



RULES GOVERNING
REGISTRATION OF CONTRACTORS
FOR
CIVIL AND ELECTRICAL
ENGINEERING WORKS
2023



CITY AND INDUSTRIAL DEVELOPMENT CORPORATION OF
MAHARASHTRA LTD

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**“Rules Governing Registration of Contractor for Civil and
Electrical Engineering Works – 2023”**

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1. TITLE & COMMENCEMENT

1.1. TITLE

These rules shall be called, “Rules Governing Enlistment of Contractors for Civil and Electrical Engineering Works – 2022” in City and Industrial Development Corporation of Maharashtra Limited.

1.2. SHORT TITLE

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

Term ‘CIDCO’ where ever occurring, includes City and Industrial Development Corporation of Maharashtra, Maharashtra State having its registered office at Nirmal 2nd floor Nariman Point ,Mumbai and head office at CIDCO Bhavan C.B.D. Belapur , Navi Mumbai.

1.3. APPLICABILITY

1.3.1. CIDCO desires to enlist the contractors in different Categories on the basis of the quality of work performed. It is done to have a ready list of suitable and competent contractors for CIDCO works so as to allow only those contractors to continue in the list that remain active in CIDCO and perform satisfactorily. All registered contractors, Unemployed Engineers, Project affected person, Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Limited Liability Partnership, Public Limited Company or a Private Limited Company working in CIDCO have to apply for enlistment as a contractor in CIDCO 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 tenure of their enlistment.

1.3.2 No individual, or a firm/LLP/company having such individual as one of the partners/directors, who is a dismissed government servant; or debarred by department to participate in works removed from the approved list of contractors; or demoted to lower class; or having business banned/ suspended by any government department or Public Sector Undertaking or local body or Autonomous body 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 can be considered.

1.3.3 No Engineer or any other official employed in Engineering or Administrative duties in any Department of the Government of Maharashtra / CIDCO is allowed to work in the CIDCO 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 Maharashtra/CIDCO 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 Maharashtra as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors.

1.4 SCOPE

The enlistment of a contractor in CIDCO shall only entitle him to be considered for participation in tenders subject to the conditions laid down in each individual Notice Inviting Tender. It shall not confer any right on him either to be necessarily qualify in the tender Process or qualify for award of work.

1.5 JURISDICTION

These rules will be applicable for Registration of Contractor for the works to be executed for CIDCO.

1.6 DATE OF EFFECT

These rules shall come into force from the date: -----

2. DEFINITIONS

2.1 ALLIED FIRMS

All concerns which come within the sphere of effective influence of the banned / suspended firms shall be treated as allied firms. In determining this, the following factors may be taken into consideration:

- Whether the management is common;
- Majority interest in the management is held by the partners or directors of banned / suspended firm;
- Substantial or majority shares are owned by the banned / suspended firm and by virtue of this it had a controlling voice.

2.2 BLACKLISTING

“BLACKLISTING” shall mean prevention in participating in any of the tender activity. Blacklisting will be for specific period or permanent banning. Blacklisting will meant that no new tender copy will be issued to the contractor in CIDCO and he will not be considered for award of works for the bids in process except contracts concluded.

2.3 CONTRACTOR

“Contractor” shall mean an Individual or a Hindu Undivided Family or a Registered Partnership Firm or a Joint Stock Company or a

Government, Semi-Government undertaking engaged for the execution of the works for CIDCO other than mere supply of goods or articles to CIDCO and shall include authorized sub-contractor/s, legal representatives of such Individual or Persons comprising such Firm or Unincorporated Company or Successors of such Firm or Company as the case may be and permitted assignees of such Individual or Firm or Company.

2.4 DEMOTION

“Demotion” shall mean to demote the Enlisted Contractor to one class lower to existing class of enlistment.

2.5 ENGINEER

“Engineer” shall mean the Chief Engineer, appointed or any other officer or officers of the CIDCO who may be authorized by the VC & MD of CIDCO to carry out the functions of the Chief Engineer and/or as specified in definition of tender document.

2.6 FIRM

The term ‘Firm’ used in the Code includes an individual or person, a company, a Hindu undivided family and an association or body of persons, whether incorporated or not, engaged in trade or business.

2.7 PROPRIETOR

This term includes the sole owner of firm, partners of partnership firm, directors of a private limited company, members of a Hindu undivided family, a member of an association of persons and Directors of a Public Limited Company.

2.8 ENLISTMENT

“Enlistment” shall mean enrolment of the contractors as “CIDCO Enlisted Contractor/s” for carrying out various CIDCO Works.

2.9 ENLISTMENT AUTHORITY

“Enlistment Authority” shall mean the Chief Engineer of the CIDCO or who may be authorized by the VC&MD of CIDCO.

2.10 RENEWAL

“Renewal” shall mean extending the validity of the enlistment.

2.11 UPGRADATION

“Up-gradation” shall mean promotion of the Enlisted Contractor/s to any of the higher class.

2.12 CLASS

“Class” shall mean the financial limit for the work as prescribed in Table 1 (Page No. 09) for Civil and Table 2 (Page No. 10) for Electrical Engineering Discipline.

2.13 CLASS BIFURCATION

Scrutiny fee – For various categories and classes, the contractor shall have to pay Online, Scrutiny fee as prescribed in Table 1 (Page No. 09) for Civil and Table 2 (Page No. 10) for Electrical Engineering Discipline. The Scrutiny fee is non-refundable. The contractors are, therefore, advised to fully assess their fulfillment of the criteria/requirements of enlistment before applying and making the online payment. The Enlistment Authority shall not be responsible for refund of scrutiny fees paid more than once on account of multiple transactions.

The enlistment will be done in two disciplines

- Civil Work
 - Building Works

- Infrastructure Works
- Misc. Civil Works: water retaining structure, STP, Survey work, Earth work and allied activities, structural repairs, horticulture, Road Furniture and Signage.

➤ Electrical Works

TABLE NO. 1: DETAILS FOR CLASS BIFURCATION ALONG WITH SCRUTINY FEE AND REGISTRATION CHARGES FOR CIVIL WORKS

CLASS OF REGISTRATION	AMOUNT UP TO WHICH (RS. IN LAKHS)	REGISTRATION FEE (EXCLUDING GST) IN RS.	SCRUTINY FEE (EXCLUDING GST) IN RS.
IA	Unlimited	40,000	10,000
1B	2500	35,000	10,000
1C	1500	35,000	10,000
II	750	30,000	10,000
III	300	25,000	5,000
IV	150	20,000	2,000
IV(A)	90	15,000	2,000
V	50	10,000	2,000
V(A)	30	7,500	2,000
VI	15	5,000	2,000
VII	7	3,000	2,000
VIII	5	3,000	2,000
Unemployed engineers	150	20,000	2,000
Project Affected Person	15	5,000	2,000
A .Retired Civil Engineer Post of executive Engineer and above from Govt/Semi Govt.Organisations of	150	20,000	2,000

CLASS OF REGISTRATION	AMOUNT UP TO WHICH (RS. IN LAKHS)	REGISTRATION FEE (EXCLUDING GST) IN RS.	SCRUTINY FEE (EXCLUDING GST) IN RS.
Govt. of Maharashtra			
B. Retired Civil Engineer Post below executive Engineer and from Govt/Semi Govt.Organisations of Govt. of Maharashtra	90	15,000	2,000

TABLE NO. 2: DETAILS FOR CLASS BIFURCATION ALONG WITH SCRUTINY FEE AND REGISTRATION CHARGES FOR ELECTRICAL WORKS

CLASS OF REGISTRATION	AMOUNT UP TO WHICH (RS. IN LAKHS)	REGISTRATION FEE (EXCLUDING GST) IN RS.	SCRUTINY FEE (EXCLUDING GST) IN RS.
A	Unlimited	20,000	5,000
B	25	15,000	3,000
B1	15	10,000	2,000
C	10	5,000	2,000
D	7.5	3,000	2,000
Unemployed engineers	25	15,000	3,000
Retired Electrical Engineer Post of executive Engineer and above from Govt/Semi Govt.Organisations of Govt. of Maharashtra	25	15,000	3,000
Retired Electrical	10	5,000	2,000

CLASS OF REGISTRATION	AMOUNT UP TO WHICH (RS. IN LAKHS)	REGISTRATION FEE (EXCLUDING GST) IN RS.	SCRUTINY FEE (EXCLUDING GST) IN RS.
Engineer Post below executive Engineer and from Govt/Semi Govt.Organisations of Govt. of Maharashtra			

Note:

- Registration class for Unemployed Civil and Electrical registration and Project affected persons will be ascertained based on the prevailing GR and CIDCO's board resolution respectively at the time of registration.
- Duplicate copy of Registration Certificate will be issued after payment of Rs.5000+GST

3. ELIGIBILITY

3.1 QUALIFICATION

An applicant i.e. intending contractor shall fulfil the requirements as prescribed in Table 3 (Page 11) for Civil and Table 4 (Page 12) for Electrical works for Enlistment in the respective class.

3.2 ELIGIBILITY CRITERIA

The contractors shall have to satisfy the minimum eligibility criteria specified below, before they can be considered for enlistment. All contractors are expected to keep abreast with enlistment rules modified from time to time.

**TABLE NO. 3: DETAILS FOR MINIMUM ELIGIBILITY CRITERIA
FOR CIVIL WORKS**

Sr. No.	CLASS	Registration Limit	Minimum Qualifying Criteria					Remarks
			Minimum Solvency	Average Annual Turnover for Last three Years	Work in Hand During Current Year	Technical Staff		
						Degree and above	Diploma Civil Engineer	
1	Class IA	Unlimited	350	500	750	2	4	
2	Class IB	2500	250	400	600	2	4	
3	Class IC	1500	150	300	450	2	4	
4	Class II	750	75	200	300	2	4	
5	Class III	300	30	90	150	1	1	
6	Class IV	150	15	60	80	1	1	
7	Class IVA	90	9	30	60	0	1	
8	Class V	50	5	25	30	0	1	
9	Class V(A)	30	3	15	10	No Mandatory Requirement		
10	Class VI	15	2	7.5	10			
11	Class VII	7	1	1.5	3			
12	Class VII	3	0.5	1	1.5			

Note: -

- Solvency Certificate shall not be accepted for the purpose of registration/renewal/up-gradation more than 12 Months after the date on which it was granted. Certificate of Solvency shall be obtained from Scheduled or Nationalised Bank Only in the name of entity for which registration is sought
- Turn-over shall be supported with Work Completion, Performance certificates of Civil & Electrical works only. In case of works carried out in Private Organization TDS Certificate is essential. 50 % credential shall be considered for private works. Also Average Annual Turnover certificate and Annexure VIII from CA is mandatory.



**TABLE NO. 4: DETAILS FOR MINIMUM ELIGIBILITY CRITERIA
FOR ELECTRICAL WORKS**

Sr. No.	CLASS	Registration Limit	Minimum Qualifying Criteria					Remarks
			Minimum Solvency	Average Annual Turnover for Last three Years	Work in Hand During Current Year	Technical Staff		
						Degree and above	Diploma Civil Engineer	
1	Class A	Unlimited	8	20	40	1	1	
2	Class B	25	4	10	30	1	0	
3	Class B-I	15	3	6	20	NO MANDATORY REQUIREMENT		
4	Class C	10	3	6	15			
5	Class D	7.5	1.5	3	8			

The criteria for evaluation of performance on contract for fresh/ renewal/ up-gradation enlistment shall be as per Annexure VII for works completed in last three years and works in hand. The works should have been executed in the same name and style in which the enlistment is sought by the firm. The applicant shall furnish the list of works completed and ongoing works as per Annexure VII.

3.3 OFFICE

An applicant desiring enlistment in any class in Civil or Electrical discipline shall have a reasonable and sufficient office space with

an independent telephone facility and net connectivity in Mumbai Metropolitan Region (MMR) for communication purpose. If the applicant is having his office address out-side of MMR, then he shall furnish the details of contact person in MMR with his photograph, address, phone, email-id etc. for registration purpose. After award of contract, office shall be provided in the Jurisdiction of MMR as per the tender conditions. In case of any litigation, the jurisdiction will be restricted to MMR only.

3.4 TECHNICAL STAFF/PERSONNEL ABILITY

The applicant shall furnish the details of technical staff / personnel employed by him in the Annexure-III & IV (Page 35, 36). The minimum staff requirement is shown in Table 3 & 4 under 3.2 (Page 11 & 12) for Civil & Electrical works respectively.

3.5 POWER OF ATTORNEY

A person holding Power of Attorney of the applicant for entering into and / or executing a contract with CIDCO should not be an Owner / Partner / Director or hold Power of Attorney for entering into and/or executing a contract for any other firm already enlisted with CIDCO under these rules.

4. DISCIPLINE

4.1 CIVIL

4.1.1 Building Works: All types of construction of building works.

4.1.2 Infrastructure Works: Road Construction, Bridge Construction, Water Supply works, Sewerage Works and Storm Water Drain works, Metro rail work, Water retaining structure, STP Etc.

4.1.3 Misc. Works: Misc. Civil Works: water retaining structure, Survey work, Earth work and allied activities, structural repairs, horticulture, Road Furniture and Signage.

Please note that mere supply of material work / purchase orders will not be considered.

4.2 ELECTRICAL

4.2.1 Power Supply works

4.2.2 LT/HT Line Shifting works

4.2.3 SITC & Repairs, Operation & Maintenance of following,

4.2.3.1 Street Lighting Works

4.2.3.2 Internal and external electrical lighting works

4.2.3.3 Electrical / Mechanical machineries & Equipment

4.2.3.4 Lifts and Escalators

4.2.3.5 HVAC Works

4.2.3.6 CCTV, Audio visual system, security system etc

4.2.3.7 Electrical substation, Motors Switchgears, Breakers
Transformers, Diesel generators

4.2.3.8 Electrical works in crematoriums

4.2.3.9 EHV Transmission, HT Electrical works, building
electrification, pumping machineries.

5. CLASSIFICATION:

The contractor is classified according to the financial status, organizational and technical capability as more prescribed in Table 1 to 4 (on page 09 to 13) for Civil & Electrical discipline.

6. REGISTRATION / RENEWAL / UP-GRADATION

6.1 APPLICATION

Application shall be submitted in prescribed form in the Office of Executive Engineer (PA&R). Separate application is required for Civil Engineering discipline and Electrical Engineering discipline.

6.2 PLACE OF SUBMISSION

The application form duly filled in all respects along with scrutiny fee as applicable and necessary documents as specified in the application form shall be submitted in the Office of Executive Engineer (PA&Reg.) 3rd Floor, CIDCO Bhavan, Sakharam Patil Marg, Sector 10, CBD Belapur.

6.3 Registered contractors in CIDCO Ltd can apply for upgradation of class after two years from date of issue of certificate alongwith required documents mentioned in 6.3.1

6.3 CHECKLISTS

6.3.1 CHECKLIST OF DOCUMENTS FOR CIVIL / ELECTRICAL CONTRACTOR

Following Documents shall be submitted with application for Registration / Renewal / Up-Gradation. (All supporting documents should be self-attested)

1. Application form on applicant's letter head as per **Annexure I**.
2. Original affidavit duly notarized on Rs. 500/- stamp paper for sole proprietorship (As per **Annexure X**) / photo copy of partnership deed duly registered / photocopy of MOA / Incorporation certificate issued under Company Act, 1956.
3. Attested photographs of proprietor/ Directors / Partners with details of their Email ID, Contact details and Address.
4. Photocopy of Latest Bank Solvency certificate from Schedules/Nationalized Bank.
5. Photocopy of registered Power of Attorney if Any.
6. Notarized Copy of Pan Card of Company and Proprietors / all Partners / all Directors /registered Power of Attorney Holder/s along with recent Passport size photograph pasted thereon.
7. Declaration cum Indemnity bond on Rs. 500 stampaper duly notarized as per **Annexure II**
8. Annual Turnover Certificate from CA for last three years.
9. List of technical staff employed in notarized undertaking as per **Annexure III**
10. List of Machineries along with supporting documents.
11. Documentary evidence of showing name and office address proof of contractor viz. Shop Establishment Certificate/Udyog Adhar.
12. Photocopy of GST Certificate.

13. List of works executed in last three years along with works in progress, its details supported by Work Completion certificates and Work Orders duly attested as per **Annexure VII**.
14. Undertaking for employment of three unemployed engineers who have passed from the state of Maharashtra from 1967 onwards duly notarized on Rs. 500/- stamp Paper as per **Annexure V**, if the application is made for Class IA/IB/IC/II in civil works or Class A/B in electrical works
15. Undertaking regarding Blacklisting/Non-Debarment duly notarized on Rs. 500/- stamp Paper as per **Annexure XII**
16. Photocopy of Valid PWD electrical licenses (in case of applicants submitted works experience in Electrical Discipline)
17. ISO CERTIFICATION / Quality assurance manual in case the application is made for Class I/II in civil discipline and for Class A/B in electrical discipline.
18. The renewal/upgradation will not be considered for the enlisted contractor; those have not tendered / secured any work with CIDCO or any other Govt./Semi-Govt. Dept. during the period of enlistment. Hence, submission of at least E-Quotation/ E-Tender rejection letter from CIDCO or any other Govt./Semi-Govt. Dept. is must for getting renewal/upgradation along with the performance for works carried out, outside CIDCO or other Govt. Dept

6.3.2 CHECKLIST OF DOCUMENTS FOR CIVIL CONTRACTOR'S UNDER PAP CATRGORY

Following Documents shall be submitted with application for Registration / Renewal (All supporting documents should be self-attested)

1. Extract of 7/12 or Award Copy.
2. Affidavit of Sole Proprietorship on Rs. 500 stamp paper duly notarized.
3. Attested photographs of proprietor with his details such as Email ID, Contact details and Address.

4. Documentary evidence of showing name and office address proof of contractor viz. Shop Establishment Certificate/Udyog Adhar.
5. Notarized Copy of Pan Card of Company and Proprietors with recent Passport size photograph pasted thereon.
6. Photocopy of GST Certificate.
7. Details of Current Bank Account.
8. Details of at least one work executed in CIDCO Ltd, Government / Semi-Government agency in last three years.
9. Copy of Adhar card

6.3.3 CHECKLIST OF DOCUMENTS FOR CIVIL & ELECTRICAL CONTRACTOR'S UNDER UNEMPLOYED ENGINEER CATEGORY

Following Documents shall be submitted with application for Registration / Renewal (All supporting documents should be self-attested)

1. Affidavit for unemployed engineer on Rs. 500/- Stamp paper duly notarized as per **Annexure XI**.
2. Attested photographs of proprietor with details Email ID, Contact details and Address.
3. Attested copies of passing certificate of Degree or Diploma in Civil Engineering.
4. Domicile Certificate.
5. Pan card, Adhar card and Ration card indicating name of parents.

6.3.4 CHECKLIST OF DOCUMENTS FOR CIVIL & ELECTRICAL CONTRACTOR'S UNDER RETIRED GOVERNMENT ENGINEERS CATEGORY

Following Documents shall be submitted with application for Registration / Renewal (All supporting documents should be self-attested)

1. Application form on applicant's letter head as per **Annexure-I**.
2. Undertaking for employment of three unemployed engineers who have passed from the state of Maharashtra from 1967 onwards duly notarized on Rs. 500/- stamp Paper as per **Annexure V**.
3. Undertaking regarding Blacklisting/Non-Debarment duly notarized on Rs. 500/- stamp Paper as per **Annexure XII**
4. Retirement Certificate
5. Attested photographs of Retired Engineer with details like Email ID, Contact details and Address.
6. PAN Card, GST Registration & Aadhar Card
7. No-dues Certificate and No Enquiry Certificate issued by Competent Authority of parent organization

6.4 SCRUTINY FOR REGISTRATION / RENEWAL / UP-GRADATION

- a. Incomplete applications shall be liable for outright rejection,
- b. On receipt of application dully filled in all respect along with requisite documents, applicant will be asked to pay the applicable scrutiny fee for the applied class & a challan will be issued to that effect,
- c. On receipt of application form as above & payment of scrutiny fee, applicant will be asked to visit the EE(PA&R) office and produce all original documents for verification,
- d. After verification of the documents, work performance certificates will be forwarded to the respective certificates issuing authorities by registered post (R.P.A.D.)/E-mail for confirmation and verification purpose.
- e. In case of any short comings, the applicant will be informed on mail to comply the same along with original documents if required

- f. On completion of the procedure stated above and after seeking approval from competent authority, a Registration Certificate will be issued to the applicant after making payment towards registration.
- g. During verification if it is found that the applicant has submitted the misleading information / forged documents, then the application will be rejected outright, All fees paid by applicant will be forfeited and the applicant will be debarred permanently,
- h. In case of rejection of application, applicant will be informed with reasons for rejection,
- i. Decision of the Competent Authority shall be final,
- j. In case of any dispute / appeal the decision of the competent authority will be final and shall be binding on the applicant.
- k. The fees once paid shall not be refunded.

6.5 VALIDITY

The enlistment will be valid for a period of 3 years from the date of granting the enlistment or Renewal or Up-gradation of enlistment, provided the firm is not discharge or the conditions under which the enlistment was granted are unchanged.

6.6 CRITERIA FOR NEW ENLISTMENT

New enlistment shall not be considered if the applicant is under any temporary / permanent penal action or any penal action – initiated or in process, such as demotion, banning, suspension, discharge and debarring (in case of Firms with outside enlistment) etc. Proprietor / Partners / Directors / Registered Power of Attorney Holder of such Firms shall not be entitled for New enlistment with CIDCO.

6.7 CRITERIA FOR UPGRADATION

Up-gradation of the contractor on the basis of works carried out even outside CIDCO will be considered and Up-gradation shall not be considered if the applicant is under any temporary / permanent penal action or any penal action – initiated or in process, such as demotion, banning, suspension, deregistration and debarring (in case of Firms with outside registration), etc. However, up-gradation will be considered after **two years** of enlistment.

6.8 CRITERIA FOR RENEWAL

6.8.1 Application for renewal will be accepted 90 days before the expiry date of enlistment and latest by 30 days before the expiry date of enlistment.

6.8.2 Normally the renewal/upgradation will not be considered for the enlisted contractor; those have not tendered / secured any work with CIDCO or any other Govt./Semi-Govt. Dept. during the period of enlistment. Hence, submission of at least E-Quotation/ E-Tender rejection letter from CIDCO or any other Govt./Semi-Govt. Dept. is must for getting renewal along with the performance for works carried out, outside CIDCO or other Govt. Dept.

6.8.3 If any penal action under the instant rules is in process or any penal action by any other Govt. /Semi Govt. Organization etc. is in process, the application for renewal shall not be considered till the penal action is revoked or complete.

6.8.4 Renewal of registration will not be an automatic process and may be refused for reasons to be recorded.

6.9 PROVISIONAL RENEWAL

6.9.1. On receipt of application for renewal along with required fees and documents, provisional renewal certificate will be

issued to the applicant for suitable period or Maximum 3 months on request of contractor with approval from competent authority.

6.9.2. The provisional renewal charges will be equal to 50% of the regular charges for respective class as mentioned in Table No.1. This fee shall be applicable only for provisional renewal certificate.

Note: - At present the enlistment is being carried out physically as per the procedure explained as above. Attempts to start online registration are in process and procedure of online registration will be provided when online registration process starts.

Applications received without Scrutiny fees as per Rules or without Annexure-I as applicable and Annexure-II, duly signed, shall not be processed and the applicant shall be intimated accordingly. Incomplete applications and applications not accompanied with required documents are liable to be rejected. Applicants will be given opportunity to clarify and attend to shortcomings which shall be intimated at their given address or Email ID. In the event of no response or incomplete response upto 60 days of issue intimation by enlisting authority for any clarification, and/or seeking any document, the application will be filed as declined.

All verifications of documents submission of inspection reports related to works etc are to be pursued by the applicant. Any delay on account of delay in verification, submissions of reports etc will not entitle applicant for any type of enlistment or any other relief.

The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get completed works and works under execution inspected and/or to obtain such reports as may be considered necessary like Inspection/Performance reports of completed and ongoing works, in regard to execution of works.

If the enlistment authority finds the contractor suitable for enlistment, it shall issue the enlistment order and, otherwise, send a letter of rejection/declination to the contractor. The decision of the enlistment authority shall be final and binding on the contractor.

6.10 VALIDITY OF ENLISTMENT

The enlistment shall be valid for a period of three years from the date of issue of order or as mentioned in the enlistment order. 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. The Administration of these rules shall be governed by the provisions existing at the particular point.

6.11 Change in Address –

While applying for enlistment, the contractor should mention address of his registered office as well as Head/Branch Office, if different. All documents should bear one of the above addresses; otherwise the same shall not be accepted. The contractor shall intimate the change, if any, in any of the 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 authorities etc.

6.12 PERFORMANCE REPORTS

The Contractor should fill up the details of each work, secured by him during the last enlistment period and should include major works (completed as well as work in progress) secured by him during the last **three years**. In case, the contractor hides any information, his revalidation will be liable to be cancelled.

It shall be mandatory for the contractor to submit the performance report (PR) of each work executed or minimum of 5 performance reports for works executed by him in last three years as per **Annexure V for works completed / on going with CIDCO Ltd and as per Annexure VI for works completed / ongoing other than CIDCO Ltd** for works completed duly filled with all the required details to the enlisting authority. However, there shall be no bar for Departmental officers to take cognizance of bad performance of the contractor where he deliberately avoids submission of PR.

6.13 CONTRACTORS OBLIGATIONS

The contractor should fulfill all his obligations under these rules in time and manner as specified, failing which he shall be liable for the action as mentioned therein. Some of the obligations are summarized below: -

1. Any change in the name or constitution of the firm/company shall be intimated to the Office of EE (PA&R) within 3 months supported with valid documents
2. Intimation of change of address should be given in advance or within one month along with acknowledgement from Banker, Income Tax and GST authorities.
3. He shall abide by these enlistment rules.
4. He should not indulge in unethical practices and maintain

good conduct. He shall provide satisfactory explanation within 7 days wherever any action or bid or tender in whole or part appears unrealistic or unreasonable.

5. He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.

6.14 REMOVAL FROM APPROVED LIST

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

1. has failed to execute a contract or has executed it unsatisfactorily; or
2. is proved to be responsible for constructional defects and not complying to the instructions of removal of defects given in writing; or
3. persistently violates any important conditions of the contract; or
4. fails to abide by the conditions of enlistment; or
5. is found to have given false particulars at the time of enlistment; or
6. has indulged in any type of forgery or falsification of records; or
7. changes in constitution of the firm or Individual or changes the name of the firm not inform within 3 months to the office of EE(PA&R); or
8. is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
9. persistently violates the labour regulations and rules; or
10. is involved in complaints of serious nature received from other departments which prima facie appear to be true; or
11. Default in settlement of tax dues like Income tax, Stamp Duty, Contract tax, GST, duties etc. or
12. has already been demoted for other reason(s); or

13. Ceases to fulfill eligibility criteria based on which enlistment/revalidation was done; or
14. is considered as not required to be in list of CIDCO contractors for any other reason considered fit by enlistment authority; or
15. Fails to rectify latent defects noticed during the design life of structure

6.15 DEMOTION TO LOWER CLASS

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

1. No longer employs adequate technical personnel or financial resources or neither deploys them on works on hire basis as against undertaking given by the contractor at the time of enlistment;
2. Specific failure or default in execution of individual works, in respect of physical progress or quality in such works,
3. Deterioration in financial or technical ability / capacity and
4. Repeated failure to properly fill in tender document/s, fully and correctly or delay in execution of formal contract documents
5. An attempt to cheat CIDCO, an attempt to secure a contract through unfair means or bringing to bear outside influence, an attempt to secure unauthorized copies of CIDCO records and documents in relation to any tender / contract or any other official matter, an attempt to tamper with CIDCO record and documents, threatening, misbehaving with or physical attack on any CIDCO employee/ Officer,
6. His staff misconducts or misbehaves with CIDCO officials on more than one occasion.
7. Is responsible for a conduct which may justify his demotion to a lower class; or delisting to undertaking CIDCO work for

specified period.

8. Any other reason which in view of enlisting authority is adequate for his demotion to a lower class or delisting to undertake CIDCO work for specified period.

6.15.1 PROCESS

The decision regarding demotion shall be communicated to contractor immediately with directions to submit the original registration certificate to the EE (PA&Reg.) within 15 days from the date of receipt of the order regarding demotion, for taking necessary endorsement on the same. If any contractor/s does not comply with this requirement within the period of 15 days mentioned above, He / they shall be deemed to have been de-registered automatically at the expiry of the above mentioned period, even if the penalty imposed was demotion for a specific period. He shall not use the enlistment certificate to any department.

6.16 BLACKLISTED/ DEBARRED/DEMOTED CONTRACTORS

The Blacklisted / Demoted contractor/s shall be restored to the Original Class under which contractor/s was originally enlistment or as per the sanction of the competent authority subject to following;

- An order for Blacklisting/ demotion / deregistration passed for a certain specified period shall be deemed to have been automatically revoked on the expiry of that specified period and it will not be necessary to issue a specific formal order of revocation, except that an order of Blacklisting/ demotion / deregistration passed on account of doubtful loyalty or security consideration shall continue to remain in force until it is specifically revoked.

- An order of Blacklisting/ demotion / deregistration for reasons mentioned at aforesaid para may be revoked if, in respect of the same facts, the accused has been wholly exonerated by a court of law.

6.17 REFUND OF FEES

Demoted or de-registered contractor shall not be entitled for refund of Registration / Up-gradation / Renewal fees.

7. CHANGES IN CONSTITUTION

7.1 All changes in the Constitution / Name of the firm, or change in Address or Telephone number or change in Status of firm / Company or change in Directorship of Company after Registration, shall be intimated to the Executive Engineer (Product Approval & Registration), within 90 days from the date of change and shall pay the necessary Rs.2000/- failing which liable for Penal Action i.e., a penalty of Rs.3000/- (or as amended time to time) or part thereof will be imposed.

7.2 DOCUMENTS REQUIRED - Following documents shall be submitted along with the application for change of Constitution / Director / Status / Address / Name of firm / company.

- Copy of Termination / Retirement / New Partnership / Amendment Deed.
- Payment of Rs.2000/- towards the scrutiny fees.
- Copy of fresh solvency certificate from the scheduled / nationalized Bank in the name of firm / company showing changes applied for.
- Copy of Pan Card of Co. & Proprietor / all Directors / Partners duly notarized.
- Copy of Letter from the Registrar of Firms (RoF) showing changes applied for or receipt of payment made to RoF for noting

the said changes.

- Copy of documentary evidence showing name and address of contractor/s. g. Copy of submission of Form 32 in case of change in Directors of Company
- Registered undertaking in format – IV for name in change of company.
- Payment of penalties as applicable, if any, for late submission of application for change of constitution/ Director / status / address / name of firm / company.
- The registered undertaking given in ANNEXURE -VII shall be submitted by the contractor/s for any recovery or outstanding dues on their old name of firm / company shall be paid by the new name of firm / company.

The above documents shall be duly certified by the Registered Chartered Accountant who has audited accounts of the firm / Company.

On submission of necessary documents and payment of fees, penalties, if any, Executive Engineer (PA&Reg.) will take note of the said changes in record and endorse same on Enlistment Certificate.

Annexure I – Application for Contractor Registration –
Civil/Electrical (TO BE SUBMITTED ON COMPANY'S LETTER HEAD)

To,
Executive Engineer (PA&R)
CIDCO

Subject: Application for contractor registration /renewal/up-gradation in
Civil/Electrical Category for Class_____.

1. Name of applicant with full address:
2. Email ID and Contact details:
3. Whether the firm is joint stock Company, Individual or as Registered Partnership Firm (Attested photocopy of affidavit or Partnership deed or association be Enclosed).
4. Name of sole proprietor/partners/Directors:
5. Name of person holding the power of attorney (attested photo copy of registered power of attorney be enclosed)
6. Place of business:
7. Class in which enrolment is sought:
8. Amount of solvency certificate:
9. Valid up to :

10. Whether the applicant applied for registration elsewhere in his Name or others, if so, give particulars

11. Has the applicant or his partners or directors been blacklisted in the past by Government department/ organization/other states

I/We certify that, I/We have been not and will not get myself/ourselves registered as contractor in the department under more than one name. The above information furnished by me/us is true to the best of my/our knowledge and behalf and in case any discrepancy is noticed, I/We understand that, my/our registration, as approved contractors shall be rejected/cancelled.

Seal and Signature of Applicant

Place:

Date:



Annexure II- Undertaking cum Indemnity Bond

(Instruction: to be submitted on Registered Notarized Rs.500/- Stamp Paper)

UNDERTAKING CUM INDEMNITY BOND

I / We (1) Mr. ----- (2) Mr. -----
----- and (3) Mr. ----- sole Proprietors /
Directors /Registered Power of Attorney holder of the firm. -----
----- Residing at (1) -----
----- (2) ----- and (3) -----
----- respectively, having its office at -----
----- hereby solemn affirmation state declare, undertake and
indemnity as under.

I / We have read the “Rules for Registration of Contractor for Civil/Electrical Engineering works” carefully and give undertaking that I / We agree that all the rules are binding on me / us.

I / We further give undertaking that information given in Application Form and all duly attested sheets are true and correct.

I / We further give undertaking that our firm is / was not debarred / Deregistered by any Government / Semi Government / Public Sector organization.

I / We undertake to produce original copies of the documents as and when required for which true copies are submitted along with application for registration.

I / We give undertaking that I / We know that the registration certificate of Registration in CIDCO will be issued to me / us, only after verification of various documents submitted by me / us along with my application.

If it is found that I / We have submitted any fraudulent information / forged documents, my application will be rejected outright and my / our firm will be debarred permanently along with forfeiture of all fees paid for registration.

I / We give undertaking that it will be my / our responsibility to assure whether my / our firm is able to provide technical manpower, to deploy tool, plant and machinery required for bidding in tender procedure by producing necessary documentary evidence as per tender condition.

I / We give undertaking that I / We, my / our firm will provide required technical manpower and deploy , tool, plant and machinery as per the requirement of tender / work / contract and as directed by the Engineer in charge of the corresponding work / project. If I / We fail to provide required technical /personnel manpower and tool, plant and machinery on time as directed by the Engineer, actions as deemed fit will be taken against me / us my / our firm.

I / We hereby agree to undertake that my / our Firm/Company has not received any show cause notice for any action or is not under any penal action such as blacklisting, demotion, suspension, deregistration etc. by any Government, Semi-Government and Government undertakings etc.

I/We hereby agree to undertake that my/our firm/company is currently not into litigation with CIDCO / any of the Government / Semi-Government/Government undertakings.

I / we hereby further indemnify that the CIDCO and its officers, servants shall not be responsible in respect of any litigation that may arise between any other person or persons any third party or legal entity under the provisions of any law being in force for registration in favor of my / our firm/company.

I / we say that this undertaking cum Indemnity Bond is binding upon me/ us / our heirs, executors, administrators and assigns and / or successor /assignee and also our firm/company.

Place Prop. / Partner / Directors

Date: (seal of company)

Identify by me

Before me



Annexure III- LIST SHOWING TECHNICAL QUALIFICATION AND EXPERIENCE OF THE PROPRIETOR OR PARTNERS AND LEADING TECHNICAL EMPLOYEES IN THEIR FIRM

(Instruction: to be submitted on Registered / Notarized Rs.500/- Stamp Paper)

Name of contractor / firm _____

Sr. No.	Full name and full postal address of employees/ Proprietor / Partner	Technical Qualification	Institute/University Passing Year	Remarks (If Any)
1	2	3	4	5

Date:

Place:

Signature and seal of contractor:

Annexure IV- UNDERTAKING FOR EMPLOYMENT OF THREE UNEMPLOYED ENGINEERS

(SUBMITTED ON STAMP PAPER OF Rs. 500 DULY NOTARIZED)

We employ three engineers who have passed qualifying examination in Civil Engineering** from Maharashtra on stipendiary basis for a period of 3 years. The stipend to such engineers shall be paid as per rates prescribed by Apprentice Act 1961 and amendments enacted to the said act from time to time.

As soon as Engineers are employed in stipendiary probation, the intimation to this effect will be given by us to the Director of Technical Education, Maharashtra and to Government in Public Works Department within a week and any such Engineer leaving services, intimation will be given to the above officers.

Signature of the applicant

**Electrical Engineering in case of applicant applying for registration under Electrical Category

Note: To be submitted in case the application is made for Class I / Class II registration in case of Civil Discipline and for Class A / Class B registration in case of Electrical Discipline)

Annexure V – Formats for works completed in last three years and works in hand during current year.

Sr. No.	Name of work	Name of the Department With Qtn. No. / CA No. & full address	Amount of Work Tended	Commencement Date	Completion Date	Amount spent each of the last three years			Amount of Work still Remaining to be executed	Remarks	Reference
						Year 1	Year 2	Year 3			
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
39											
Work Executed with Private Firms (A)											
Work Executed with Government Firms (B)											
Total Work Executed (A+B)											
Weighted Total(B+(0.5*A))											

Annexure VI: FORMAT FOR UNDERTAKING TO BE SUBMITTED IN CASE OF NAME OF FIRM/COMPANY IS CHANGED.

(Instruction: to be submitted on registered / notarized Rs.300/- Stamp Paper)

UNDERTAKING

To,
Executive Enginner (PA&Reg)
CIDCO Ltd

Sub: Change in name of firm/company.

Sir,
I/we _____ an adult, Indian inhabitant
aged about _year, _____ authorized _____ signatory/Partner of
M/s. _____ For _____ and _____ on _____ behalf of
firm _____ do herby undertake as I/ We say that the
firm / company _____ has
changed _____ name _____ of _____ firm _____ / _____ company _____ to
by executing following documents.

- 1) Bank solvency certificate duly certified by Registered Chartered Accountant.
- 2) Copy of Documentary evidence showing name and office address proof of contractor such as Shops & Establishment certificate, current paid Electricity Bill, Telephone Bill, Property Tax bill, Water Tax Bill, etc., duly certified by Registered Chartered Accountant.
- 3) PAN card of the firm / company and all partners of the firm / company duly certified by registered notary.
- 4) Registered Copy of old and new partnership deed.

5) Copy of certificate from /Registrar of firms receipt duly certified by Registered Chartered Accountant.

I/We hereby undertake that in future, if there is any outstanding recovery of audit notes, excess payment, penalty etc., against the name of our firm / company by old name, we shall pay the same to CIDCO immediately. In case of breach of this undertaking, the corporation is empowered to take necessary legal action including cancellation of registration.

Whatever stated herein above is true and correct and binding on me/us and I / We empowered to give this undertaking to CIDCO.

Yours faithfully,

For

WITNESSS:

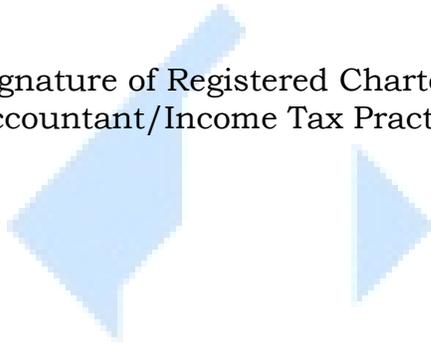
- 1.
- 2.



Annexure VII - TO BE SUBMITTED FOR WORKS DONE WITH PRIVATE AGENCIES ON REGISTERED CHARTERED ACCOUNTANTS LETTERHEAD

Certified that the work of Civil Engineering works / Mechanical & Electrical works amounting to Rs. _____ allotted to M/s _____ during the year _____ has been assessed in the Income Tax Return of the Assessment year .

Signature of Registered Chartered Accountant/Income Tax Practitioner



CIDCO
Membership Number
WE MAKE CITIES

Annexure VIII : FORMAT FOR AFFIDAVIT OF SOLE PROPRIETORSHIP

I, _____ S/o Shri. _____ resident of do hereby solemnly affirm and declare as under:

1. That on _____ (date of start of business) I the deponent has started business under the name and style of Proprietorship as a sole proprietor and at present M/s _____ is a sole proprietorship firm.

2. That I am the sole proprietor of the firm named as situated at _____ (full address of firm with pin code).

3 That my above declarations are true and correct in case, my above declaration found incorrect, in that event, my bid / tender/contractor registration may be rejected and CIDCO shall be fully competent to take the necessary action as deemed fit.



In presence of,

1.) Name _____, Signature _____

2.) Name _____, Signature _____

Annexure IX : AFFIDAVIT FROM UNEMPLOYED ENGINEER

विषय :- सुशिक्षित बेरोजगार अभियंता अंतर्गत पंजियन मिळण्याकरीता शपथपत्र सादर करण्याबाबत.

प्रतिज्ञाकर्ता :- श्री.

स्थायी पत्ता :-

सध्याचा पत्ता :-

१. मी प्रतिज्ञाकर्ता शपथेवर जाहीर करतो की, मी वरील पत्त्यावर राहत आहे.
२. मी स्थापत्य अभियांत्रिकी पदवी/पदविका परिक्षा सन रोजी.....
..... तंत्रनिकेतन येथून उत्तीर्ण केली आहे.
३. सदर पदवि/पदविका पास केल्यानंतर मी कोणत्याही विद्यापिठांतर्गत पुढील शिक्षण घेत नाही, पुढील शिक्षण घेत असल्यास त्याबाबतची सुचना सर्वप्रथम मी आपणांस (नोंदणी करणार अधिकारी यांना) देईल.
४. मी कोणत्याही शासकीय/निमशासकीय सेवेत अथवा खाजगी नोकरी करित नाही.
५. मी सुशिक्षित बेरोजगार अभियंता असून माझा कोणत्याही व्यवसाय नाही. मला हा व्यवसाय सुरु करायचा आहे.
६. मी यापूर्वी कोणत्याही कार्यालयात सुशिक्षित बेरोजगार अभियंता म्हणून नोंदणी केलेली नाही व कोणत्याही कार्यालयातून शासकीय योजनांचा फायदा घेत नाही.
७. मला कोणत्याही शासकीय/निमशासकीय/खाजगी कार्यालयास नोकरी लागल्यास किंवा कोणताही व्यवसाय सुरु केल्यास त्याबाबतची सुचना सर्वप्रथम आपणास कळविल व माझे नोंदणी रद्द करण्यासाठी त्वरीत कळविल अशी मी हमी देता.
८. माझे नाव कोणत्याही शासकीय/निमशासकीय किंवा खाजगी कार्यालयात कोणत्याही कारणासाठी काळ्या यादीत समाविष्ट नाही.
९. मी सुशिक्षित बेरोजगार अभियंता असून वर नमुद पत्त्यावर राहत आहे, सदर पत्त्यात काही बदल झाल्यास याबाबतची सुचना आपणांस देईल. सुशिक्षित बेरोजगार अभियंता अंतर्गत पंजियन मिळण्याकरीता प्रतिज्ञापत्र देत आहे. वरील सर्व मजकुर खरा आहे.
१०. मी पंजियन मिळण्याकरीता सादर केलेले कागदपत्रे खोटे आढळून आल्यास किंवा दिलेली माहिती चुकीची निदर्शनास आल्यास नियमाप्रमाणे कायदेशिर कार्यवाहीस पात्र राहील. उपरोक्तप्रमाणे चुकीची माहितीमुळे किंवा सादर दस्ताऐवज खोटे आढळून आल्यास माझे पंजियन रद्द करण्यात यावे यास माझेकडून काहीच अडथळा असणान नाही.
११. शासन निर्णय क्रमांक सीएटी-१०९६/सीआर १७२/इमारती २ दिनांक २०.४.१८ तसेच शासन निर्णय क्रमांक संकीर्ण ०५/०६/प्र.क्र.५३/इमा.२ मंत्रालय, मुंबई दिनांक २५ सप्टेंबर ०६ तसेच कंत्राटदाराची नोंदणी/नुतणीकरण/श्रेणीवाढ संबंधाने वेळोवेळी निर्गमित होणारे आदेश व सुचनांचे अवलोकन केले असून या सर्व सुचनांचे अनुपालन करण्याचे बंधन मला मान्य आहे.

स्थळ :- नागपूर

दिनांक :-

प्रतिज्ञार्थी

सत्यापन

मी वरील लेखात दिलेली माहिती खरी असून सदर माहिती खोटी आढळून आल्यास भादवि कलम ११९,२०० व ११३/२ अवये शिक्षेस पात्र राहीन याची मला जाणीव आहे.

Annexure X : Affidavit for Non-Blacklisting and action under Indian Penal Code for false/fraudulent documents

Name of Company : _____ I, Mr. _____,
age __ years, address _____,

Hereby submit, vide this affidavit in truth, that I am the owner of the contracting firm _____, authorized signatory and I am submitting the documents for Registration of Contractor in CIDCO, Ltd. I hereby agree to the conditions mentioned below:-

1. Certify that all the statements made in the required attachment are true and correct
2. The undersigned also hereby certifies that neither our firm _____ PAN No. _____ have abandoned any work, nor any contract awarded to us for such works have been rescinded, during last 5 years prior to the application for Registration certificate
3. The undersigned hereby authorize and request any bank person firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation
4. I, the undersigned declare that as on date neither our company is blacklisted/banned nor any action of deregistration has been taken against our company by any Government/Semi- Government/ Public sector undertaking/ Urban local body/Municipal Corporation etc.
5. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Department, Project implementing agency within time frame as specified in this document.
6. I am liable for action under Indian Penal Code for submission of any false/fraudulent paper/information submitted documents.
7. I am liable for action under Indian Penal code if during enlistment period, any false information, false bill of purchases supporting proof of purchase, proof of testing submitted by staff, subletting company or by myself, I will be liable for action under Indian Penal Code.
8. I am liable for action under Indian Penal Code if any papers are found false/fraudulent during enlistment period.

Authorized signatory

Name of company: _____

Date: _____

-----END-----

