

## **RULES OF ENLISTMENT OF CONTRACTORS IN MIZORAM PWD (AMENDMENT) 2024**

- 1.0 **Short title & Extent:** These rules shall be called the “Rules of Enlistment of Contractors in Mizoram PWD (Amendment) 2024”. They shall extend to the whole of Mizoram.
- 2.0 **Commencement:** They shall come into force from the date of publication in the official Gazette.
- 3.0 **Repeal and saving :**
- 3.1 On and from the commencement of these rules, rules and procedures for enlistment of contractors under the Public Works Department of the Government of Mizoram as notified vide No.D.24011/1/98-PWM Dt.22.3.2004 with its subsequent amendments dated 29.04.2005, 20.07.2006, 26.06.2007, 08.08.2007 and 09.07.2009 stand repealed.
- 3.2 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 MPWD till the period of such enlistment, including revalidation/extension granted before coming into effect of the Enlistment Rules 2014, expires. However, in regard to all other matters and further revalidation of their enlistment, they shall be governed by the Enlistment Rules 2014.
- 4.0 **Applicability:**
- 4.1 MPWD enlists contractors who intend to work with the department. It is done to have a ready list of suitable and competent contractors for MPWD works so as to minimize requirement of verification of credentials of contractors at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in MPWD and perform well. Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for enlistment as a contractor in MPWD under these Rules provided that 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.
- 4.1.1 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. However, cases where disciplinary action was taken against the contractor for a specified period and such penalty period is already over, his case for enlistment / revalidation can be considered.
- 4.1.2 If two or more individuals form a partnership firm, and if any of the partners is having required work experience to become eligible for enlistment in any category in which enlistment is sought, their case shall be considered for enlistment of the partnership firm subject to fulfilment of other laid down criteria.
- 4.2 No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Government is allowed to work in the MPWD either as contractor or as employee of a contractor for a period of one year after his retirement from Government service unless he has obtained prior permission of Government of Mizoram 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 Mizoram 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 MPWD.
- 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 in MPWD.
- 4.6 A contractor can submit fresh application for enlistment if he fulfils all the eligibility criteria except work done and provided he has participated in at least 3 (three) tendering processes in MPWD during the validity period of his enlistment.

5.0 **Scope:**

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

6.0 **Enlistment Procedure –**

- 6.0.1 All applications for enlistment as Contractor in Annexure-I should be submitted in prescribed form which shall be made available from the: -

- |  |                                |
|--|--------------------------------|
| - Office of the Engineer-in-Chief, PWD                 | - for Class - I Contractors;   |
| - Office of the concerned Chief Engineer, PWD          | - for Class - II Contractors;  |
| - Office of the concerned Superintending Engineer, PWD | - for Class - III Contractors; |
| - Office of the concerned Executive Engineer, PWD      | - for Class - IV Contractors.  |
| - Office of the concerned Sub Divisional Officer, PWD  | - for Class - V Contractors;   |

Submission of application for enlistment may be done at any time of the year

- 6.0.2 An application duly accompanied by Permanent Account Number (PAN)/No dues certificate for non-tribal, House Tax Payee Certificate indicating LSC Number/Residential Certificate Issued by concerned D.C and Professional Tax Clearance Certificate for tribals shall be submitted to the concerned Enlistment Authority.

*Note: In case of individual living with Parents having no separate LSC, a certificate to that effect issued by competent authority will be acceptable in lieu of HTPC.*

6.1 **Enlistment Authority -**

- 6.1.1 **Enlistment of Class-I Contractor** shall be done by the Engineer-in-Chief, PWD, with approval of a Committee consisting of the Secretary, Public Works Department as a Chairman, all Chief Engineers and Superintending Engineers under Public Works Department as Members.

- 6.1.2 **Enlistment of Class-II Contractor** shall be done by the Chief Engineers within their respective jurisdiction with the approval of a committee consisting of the Engineer-in-Chief, Public Works Department as a chairman, all Chief Engineers and all Superintending Engineers under Public Works Department as members.

- 6.1.3 **Enlistment of Class-III Contractor** shall be done by the designated Superintending Engineers under Public Works Department with the approval of a committee consisting of the concerned Chief Engineer, Public Works Department and all the Superintending Engineers under him as Members.

- 6.1.4 **Enlistment of Class-IV Contractor** shall be done by the concerned Executive Engineers, Public Works Department with the approval of a committee consisting of concerned Superintending Engineer, Public Works Department as a chairman and all Executive Engineers, PWD, under him as Members.
- 6.1.5 **Enlistment of Class-V Contractor** shall be done by the concerned Sub Divisional Officer, PWD with the approval of the committee consisting of concerned Executive Engineer, PWD as a Chairman and all Sub Divisional Officers, PWD under him as members.
- 6.1.6 **Enlistment of Retired Engineers and Architects as Contractors:** Retired Engineers and Architects not below the rank of SDO/AE/AA at the time of retirement may be applicable for enlistment as Contractors provided that they satisfied the financial soundness mentioned in Table 1 of each Class of Contractors and work done mentioned in column 5 of Table1 will be exempted for Retired Officers of PWD.
- 6.2 Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.
- 6.3 All verifications, submission of reports etc. are to be pursued by the applicant. Any delay on account of delay in verification, submission 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 applicant/contractor and to get works done by the applicant/contractor inspected and/or to get such other reports as may be considered necessary.
- 6.5 If the enlistment authority finds the applicant/contractor suitable for enlistment, it shall issue the enlistment order and, otherwise, send a letter of rejection of the application to the contractor /applicant. The decision of the enlistment authority shall be final and binding on the contractor.
- 6.6 The enlisting authority reserves right to limit number of contractors to be enlisted in any class or category.
- 6.7 Enlistment of contractors in the department may be closed at any point of time. While closing the enlistment, the department may have a reserved list of eligible contractors from the pending applications. Out of this, contractors may be enlisted depending on requirement
- 7.0 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 anytime if considered necessary by the enlistment authority, after issue of show cause notice.
- 8.0 **Categories & Classes** – The enlistment shall be done in the categories and classes mentioned in Table – 1

- 9.0 **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. Registered office of the contractor has to be in the same area as jurisdiction for tendering of class and category in which enlistment is sought.
- 9.1 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 I.
- 11.0 **Eligibility Criteria** - The contractors shall have to satisfy the minimum eligibility criteria specified in Table – I, 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 a builder, during the last five years. The works should have been executed in the same name and style in which the enlistment is sought or all the eligible work(s) should have been secured in the name of any one of the partner. Enlistment of an individual in corresponding category may also be done based on his Technical Qualification in lieu of experience of completion of works in the last 5 years if provision exists in Table I of the Rules, but other eligibility criteria remaining the same.
- 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 favour of the authority authorized by enlisting authority. For various categories and classes of enlistment, the fee is prescribed in Table – I. This fee is to be submitted along with application form to the enlisting authority.
- 13.0 Deleted
- 14.0 Deleted
- 15.0 **Change in Constitution of Firm** - The contractor/firm shall not modify the 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 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 or change in the name of firm without prior approval of the enlistment authority, will render the contractor/firm liable to be removed from the approved list of contractors.

- 15.1 If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his/their individual/joint capacity shall have to apply for the enlistment afresh on the basis of work experience gained as a separate entity.
- 15.2 If new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 4.0
- 15.3 If the number of original partners of a firm reduces to less than half due to any reason including death of partner(s), the enlistment of the firm shall be withdrawn. Original partners means constituents at the time of Enlistment and those who have remained as constituent for more than 5 years.
- 16.0 **Change in Address**  
While applying for enlistment, the contractor should mention address of his Registered office as well as Head Office, if different. All documents i.e., Bankers' Certificate 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, in any of the above addresses, in advance or maximum within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, GST registration, Sales Tax authorities etc. Failure to do so may result in removal of his name from the approved list of contractors.
- 17.0 **Near Relatives Working in MPWD -** Contractors whose near relatives are Divisional Accountant or Engineering Officers between the grades of Superintending Engineer and Junior Engineer (both inclusive) in the Mizoram 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, grandparents, children, grandchildren, 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 MPWD 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 Rule 7.0. It shall, however, be revalidated on merits, if desired by the contractor. Contractors who have secured Financial Soundness as per Column 6 of Table 1 in each class of Contractor will be eligible for revalidation during the period of enlistment or last revalidation period of enlistment as the case may be, shall be considered for revalidation.
- 19.1.1 **Application for Revalidation -**  
The contractor shall apply for revalidation for his enlistment in the prescribed form 'Annexure VIII' along with all documents as per Annexure IX so as to reach the Enlistment Authority at least 6 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 cases where the application is received after date of expiry of enlistment/revalidation, but within six 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 Enlistment/Revalidation processing fee is payable in the form of Demand Draft in favour of the authority, as authorized by enlisting authority. Late fee will be same as the enlistment processing fee as prescribed in Table I of 'Enlistment Rules 2024.
- 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.
- 19.1.5. **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.
- 20.0 **Performance Reports:**
- 20.1 The Contractor should fill up the details of each 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 pro forma as given in Annexure VII, in duplicate. For each work, separate pro forma should be filled. One copy of all the pro forma should be submitted to the reporting officer and the acknowledgement obtained on the second copy of the pro forma. This second copy should then be submitted to the enlisting authority along with the application. It shall be mandatory for the contractor to submit the performance report (PR) of each work executed by him in the approved format duly filled with all the required details to respective Executive Engineer within 6 months of completion of work under intimation to enlisting authority. In case he fails to do so, such work shall not be considered as eligible work for revalidation of enlistment. However, there shall be no bar for EE/SE concerned to take cognizance of bad performance of the contractor where he deliberately avoids submission of PR.
- 20.4 The reporting officer shall write the report and forward to the Enlisting Authority through his reviewing officer.
- a) It will be obligatory on the part of the concerned EE and SE to send PR to enlisting authority immediately but latest within one and two months respectively. In case the contractor has not applied for PR, the EE shall initiate the PR at his own initiative.
- b) Scanned copy of performance report can be submitted to enlisting authority through e-mail which can be confirmed by enlisting authority from respective office.

- 20.5. Annual Confidential Performance Report may be written based on contract/tender amount categorized in accordance with tendering limit of different class of Contractors” as follows: -

Contractor/tender amount (in crore)	Team of officials to prepare (in crore) report of contractor
1) Upto 0.50	SDO with concerned JE where the work is executed
2) Above 0.50 to 2.50	EE with concerned SDO & JE where the work is executed
3) Above 2.50 to 5.00	SE with concerned EE & SDO where the work is executed
4) Above 5.00 to 10.00	CE with concerned SE & EE where the work is executed
5) Above 10.00	E-in-C with concerned CE, SE & EE where the work is executed

21.0 **Deleted**

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 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 Sales Tax authorities.
- c) In case of composite works/tenders, the Contractor must associate with Electrical License holder from Electrical Licensing Board. At the time of tendering, if the Contractor does not possess electrical license in his own name, he shall submit an undertaking in the application form to associate an agency having valid electrical license of appropriate voltage.
- d) The contractor should secure works of specified magnitude during the period of enlistment/revalidation as provided in Para 19.0 above
- e) The contractor shall abide by these rules.
- f) The contractor should not indulge in unethical practices and maintain good conduct.
- g) The contractor shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.
- h) Contractor shall submit the performance report of each work executed by him in the approved format duly filled with all the required details to respective Executive Engineer within 6 months of completion of work under intimation to enlisting authority.

- 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 have to execute the works as per contract 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 indefinitely or for a period as decided by 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 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/she;
- fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects; or
  - no longer has adequate equipment, technical personnel or financial resources; or
  - is litigious by nature; or
  - violates any important condition of contract; or
  - his/her staff misconducts or misbehaves with MPWD officials
  - is responsible for a conduct which may justify his demotion to a lower class; or
  - any other reason which in view of enlisting authority is adequate for his demotion to a lower class.

23.2 **Suspension of Business**

Whenever adverse reports related to adverse performance, misbehavior, direct or indirect involvement in threatening, making false complaints, filing legal suites for frivolous reasons, hampering tender process or execution of contract or any act, omission or commission etc. damaging the reputation of department/officer or any other type of complaint considered fit by enlistment authority, are received from more than one officer or at more than one occasion from individual officer of MPWD works for the various class/categories of contractor, sale of tender to such MPWD contractors shall be suspended immediately by the Enlisting Authority pending full enquiry into the allegations and decision by the empowered committee as indicated below. The Committee will decide the case in time bound manner from the date of issuance of letter of suspension of sale of tender to the contractor. If any of the charges are established then this would result in banning of business with the contractor for the period as decided by Empowered Committee. Business may also be suspended with a contractor up to a period of one year in case he fails to start the work after the award on two occasions.

<b>For Rule 23.2 Empowered Committee for Civil, Electrical.</b>				
<b>Enlistment Authority</b>	<b>Class</b>	<b>Categories</b>	<b>Complainant Officer</b>	<b>Empowered Committee</b>
Engineer-in-Chief	I	Civil	C E	Chairman – Engineer-in-Chief Members – All chief Engineers
Chief Engineer	II	Civil	S E	Chairman – Chief Engineer concerned Members – All SE under CE zone
Superintending Engineer	III	Civil	E E	Chairman – S.E concerned Members – All EE under SE/ Circle
Executive Engineer	IV	Civil	SDO	Chairman – EE Concerned Members – All SDO under EE/ Division
Sub Divisional Officer	V	Civil & Petty works	JE	Chairman-SDO Concerned Member- All JE under Sub Division
<i>Enlisting authority has to appoint the members of committee as per the table above and it is to be kept in view that complainant officer should not be part of committee.</i>				



23.3 **Removal from the approved list:** The name of the contractor may be removed from the approved list of contractors, by the enlisting authority, if he/she:

- 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 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 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) 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 fulfil eligibility criteria based on which enlistment/revalidation was done; or
- o) is considered not required to be in list of MPWD for any other reason considered fit by enlistment authority; or
- p) Does not start the work after the same is awarded to him on three occasions; or
- q) Is dead or is in the state of lunacy.

24.0 **Definition of Building and Civil Work Building Work:** Building work means complete work including all civil items such as RCC work/ brick or stone work/wood work/ steel or aluminium work/ plaster work/ flooring work/ water supply and sanitary installation / drainage work/ water proofing work etc.

**Exclusions:** Items of pre fabricated huts, false ceiling, compound wall, storm water drain, sewer lines, water supply lines, Road side gully chamber and supply & fixing of SFRC covers if executed exclusively under separate contract and not as part of main building contract and work of industrial sheds shall be excluded from definition of building work.

**Civil work:** Any Civil work which also includes works of additions/alterations/renovations/up-gradations/maintenance.

**Exclusions:** Maintenance work does not include works of sweeping, care taking, watch & ward and the like.

## 25.0 Work experience for Enlistment and Revalidation

Category	Class	Work Experience for Enlistment	Work Experience of Revalidation
Civil	I, II & III	Building Work and Civil Works excluding Maintenance work	Building Work or Civil Work excluding Maintenance work
	IV	Building Work & Civil Works	Building Work or Civil Work
	V		Civil Work

**26.0 Demotion to a lower class on request:** In case, the contractor himself seeks demotion to a lower class on account of non fulfilment of revalidation criterion, the enlisting authority of Class in which he is enlisted, on being satisfied prima-facie, of the contractor fulfilling the requirements of enlistment to a lower class, 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 with concerned enlisting authority.

To avail this provision the Contractor's application must reach the enlistment authority before three months period from date of expiry of enlistment. There can be two type of cases:

**Category I** – Contractor applies for revalidation for full term of 5 years but when not found fit for revalidation, he requests demotion to lower class.

**Category II** – At the time of submission of application for revalidation, he is aware that he is not eligible for revalidation of enlistment for 5 years and in place of 5 years he requests for enlistment in lower class for a period of 1 year.

For such case falling under category I, contractor has to pay no fee or late fee or double the late fee for revalidation as the case may be. The fee paid shall be non refundable, in case either he is not found eligible for revalidation of enlistment for full term or even if he is enlisted in lower class for a period of one year.

For cases falling under category II, contractor has to pay proportionate fee @ 20% of enlistment fee as applicable to the class in which he desires enlistment for a period of one year. To continue his enlistment further, he has to submit fresh application before the competent authority to obtain fresh enlistment and he has to pay full enlistment fee as applicable.

**Table – I of MPWD Enlistment Rules 2014**

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T & P Machinery Enlistment	Enlistment processing Fee
1	2	3	4	5	6	7	8	9
CIVIL	I	All over Mizoram	As per provision of Clause 6.1.1	Unlimited	Banker's certificate of ₹. 3.00 Crores	a) One Graduate in Civil Engineering with 3 years experience b) One graduate in Civil engineering with 1-year experience c) One Diploma in Civil Engineering with 3 years experience d) Two Diplomas in Civil Engineering with 1 year experience e) Exempted for retired Engineers	<b>Any 7 (seven) of the following Machineries:-</b> i) Total station - 1 No. ii) Builders hoist/Tower crane- 2 Nos. iii) Mixers of full bag capacity - 5 Nos iv) Steel shuttering 2000.00 sq.m. v) Steel props for 6000 Cu-m space vi) Vibrator- 5 nos. vii) Fully automatic Batching plant (min.10 cum capacity) with pump = 1 No. viii) Wet Macadam Mix plant 1 No. ix) Pavers finishers 1 No x) Road rollers 1 No. 8-10 TPH capacity xi) Trucks/Tippers 2 Nos <i>Minimum Capacity of 6 Cum</i> xii) Vibratory road roller - 1 Nos xiii) Hot Mix Plant 1 no. Minimum capacity of 20 xiv) Excavator cum Loader (0.6 cum bucket capacity xv) Bull Dozer -1No. Minimum D-50 xvi) Stone Crusher-1No. Min. Capacity 20TPH xvii) Air Compressor-1No. Min. Capacity 35TPH xviii) Excavator -1No. xix) Motor Grader -1No.	₹. 30,000.00

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1	2	3	4	5	6	7	8	9
CIVIL	II	All over Mizoram As per provision of Clause 6.1.2	₹. 10.00 Crores	Three Civil works of ₹ 80.00 lakhs each Or Two bldg. works of ₹ 1.20 Crores each Or One Civil works of ₹ 2.00 Crores  For Retired Sr.EE/EE/Sr.SDO/SDO exempted for initial registration, but will be required at the time of renewal/revalidation  <i>Note : All Completion cost</i>	Banker's certificate of ₹.1.50 Crores	a) One Graduate in Civil Engineering with minimum 3-years experience  b) Two Diplomas in Civil Engineering out of which one with at least with 3-years experience.	<b>Any 5-(five) of the following machineries</b> i) Steel shuttering 1000 sq.m. ii) Steel props for 3000 Cu-m space iii) Concrete mixers of full bag capacity-2 Nos iv) Vibrator-3 nos. v) Builder Hoist -1no. (20m height) vi) Fully automatic Batching plant (min.6 cum capacity) with pump = 1 No. vii) Wet macadam mix plant - 1 No. viii) Pavers finisher 1 No. ix) Road roller 1 No. x) Truck/Tipper 1 No xi) Vibratory road roller - 1 No xii) Hot Mix Plant 1 no. Minimum capacity of 20 TPH xiii) Bull Dozer -1No. Minimum D-50 xiv) Stone Crusher-1No. Min. Capacity 20TPH xv) Air Compressor-1No. Min. Capacity 35TPH xvi) Excavator -1No.	₹. 15,000.00

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1	2	3	4	5	6	7	8	9
CIVIL	III	All over Mizoram  As per provision of Clause 6.1.3	₹. 5.00 Crores	<p>Three works of ₹. 20.00 lakhs each Or Two works of ₹. 30.00 lakhs each Or One Civil work of ₹.60.00 lakhs Or Graduate in Civil Engineering from recognized university / Diploma in Civil Engineering with 3 years experiences.</p> <p>For Retired JE/OS-II exempted for initial registration, but will be required at the time of renewal/ revalidation</p> <p><i>Note : All Completion cost</i></p>	Banker's certificate of ₹.50.00 Lakhs	<p>a) One Diploma in Civil Engineering with minimum experience of 3 years.</p> <p>b) Exempted for Graduate/Diploma in Civil Engineering direct entry</p> <p>c) Exempted for retired Engineers</p> <p>{Proof of Salary drawn by engineer (bank account details statement for last 3 months to be submitted)}</p>	<p><b>Any 4-(Four) of the following Machineries:-</b></p> <p>i) Steel shuttering 300.00 sq.m. ii) Steel props for 900.00 Cu-m space. iii) Concrete mixers of full bag capacity- 2 Nos iv) Vibrator-3 nos. vi) Truck/Tipper 1 No vii) JCB/Back Hoe Loader viii) Pickup ix) Road Roller x) Stone Crusher</p>	₹. 10,000.00

**Table – I of MPWD Enlistment Rules 2014**

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T & P Machinery Enlistment	Enlistment processing Fee
1	2	3	4	5	6	7	8	9
CIVIL	IV	All over Mizoram As per provision of Clause 6.1.4	₹. 250.00 lakhs		Banker's certificate of ₹. 10.00 Lakhs	a) One Diploma in Civil Engineering	i) Concrete mixers of full bag capacity- 1 No. ii) Vibrator-2 nos.	₹. 5,000.00

Table – I of MPWD Enlistment Rules 2014									
Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T & P Machinery Enlistment	Enlistment processing Fee	Remarks
1	2	3	4	5	6	7	8	9	10
CIVIL	V	All over Mizoram As per provision of Clause 6.1.5	₹. 50.00 lakhs		Banker's certificate of ₹. 1.00 Lakhs OR Property equivalent		i) Vibrator-1No ii) Concrete mixer 7 cu ft - 1 No.	₹. 2,500.00	Class V Contractor is freshly included in Mizoram PWD which was not included in MPWD Existing Rules as the same is adopted by CPWD

Table – I of MPWD Enlistment Rules 2014

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T & P Machinery Enlistment	Enlistment processing Fee
1	2	3	4	5	6	7	8	9
Internal & External Electrical Installation	I	All over Mizoram As per provision of Clause 6.1.1	₹. 4.00 Crores	<p>Three works (excluding maintenance work) of ₹ 40.00 lakhs each. At least one work should be of internal electrification of buildings</p> <p>Or</p> <p>Two works (excluding maintenance work) of ₹ 60.00 lakhs each. At least one work should be of internal electrification of building.</p>	Banker's certificate of ₹. 3.00 Crores	<p>a) One diploma in Electrical/Mechanical Engineering, One Supervisor holding valid license certificate issued by MELB with minimum voltages installation not exceeding 650 V and two Nos. of workmen holding valid license certificate issued by MELB of the same voltage grade as mentioned above.</p> <p>b) One graduate in Electrical/Mechanical Engineering with minimum experience of 3 yrs &amp; One diploma in (Electrical/Mechanical) Engineering with minimum experience of 2 yrs.</p> <p style="text-align: center;">Or</p> <p>One Diploma in Electrical/Mechanical Engineering with minimum experience of 5 yrs. &amp; one Diploma in Electrical/Mechanical Engineering with minimum experience of 2 yrs.</p>	<p><b>Minimum one sets of following T&amp;P :</b></p> <p>Steel/ Aluminium ladder 1.5 m to 8.0 m, chase cutting machines, Electrical wire drawing equipment, Torque wrench for nut/bolt/screws; Conduit die set; Pipe vice, Bench vice; LT Meggar (2500 volts, 1000 Volts. 500 Volts 1 each) Tong Tester, Multimeter; Hydraulically operated &amp; hand operated crimping machines, Earth tester (0-10 Ohms). Portable drilling machine; core cutting machine, Phase sequence indicator.</p>	₹. 15,000.00



**Table – I of MPWD Enlistment Rules 2014**

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T & P Machinery Enlistment	Enlistment processing Fee
1	2	3	4	5	6	7	8	9
Internal & External Electrical Installation	II	All over Mizoram As per provision of Clause 6.1.2	₹. 120.00 lakhs	<p>Three works (excluding maintenance work) of ₹. 13.00 lakhs each. At least one work should be of internal electrification of buildings</p> <p>Or</p> <p>Two works (excluding maintenance work) of ₹. 20.00 lakhs each. At least one work should be internal electrification of building.</p>	Banker's certificate of ₹. 50.00 Lakhs	<p>One Supervisor holding valid license certificate issued by MELB with minimum voltages installation not exceeding 650V and 2 Nos. of workmen holding valid license certificate issued by MELB of the same voltage grade as mentioned above.</p> <p>Or</p> <p>Two diplomas in Electrical/Mechanical Engineering with minimum experience of 3 yrs.</p>	<p><b>Minimum one sets of following T&amp;P :</b></p> <p>Chase cutting machine, Electrical wire drawing equipment. Steel/Aluminium ladder 1.5 m to 8.0 m; Conduit die set; Pipe vice; Bench vice; LT Megger 500 volts, Tong Tester, Multimeter; Hydraulically operated &amp; hand operated crimping machines, Earth tester (0-10 Ohms); Portable drilling machine; core cutting machine.</p>	₹. 10,000.00

**Table – I of MPWD Enlistment Rules 2014**

Category	Class	Jurisdiction & Enlistment Authority	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T & P Machinery Enlistment	Enlistment processing Fee
1	2	3	4	5	6	7	8	9
Internal & External Electrical Installation	III	All over Mizoram As per provision of Clause 6.1.3	₹. 40.00 Lakhs	Unemployed Graduate Engineer (Electrical/Mechanical) with valid license Certificate issued by MELB Unemployed Graduate Engineer (Electrical/Mechanical) with valid license Certificate issued by MELB	Banker's Certificate of ₹. 10.00 lakhs ( or for graduate Engineer (E/M) Certificate for working capital of ₹ 2.70 lakhs for at least 6 month)	One Supervisor holding valid license certificate issued by MELB with a minimum votages installation not exceeding 650V and 1 No. of workmen holding valid license certificate issued by MELB of the same voltage grade as mentioned above. . Or One Diploma in Electrical/ Mechanical Engineering.	<b>Minimum one sets of following T&amp;P :</b> Chase cutting machine, Electrical wiredrawing equipment. Steel/Aluminium ladder 1.5m to 8m; Conduit die set; Pipe vice; Bench vice; LT Megger 500 volts Tong Tester, MultiMeter; Hydraulically operated & hand operated crimping machines, Earth tester (0-10 Ohms); Portable drilling machine; core cutting machine.	₹. 5,000.00

**ANNEXURE-I**  
**APPLICATION FOR ENLISTMENT AS CONTRACTOR IN ALL CATEGORIES**  
[Ref. Rule 6.0.1]

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

	TYPE OF ENLISTMENT: NEW
	CLASS: _____
	CATEGORY: _____
	JURISDICTION: _____
1 Name of the Applicant (Individual/Firm/Company)	_____
2 Nationality	_____
3 Address :	_____
(i) Registered Office :	_____
	_____
(ii) Head Office :	_____
	_____
4 Contact Details :	_____
(i) Telephone Number-	_____
(ii) Fax Number	_____
(iii) Mobile Number	_____
(iv) Website URL (If any) (v) Email Id	_____
5 PAN Number (Individual / Firm / Company)	_____
6 Constitution	_____
7 Name, scanned passport size photo and scanned signature of the Individual(s)/Partner(s)/Director(s)	_____

(Size of photo should be 2.5 X 3.5 cm having white background and printed name at bottom)

1	2	3	4
Paste photo	Paste photo	Paste photo	Paste photo
Name	Name	Name	Name

8 **Is the Individual / Sole Proprietor / any Partner / Director of company :**

- a) Dismissed Government Servant: Yes ..... No .....
- b) Removed from approved list of contractors: Yes ..... No .....
- c) Demoted to a lower class of contractors: Yes ..... No .....
- d) Having business banned/suspended by any Government in the past: Yes ..... No .....
- e) Convicted by Court of Law: Yes ..... No .....
- f) Retired Engineer/official from Engineering Department of Government of India within last one year: Yes ..... No .....
- g) Director or Partner of any other company/firm enlisted with MPWD or any other department: Yes ..... No .....
- h) Member of parliament or any State Legislative assembly:

***If answer to any of the above is 'Yes' Furnish details on a separate sheet:***

9 a) Name of person holding power of attorney (if any):

b) Nationality:

c) Liabilities (if any):

10 Name of the Banker with full address:

11 Place of Business:

**Full Time Technical Staff in the Applicant's employment (Refer Table I and fill up the columns below respect of**

12 **requisite trade and experience only):**

Qualification	Name	Experience in Years	Date of Appointment

13 Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirement mentioned in the Enlistment Rules for the class & category applied for [Attach details on separate sheet]

Yes ..... No .....

- 14 **[For Electrical]**
- i) Does the applicant possess valid Electrical License: Yes ..... No .....
- ii) Do the permanent electricians employed by contractor possess valid license Yes ..... No .....
- 15 (a) Whether already enlisted with MPWD or any other Department: If Yes, Give details Yes ..... No .....
- (b) (Name of department, Class & Category, Enlistment Authority & address, enlistment No. and date, Date of validity and tendering limit)
- 16 Is any person working with the applicant is a near relative of the officer/official of MPWD [See Rule 17 of the Enlistment Rules] If yes, give details: Yes ..... No .....
- 17 Enlistment Processing Fee Enclosed Details:
- Draft Number: \_\_\_\_\_
- Draft Date: \_\_\_\_\_
- Amount: \_\_\_\_\_
- Branch: \_\_\_\_\_
- Branch Drawn Upon: \_\_\_\_\_
- Whose Favour: \_\_\_\_\_
- 18 Details of works completed, in progress and secured during the last 5 years (to be filled in the Pro forma as given in Annexure-III).  
This list should include all works whose registration is required gross amount of works done is more than the required magnitude for the class in which registration is required.
- 19 Certificates from clients in original or attested copy as per pro forma given in Annexure-IV for all eligible works:
- Number of documents attached: .....**

## ANNEXURE-II

### Documents Attached for Enlistment

Your Application No. ....

Document Code	Annexure No.	Document Description	User Status	
			Yes	No
1		Proof of constitution (Sl. No. 6)		
a)		In case of sole proprietorship/HUF: an affidavit executed before a 1st class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF		
b)		In case of partnership firm: (Submit attested copies)		
i)		Partnership deed attested by Notary Public		
ii)		Form "A" or equivalent form issued by Registrar of firms		
iii)		Form "B" or equivalent form issued by Registrar of firms		
iv)		Form "C" or equivalent form issued by Registrar of firms		
c)		In case of Private/Public Ltd. Co. Article of Association duly attested by Notary Public.		
2		Power of attorney, if any (Sl.no.9a), attested by Notary Public		
3	V	Banker's/ Working capital certificate in original from scheduled bank in the Performa given in Annexure-V. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority (Sl.no.10)		
4		<b>Technical Staff (Sl. No. 11)</b>		
i)	XI	List of fulltime technical staff/Designers with qualification and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant) (Copies of Provisional certificate related to technical qualification are not accepted)		
ii)		Attested copies of the degrees/diplomas of the technical staff/Designers		
iii)	XII	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).		
5 (i)	XIII	List of M/C, T&P i/c steel centering & shuttering, possessed by the Applicant.		
5 (ii)		Copy of purchase document etc (Onus of submitting adequate proof lies with applicant)		
6		Attested copies of valid Electrical Licenses (Sl.no. 14(i) &(ii))		
7		Attested copy of Enlistment order (Sl.no. 15)		
8		List of all near relatives working in MPWD, including their addresses (Sl.no.15) See also Rule 16.0 of Enlistment Rule		
9		Demand Draft for processing the case (Sl.no.17)		
10	IV	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in Annexure-IV		
11	III	Attested copies of award letters for works included in Annexure-III		

### ANNEXURE-III

[ Ref. Rule 19.0 ]

(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 & Tendered during last enlistment/revalidation period

(It is mandatory to submit details of all the works secured irrespective of its cost) [Add additional sheets, if necessary]

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

Contractor's Signatures

**ANNEXURE – IV**  
**CLIENT's CERTIFICATE REG. PERFORMANCE OF CONTRACTOR**

Name & address of the Client \_\_\_\_\_  
 Details of Works executed by Shri/M/S \_\_\_\_\_  
 Name of Work \_\_\_\_\_

(Mention of name of work is mandatory and should be same as mentioned above)

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)	Outstanding/Very Good/Good/Poor
	ii) Amt. of work paid on reduced rates, if any.	
12	i) Did the contractor go for arbitration?	
	ii) If yes, total amount of claim	
	iii) Total amount awarded	
13	Comments on the capabilities of the contractor.	
	a) Technical proficiency	Outstanding/Very Good/Good/Poor
	b) Financial soundness	Outstanding/Very Good/Good/Poor
	c) Mobilization of adequate T&P	Outstanding/Very Good/Good/Poor
	d) Mobilization of manpower	Outstanding/Very Good/Good/Poor
	e) General behaviour	Outstanding/Very Good/Good/Poor

Note: All columns should be filled in properly

“Countersigned”

Reporting Officer with Office Seal

Signature of the

Officer of the rank of Superintending Engineer or equivalent.



**ANNEXURE – V (A)**

**[ Ref. Rule 11.2 ]**

**FORM OF BANKERS' 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..... (Rupees.....). 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 MPWD in ..... (Name of category) Class.....

(Signature)  
For the Bank

- Note: 1) Bankers' certificates should be on letter head 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.

**ANNEXURE – V (B)**

**[ Ref. Rule 11.2 ]**

**FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEUDLED BANK**

(Applicable only for Class IV & relevant category of unemployed Degree/Diploma engineers)

Certified that Shri/Smt./M/s .....S/o/W/o ..... and resident(s) of ..... has/have been maintaining a saving bank account/current account/fixed deposit account with this branch of bank since ..... and an amount not less than Rs. .... (Rupees.....) has been available to the credit in his/her/their account No. .... for the last six months.

This certificate is issued on the request of Shri/Smt./M/s ..... for obtaining enlistment/revalidation of Enlistment in CPWD in ..... (Name of category) Class.....

Signature

For the Bank

## **ANNEXURE - VI**

**[ Ref. Rule 15.0 ]**

### **FOR CHANGE OF CONSTITUTION - LIST OF DOCUMENTS/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 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/MPWD.
- 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 One year.
- vii) Whether he has any relative working in MPWD, if yes, give details.
- viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.
- ix) In addition Certificate as required under item 19 of Enlistment application form from new partners be given

#### **C DOCUMENTS 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) Certificate from banker of the contractor indicating new constitution..
- 3) Form A, B & C or equivalent as the case may be.
- 4) Acknowledgement from the Income Tax/ Sales Tax department for having noted the change.

**ANNEXURE VII**  
**PERFORMANCE REPORT OF WORKS PART I**  
**[ Ref. Rule 19, 20.1 & 20.2 ]**

(To be filled in by the contractor in duplicate in respect of each work cost of which falls within the range prescribed for eligibility as per para 19 of enlistment rules read with acknowledgement of receipt and seal of office of reporting officer, be submitted to enlisting authority).

1	Period	
2	Name & Address of contractor	
3	Class, Category and Enlistment No.	
4	Name & address of enlisting authority	
5	Name of Work	
6	Agreement. No.	
7	Name & Address of M.P.W.D. Division	

Sl.N.	ITEM	
8.1	Estimated Cost	
8.2	Tendered amount	
8.3	Stipulated date of Commencement	
8.4	Stipulated date of Completion	
8.5	Actual date of completion	
8.6	Percentage progress with date, if work not complete	
8.7	Gross amount of final bill/work done	
8.8	Amount of compensation levied, if any	
8.9	Amount of reduced rate items, if any	
8.10	Did the contractor go for arbitration?	
8.11	If yes, total amount claimed and amount awarded.	

**Signature of the contractor**

9.0

**PART - II**  
**(To be filled by the department)**

Certified that details 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 contractor.

**Signature of Divisional/Sub Divisional Engineer**

- 10.0 Note : After submission of Annexure VII by contractor, reporting officer shall write the Report and forward to Reviewing officer within a week's time. Reviewing officer shall then forward the report to the Enlisting authority within a week's time.

Class	I	II	III	IV
Reporting Officer	SE	EE	SDO	AE
Reviewing Officer	CE	SE	EE	AE
Report to be sent to o/o	E-in-C	CE	SE	EE

**PART – III**  
**(To be filled by the department)**

(Serial 1 to 7 is repeat information of Part I for proper linkage and confirmation)

1	Period	
2	Name & Address of contractor	
3	Class, Category and Enlistment No.	
4	Name & address of enlisting authority	
5	Name of Work	
6	Agreement. No.	
7	Name & Address of M.P.W.D. Division	

11.0	Contract Performance:	Remark (Yes/No/NA)
11.1	Successful Completion of Work	
11.2	Determination of Contract	
11.3	Part work done at the risk and cost of Contractor	

12.1	Quality of work	Outstanding/Very good/Good/Poor
12.2	Comments on capability of contractor	
12.2.1	Technical proficiency	Outstanding/Very good/Good/Satisfactory /Poor
12.2.2	Financial soundness	Outstanding/Very good/Good/Satisfactory /Poor
12.2.3	Mobilizations of adequate T&P	Outstanding/Very good/Good/Satisfactory /Poor
12.2.4	Mobilizations of man power	Outstanding/Very good/Good/Satisfactory /Poor
12.2.5	General behavior	Outstanding/Very good/Good/Satisfactory /Poor

**Signature of Reporting Officer (Designation and Address)**

13.1	Quality of work	Outstanding/Very good/Good/Poor
	Comments on capability of contractor	
13.2.1	Technical proficiency	Outstanding/Very good/Good/Satisfactory /Poor
13.2.2	Financial soundness	Outstanding/Very good/Good/Satisfactory /Poor
13.2.3	Mobilizations of adequate T&P	Outstanding/Very good/Good/Satisfactory /Poor
13.2.4	Mobilizations of man power	Outstanding/Very good/Good/Satisfactory /Poor
13.2.5	General behavior	Outstanding/Very good/Good/Satisfactory /Poor

**Signature of Reviewing Officer (Designation and Address)**

**ANNEXURE – VIII****[ Ref. Rule 19.1.1 ]****PUBLIC WORKS DEPARTMENT MIZORAM  
APPLICATION FOR REVALIDATION OF ENLISTMENT**

(The applicant should study carefully the Rules of Enlistment and the list of documents to be annexed with the application form before filling the form.  
Application found deficient in any respect are liable to be rejected without any further correspondence)

	<b>CLASS</b>	<input type="text"/>	<b>CATEGORY</b>	
1	Name of applicant	<hr/>		
2	Nationality	Indian	<input type="text"/>	Other <input type="text"/>
3	Address	<hr/>		
	Regd. Office	<hr/>		
	Head office	<hr/>		
4	Telephone Number	Fax No.	Mobile	
	Now E-mail address	<hr/>		
5	Constitution	Individual <input type="text"/>	Sole Proprietorship Concern <input type="text"/>	Partnership firm <input type="text"/>
		Public Ltd. Company <input type="text"/>	Private Ltd. Company <input type="text"/>	
6	<b>Furnish names and paste photograph(s) (Size of photo should be 2.5 X 3.5 cm having white background and printed name at bottom) of individual / sole proprietor / all partners / all directors against his / their names.</b>			

1	2	3	4
Paste photo	Paste photo	Paste photo	Paste photo
Name	Name	Name	Name

- 7 (a) Name of person holding power of attorney.....
- (b) Nationality Indian ☐ Other ☐
- 8 Name of Bankers with full address \_\_\_\_\_
- 9 Place of business \_\_\_\_\_
- 10 Full time tech. staff in applicant's employment (Refer Table I & fill up Nos. of staff in respect of requisite trade and experience only).
- (a) Graduate engineers with minimum ... years' experience ☐
- (b) Graduate engineers with minimum ... years' experience (excluding (a) above ☐
- (c) Diploma engineers with minimum... years' experience ☐
- (d) Diploma engineers with min.....yrs. exp. (excluding (c) above ☐
- 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 Yes No
- Yes ☐ No ☐
- (attach details on separate sheet)
- 12 Deleted
- 13 Details of enlistment with MPWD
- (i) Enlistment No. & date \_\_\_\_\_
- (ii) Valid up to \_\_\_\_\_



14 Is any person working with the applicant is a near relative of the officer/official of MPWD.(See Rule 17 of the Enlistment Rules )

Yes ☐ No ☐

If answer to above is yes, give details

15 Details of MPWD and Non MPWD Works completed, in progress & secured during the last enlistment/revalidation period as per Annexure - III. This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required. Receipted copy of the Annexure –VII for MPWD works also be enclosed

Whether above details enclosed?

Yes ☐ No ☐

16 Certificates:

- i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in MPWD as amended up to date and shall abide by them.
- ii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name,
- iii) I/We certify that the information given above is true to the best of our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.
- iv) I/We certify that I/none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last One year. We also certify that we have neither under our employment any such person nor shall we employ any person within One year of his retirement except with the prior permission of the Government.

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Name

Signature

Address

1  
2  
3  
4

Date

No. of documents attached .....

**ANNEXURE IX**  
**[ Ref. Rule 19.1.1 ]**

**Documents attached for revalidation**

S.No	Document	Yes	No
1	Attested copy of power of attorney, if any		
2	Banker's/working capital certificate in original from scheduled bank in the pro forma 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. (Annexure-V)		
3	<b>Technical Staff: (Sl. no. 10)</b>		
(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). (Annexure-XI)		
(ii)	Attested copies of the degrees/diploma of the technical staff/Designers. <b>(Provisional Certificate shall not be accepted).</b>		
(iii)	Declaration from the individual technical staff/Designers that he is employed with the applicant. (Annexure-XII)		
(iv)	Documents like PF subscription ,Certificate of IT deduction at source, IT form16 etc conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant)		
	<b>Note :- The documents at (iv) will not be required in case details at (i) &amp; (iii) above are in shape of affidavits sworn in before Magistrate/Notary Public by the concerned parties.</b>		
4 (i)	<del>List of Machinery, T&amp;P i/c steel centering &amp; shuttering, possessed by the Applicant. Full details and location of workshop including details of Machines &amp; Equipment provided and proof of sufficient stock of Materials as required for Furniture category. (Sl.no.11). (Annexure-XIII)</del>		
(ii)	Copy of purchase document etc (Onus of submitting adequate proof lies with applicant)		
	<b>Note :- The documents at (ii) will not be required in case detail at (i) above is in shape of affidavit sworn in before Magistrate/Notary Public</b>		
5	Deleted		
6	Attested copy of Enlistment order		
7	<b>Annexure III</b> – List of works completed, in progress & secured during last enlistment/revalidation period		
8	<b>Affidavit as per Annexure - XIV</b>		
9	Attested copies of award letters for works included in Annexure III (as per rule 19.1.1 )		
10	<b>Copies of Annexure – VII</b> with acknowledgement of E.E/AE.		
11	Late fee(if applicable)		

**ANNEXURE – X**  
**[ Ref. Rule 24.0 19.1.5 ]**

**CALCULATION SHEET FOR EVALUATION OF CONTRACTOR'S PERFORMANCE IN MPWD FOR REVALIDATION**

Name of Contractor :

Name of Work :

Item No.	Parameter	Calculation for Points		Score	Max. Marks	
1	Levy of Compensation	Compensation levied for Delay = C Tendered Amount = E B = 100 x (C/E)		20 if B = 0 10 if B = 5 0 if B = 10 <b>10 if C is not decided.</b> <b>Marks for values in between are to be determined by Straight line variation.</b>	20	
2	Quality	Quality		Outstanding = 40; Very Good = 30; Good = 20 Satisfactory = 10; Poor = 0	40	
3	Capability	I	Technical Proficiency	Outstanding = 6, Very Good = 4, Good = 3, Satisfactory = 1, Poor = 0	6	
		II	Financial Soundness	Outstanding = 6, Very Good = 4, Good = 3, Satisfactory = 1, Poor = 0	6	
		III	Mobilization of Adequate T&P	Outstanding = 6, Very Good = 4, Good = 3, <b>Satisfactory = 1, Poor = 0</b>	6	
		IV	Mobilization of Man Power	Outstanding = 6, Very Good = 4, Good = 3, <b>Satisfactory = 1, Poor = 0</b>	6	
		V	General Behaviour	Outstanding = 6, Very Good = 4, Good = 3, <b>Satisfactory = 1, Poor = 0</b>	6	
4	<b>Contract Performance</b>	<b>Contract Performance</b>		I	<b>I Successful Completion of Work = (+) 10</b>	10
		II	<b>II Determination of Contract = (-)10</b>			
		III	<b>III Part work done at the risk and cost of Contractor = (-)10</b>			
Note: Eligibility Criteria for Revalidation of Enlistment will be 50 % marks (Overall average of all works)						

## ANNEXURE – XI

### Affidavit to be submitted by applicant Contractor / Firm

#### AFFIDAVIT

I, ..... S/o Sh..... Aged ..... Years R/o ..... Sole proprietor/Partner/ Director (as the case may be) of M/s/Shri.....(Name of firm/contractor with address).....do hereby solemnly affirm and declare that the following Technical staff (Engineers/interior designer) are working as full time staff with me/us /our firm. (Strike out whichever not applicable)

S. No.	Name of Engineers/ interior designer	Qualification	Passed out in year	Working with we/us firm since	Experience in Bldg. work
1					
2					
3					
4					
5					

I am deponent herein and I am fully acquainted with the facts of the affidavit.

Deponent

It is verified that my above statements are true and correct to the best of my knowledge and belief and nothing is concealed therein. Date:

Place:

Deponent

Identified by me

Dated signature with seal of 1st class Magistrate/Notary Public

## ANNEXURE – XII

Affidavit to be field by individual Technical staff/ Interior Designer

**INDIAN NON JUDICIAL STAMP (Minimum Rs. 10/- )**

**(As applicable for affidavit as per respective state Government rule).**

### AFFIDAVIT

I, ..... S/o Sh..... Aged .....Years..... R/o ..... do hereby solemnly affirm and declare that:-

- 1 I have passed degree/diploma in Civil Engineering/Electrical (as the case may be) during ..... Year  
from.....University/Board.
- 2 I am working full time under M/s/Shri ..... as .....Engineer since  
..... (Month &Year) till date.
- 3 I am deponent herein and I am fully acquainted with the facts of the affidavit.

Deponent

It is verified that my above statements are true and and nothing is concealed therein. Date:

Place:

(Deponent)

Identified by me

Dated signature with seal of Ist class Magistrate/Notary Public

**ANNEXURE – XIII**  
DELETED

## ANNEXURE – XIV

Affidavit to be filed by applicant contractor / firm along with application for revalidation

### INDIAN NON JUDICIAL STAMP

(As applicable for affidavit as Per respective state Government rule).

#### AFFIDAVIT

I, ..... S/o Sh..... Aged ..... Years, R/o .....Sole proprietor /Partner/  
Director (as the case may be) of M/s/Shri.....(Name of firm with address).....do hereby solemnly affirm and declare that;

1. I/we confirm and submit that no work other than shown in the Annexure 3 has been secured and executed by me/us during the period of  
.....to .....(Indicate period of last valid period of enlistment) . This is my true statement.

I am deponent herein and I am fully acquainted with the facts of the affidavit.

Deponent

It is verified that my above statements are true and correct to the best of my knowledge and belief and nothing is concealed therein.

Deponent

Date:

Place:

Identified by me

Dated signature with seal of Ist class Magistrate/Notary Public

GUIDELINES FOR ENLISTMENT OF CONTRACTORS	
<b>1.0</b>	<b>General</b> The enlistment of contractors in various classes and categories and the further revalidation of enlistment shall be regulated as per Enlistment rules – 2005. These rules updated by incorporating all the amendments made so far are given in Appendix 34.
<b>2.0</b>	<b>Dismissed Govt. Servants cannot be enlisted</b> Dismissed government servants should not be enlisted as contractors in the CPWD except with the prior approval of the C.W. Board.
<b>3.0</b>	<b>Deleted</b>
<b>4.0</b>	<b>Deletetd</b>
<b>5.0</b>	<b>Availability of Enlistment/Revalidation Forms</b> Forms downloaded from internet may be accepted. In event, the Forms are issued to applicant by the department, charges as incurred by issuing Office may be realized towards cost of Forms.
<b>6.0</b>	<b>Inspection of works</b> Ordinarily, works executed by CPWD/MPWD need not be inspected.
<b>7.0</b>	<b>Inspection Teams</b> 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:-
<b>A)</b>	<b>For Class I:</b> 1) Chief Engineer of the zone 2) One Superintending Engineer as nominated by CE.
<b>B)</b>	<b>For Class II:</b> 1) Superintending Engineer of the circle 2) One Executive Engineer as nominated by S.E.



<b>C)</b>	<b>C) For Class III, Class IV :</b> 1) Executive Engineer of the division 2) One SDO / Assistant Engineer as nominated by EE. The inspection team will give detailed Inspection Report of work inspected and make categorical comments and recommendations. A suggestive format for inspection and recommendation of Building work is given at Annexure. Similar detailed formats may be evolved depending on nature of work and class and category of enlistment. Inspecting Officers will also ascertain from copy of agreement Architectural/structural drawings and other document that the work being inspected has actually been done by the applicant contractor.
<b>8</b>	<b>Advisory Committee</b> The advisory Committee shall assist the enlistment authority in scrutinizing the cases, make recommendations regarding suitability of the contractor, evaluate annual confidential reports/performance reports of contractors and advise the enlistment authority in Enlistment process, revalidation process and weeding out the contractors. (Modified as per DG/CON/261)

<b>Enlistment Authority</b>	<b>Class</b>	<b>Categories</b>	<b>Advisory Committee Jurisdiction</b>		<b>Jurisdiction</b>
			<b>Chairman</b>	<b>Members</b>	
Engineer-in-Chief	I	a) Civil b) Internal & External Electrical installation	Engineer-in-Chief	All Chief Engineers	All Mizoram
Chief Engineer Concerned	II	a) Civil b) Internal & External Electrical installation	Chief Engineer	All SEs under the zone	All Mizoram
Concerned S.E	III	a) Civil b) Internal & External Electrical installation	Concerned S.E	All EEs under the Circle	All Mizoram
Concerned E.E	IV	a) Civil	Concerned E.E	All SDOs/AEs under the Division	All Mizoram

<b>9.0</b>	<b>Scrutiny of Cases</b> 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 reasons for return. Applications received by post or through messengers should be scrutinized and deficiencies be intimated to the contractor and application returned in original, within one month. If all the documents are complete, an acknowledgment shall be issued to the contractor within one month of date of receipt of complete application.
<b>10.0</b>	<b>Deleted</b>
<b>11.0</b>	<b>Registers of Enlisted Contractors</b> Each Office shall maintain registers showing the enlistment of various contractors in different classifications. Whenever contractors are blacklisted, removed or temporarily suspended from the list of approved contractors, a remark shall be made in the register against the contractors concerned. Each Division and Circle Office should maintain a register for Circulars imposing penalty of one kind or the other as a result of review of the Performance report in the following pro forma:
	1. Sl. No. 2. Name of the Contractor. 3. Regd/Un-regd. 4. Class of Registration. 5. Warnings issued. 6. Suspension of business for years. 7. Demoted from Class ..... To Class ..... 8. Debarred/Blacklisted. 9. No. & date of Office Circular. 10. Remarks.  It would be the personal responsibility of the EE to see that he has received all the circulars under the said series. At the time of handing over charge, the file should be handed over to his successors.
<b>12.0</b>	<b>Deleted</b>