

# P.W.D., CIVIL DIVISION NO.I (BLDGS)

**Introduction** :- This office is known as Public Works Department, Civil Division No.I (BLDGS), Dadra & Nagar Haveli, Silvassa-396230, Union Territory of Dadra & Nagar Haveli. This division is working under the Administration of U.T. of Dadra & Nagar Haveli.

## **Organization**

**Structure** :- There is one Circle office with three Division offices of

- (1) Executive Engineer, P.W.D., Division No.I(BLDGS).
- (2) Executive Engineer, P.W.D., Division No.II(ROAD).
- (3) Executive Engineer, P.W.D., Division No.III (District Panchayat).

The Civil Division NO.I(BLDGS) has three Sub-Division office and one Assistant Surveyor of Works office with jurisdiction of U.T. of Dadra & Nagar Haveli. Three Sub-Divisions are as under :-

### **(1) Sub-Division No.I(BLDGS).**

- (i) Deputy Engineer.....1 No.
- (ii) Junior Engineer(Civil.....5 Nos.
- (iii) Junior Engineer(Elect).....1 No.

The Sub-Division No.I(BLDGS) have jurisdiction of (i) Silvassa Patelad (ii) Dadra Patelad (iii) Rakholi Patelad.

### **(2) Sub-Division No.II(BLDGS).**

- (i) Deputy Engineer.....1 No.
- (ii) Junior Engineer.....2 Nos.

Under this Sub-Division the jurisdiction of (i) Kilvani Patelad (ii) Randha Patelad (iii) Naroли Patelad (iv) Dapada Patelad are there.

- (3) Sub-Division No.III(BLDGS).  
(i) Deputy Engineer.....1 No.  
(ii) Junior Engineer.....2 Nos.

Jurisdiction under this Sub-Division is as under (i) Mandoni Patelad  
(ii) Amboli Patelad.

- (4) Assistant Survey of Works :-  
(i) Deputy Engineer.....1 No.  
(ii) Junior Engineer.....2 Nos.

This Sub-division is in-charge of Divisional Stores and Professional Branch and incharge of Khanvel Patelad and Dudhani Patelad works.

**ACTIVITIES :-**

The Division Office has construction activities of New Building of Residential and Non-Residential in the U.T. of Dadra & Nagar Haveli. Besides construction of new buildings and infrastructural facilities, the division is having maintenance, repair, preservation, protection and conservation of public assets that includes residential, non-residential buildings like Hospitals, High School building, Technical and educational buildings also. Division has to provide internal electrification with maintenance and repairing to all buildings.

**Ongoing Schemes :-**

Ongoing schemes during the year on non-residential building like proposed extension of Polytechnic building, construction of new Collectorate building, extension of High School building and Hostel building in the U.T. of Dadra & Nagar Haveli. Also Residential buildings like Residential quarters in Polytechnic campus type-III and Type-II quarters, general pool Housing, Police Housing buildings and ongoing works.

**Achievements :-**

This Division has constructed 1330 dwelling units and 230 units of non-residential buildings. This year we will be achieving construction of 18 Nos. of

Residential quarters of Type-II and III and also non-residential building, Collectorate, Boys Hostel, building three Aganwadi centres in U.T. of Dadra & Nagar Haveli.

**Annual Report :-**

During the last financial year 2003-2004, the budget was proposed for Rs.500 lakhs out of this 383 lakhs grant is allotted. This division has spent Rs.380.44 lakhs during the last year on plan sector. In non-plan sector Rs.340 lakhs was allotted and Rs.339.99 lakhs was spent during the financial year 2002-2003.

**CITIZEN'S CHARTER.**

**Aims and Objectives :-**

Besides construction of new buildings and infrastructural facilities, PWD is doing the maintenance, repair, preservation, protection and conservation of various public assets that include 1330 dwelling units; 230 number of non-residential buildings including Hospitals, Schools, Police station, Technical & Educational Buildings, plants & shrubs and lawns and gardens. Providing water supply and electrical supply to all such buildings. Providing approach roads to all buildings.

**PWD commits itself to :-**

- Efficiency, promptness and cost effectiveness.
- Habitability, safety and aesthetics of buildings.
- Satisfy user's need within yardstick.
- Efficient recording and monitoring of Grievances/Complaints.
- Attend routine complaints promptly.
- Intimate reasons of delay.
- Courteous behaviour by staff/workmen.
- Make available details of services rendered.
- Programme works for ensuing year by 30<sup>th</sup> April.
- Improvement by eliciting feedback on performance.

**PWD has expectation from users :-**

- Co-operation with maintenance staff.
- No unauthorized additions/alterations in the premises.
- Use premises for its bonafide purpose.
- No tampering/overloading the equipment/installations.
- Care for public property.
- Restore premises and produce 'no dues' for water supply and electricity.
- Vacating of premises where ever allotment is cancelled/expired.
- Keep informed senior officers of the grievances not attended.

All written requests/complaints will be acknowledged within a week from their receipts followed by an interim reply on progress, development and the jobs wherever feasible and possible within one month.

**Details of business transacted by the department.**

<b>Sr. No.</b>	<b>Activity</b>	<b>Action being taken</b>	<b>Time of disposal.</b>
1.	Construction of building works of various department under the administration of Dadra & Nagar Haveli other than the buildings in the charge of Panchayat.	Funds are to be kept at the disposal of PWD. Requirement in details to be communicated to PWD in the form of letter and drawing wherever available. The Secretary of the concerned department should approve the proposal and drawing. The required land is to be acquired and to be handed over to PWD for construction.	It depends on the size of buildings and different stages of activities to be conducted like availability of land, preparation of drawing and estimate, engaging architect etc.
2.	Maintenance of Residential and non-residential buildings as requested by the occupants of residential and non-residential buildings. Or as identified by the PWD.	No forms are prescribed. Application in letter form is sufficient.	In case of urgent work immediately. Other, with in one month, subject to availability of fund, man and material.

3.	Internal electrification of buildings.	The user department or PWD as the case may be to apply to Electricity department in prescribed form alongwith test certificate. The required fees are to be paid and electrification will be released.	One month.																
4.	Internal water supply.	The user department or PWD will have to apply in prescribed form to PWD Division No.II alongwith their charges for water supply.	One month.																
5.	Invitation of tender for awarding contract work.	The tendering limit of various works are as under <table border="0"> <thead> <tr> <th><b><u>Class of Contractor.</u></b></th> <th><b><u>Tendering Limit.</u></b></th> </tr> </thead> <tbody> <tr> <td><b>Class AA.</b></td> <td><b>Unlimited</b></td> </tr> <tr> <td>Class A</td> <td>300 lacs.</td> </tr> <tr> <td>Class B</td> <td>100 lacs.</td> </tr> <tr> <td>Class C</td> <td>50 lacs.</td> </tr> <tr> <td>Class D</td> <td>30 lacs.</td> </tr> <tr> <td>Class E-1</td> <td>10 lacs.</td> </tr> <tr> <td>Class E-2</td> <td>4 lacs.</td> </tr> </tbody> </table>	<b><u>Class of Contractor.</u></b>	<b><u>Tendering Limit.</u></b>	<b>Class AA.</b>	<b>Unlimited</b>	Class A	300 lacs.	Class B	100 lacs.	Class C	50 lacs.	Class D	30 lacs.	Class E-1	10 lacs.	Class E-2	4 lacs.	
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**Public Interface/Service :-**

**Acts/Circulars/Guidelines :-**

The Public Works Department acts as per the following books/manual. The activities regarding works, tenders etc. are as per the works C.P.W.D. Manual Vol. I to III, C.P.W.D. code and C.P.W.D. works specifications per N.B.O. is followed. D.F.R. is also followed. All circulars guidelines as per the C.P.W.D. is followed for the construction works and maintenance works.

**Downloadable**

**Forms :-**

As per the C.P.W.D. Manuals following forms are commonly used.

**Appendix – 2**  
**( Reference Para 4.2 )**

**PROFORMA 1**

**PROFORMA FOR PARTICULARS TO BE FURNISHED BY**  
**ADMINISTRATIVE DEPARTMENTS WHEN INITIATING BUILDING**  
**PROJECTS WHICH ARE TO BE EXECUTED BY THE CPWD**

- (1)** Name of Ministry/Department/Organization.
- (2)** Name of work.
- (3)** Location.
- (4)** Whether land is available, if so, what is the area available. Attach letter of allotment/lease deed of land specifying land use.
- (5)** Estimate of total funds required for the project and availability of same.
- (6)** Details of available budget provision year-wise.
- (7)** Schedule of requirements:
  - (i) Details of officers and staff grade-wise/students/care-taking/maintenance staff in
    - (a) Annexure- A1 for Non-residential buildings.
    - (b) Annexure-A2 for Hostel.
    - (c) Annexure-A3 for Residential Complexes.
  - (ii) Details of special requirements, if any, in
    - (a) Annexure-B1 for Non-residential Buildings.
    - (b) Annexure-B2 for Hostels.
    - (c) Annexure-B3 for Residential Complexes.
- (8)** Future requirements, if any, including phasing.
- (9)** Any other particulars.

**Note :** (1) Generally lifts are provided for buildings of more than four storeys. If lifts are required for lesser storeyed buildings, reasons for the provision of the same may be given.

- (2)** In a technical building, relative position of the rooms may be indicated by means of a rough sketch.
- (3)** Attach separate sheets if the space provided in the proforma is not sufficient.

**Signature.**

**Forwarded to :-**

- 1.** Chief Architect.
- 2.** Senior Architect.
- 3.** Chief Engineer (Civil).
- 4.** Chief Engineer (Electrical).
- 5.** Superintending Engineer (Civil).
- 6.** Superintending Engineer (Electrical).

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**Appendix- 3**

**REFERENCE PARA 4.5.1)**

**ANNEXURE TO MINISTRY OF URBAN DEVELOPMENT O.M.**  
**NO.17020/2/86/W2 dt. 25<sup>th</sup> August, 1987.**

**REVISED SCALE OF PLINTH AREA**

<b><u>Typ</u></b> <b><u>e</u></b>	<b><u>Pay</u></b> <b><u>Range</u></b>	<b><u>Area of Unit</u></b>		<b><u>Staircase/</u></b> <b><u>Circulation</u></b>		<b><u>Sleeping</u></b> <b><u>out</u></b> <b><u>balcony</u></b>		<b><u>Cycle/scooter</u></b> <b><u>Shed/garage</u></b>		<b><u>Remarks</u></b>
		Sq.M.	Sq.ft.	Sq.M.	Sq.ft.	Sq.M.	Sq.ft.	Sq.M.	Sq.ft.	
<b><u>I</u></b>	(A) Upto Rs.949/-	34.00 365.00		5.00 54.00		7.45 80.00		2.50 27.00		Cycle shed 100%
<b><u>II</u></b>	(B)Rs.950- 1499/-	45.00 484.00		5.00 54.00		7.45 80.00		2.50 27.00		Cycle shed 100%
<b><u>III</u></b>	(C) Rs.1500- 2799/-	55.75 600.00		5.00 54.00		7.45 80.00		4.20 45.00		Scooter shed 100%.
<b><u>IV</u></b>	(D) Rs.2800- 3599/-	83.60 900.00		5.00 59.00		7.60 84.00		4.20 45.00		Scooter shed 100%.
<b><u>V</u></b>	(E) Rs.3600- 4499/- Main unit. Servant Qrs. Attached to the main unit	139.35 1500.00  18.60 200.00		6.0 65.0 0  4.50 50.00		9.85 106.0 0  ----- ---		20.90 225.0 0  ----- ----		75% (Garage)
<b><u>VI</u></b>	(E)Rs.450 0 and above main unit.  One servant quarter	198.00 2200.00  25.00 269.00		6.00 65.00  4.50 50.00		11.0 118.0 0  5.00 54.00		20.90 225.00  ----- --		100% (Garage)

**NOTE :-**

1. These plinth area standards shall be applicable to the construction of residential accommodation in all places in India.
2. Plinth areas proposed above are on the wall thickness achieved with the standard brick size 9"x4-1/2"x3" (Normal). When standard size bricks are replaced by modular bricks (20cm x 10 cm) in course of time the plinth areas specified above will not change. Where wall thickness has to be more for technical reasons, plinth areas may be suitably increased. In places where stone construction is more economical and is normally adopted, the plinth areas may be suitably increased. In places where stone construction is more economical and is normally adopted, the plinth areas may be suitably increased to allow for additional thickness of walls. In areas, where standard size of brick is 10" an increase of plinth area to the extent of 4% in case of type I, II and III Qrs. And 2.5% in case of type IV, V and VI (D,E,E1), Qrs. will be allowed. In areas where local specifications permit sue of thinner walls such as 'accra' walling or timber construction the plinth areas would be replaced suitably.
  - (a) Sleeping out balconies shall be provided in region of hot and dry climate and for construction which is more than two storeyed. In the case of regions with hot and humid climates, i.e. coastal regions where it is not customary to sleeping out during summer, sitting balconies with half of the areas stipulated above, shall be provided in lieu of sleeping out balconies in places other than Mumbai and Kolkata (for which reduced standard as indicated at 3(b0 will apply). In regions of cold climate, viz. hill stations, glazed verandahs in lieu of sleeping out balconies may be provided with the areas of sleeping out balconies. Where sleeping out balconies are provided. Facility of use of terrace by occupants need not be provided.
  - (b) The area of sitting out balconies in Mumbai and Kolkata will be 1.5 sq.mt. (16.15 sq.ft) for type I, 2.5 sq.m. (26.90 sq.ft.) for type-II, 3.50 sq.mt. (37.65 sq.ft) for type-III 4.5 sq.mt. (49 sq.ft.) for type IV, 5.50 sq.mt. (60 sq.ft.) for type V and 6.5 sq.mt. (71 sq.ft.) for type VI(E1).
  - (c) Areas of sleeping and sitting out balconies may vary with the type design, depending on architectural and structural considerations. The areas stipulated in this statement are maximum that will be allowed.
  - (d) In hot and dry region, sitting out balconies may be provided for two storeyed construction.

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- 4.** In case of type I, II and III quarters, the standard plinth area may be exceeded upto 2% when found necessary on architectural consideration. This is to allow for some flexibility in architectural planning.
- 5.** In type V quarters, Car garages will be provided for 75% of the number of units to be constructed. Out of these, 1/3<sup>rd</sup> of the garages will be partitioned temporarily so as to provide scooter sheds for remaining 50% of the allottees. Provision in planning and layout should be made for construction of additional garages for cars to an extent of 25% of the number of residential units.
- 6.** In the case of double storied quarters, cycle or scooters sheds shall not be provided. Also no Scooter/Cycle sheds will be provided in Mumbai and Kolkata.
- 7.** In case of main buildings, areas for staircase/circulation are based on a stair width 3'-6". Where bye-laws require more width than this, areas to be provided will be increased suitably. For 4 feet wide stair, areas for stair, areas for stair case shall be 6.5 Sq.m.
- 8.** Where local bye-laws so require, additional area for fire escape staircase will be allowed.
- 9.** Sanitary pipe shafts open to sky, wherever provided, are not to be included within the standard plinth areas.
- 10.** Area required for services, such as garbage chutes, electric sub-station, pump rooms etc. wherever necessary will be allowed over and above the standard plinth areas.
- 11.** In multi-storeyed flats, where lifts are necessary, additional areas over and above the standard plinth areas for the different types, will be allowed for the provision of one or more lifts and lift ladings.
- 12.** In the case of construction of four storied and above, in places other than Mumbai and Kolkata, in respect of type I to IV, cycle/scooter sheds may be provided separately or one or more quarters on the ground floor may be earmarked for covered parking of cycles and scooters.
- 13.** Normally no deviation from the prescribed scales should be made but in case it is desired that any deviation is to be made, this can be done only in semi-urban and rural areas where only single storey construction is involved and proposal for such deviation should be sent to the Ministry of Urban Development for specific clearance.
- 14.** The public sector enterprises need not follow the scales prescribed by the Ministry of UD but may follow the scales prescribed by the Bureau of Public Enterprises.

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**Appendix- 7**  
**( Reference – Para 4.20 )**

**PROFORMA – 1.**

**LEVELLING**

1. Name of Project
2. (a) Reference to administrative approval and expenditure sanction and their amounts.  
(b) Provision for leveling.
3. (a) Amount of detailed estimate.  
(b) Rate per square metre in the detailed estimate and how does it compare with provision in administrative approval.

**Part I Engineering Appreciation**

4. (a) Total Area to be leveled.  
(b) General description of site.  
(c) Are there any low areas which may be left green or developed as lakes or ponds ? If so, can earth for filling be made available from such development?
5. (a) Classification and nature of soil.  
(b) Result of trial bores, if any.  
(c) Exact classification of the different strata, if rocky.  
(d) Possibility of blasting, keeping in view local bye laws and proximity of important buildings.  
(e) Has necessary credit for hard rock been allowed ?
6. (a) Are the proposed formation levels such as cutting and filling balanced.  
(b) (i) Site from where earth is to be brought and its lead, in case of excess filling.  
(ii) Amount involved.  
(iii) Royalty payable, if any.

- (d) In case of excess cutting :
  - (i) Site for the disposal of surplus earth.
  - (ii) Extra lead and amount involved.
  - (iii) Possibility of selling the earth.
  
- 7. Levels of the adjoining sites, roads and buildings as compared to the site being leveled.
  
- 8. Do the proposed formation levels obstruct the existing natural drainage ?
  
- 9. (a) Are any terraces proposed to economize on earth work ?  
(b) If so, do the proposals have concurrence of Town Planner, Architect, Director of Horticulture ?
  
- 10. Have the proposals for development/layout been approved by local authorities?  
Part II Materials.
  
- 11. Special T & P like heavy earth moving machinery needed for the execution of the project.

## PROFORMA - 2

### FILTERED WATER SUPPLY

1. Name of the project.
2. (a) Reference to administrative approval and expenditure sanction and their amounts.  
(b) Provision for ancillary works such as overhead reservoirs, pumps, etc.
3. (a) Amount of detailed estimate  
(b) Rate per sq. metre in the detailed estimate and how does it compare with provision in administrative approval.

#### Part I – Engineering Application

4. Area covered (Give details of areas covered if any, which have not been provided for in the A/A. future extension, etc.)
5. (a) Population  
(b) Basis of assessment.  
(c) Future increase.
6. (a) Source of Water supply  
(b) Has permission of the local body to tap water from their source been obtained.  
(d) Will sufficient quantity be available for areas under consideration ?  
(e) Distance of the source from the periphery of the Schemes  
(f) Brief description of the system of water supply from intake to the distribution stage.
7. (a) Rate of supply with break-up showing allowance for industrial, horticulture and other uses.  
(b) Is unfiltered water supply available?  
(c) If not what, and on what basis, provision has been made for extra water required for lawns, parks etc.

8. (a) Pressure available at source.  
(b) If required pressure is not available state proposals to augment it.
9. Design formula adopted, value of the co-efficient of rugosity adopted in design.
10. Layout of mains
  - (a) Closed ring or tree type pattern with dead ends (Give reasons for choice).
  - (b) Type of buildings and numbers of storeys recommended.
  - (c) Minimum head available in the distribution system, and is it suitable ?
  - (c) Has minimum size of pipes required as per rule of the local body and Chief Fire Officer been provided ?
11. Has the Chief Fire Officer been consulted with regard to the number of fire hydrants, their location and type.
12. Capacity and design particulars of overhead tanks, sumps, wells, pumps etc.
13. Has adequate provision of sluice valves, reflux valves, air valves scour valves and public hydrants been made ?
14. Have the lines been taken sufficiently deep to keep the air valve spindles flush with the ground level.
15. Has provision been made for laying the pipe or digging the trenches under sub-soil water level ?
16. Is cutting through rock involved ?
17. Has provision been made for laying the pipe or digging the trenches under sub-soil water level ?
18. Are there any obstructions such as transmitting station, aerodrome, etc. which necessitate diversion ?

#### Part II Materials

19. Requirements of different sizes/type of pipes and specials and method of procurement/
20. Requirements of pig lead.
21. Have requirements of pumps and accessories been determined in consultation with the Electric Engineer? Give details.
22. Requirements of other materials/tools and plants.

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## PROFORMA - 3

### UNFILTERED WATER SUPPLY

1. Name of the project.
2. (a) Reference to administrative approval and expenditure sanction and their amount.  
(b) Provision for unfiltered water supply.  
(c) Provision for ancillary works such as overhead reservoirs, pumps, etc.
3. (a) Amount of detailed estimate.  
(b) Rate per sq. meter in the detailed estimate and how it compares with provision in administrative approval.

### Part I – Engineering Appreciation

4. Total area of development scheme.
5. Area of grassy lawns.
6. Basis of working out requirement of water needed for horticultural purpose.
7. Source from which the unfiltered water is proposed to be tapped.
8. (a) Is the water suitable for horticultural purposes ? Has this been ascertained from laboratory tests ?  
(b) Degree of salinity if the water is saline.
9. If supply is proposed to be from existing unfiltered/filtered water mains  
(a) Have the mains got the capacity to supply the required quantity ?  
(b) Is the pressure in the existing mains enough to serve the area.
10. If the source of supply is from wells/tube wells indicate :  
(a) Possibility of pumping from existing open wells; if any.  
(b) Feasibility of digging open wells.  
(c) Possibility of putting tube wells, if open wells are not suitable.  
(d) Exploratory work done earlier in the proximity of the area to determine feasibility of providing wells/tube-wells.
11. Have the development/layout proposals been approved by local authorities? ←
12. Formula adopted for designs, value of coefficient of rugosity adopted in designs.
13. Layout of mains :  
(a) Closed ring pattern or tree type with dead ends.  
(b) Reason for choice.  
(c) Minimum head available in the distribution system and is suitable ?

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- (d) In case fire hydrants have been provided in unfiltered water lines, has the Chief Fire Officer been consulted with regard to the number of fire hydrants, their location and type.
- 14. Capacity and design particulars of overhead tanks, sump wells, pumps etc.
- 15. Has adequate provision of sluice valves, reflux valves, air valves, scour valves been made?
- 16. Have the line been taken sufficiently deep to keep the sluice valves spindles flush with the ground level ?
- 17. Have provision been made for laying the pipe line or digging the trenches under sub-soil water level ?
- 18. Is cutting through rock involved ?
- 19. Has provision been made for crossing road and nallahas, where necessary?
- 20. Are there any obstructions such as transmitting station, aerodrome, etc. which necessitate diversion ?

**Part II Materials :**

- 21. Requirement of different sizes/types of pipes and specials and method of procurement.
- 22. Requirement of pig lead.
- 23. Have requirements of pumps and accessories been determined, in consultation with the Electrical Engineer ? Give details.
- 24. Requirement of any other materials/tools and plants.

**PROFORMA – 4**  
**SEWERAGE**

- 1. Name of Project.
- 2. (a) Reference to administrative approval and expenditure sanction and their amount.  
(b) Provision of sewerage.  
(c) Provision for ancillary works such as pumps, sumps pump houses connection to existing ducts, septic tanks, etc.
- 3. (a) Amount of detailed estimate.  
(b) Rate pre sq. meter as per the detailed estimate and how it compares with provision in administrative approval.

**Part I Engineering Appreciation**

- 4. Area covered (Give details of areas covered, if any, which have not been provided for in A/A; future extension, etc.)

5.
  - (a) Population.
  - (b) Basis of assessment.
  - (c) Future increase.
6. Sewers :
  - (a) Shape of Sewer.
  - (b) Minimum size used.
  - (c) Slopes adopted.
  - (d) Self cleansing velocity assumed and at what depth of flow.
  - (e) If self-cleansing velocity not possible, have flushing arrangements been made ?
  - (f) Minimum velocity attained in the design.
  - (g) Is designed discharge three times the average discharge.
  - (h) Brief description of the system of sewerage.
  - (i) Design formula and the coefficient of rugosity adopted.

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7. Manholes :

- (a) Minimum depth of starting manholes.
- (b) Types of manholes (rectangular, circular, arch type).
- (c) Types of manhole covered used (whether heavy, medium, light) and principles governing their use.
- (d) Has location of manholes been fixed on the consideration that :
  - (i) Each manhole should serve maximum number of plots.
  - (ii) Manholes provided at bends-change in diameter and

gradients.

- (e) Maximum distance between two manholes.
- (f) Distance of vent shafts, has provision for these been made in the estimates ?
- (g) Has provision been made for drop connections ?
- (h) What is the maximum velocity in the sewer ? (upto 2.44 meters per second avoids erosion of invert ).

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8. Disposal

- (a) Arrangement for disposal of sewerage.
- (b) Has permission of local body been sought if discharge is led into an existing sewer direct ?
- (c) Distance of the existing duct from the last manhole in the area.
- (d) Do the invert levels permit connection to existing duct by gravity ? If not, has provision been made for pumping the sewerage ?

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- (e) If pumping is necessary :
    - (1) has provision been made for sumps, pumps, pump house and rising mains ?
    - (2) is electricity available ?
    - (3) is arrangement for prime mover in an emergency breakdown required ?
  - (f) Details of sumps with regard to capacity, diameter.
  - (g) (1) Details of pumps with regard to capacity, horse power, type of pumps (vertical or horizontal) etc.
  - (2) Efficiency factor assumed in the design of pumps.
  - (h) Details of pump house, rising mains etc.
  - (i) In case connection to existing duct has not been provided :
    - (1) has provision for septic tank, treatment plant, etc. been made ?
    - (2) have soak pits or dispersion trenches been provided ?
  - (4) What is the type of soil ?
  - j) Maximum and minimum depths below ground level of the ground water table.
  - (k) Arrangements for disposal of treated effluents.
  - (l) If sewers are to be laid in filling or across nallahs, have supports to firm ground been provided.
  - (m) Have sewers and water mains been planned on opposite sides of the road ?
  - (n) Where sewers cross nallahs, arrel etc. has the design been appropriately made ?
  - (o) In case of stage development schemes or where delay in the procurement of equipment is anticipated, have temporary arrangement been made for disposal work ?
9. (a) Has provision been made for concreting upto haunches or around ?
- (b) If so, on what basis ?
10. Is provision of excavation under sub-soil was necessary ?
11. Has provision been made for laying concrete and sewers under sub-soil water?
12. Is cutting through rock involved ?
13. Has provision been made for crossing roads and nallahs?

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## Part II Materials

- 14. Requirements of different types/sizes of pipes and specials.
- 15. Requirements of different types of manhole covers.
- 16. Have requirements of pumps been determined in consultation with the Electrical Engineer ?
- 17. Requirements of any other materials/tools and plants.

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**PROFORMA – 5**  
**CITY ROADS**

1. Name of projects.
2. (a) Reference to administrative approval and expenditure sanction and their amount.  
(b) Provision to cover the portion of work for which detailed estimate has been prepared.
3. Amount of detailed estimate.

**Part I Engineering Appreciation :**

4. Reference to approval of the layout and alignment indicating inter-competent authority.
5. Justification for the choice of the alignment indicating inter-alia obligatory points.
6. (a) Standards to be followed for :
  - (i) Cross-section of the road (indicating number of lanes).
  - (ii) Class of road.

(b) Have suitable road junctions and crossings been designed and provisions made in the estimate ?

(c) Has provision been made for road signs ?
7. Nature of sub-grade and sub-grade preparation suggested.
8. Earth Works : cutting and filling balance, if not, what, is the :
  - (a) Quantity of surplus/deficit earth.
  - (b) Site and lead for disposal of surplus earth (in case of excess cutting).
  - (c) Source of obtaining earth required and lead (in case of excess fillings).

(c) Royalty payable, if any.
9. Methods and salient features of road crust.
10. (a) Soiling.  
(b) Wearing coat.

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- (c) Surface treatment.
- 11. (a) Cross section between building lines showing the hard crust edging (if any), beams provisions for future widening (if any), storm water drains and their outlets and other services both to be provided immediately and in the near future.
  - (b) Existing services, if any.
- 12. Details of bridges including class of loading for which they have been designed, culverts and other structures provided.
- 13. Details of land acquisition.
- 14. Phasing of the project.
- 15. (a) Rate of cost.
  - i. Per unit length for different types of road.
  - ii. Per unit of the area developed.
- (b) i. Total cost of the work.
  - ii. comparison of total cost with respect to provision in preliminary estimate.

**Part II Materials :**

- 16. Soiling stone.
  - (a) Total quantity.
  - (b) Name of quarry.
  - (c) Distance of quarry from site (Does scheduled rate for supply of soiling stone indicate this lead ? If not, has provision been made for extra lead ?)
  - (d) Market rate at quarry.
  - (e) Prevalent carriage charges.
- 17. Stone ballast
  - (a) Total quantity.
  - (b) Name of quarry.
  - (c) Distance of quarry from site (Does schedule rate for supply of stone ballast indicate this lead ?)

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(d) Market rate at quarry.

(f) Prevalent carriage charges.

18. Bitumen
  - (a) Total quantity.
  - (b) Arrangements for procurement.
19. Cement
  - (a) Total quantity.
  - (b) Arrangements for procurement.
20. Steel.
  - (a) Total quantity.
  - (b) Arrangements for procurement.
21. Pipes
  - (a) Total quantity.
  - (b) Arrangements for procurement.
22. Tools and Plants.

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S.No.	Equipment with details.	Source of Procurement.	Cost.	Foreign Exchange.

## PROFORMA – 6

### HORTICULTURAL WORKS

1. Name of the project.
2. (a) Reference to administrative approval and expenditure sanction.  
(b) Amount provided for horticulture work.
3. Amount of detailed estimate.

#### Part- I Horticulture Appreciation

4. Brief scope of the work contemplated.
5. Total area of the development scheme.
6. Area of the garden/greenery.
7. Detailed landscape plan of the area quoting SA(TP)'s letter no. approving it.
8. Type of soil.
  - (a) Nature (i) Saline or Alkaline (ii) Full of kankar, Moorum or building rubbish.
  - (b) P.H. Value.
9. (a) Source of supply of earth if top soil is proposed to be replaced by good sweet earth.  
(b) Site for dumping the replaced earth.  
(c) Proposal, if any, to apply cowdung or fresh cowdung to 1.5m – 4.5 m depth in case of soil is alkaline.  
(d) Is the area duly leveled for the development of horticulture works.

## Part-II Drainage

10. Is the drainage from roof provided in such a way as to drain off the flow of rain water on the back of the house and not on the lawn ?
11. Are the levels and slopes of bajri paths and lawns suitably adjusted ?
12. Do levels permit a slope in the lawns between 1/12 and 1/300 ?
13. Is a storm water drain available in the vicinity to catch rainwater from the lawns ?
14. Suggestions, if any, for improving drainage of lawns.

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## **Part-III Water Supply**

15. (a) Is the unfiltered water supply proposed to be tapped from existing unfiltered water mains ?  
(b) Is adequate supply of unfiltered water available ?  
(d) Are tube-wells proposed to be installed (It should be kept in mind that 3000 gallons of water per acre of green per day will be required ).
16. Have unfiltered water mains and distributaries been laid and hydrants installed ?

## **Part –IV External Services**

17. Have all the external services including roads, storm water drains, sewerage and electric cables/wires been provided before horticultural works are taken up ?

## **PROFORMA – 7**

### **ELECTRICAL DISTRIBUTIONS LINES**

1. Name of Project.
2. (a) Reference to administrative approval and expenditure sanction and their amounts.  
(b) Provision to cover the component part for which the detailed estimate has been prepared.
3. Amount of detailed estimate.

## **Part-I Engineering Appreciation**

4. Brief specification of the system\*

5. Average rate per sq. meter of (i) detailed estimate. (ii) Preliminary estimate.

6. (a) Agency for execution.
- (b) Departmental charges.
7. Special T&P required.
8. (a) Is supply proposed to be taken from the existing L.T. Network of the supply authority ?
- (b) If yes, is element of cost of service connection taken in estimate, based on estimate from the supply authority ?
- \*(c) If L.T. supply not available, how is electric supply proposed to be obtained ?
9. Provision for future expansion and its extent.
10. Tarrif (HT bulk, L.T. bulk or retail L.T.) applicable.

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11. In case of bulk supply, has provision been made for
- (a) Equipment ?
  - (b) Buildings for sub-stations and switching stations ?
- 12. Has architect been consulted for local switching of 11(b) ?**
13. Is stand-by required, if yes, has provision been made for it ?
  14. Statutory requirements of overhead or underground cables.
  15. Details of phasing, if any, of different portions of work in consonance with the progress of civil work.
  16. Special remarks, if any.

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## PROFORMA – 8

### STREET LIGHTING

1. Name of Project.
2. (a) Reference to administrative approval and expenditure sanction and their amounts.  
 (b) Provision to cover the component for which this detailed estimate has been prepared.

#### Part I – Engineering Appreciation

3. Brief specification of the system.
4. Average rate per square metre of (i) detailed estimate (ii) Preliminary estimate.
5. (a) Agency for execution.  
 (b) Departmental charges.
6. Special T&P required.
7. Brief particular of source of power supply.
8. Provision of future expansion and its extent.
9. Tariff applicable.
10. Phasing of different portions of the work in consonance with the progress of civil works.

11. Has the location of poles been decided in consultation with Director of Horticulture and the landscape architect ?

12. Special remarks, if any.

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@ Give a brief description of the system as in the example below :-

“.....Incandescent High pressure mercury vapour/fluorescent lamps will be provided on .....roads. The type of fittings shall be enclosed open/semi open tubes and these will be suspended/fixed on brackets. The system of wiring will be with over-head copper/aluminum conductors of sizes/connection to poles



- (b) Types of development on adjoining plots.
- (c) Number of Storeys (on adjoining plots).

**Appendix – 15**  
**(Reference para 12.22 )**  
**FREE FOR CONSULTANCY SER VICE**

- |     |                                    |    |
|-----|------------------------------------|----|
| (a) | Planning                           | 4% |
| (b) | Construction Management            | 5% |
| (c) | Visits of CPWD Officers form India | 1% |

For planning and designing work, the following Charges shall be levied:

- |       |                                  |   |
|-------|----------------------------------|---|
| (i)   | Development of Master Plan       | Rs.3210/- per hectare                       |
| (ii)  | Architectural Plans and drawings | 3% for original work<br>½% for repetition.  |
| (iii) | Structural designs and drawings  | 1% for original work.<br>½% for repetition. |

**Appendix – 19**  
**(Reference-para 17.1.1)**

**APPLICATION FORM**

To,

The Executive Engineer,  
Division,

Subject:- Purchase of Tender documents...

Sir,

I/We am/are registered with the CPWD as Class \_\_\_\_\_  
contractor/contractors and our Registration No. is \_\_\_\_\_. It is certified  
that the said registration is valid as on date \_\_\_\_\_.

2 \* I/We am/are not registered with CPWD.

3.\*I/We am/are registered contractors with MES/Railways/P & T / State  
PWD

also. Particulars of the Authority, Class and tendered amount/limit upto which  
I/we am/are eligible to tender are furnished below :-

Authority	Class	Tendering Limit

It is certified (confirmed) that this registration/these registrations is/are  
valid as on date and we shall inform the department ourselves as soon as our  
registration expires or is cancelled/revoked.

**The particulars of work done are furnished/enclosed (for State PWD  
contractors.)**

\*I/We request that permission may be granted to me/us for the purchase of  
the purchase of tender document for the work of \_\_\_\_\_

**Yours faithfully,**

**(Contractor)\***

(Strike out inapplicable portion)

Appendix – 21  
(Reference para 17.5)

GUARANTEE BOND

This agreement made this \_\_\_\_\_ day of two thousand and \_\_\_\_\_ between M/s \_\_\_\_\_ (hereinafter called the Guarantor of the one part) and the President of India (hereinafter called the Govt. of the other part.

Whereas this agreement is supplementary to the contract (hereinafter called the Contract) dated \_\_\_\_\_ made between the Guarantor of the one part and Govt. of the other part, whereby the contractor, inter alia, undertook to render the Buildings and structures in the said contract recited completely Termite proof/water and leak proof.

And whereas the Guarantor agreed to give a guarantee to the effect that the said structure will remain Termite-proof for ten years to be reckoned from the date after the maintenance period prescribed in the contract expires.

During this period of guarantee the Guarantor shall make good all defects and for that matter, shall replace at his risk and cost such wooden members as may be damaged by termites and in case of any other defect being found he shall render the building termite proof at his cost to the satisfaction of the Engineer-in-charge and shall commence the works of such rectification within seven days from date of issuing notice from the Engineer-in-charge calling upon him to rectify the defects failing which the work shall be got done by the Department by some other Contractor at the Guarantor's cost and risk and in the latter case the decision of the Engineer-in-charge as to the cost, recoverable from the Guarantor shall be final and binding.

That if the Guarantor fails to execute the Anti-Termite treatment or commits breaches hereunder then the Guarantor will indemnify principal and his successors against all loss, damage, cost, expense or otherwise which may be incurred by him by reason of any, default on the part of the Guarantor in performance and observance of this supplemental agreement. As to the amount of loss and/or damage and/or const incurred by the Government the decision of the Engineer-in-charge will be final and binding on the parties.

In witness whereof these presents have been executed by the Obligor \_\_\_\_\_ and by \_\_\_\_\_ for and on behalf of the President of India on the day, month and year first above written.



Appendix –26  
(Reference para 24.1 )

SAMPLE FORM FOR SITE ORDERS BOOK

Name of work \_\_\_\_\_  
Date of commencement/period for completion \_\_\_\_\_

Sr. No	Remarks of the Inspecting Officer or contractor	Action taken and by whom	Remarks.
1.	2.	3.	4.

Appendix – 27  
(Reference para 25.6.4 )

CEMENT REGISTER

Date of Receipt	Quantity received	Progressive total	Date of issue	Quantity issued	Items of work for which issued	Quantity returned at the end of the day	Total issues	Daily balance at hand	Contractor's initial	JE,s initial	Remarks Asst Engineer/Executive Engineer at periodical checks.
1	2	3	4	5	6	7	8	9	10	11	12

--	--	--	--	--	--	--	--	--	--	--	--

Appendix – 28  
(Reference – para 28.9)

**FORM OF APPLICATION BY THE CONTRACTOR FOR SEEKING  
EXTENSION OF TIME**

**PART- I**

1. Name of Contractor
2. Name of work as given in the agreement
3. Agreement No.
4. Estimated amount put to tender
5. Date of commencement of work as per agreement
6. Period allowed for completion of work as per agreement
7. Date of completion stipulated in agreement
8. Period for which extension of time has been given previously :
 

(a) Ist extension vide EE’s No.	Dated	Month	Days
(b) 2 <sup>nd</sup> extension vide EE’s No.	“	“	“
(c) 3 <sup>rd</sup> extension vide EE’s No.	“	“	“
(d) 4 <sup>th</sup> extension vide EE’s No.	“	“	“

Total extension previously given.
9. **Reasons for which extension have been previously given (Copies of the \_\_\_\_\_ previous applications should be attached)**
10. Period for which extension is applied for

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11. Hindrances on account of which extension is applied for with dates on which hindrances occurred and the period for which these are likely to last.
- (a) Serial No.
  - (b) Nature of hindrance
  - (c) Date of occurrence
  - (d) Period for which it is likely to last
  - (e) Period for which extension required for this particular hindrance
  - (f) Extension of time applied for by the contractor
  - (g) Overlapping period, if any, with reference to items
  - (h) Net extension applied for
  - (i) Remarks, if any.
- Total period on account of hindrances mentioned above \_\_\_\_\_ Month  
\_\_\_\_\_ Days\_\_\_\_
12. Extension of time required for extra work
13. Details of extra work and the amount involved :-
- (a) Total value of extra work
  - (b) Proportionate period of extension of time based on estimated amount put to tender on account of extra work.
14. Total extension of time required for 11 & 12

Submitted to the Sub-Divisional Officer \_\_\_\_\_

Contractor

Signature of

Dated

APPLICATION FOR EXTENSION OF TIME

**PART II**

**(To be filled in by the Sub-Divisional Office)**

1. Date of receipt of application form \_\_\_\_\_  
Contractor for the work of \_\_\_\_\_ in the Sub-Divisional Office.
2. Acknowledgement issued by S.D.O. vide his No. \_\_\_\_\_ dated \_\_\_\_\_
3. Remarks of S.D.O. on the reasons given by the contractor are correct and what extension, if any, is recommended by him. If he does not recommend the extension, reasons for rejections should be given.

Signature of Divisional Officer.  
Dated \_\_\_\_\_

**(To be filled in by the Executive Engineer)**

1. Date of receipt in the Divisional Office.
2. Executive Engineer's remarks regarding hindrances mentioned by the Contractor.
  - (i) Serial No.
  - (ii) Nature of hindrance
  - (iii) Date of occurrence
  - (iv) Period for which hindrance is likely to last
  - (v) Extension of time applied for by the contractor
  - (vi) Overlapping period, if any, giving reference to items which overlap
  - (vii) Net period for which extension is recommended
  - (viii) Remarks as why the hindrance occurred and justification for extension recommended.
3. Executive Engineer's recommendations. The present progress of the work should be stated and whether the work is likely to be completed by the date upto which extension has been applied for. If extension of time is not recommended, what compensation is proposed to be levied under Clause 2 of the agreement.

Engineer \_\_\_\_\_  
SE's recommendations \_\_\_\_\_

Signature of Executive  
Date \_\_\_\_\_

Engineer \_\_\_\_\_

Signature of Superintending

Chief Engineer's recommendations

Date

Engineer

Signature of Chief

Date

**Appendix – 34**  
**(Refer para 34.1)**

**RULES FOR ENLISTMENT OF CONTRACTORS IN CPWD, 2001**

- 1.0 Title**  
These rules shall be called the “Rules of Enlistment of Contractors in CPWD 2001” and shall come into force with effect from the 1<sup>st</sup> day of April, 2001.
- 2.0 Short Title**  
Hereinafter these rules shall be referred to as “Enlistment Rules 2001” for the sake of brevity.
- 3.0 Repeal and Saving.**  
All rules regarding enlistment/revalidation of contractors in CPWD existing before coming into force of Enlistment Rules, 2001 and 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 CPWD till the period of such enlistment, including revalidation/extension granted before coming into effect of the Enlistment Rules, 2001, expires. However, in regard to all other matters and further revalidation of their enlistment/revalidation, they shall be governed by the Enlistment Rules, 2001. Applications received for enlistment/revalidation upto 30<sup>th</sup> March, 2001 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 CPWD 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 CPWD 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 CPWD.

**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. Scope**

The enlistment of a contractor in CPWD 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. Enlistment Procedure**

- 6.1.** The contractor shall have to submit the application in a prescribed form (Annexure-I) to the enlistment authority, complete with all documents as per Annexure II.
- 6.2** Incomplete applications and applications are accompanied with necessary documents are liable to be rejected.
- 6.3** Subject to the eligibility criteria and other conditions laid down in the Enlistment Rules, 2001, 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.
- 6.4** 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.
- 6.5** If the establishment 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** Notwithstanding above procedure, if the applicant contractor for Class V (Civil), Class-IV (Elec.) and Class-IV (Furniture) does not have the required experience, he shall be enlisted provisionally for one year during which he shall have to secure any work in CPWD during the year, his enlistment shall be cancelled and he shall be debarred from applying afresh for enlistment for three years.

## **7. 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**.

## **8.0 Categories and Classes**

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

## **9.0 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. Northern Region shall include Delhi Region also. The contractor shall be governed by the provisions existing at a particular point of time irrespective of when he was enlisted.

## **10.0 Authorities for Enlistment**

Enlistment in different categories and classes shall be done by different authorities. These are identified in Table-1.

**11.0 Eligibility Criteria**

The contractors shall have to satisfy the minimum eligibility criteria specified in Table-1, before they can be considered for enlistment.

11.1 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.

11.2 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.

11.3 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.

**12.0 Enlistment Fee**

The contractor shall have to pay a non-refundable enlistment fee by crossed Demand draft drawn in favour of the authority authorized 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.

**13.0 Income Tax Clearance**

The contractor shall produce a valid Income Tax Clearance Certificate (ITCC) alongwith his application for enlistment. After enlistment, he shall have to apply to the Income Tax department for issue of ITCC in the month of May every year and submit the same or an attested copy thereof to the enlistment authority by the end of June every year. Failure to submit the ITCC in this manner without any justifiable reason will render the contractor liable to be removed from the approved list of Contractors. In case of partnership firms, the names of all the partners should be mentioned in the ITCC.

**14.0 Electrical Licence**

The contractors of Electrical Category shall have to produce valid electrical licence from the competent authority in the name of the contractor. They shall keep valid licence throughout the period of enlistment by getting it renewed at suitable intervals and submit an attested copy of the same to the enlistment authority after each renewal. For applying for tenders for a work in any state they shall have to possess electrical licence valid for that state.

**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 the less than half due to any reason including death of partner(s) the enlistment of the firm shall be withdrawn.
- 16** 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. ITCC, Solvency Certificate, Electrical license etc. should bear one the above addresses, 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 CPWD**

Contractors whose near relatives are Divisional Accountant or Engineering Officers between the grades of Superintending Engineer and Junior Engineer (both inclusive) in the Central Public Works Department 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 CPWD 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 CPWD, PWD (NCTD) or CCU of Ministry of Environment & Forest 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.

**19.1 Application for Revalidation**

**19.1.1** 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 enlistment authority atleast 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 1.1.202 and beyond. For cases with expiry date earlier than 1.1.2002, the late fees shall not be charged so long the contractor has applied for revalidation upto the date of expiry of his enlistment.

**19.1.2** 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.

**19.1.3** Late fee shall be Rs.10,000/- for class I and Rs.5000/- for other classes. This is payable in the form of Demand Draft in favour of the authority, as authorized by enlisting authority.

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19.1.4 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.

## 20.0 Performance Reports

20.1 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.

20.2 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.

20.3 The contractor should fill up the details in the proforma as given in Annexure-II, induplicate. For each work, separate proforma should be filled. One copy of all the proforma 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 2<sup>nd</sup> copy should then be submitted to the enlisting authority alongwith the application for revalidation.

20.4 The Executive Engineer should fill up the proforma and submit to the Enlisting Authority through his SE, within two weeks of receipt of proforma.

## 21.0 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 :

- (i) Category 'A' Enlistment of such contractors, who secure 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.
- (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.
- (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.
  - (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.

- (b) If he has secured at least one work of appropriate magnitude during the extended one year, he shall be granted extension of one more 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 (iii) above, the contractor should submit certificate in original from the concerned Executive Engineer in the proforma as given in Annexure X.

## **22.0 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 for the state 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.

**23.0 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 live 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.

**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 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.

**23.2 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.

**23.3 Removal from the approved list**

The name of the contractor may be removed from the list of contractors, by the enlisting authority, if he :

- (a) has, on 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 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 etc.

**24.0 Revision of the Rules**

DG(W) CPWD may modify, add, delete and/or change any of the above rules and same shall be binding on all enlisted contractors.

**Annexure-I**

**CENTRAL PUBLIC WORKS DEPARTMENT**  
**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 }

          

1. Name of applicant Shri/M/s \_\_\_\_\_

2. Nationality            Indian                Other   

3. Address  
Regd. Office \_\_\_\_\_

\_\_\_\_\_  
Head  
Office \_\_\_\_\_

4. Telephone Number \_\_\_\_\_ Fax  
No. \_\_\_\_\_

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

6. If partnership firm, names of the 1.

\_\_\_\_\_ partners/ If company, name of directors 2.

\_\_\_\_\_ 3.

\_\_\_\_\_ 4.

\_\_\_\_\_ 5.

\_\_\_\_\_ 6.

7. (a) Name of person holding power of attorney \_\_\_\_\_

(b) Nationality Indian  Other

(c) Liabilities \_\_\_\_\_

8. Name of Bankers with full address \_\_\_\_\_

9. Place of business \_\_\_\_\_

10. Full time technical staff in applicant's employ :  
[(a) to (c) for Civil, Electrical & HVAC (d) for Furniture & (e) for Horticulture]

Nos.		<input type="checkbox"/>
(a)	Graduate engineers with minimum 5 years' experience	
(b)	Graduate engineers with minimum 3 years' experience [ excluding (a) above ]	<input type="checkbox"/>
(c)	Diploma engineers with minimum 3 years' experience	<input type="checkbox"/>
(d)	Furnitue/furnishing Designers	<input type="checkbox"/>
(e)	Graduates in Agricultural Science.	<input type="checkbox"/>

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 valid Electrical Licence For Electrical ] Yes No
13. (a) Details of enlistment with CPWD  
 (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 CPWD [ See Rule 18 of the Enlistment Rules] If answer to above is yes, give details. Yes No
15. Details of CPWD works completed and in progress (which were secured during the last 5 years) (to be filled in proforma and given in Annexure-VII. This list should include All works done whose gross amount of work done is more than the required magnitude of the class in which registration is required. Yes No.

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16. **Certificates :**
- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in CPWD 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 about 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 in not applicable).

Signature(s) of applicant(s) :

	Name	Signature	Address
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____
(4)	_____	_____	_____

(5) \_\_\_\_\_

(6) \_\_\_\_\_

Date :- \_\_\_\_\_

No. of documents attached

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CPWD Works  
Manual  
Annexure – IV

CLIENT'S CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

Name & Address of the  
Client \_\_\_\_\_

Details of Works executed Shri/M/s  
\_\_\_\_\_  
\_\_\_\_\_

1.	Name of work with brief particulars	
2.	Agreement No. and date	
	Date of commencement of work	
	Stipulated date of completion	
	Actual date of completion	
	Details of compensation of levied for delay,if any	
	Tendered amount	
	Gross Amount of the work completed	
	Name and address of the authority under whom works executed.	
	Whether the contractor employed qualified Engineer/Overseer during execution of work ?	

	(i) Quality of work (indicate grading) (ii) Amount of work paid on reduced rate basis, if any.	Out Standing/V.Good/Good/Poor
	(i) Did the contractor go for arbitration ? (ii) If yes, total amount of claim (iii) Total amount awarded	
	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	Out Standing/V. Good/Good/Poor Out Standing/V. Good/Good/Poor Out Standing/V. Good/Good/Poor Out Standing/V. Good/Good/Poor Out Standing/V. Good/Good/Poor

Note : All Columns should be filled in properly.

“ Countersigned “

Reporting

Signature of the

Official Seal

Officer with

Officer of the rank of  
Superintending Engineer  
of Equivalent

Appendices

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Annexure – V

#### 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 V (B&R), Class IV (Elect), Class IV (Firm), Hort. (All Classes)

Certified that Shri/Smt./M/s

\_\_\_\_\_

S/o/W/o \_\_\_\_\_

\_\_\_\_\_ and resident(s) of

\_\_\_\_\_

Has/have been maintaining a saving bank account/current /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



VI

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

A. Document to be Submitted

1. Copy if proposed partnership deed duly signed/proposed Memorandum of articles.
2. Attested copy/copies of valid ITCC(s) in respect of each proposed partner.
3. An undertaking shorn in before a 1<sup>st</sup> class Magistrate by all the partners to the  
effect that the new firm will take over all assets and liabilities.
4. 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 CPWD/MES/Railway/P&T/State PWD.
- (ii) Whether he is a dismissed Govt. servant.
- (iii) Whether he is a partner/director of any other firm enlisted with this Department/MES/Rly./P&T/State PWD.
- (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 Govt. servant within 2 years.
- (vii) Whether he has any relative working in CPWD, if yes, give details.

- (viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.

Signature of Contractor.

Appendices

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Annexure – VII

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

\_\_\_\_\_

contractor

Signature of the

PART-II

(To be filled by the department )

Note : This performance report, duly completed by EE & SE, 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 EE with full designation

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 SE

Signature of EE with full

designation

**DOCUMENTS ATTACHED FOR REVALIDATION**

S.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 valid Electrical order.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Attested copy of Enlistment order.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Attested copy of award letters for works included in Annexure-III.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Attested and valid Income Tax Clearance certificate.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Annexure VII with acknowledgement of EE	<input type="checkbox"/>	<input type="checkbox"/>

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**Appendices**

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

**Sub :- Revalidation of contractors as Class - ( ) in CPWD**

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.

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Manual

CPWD Works

Annexure –

**XI**

**For the purpose of clarification of the enlistment Rules, further provisions are made as under :**

**Regarding Team for inspection of works and Advisory Committee :**

**1.0 RULE 6.0**

**1.1** Ordinarily, works executed by CPWD/PWD(DA) Ministry of Environment need not be inspected.

**1.2 Inspection Teams**

The Inspection teams for inspecting the non-CPWD 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 I :
  - 1. Chief Engineer of the Zone
  - 2. One Superintending Engineer as nominated by CE.
- (b) For Class II :
  - 1. Superintending Engineer of the circle
  - 2. One Executive Engineer as nominated by SE
- (c) For Class III, Class IV and Class V :

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1. Executive Engineer of the division.
2. One Assistant Engineer as nominated by EE.

### 1.3 Advisory Committees

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. Such Advisory Committee shall be as follow :

Enlistment Authority	Committee
DG(W)	Chairman : ADG (TD) Member-Secretary : SE (C&M)  For Civil, Fur. & Hort. Contractors : CE(CSQ) & any two officers of the rank of CE(C )  For Elect, HVAC and specialized Elect. Job contractors: CE(CSQ) & any two officers of the rank of CE(EI)
ADG(NR)	For Civil & Fur. Contractors : CE(ODZ)- Chairman DW under ADG (NR), & any two officers of the SEs(C ) rank.  For Elect, HVAC and specialized Elect. Job contractors: CE(E)NZ – Chairman SE(E)P(NZ) & any two officers of the SEs(E) rank.

ADG(WR)	For Civil & Fur. Contractors : CE(WZ)I- Chairman  DW under ADG (WR) & any two officers of the SEs(C ) rank.  For Elect, HVAC and specialized Elect. Job contractors: CE(E)NZ – Chairman SE(E)P(WZ) & any two officers of the SEs(E) rank.
---------	--

<b>Enlistment Authority</b>	<b>Committee</b>
ADG(SR)	For Civil & Fur. Contractors : CE(SZ)I- Chairman DW under ADG (SR), & any two officers of the SEs(C ) rank.  For Elect, HVAC and specialized Elect. Job contractors: CE(E)SZ – Chairman SE(E)P(SZ) & any two officers of the SEs(E) rank.
ADG(ER)	For Civil & Fur. Contractors : CE(EZ)- Chairman DW under ADG (ER), & any two officers of the SEs(C ) rank.  For Elect, HVAC and specialized Elect. Job contractors: CE(E)EZ – Chairman SE(E)P(ER) & any two officers of the SEs(E) rank.
CE (Zone) (For Civil & Fur. Contractors)	SE(A)/SE(P), One SE(C), One EE(C )
CE (E)Zone (For Elect, HVAC & specializes Elect. job Contractors)	SE(A)E/SE(P)E, One SE(E), One EE(E)
SE (Circle) (For Civil & Fur contractors)	EE(A) of Circle, One EE(Civil Division), AE(P) of Circle
SE (Circle) (For Electrical contractors)	EE(E)A of Circle, EE(E) of Electrical Division, AE(E)P of Circle.

**1.21** As a general rule, in stations where there are more than one CE or

SE, CE of Zone-I or SE of Circle-I shall be the enlisting authority and Chairman of the Advisory Committee. However, ADGs shall, at their discretion nominate any other CE/SE as member of the Advisory Committee.

1.3 As and when an application is received from contractor, the same

should be scrutinized and if some documents/information is missing the application should be returned back to the contractor with reason for rejection. Applications received by post or through messengers should be scrutinized 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 CPWD, 2001 are applicable from 1.4.2001. These rules are available in website www. tenderhome.com. These can be downloaded from there. For further information, reference can be made to the following :

M/s Sugal Infotech Pvt. Ltd.,  
6/35, W.E.A. Karol Bagh,  
New Delhi- 110005.  
Tel. No. 91-11-5765331/2  
Tel. Fax. 91-11-5748882  
Email : info @ tenderhome. com

**Appendix – 37**

( Reference – Para 44 2 )

**CPWA – 35 (Revised)**

**REGISTER OF MATERIALS AT SITE ACCOUNTS.**

(Referred to in paragraphs 10.3.11, 10.3.12, 10.3.18, 10.5.7, 10.5.8 of CPWA Code)

1. Section .....
2. Name of work.....
3. Name of Article.....
4. Estimate Requirements.....
5. Issue Rate.....

Sl.No.	Date of Receipts/Issues	Received from/ Issued to	Receipts/issues	Balance	Remarks.

--	--	--	--	--	--

**Contact Person :-** (Phone/E-mail/Fax).

**(1) Executive Engineer, PWD, Division No.I.....2642350**  
**Fax No.....2643441**

**(2) Deputy Engineer, Sub-division –I for Silvassa & Dadra**  
**Patelad.**

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**(3) Deputy Engineer, Sub-division No.II for Randha, Kilwani,**  
**Dapada and Naroli Patelad.**

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**(4) Deputy Engineer, Sub-division No.III for Khanvel and**  
**Mandoni Patelad.**

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**(5) Assistant Surveyor of Works for Khanvel and Dudhani**  
**Patelad.**

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