minimize requirement of verification of credentials of contractors at the time of invitation of tenders at the same time only those contractors are allowed to continue in the list that remain active in work of A.U. and perform well any Indian individual sole proprietorship for partnership firm public limited company or a private limited company may apply for enlistment as contracted in a under these rule provided, the eligibility criteria and other conditions are satisfied the enlisted contractors have to abide by all the rules met here in and as amended from time to time during the concurrency of their enlistment.
4.1	No individual or a firm having such individual as one of the partners, who is dismissed government servant; or associated with the University of Allahabad or removed from the approved list of contractors, or demoted to lower class, or having business banned black listed suspended by any government department in the past or convicted by a court of Law, having any criminal case pending etc. Shall be entitled for enlistment however, case where disciplinary action was taken against the contractor for a is specified period and such penalty period is already over, his case for enlistment/ revalidation can be considered.
4.2	No employee in administrative/any duties in the university or student of this university is allowed to work either as contractor or as employee of a contractor, or Petty contractor.
4.3	A contractor will not be considered for enlistment if it was enlisted in any category or class earlier but had remained inactive in university during previous enlistment.
5	Scope- The enlistment of contractor shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in each individual Notice Inviting Tenders.
6.1	Enlistment Procedure -The Contractor shall have to submit the application in prescribed for (Annexure-I) to the enlistment authority, complete with all documents as per Annexure-II
6.2	Incomplete applications and application not accompanied with necessary documents are liable to be rejected.
6.3	All verification, submission of reports etc. to be pursued by the applicant. Any delay on account of delay in verification, submissions of reports etc. will not entitle applicant for any type of enlistment.

6.4	The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get works done by the contractor inspected and or to get such other reports as may be considered necessary.
6.5	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.
6.6	The enlisting authority reserves right to limit number contractors to be enlisted in any class or category, whenever consider necessary.
6.7	Enlistment of contractor may be closed at any point of time without any reason. While closing the enlistment, U.W.D will declare out the Enlistment list.
7	The enlistment shall be valid for a period of THREE YEARS . The enlistment can however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of two years from date of expiry of the previous enlistment/revalidation. The enlistment shall be open to review by the enlistment authority and liable for terminating suggestions or any other such action at any time if it is considered necessary by the enlistment authority, after of show cause notice.
8	Categories, Classes- The enlistment shall be done in the categories and classes mentioned in Table-1& 2 .
9	Jurisdiction, Tendering Limits & Location of Contractor's Office- The jurisdiction in which contractors enlisted in various categories and classes shall be permitted to tender and the tendering limit up to which they shall be eligible to tender shall be as given in Table-1&2 .
9.1	The contractor shall be governed by the provisions existing at a particular point of time irrespective of when he was enlisted.
10	Authorities of enlistment- Registrar, University of Allahabad.
11	Eligibility Criteria- The Contractor shall have to satisfy the minimum eligibility criteria specified in Table-1&2, before they can be considered for enlistment. All contractors are expected to keep abreast with enlistment/revalidation rules modified from time to time.
11.1	The criterion for experience, in case of enlistment, shall be the completion of requisite number of works, as the case may be, of prescribed nature and magnitude executed on independent contract basis or as builder, during the last five years The works should have been executed in the same name and style in which the enlistment is sought.
11.2	The financial soundness shall be judged on the basis of the Banker's 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 sealed cover addressed to the enlistment authority.
11.3	The criteria for enlistment/revalidation shall be as applicable on date of enlistment/revalidation. Applicant may be intimated when his application and verification is complete. The application may be decided within 90 days of such completion.
12.0	Processing Fee- The contractor shall have to pay a non-refundable processing fee by Crossed Demand Draft drawn in favor of Finance Officer University of Allahabad, Prayagraj. Payable at Prayagraj For various categorizes and classed of enlistment the fee is prescribed in Table-1 & 2 . This fee is to be submitted along with application form to the enlisting authority.
13.0	Income Tax clearance: Deleted. (Appendix-34, Rules of Enlistment of Contractors in CPWD, 2005.)
14.0	Electrical License- The contractor of electrical category shall have to produce valid electrical license from the competent authority in the name of the contractor they shall keep valid license throughout the period of enlistment by getting it renewed at suitable intervals and submit an attest copy of the same to the enlistment authority after each renewal in event of any discontinuity invalid of electrical license of the contractor its enlistment and authority to work in university of Allahabad will also automatically cease to be valid.
15.0	Change in constitution of Firm- the contractor/Firm shall not modify existing partnership or enter into any fresh partnership or change the name of firm without the prior approval of the

	enlistment authority such proposal if any shall be submitted in advance giving full detail of the intent partnership sole proprietorship along with the draft of partnership deed affidavit and documents adds per Annexure-VI any changes in status of the contractor as an “individual” or in constitution of the firm or change in the name of firm without prior approval of the enlistment authority will the contractor firm will liable to be removed from the approval approved list of contractors.
15.1	If a firm is converted in two or more firms by any action of its parents the new firm(s) or any separate partner(s) in this (their) individual joint capacity shall have to apply for the enlistment of fresh on the basis of work experience gained as a separate entity.
15.2	If new partners are taken in the firm each new partners will have to satisfy the condition mentioned in rule 4.0 to be read with rule 22.0.
15.3	If the number of regional partners of firm reduced to less than half due to any reason including death of partners the enlistment of the firm sale be withdrawn original partners means constituents at time of enlistment and those who have remained as consent for more than five years.
16.0	Change in address -While applying for enlistment the contractor should mention address of his registered office as well head office, if different, all the document banker’s certificate electrical license etc. should bear one of the above addresses, otherwise the same shall not be accepted.
16.1	The contractor shall intimate the change, if any of the above addresses, in advance or maximum within one month such change along with acknowledged noting down of such change in address from the bank income tax, sales tax authorities etc. Failure to do some result in removal of his name from approved list of contractors.
17.0	Near Relatives Working in A.U. -Contractors whose near relatives are working in the A.U. either as faculty or staff will not be allowed to tender for works. For this purpose, a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sister, uncles aunts, cousins and their corresponding in laws, etc.
18.0	Review of approved list of Contractors -The contractors shall be required to secure work of appropriate magnitude in A.U. 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 for THREE YEARS. It shall, however, be revalidated on merits, if desired by the contractor for further two years. Only the contractors, who have secured some works of appropriate magnitude in A.U. during the period of enlistment, shall be considered for revalidation. Appropriate magnitude shall mean the Minimum amount mentioned in the column 5 of Table -1 & 2 against relevant class/category. The revalidation shall be done for the period of two years.
19.1	Application for Revalidation- The Contractor shall apply for revalidation for his enlistment in the prescribed form
19.1.1	Annexure-VIII’ along will all documents as per Annexure-IX so as to reach the Enlistment Authority as least 3 months before expiry of his enlistment. The revalidation application with all documents shall however be accepted up to the date of expiry of enlistment with late fee.
19.1.2	In case where the application is received after date of expiry of enlistment revalidation but within three month of expiry the application can be accepted with double the late fee applications received thereafter shall not be accepted and contractors should apply for fresh enlistment as per rules.
19.1.3	Enlistment/revalidation processing fees is payable in the form of demand draft in favor of Finance officer, Allahabad University as prescribed in table 1 and 2 enlistment rules
19.1.4	On receipt of application for revalidation complete in all respect and with all necessary document’s provisional extension up to 3 months from the date of expiry of enlistment/date of issue of order whichever is later may be issued.

20.0	Performance report: -The contractor should fill up the details of each work of appropriate magnitude,
20.1	Secured by him during the last revalidation/enlistment period in the proforma as given in Annexure-VII.
20.2	The list should include all works secured by him during the above-mentioned period. In case, to contractor hides any information, his revalidation will be liable to canceled.
20.3	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 proforma should be submitted to the reporting office and the acknowledgement obtained on the 2 nd copy of the proforma. This second copy should be submitted to the enlisting authority along with the application.
20.4	The reporting officer shall with the report and forwarded to the enlisting Authority through his reviewing officer (Reporting/Reviewing officers and the time frame for writing reports are detailed in Annexure-VII)
21.0	Revalidation Procedure- The revalidation shall be done on the basis of Review of performance of the contractor during the period of enlistment/revalidation. This shall be based on evaluation of performance reports as given in Annexure X or as decided by the enlisting authority.
22.0	Contractor obligation – The contractor should fulfill 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 obligation are summarized below:- A) Prior approval shall be obtained from enlisting authority before changing the name or Constitution of the firm/company. B) Intimation of change of address should be given in advance or within one month along with acknowledgement from banker, Income tax and Sale tax authorities. C) He shall continue to possess, throughout the period of enlistment/revalidation, a valid electrical license appropriate category. D) He should secure works of specified magnitude during a period of enlistment/revalidation as provided in Para 19.0 above. E) He shall abide by these rules. F) He should not indulge in unethical practices and maintain good conduct. G) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.
23	Disciplinary Action: - The contractor shall have to abide by all the rules enlistment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works as per contract on time and with good quality. The enlistment authority shall have the right to demote a contractor to lower class, suspend business with him for any period, before him or remove his name from the approved list of contractors indefinitely or for a period as decided by the enlisting authority after issue of show cause notice. Decision of the enlisting authority after issue of show cause notice. Decision of the enlisting authority shall be final and binding on the contractor. The following actions of the contractors shall, in general make him liable to disciplinary action: -
23.1	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 unsatisfactory 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) His staff misconducts or misbehaves Engineering staff of A.U. & other staff of A.U. f) Is responsible for a conduct which may justify his demotion to a lower class; or g) Any other reason which in view of enlisting authority is adequate for his demotion to a lower class.

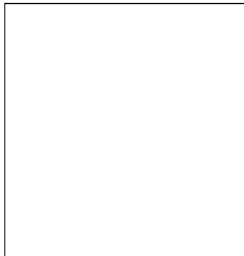
23.2	<p>Suspension of Business: - Whenever adverse report related to adverse performance, misbehavior, direct or indirect involvement in threatening, making false complaints, filing illegal suits for frivolous reasons, hampering tender process or execution of contract or any act, omissions or commissions etc. damaging the reputation of department officer or any other type of complaint considered fit by enlistment authority are received from more than one department of A.U. or at more than one occasion from individual member of A.U. and engineering member of A.U. works for the various class categories of contractors, sale of tender to such contract sale be suspended immediately by the enlisting authority pending full inquiry into the allegations and decision by the empowered committee.</p>
23.3	<p>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.</p> <ul style="list-style-type: none"> a) On more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or b) Is proposed to be responsible for constructional defects in two or more works; or c) Persistently violation of 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 or changes the name of the firm 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 violated the labor 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) Default in settlement of tax dues like income tax, Contract tax, sales tax, octroi duties etc.; or m) Has already been demoted for other reason (s); or n) Ceases to fulfill eligibly criteria based on which enlistment/revalidation was done; or o) Is considered not required to be in list of enlistment of contracture A.U. for any other reason considered fit by enlistment authority; or p) Does not start the work the same is awarded to him on three occasions.
24.0	<p>Demotion to a lower class on request: In case, the contractor himself seeks demotion to a lower class on account not fulfillment of revalidation criteria, the enlisting authority in which he is enlisted, on being satisfied prima-facie, may revalidate the enlistment in the lower class for a period of one year to enable the contractor to obtain fresh enlistment in such lower class.</p>
25.0	<p>The University reserves the right to cancel the entire process of registration at any time without any prior information, if it seems necessary. No further communication in this regard will be made.</p>

University of Allahabad

APPLICATION FOR ENLISTMENT AS CONTRACTOR

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

Class.....ll.....Category.....



- 1. Name of applicant.....
- 2. Nationality: Indian Other
- 3. Address.....
 - (i) Regd. Office.....
 - (ii) Head office.....(Attach separate paper for addresses of other offices)
- 4. a. Telephone Number
b. Fax No.
c. E-mail address:
- 5. Constitution: Individual Sole Proprietorship Concern
Partnership Firm Public Ltd. Company Private Ltd. Company
- 6. If partnership firm, name of the partners/if Company, name of directors
1.....2.....
3.....4.....
5.....6.....
- 7. Is the individual/sole proprietor/any partner/director of company:
 - a. Dismissed Government Servant: YES No
 - b. Removed form approved list of contractors: YES No
 - c. Demoted to a lower class of contractor: YES No
 - d. Having business banned/suspended by any government organization in the past: YES No
 - e. Convicted by a court of law: YES No
 - f. Retired engineer/official form Govt. Engineering deptt. of Govt. of India within last two years YES No
 - g. Director or partner of any other Company/firm enlisted with CPWD or any other department: YES No
 - h. Member of Parliament or any State Legislative Assembly: YES NoIf 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: India Other
c. Liabilities:
- 9. Name of Bankers with full address.....
- 10. Place of business.....
- 11. Full time technical staff in applicant’s employment.
 - a. Graduate Engineers with minimum _____ years’ experience
 - b. Diploma Engineers with minimum _____ years’ experience
- 12. Does the applicant have sufficient T&P, Machinery, equipment: YES No

[Attach details on separate sheet]

13. For Electrical
- a. Does the applicant possess valid Electrical License: YES No
- b. Do the permanent electrician employed by contractor possess valid license: YES No
14. a. Whether already enlisted with CPWD or any other department YES No
- b. If yes, give details:
- (i) Name of department
- (ii) Class of department
- (iii) Enlistment authority & address
- (iv) Enlistment No. & Date
- (v) Date of validity
- (vi) Tendering limit
15. Is any person working with the applicant is a near relative of the officer/official of A.U.
(see Rule 17 of the enlistment Rules) if yes, give detail: YES No
16. Enlistment Processing fee non-refundable as per Table- 1 & 2 enclosed:-

Draft No.	Date	Amount	Issuing Bank & Branch	Branch drawn upon	Drawn in favor of Finance officer

17. Details of Works completed in progress and secured during the last 5 years (to be filled in proforma as given in Annexure-III)
- This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.
18. Certificates from clients in original or attested copy as per proforma given in Annexure-IV for all eligible works.
19. Character certificate from District Magistrate
20. Details of GST registration.
21. Certified copy of Income Tax Return for last Three years.
22. Certificate:
- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractor in A.U. As amended up to-date and shall abide by them.
- (ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am /We are liable to be debarred.
- (iii) I/We certify that I/We will not 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 administration duties in any engineering department of the government of India/State government during the last two years. I also certified 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 individual seeking enlistment in their own name.)
- (b) We certify that none of the partners/directors retired as an engineer of Gazetted rank or as also certified 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 firm and limited companies enter strike out whichever is not applicable)
- (c) I/We certify that neither I/We are employee in administrative/any duties in the University or a student of this University nor I/We allow anyone to work on my firm.

Signatures(s) of applicant (s):

Name	Signature	Address
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1.

2.

3.

4.

5.

Date:

Number of Document are attached:

Documents attached for enlistment

S No.	Document	YES	No	Page No.
1.	Proof of constitution (Sr 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 HUG.			
(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, of any (Sr No. 8), attested by Notary Public.			
3.	Banker's/working capital certificate in original form scheduled bank in the Performa given in Annexure-V. The certificate should be on the bank's letterhead and in sealed cover and shall be addressed to the concerned Enlistment Authority.			
4.	Technical Staff: (Sr No. 11) (i) 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) (ii) Attested copies of the degrees/diplomas of the technical staff/Designers by the authorized signatory of firm. (iii) 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) (affidavit sworn in before 1 st Class Magistrate both by the employer and the employee as proof of availability of technical staff may be acceptable as in alternate to above mentioned documents)			
5.	(i) List of M/C, T&P i/c Steel cantering & shuttering, possessed by the Applicant. Full details and location of working including details of Machines & equipment provided and proof of sufficient stock of Materials as required for Furniture category).(Sr. No. 12) (ii) Copy of purchase document etc (Onus of submitting adequate proof lies with applicant. (Affidavit sworn in before 1 st Class Magistrate by the firm as proof of possessing T&P/machinery may be acceptable as an alternate to the above mentioned documents)			
6.	Attested copies of valid Electrical Licenses (Sr. No. 13 (i) & (ii))			
7.	Attested copies of Enlistment order (Sr. No.14)			
8.	List of all near relatives working in A.U., including their addresses.			
9.	Demand Draft for processing the case (Sr.No.16)			
10.	Original or attested copies of certificates for work done, form concerned clients, in proforma as given in annexure-IV.			
11.	Attested copies of award letters for works included in Annexure-III.			

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

{Add additional sheet, if necessary}

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

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) (iii) Amt. of work paid on reduced rates, if any	Outstanding/Very Good/Good/ Satisfactory/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 proficient. (b) Financial soundness (c) Mobilization adequate T&P (d) Mobilization of manpower (e) General Behavior	Outstanding/Very Good/Good/ Satisfactory/Poor. Outstanding/Very Good/Good/ Satisfactory/Poor Outstanding/Very Good/Good/ Satisfactory/Poor Outstanding/Very Good/Good/ Satisfactory/Poor

Note: All columns should be filled in properly

“Countersigned”

Signature of the Reporting officer
(with office Seal)

FORM OF BANKER'S CERTIFICATE FROM, A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s Sri.....
 having marginally noted address, a customer of our bank are/is respectable and
 can be treated as good for any engagement up to a limit of Rs..... (in
 words.....). 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 A.U. in..... (Name
 of category class.....

(Signature of the bank)

Note:

- 1) Bankers' certificate should be on letterhead of the Bank, sealed in cover addressed to enlistment authority.
- 2) In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK

Certified that Shri/Smt/M/s.....S/oW/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.

This certificate is issued on the request of Shri/Smt. /M/sfor
 obtaining enlistment/revalidation of enlistment in A.U. in.....(Name of
 category)

Class.....

(Signature of the bank)

For Change of Constitution- List of Document/ Information required to be submitted.**A. Documents 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 partner.

B. Furnish The Following Details in respect of each partner with whom contractor's Firm want to enter into partnership.

1. Whether he is enlisted with CPWD/MES/Railway/P&T/State PWD/A.U.
2. Whether he is dismissed Govt. servant.
3. Whether he is a partner/director of any other firm enlisted with this Department/MES/Rly. /P&T, State PWD/AU.
4. Whether he is member of Indian Parliament or State legislature.
5. 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.
6. Whether he is a dismissed/remove/retired Govt. servant within 2 years.
7. Whether he has any relative working in A.U....., if YES, give details.
8. Whether he has any civil or criminal case pending in any court in India, if YES, give details.
9. In addition, Certificate as required under item 19 of Enlistment application form from new partners be given.

C. Document to be submitted after the proposal is agreed in Principle by the Competent authority.

1. Copy of the partnership deed duly attested by the Notary Public.
2. Fresh Bankers' certificate from banker of the contractor indicating new constitution.
3. Acknowledgment from the Income Tax/Sales Tax department for having noted the change.

Confidential Performance Report of Contractor (ACRC)

(To be filled in by the contractor in duplicate in respect of each work of which falls within the range prescribed for eligibility as per Para 19 of enlistment read with Table -I & 2. Copy to be submitted to U.E.

1. Period:
2. Name & Address of Contractor:
3. Class, Category and Enlistment No.:
4. Name & address of enlisting authority:
5. Name of work:

Sr. No.	Item	
1	Agreement No.	
2	Estimated Cost/Tender amount	
3	Stipulated date of Commencement & completion	
4	Percentage progress with date/actual date of completion	
5	Gross amount of final bill/work done	
6	Amount of completion levied, if any	
7	Amount of reduced rate items, if any	
8	Did the contractor go for arbitration?	
9	If YES, total amount claimed and amount awarded	

Part II

(To be filled by the Engineering Section)

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

Delay is partly/not/fully attributable to constructor.

Signature of J.E/A.E.

Signature of University Engineer.

University of Allahabad

APPLICATION FOR REVLIDATION 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. (Application found deficient in any respect are liable to be rejected without any further correspondence)

Class Category

1. Name of applicant
2. Nationality
3. Address:
 - (i) Regd.
Office.....
 - (ii) Head
Office.....
4. Telephone Number Fax No.
5. Email address
6. Constitution: Individual Sole Proprietorship Concerns
Partnership Firm Public Ltd. Company
7. (a) Name of person holing power of attorney
(b) Nationality of India Other
8. Name of Bankers with full address
9. Place of business
10. Full time technical staff in applicant's employment (Fill up Nos. of staff in respect of requisite trade and experience only)
 - a. Graduate Engineers with minimum_____ years' experience
 - b. Diploma Engineers with minimum_____ years' experience
11. Does the applicant have sufficient T&P machinery, Equipment as per requirement mentioned in the enlistment rules for the class & category applied for Yes/No
(Attach details on separate sheet)
12. (For Electrical)
 - (i) Does the applicant possess valid Electrical License Yes/No.
 - (ii) Do the permanent electrician employed by contactor posses' valid license Yes/No.
13.
 - (a) Details of enlistment with A.U.
 - (i) Enlistment No. & date
 - (ii) Valid up to

14. Is any person working with the applicant is as near relative of the faculty/officer/official of A.U.

(see Rule 17 of the enlistment Rules) if yes, give detail, Yes/No.

If answer to above is Yes, give details.

15. Details of A.U. and non A.U. works competed, in progress and secured during the last 5 years (to be filled in proforma as given in Annexure-II) 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.

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 Contractor in A. U. as amended up to-date and shall abide by them.
- (ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, our registration is liable to be cancelled.
- (iii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the A.U. under more than one name.
- (iv) I/We certify that I/none of the partner/Director 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 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 applicants (s):

1.

2.

3.

4.

5.

Date:

No. of Documents attached.

Documents attached for revalidation

Sr. No.	Document	Yes	No
1.	Attested copy of power of attorney, if any		
2.	Banker's /working capital certificate in original form scheduled bank in the Performa given in the Enlistment Rules. The certified should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority.		
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)		
	(ii) Attested copies of the degree/diploma of the technical staff/Designers.		
	(iii) Declaration from the technical staff/Designers that they are employed with the applicant.		
	(iv) Document 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)(Affidavits sworn in before 1 st class Magistrate both by the employer and the employee as proof of availability of technical staff may be acceptable as an alternate to above mentioned documents.)		
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.	Attested copies of award letters for works include in annexure III (as per rule 19.1.1)		
9.	Copies of Annexure- VII with acknowledgement of E.E./ AE		
10.	Late fee (if applicable)		

Annexure-X

Calculation Sheet for Evaluation of Contractor's Performance in A.U. for Revalidation

Name of contractor:

Name of work:

Item No.	Parameter	Calculation for points	Score	Max.
1.	Time over run TOR	Stipulated Time ST Actual Time AT: TOR=AT/ST	20 if TOR = 1.0; 10 if TOR=2.0; 0 if TOR = 2.5;(-)5 if TOR =3.0	20
	Levy of compensation	Compensation levied for delay =C Tendered Amount = E Then B=(Cx100/E) (No Points awarded if compensation is not decided)	(+) 10 if B=0 (+) 0 if B=1.5 (-) 5 if B=5 (-) 10 if B=10	10
	No. of works in University of Allahabad	Number of works completed in last enlistment/revalidation period	2 or more work =10 1 work = 5	10
2.	Quality	Quality	Outstanding = 40, Very Good=30, Good= 20, Satisfactory=2, Poor= (-) 10 Additional Point- if Reduced Rates are Sanctioned =(-)10	40
3.	Capability	Confidential Performance Report	Outstanding = 3, Very Good=2, Good= 1, Satisfactory=0.5, Poor= (-)3	3
		(i) Technical Proficiency		
		(ii) Financial Soundness	-do-	3
		(iii) Mobilization of Adequate T&P	-do-	3
		(iv) Mobilization of Man Power	-do-	3
		(v) General Behavior	-do-	3
	(vi) General Remarks	Outstanding-5,Very Good=4,Good=3,Satisfactory=1,Poor=(-) 5.	5	
Grand Total=P				100

Note:-

1. Marks for values in between the stage is to be determined by straight line variation.
2. Marks in respect of each parameter under different ACRC for same works are to be averaged out except for parameter under item 1.
3. Under each parameter, marks give will be over all average of all works.
4. Eligibility criteria for revalidation of enlistment will be 50% marks under each item (overall average of all works) with overall minimum marks as 60%.

UNIVERSITY of ALLAHABAD

Table – 1 civil work.

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T&P Machinery	Enlistment processing fee.
1	2	3	4	5	6	7	8	9
CIVIL	II	Registrar University of Allahabad	R. 5 Lacs	Two works of minimum Rs. 3 lakhs each or 1 work of minimum Rs. 4 lakhs in any government organization (attach certificate of work done during last five years)	Banker's certificate of Rs. 10 lakhs.			Rs. 3000.00
				or diploma/degree engineer (civil) with minimum experience of three years as contractor (attach certificate of work done during last three years)	Certificate for working capital of Rs. 1.00 lakhs for at least last six months.			

UNIVERSITY OF ALLAHABAD

Table – 2 Electrical works.

Category	Class	Jurisdiction &Enlistment Authority	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T&P Machinery	Enlistment processing fee.
1	2	3	4	5	6	7	8	9
Internal & External Electrical Installation	II	Registrar University of Allahabad	R. 5 Lacs	Two works of minimum Rs. 3 lakhs each or One work of minimum Rs. 4 lakhs At least one work should be internal electrification of building in any government organization(attach certificate of work done during last five years)	Banker's certificate of Rs. 10 lakhs		Chase cutting machine, Wire drawing machine conduit die set, pipe vice bench vice LT megger 500 volts.	Rs. 3000.00
				Diploma/Degree holder Engineer (E/M) with minimum experience of three years as contractor (attach certificate of work done during last three years)	Certificate for working capital of Rs. 1.00 lakhs for at least last six months.			