

HARYANA POLICE HOUSING CORPORATION LIMITED (REGULATION AND ENLISTMENT OF CONTRACTORS) RULES-2010

- 1 **Title** - These rules shall be called the Haryana Police Housing Corporation Limited (Enlistment of Contractors) Rules-2010 and shall come into force with effect from the date of approval.
- 2 **Short Title** – For the sake of brevity, the Haryana Police Housing Corporation Ltd. (Enlistment of Contractors) Rules-2010 shall, hereinafter, be referred to as 'Enlistment Rules-2010'.
- 3 **Objective of Enlistment** - Haryana Police Housing Corporation Ltd. enlists contractors, who intend to work with the Corporation. The objective of such enlistment is to have a ready list of suitable and competent contractors for the works to be executed by Haryana Police Housing Corporation Ltd., so as to minimize requirement of verification of credentials of contractors at the time of inviting individual tenders. Besides, only those contractors shall be allowed to continue in the list that remain active in Haryana Police Housing Corporation Ltd. and perform well. It shall not confer any right on him either to obtain tender documents or to get a work awarded to him. The Corporation may *add/amend/delete any condition (s)* while inviting a tender. Enlistment of a contractor only entitles him to be considered for issuance of tender papers subject to the conditions that may be prescribed in each notice inviting tenders. [1]
- 4 **Definitions: -**
 - 4.1 '**Category**' means type of works for which contractor has been enlisted,
 - 4.2 '**Chief Engineer**' means Chief Engineer of Haryana Police Housing Corporation Ltd.
 - 4.3 '**Class**' means the class in which a contractor has been enlisted,
 - 4.4 '**Company**' means the company formed & registered under the Indian Company's Act, 1956,
 - 4.5 '**Corporate body**' means a body incorporated under the Company's Act-1956, Haryana companies Act-1956 or The Haryana Co-operative Societies Act-1984.
 - 4.6 '**Corporation**' means Haryana Police Housing Corporation Ltd.(HPHC for the sake of brevity)
 - 4.7 '**Earnest money**' means a sum of money required to be submitted with the tender.
 - 4.8 '**Enlistment**' means empanelment of a contractor by competent authority of Haryana Police Housing Corporation Ltd. under any appropriate class and category,
 - 4.9 '**Executive Engineer**' means Executive Engineer of a Division of Haryana Police Housing Corporation Ltd.
 - 4.10 '**Firm**' means a firm registered by Registrar of Firms and Societies under the Indian Partnership Act-1932,
 - 4.11 '**Labour and construction society**' means a labour and construction society registered under the Haryana Cooperative Societies Act-1984 for undertaking civil works,
 - 4.12 "**Managing Director**" means Managing Director of Haryana Police Housing Corporation Ltd.
 - 4.13 '**PAN**' means Personal Account Number issued by the Income Tax Authorities, Government of India,
 - 4.14 '**Rupee**' means Indian rupee,
 - 4.15 '**Sales tax number**' means the Sales Tax Number issued by the concerned department of Government of Haryana,
 - 4.16 '**State Government**' means Government of Haryana,
 - 4.17 '**Statutory organization**' means an organization set up by an Act of State Legislative or Parliament or under Constitution of India.
 - 4.18 '**Superintending Engineer**' means Superintending Engineer of Haryana Police Housing Corporation Ltd.
 - 4.19 '**Tender**' means an offer submitted by a contractor to the Corporation in response to a notice inviting tenders for executing a work, and
 - 4.20 '**Tendering limit**' means the maximum limit up to which an enlisted contractor is eligible to tender.

5 Every enlisted contractor shall abide by rules made herein and as amended from time to time, during currency of his enlistment.

6 There shall be following classes of contractors:- [J2

Sr. No	Class	Category	Tendering limit
1	Class-AAA	(i)Building works (ii)Road works (iii)Electrical works (External Electrical works)	Works above Rupees 1000 lacs
2	Class-AA	(i)Building works (ii)Road works (iii)Electrical works (External Electrical works)	Works upto Rupees 1000 lacs
3	Class-A	(i)Building works (ii)Road works (iii)Electrical works (External Electrical works)	Works upto Rupees 500 lacs
4	Class-B	(i)Building works (ii)Road works (iii)Electrical works (External Electrical works)	Works upto Rupees 250 lacs
5	Class-C	(i)Building works (ii)Road works (iii)Electrical works(External Electrical works)	Works upto Rupees 50 lacs

7 The following authorities are authorized to enlist contractors:- [J3

Class	Category	Authority competent to enlist(here-in-after referred to as Enlistment Authority)	Under intimation
AAA	(i)Building works (ii)Road works (iii)Electrical works (External Electrical works)	M.D	-
AA	(i)Building works (ii)Road works (iii)Electrical works(External Electrical works)	Chief Engineer	M.D
A	(i)Building works (ii)Road works (iii)Electrical works(External Electrical works)	Chief Engineer	M.D
B	(i)Building works (ii)Road works (iii)Electrical works(External Electrical works)	Chief Engineer	M.D
C	(i)Building works (ii)Road works (iii)Electrical works(External Electrical works)	S.E Concerned	C.E

[J2 Modification made vide Amendment No. 3 dated 13.06.2017

[J3 Modification made vide Amendment No. 3 dated 13.06.2017

8 **Minimum qualification for enlistment** - For the enlistment of contractors in different classes & categories, one must qualify the minimum qualification criteria as prescribed in Appendix-A.

9 **Jurisdiction of Contractor** – The jurisdiction of Class-AAA to Class-C contractors shall be the entire State of Haryana and place where the Corporation undertakes the works.

10 **Applicability**

10.1 An Indian national who is resident of India, sole proprietorship firm, partnership firm, company, statutory organization, co-operative society or corporate body may apply for enlistment as a contractor under these rules, provided the eligibility criteria and other conditions as mentioned in these rules are satisfied.

10.2 No employee of government, government department, government Company or statutory organization shall be entitled for enlistment. For the purpose of this rule, government company includes a co-operative society, labour & construction society or corporate body, which receives financial grants from any government on a regular basis.

10.3 No employee of government, government department, Government Company or statutory organization, shall be entitled to enlistment in his individual capacity or as a partner of firm or Director of a company for a period of two years after retirement, unless he has obtained permission from the competent authority of his former employer. For the purpose of these rules, a government company includes a cooperative society, labour and construction society or corporate body, which receives financial grants from any government on a regular basis.

10.4 An individual or a firm or a company or Karta of Hindu undivided Family, corporate body, firm, cooperative society, Labour and Construction Society, who has been debarred for doing business with any government department (center or any state government) or government company or co-operative society or corporate body or a statutory organization, which receives financial grants from government, shall not be eligible for enlistment.

10.5 An individual or a partner of a firm or Director of a company or organization, Managing Director or Chief Executive has been convicted by a court of law in a case of moral turpitude or in a case under Prevention of Corruption Act, shall not be eligible for enlistment.

10.6 Any individual who is a partner of a firm or a member of a society or a Director of a company enlisted as a contractor cannot be a partner or director in any other enlisted firm, society or company.

11 The contractor shall abide by the terms and conditions set out in the tender documents such as earnest money, security, approvals required from statutory authorities etc.

12 **Enlistment Procedure –**

12.1 Any one who is interested for getting himself enlisted as a contractor, may apply in the prescribed form, here-in-after called as Enlistment Form given in Appendix-B alongwith requisite fee and other documents to establish correctness of the facts stated in the application. The contractor shall also submit three passport size photographs of power of attorney holders/ authorized signatory. One photograph shall be affixed on the application form, the second on the enlistment order and the third affixed by the enlisting authority in the register of contractors.

12.2 Enlistment form (Hard copy) may be obtained from the office of Haryana Police Housing Corporation, Plot No. C-10, Sector-6, Panchkula (Haryana) by making payment of Rs.500/- .If downloaded from website of H.P.H.C, the payment will have to be deposited on submission of form to HPHC. []4

12.3 **Enlistment Fee**

12.3.1 Applicant, desirous of getting enlisted with the Corporation, shall be required to submit application Form along with a *non-refundable fee* of the amount as mentioned below and documents as prescribed in the said form to the M.D/C.E/S.E concerned for respective categories:- []5

Sr. No.	Class	Non-refundable Enlistment Fee in the shape of Demand Draft in favour of M.D, HPHC payable at Panchkula.
1	Class-AAA	Rs.25,000/-
2	Class-AA	Rs.20,000/-
3	Class-A	Rs.15,000/-
4	Class-B	Rs.10,000/-
5	Class-C	Rs.5,000/-

12.3.2 The enlistment fee to be charged from a Co-operative Labour and Construction Societies shall be governed by rules and notification, as amended from time to time, by Department of Cooperation, Government of Haryana.

- 12.3.3 **Enlistment fee in case of unemployed Engineers** – Qualified unemployed Diploma and Degree holder Engineers may be enlisted in the appropriate class on deposition of 50% of enlistment fee. Only diploma/degree recognized by Haryana Government shall be considered.
- 12.3.4 Application can be submitted on any working day or sent by post or courier. The Enlistment Authority shall not be responsible for delay or loss of application by courier and/or postal service.
- 12.4 Separate application should be submitted for each category and class.
- 12.5. Mere submission for an application does not entitle applicant to get enlisted in the class and category for which application has been submitted. The competent authority for enlistment as mentioned in Rule 7 above shall have full authority to scrutinize, verify or get verified any information and details furnished by the applicant in the Enlistment Form. He may also obtain additional information from the applicant and / or from any other source and / or may constitute Inspection Committee(s) and / or Advisory Committee(s) for inspection and verification of works executed by the applicant.
- 12.6 Competent authority for enlistment as mentioned in Rule 7 shall decide all applications received within a period of **Thirty days**. If an application is rejected, the competent authority shall inform the applicant in writing alongwith reason(s) for rejection. However the enlistment fee deposited with application form shall not be refunded in any case.
- 12.7 **Documents for Enlistment/Renewal:** The applicant must submit the documents with application form as given in Annexure –B–1. These can be modified by the Corporation from time to time. The applicant shall supply the required information, failing which the application may not be considered.
- 12.8 For enlistment in Electrical category, the applicant shall have to provide valid Electrical License from the competent authority in his name. If enlisted, the contractor shall keep the license valid through out the period of enlistment by getting it renewed at suitable intervals, failing which his enlistment will be rendered invalid.
- 12.9 The enlistment order shall contain the name of the firm, category, code number, name of authorized power of attorney holder, period of enlistment etc.
- 13 The enlistment of contractor issued by enlisting authority shall be made effective from the date of enlistment.
- 14 **Period of validity of enlistment and renewal:** Enlistment of a contractor/agency shall be done for a maximum period of three years. However, he is eligible to apply for renewal of enlistment for a further period of Three years, for which ;he must apply at least two months before the expiry of his enlistment and fee for such renewal of enlistment will be 50% of the enlistment amount mentioned above against each category/Class. []6
- 15 **Procedure for renewal of enlistment:** Any one who is interested for getting his enlistment renewed as a contractor, may apply in the prescribed form, here-in-after called as Renewal Form as given in Appendix-C.
- 15.1 If request for re-enlistment/renewal is received within two months before the expiry of the period of enlistment, the application shall be accepted with fee as in case of fresh enlistment mentioned in clause 12.3.The agency seeking for renewal for enlistment, must apply before the expiry of the enlistment otherwise the agency has to apply for fresh enlistment.
- 15.2 No application for renewal of enlistment shall be entertained from the expiry of period of enlistment. Contractor shall have to apply afresh for enlistment.
- 15.3 If an enlisted contractor applies for renewal of his enlistment in time, he will be entitled to tender for works up to a period of one month from the expiry of his present enlistment provided he has submitted all the documents complete for renewal of enlistment. The work will be allotted only after renewal of enlistment.
- 15.4 If enlisted contractors/agency does not submit tender for two works during three consecutive years in the Corporation, he shall not be eligible for renewal of enlistment. He shall have to apply afresh for enlistment in the Corporation. []7
- 15.5 **Documents for renewal of enlistment:** The applicant must submit the documents with the renewal form given as Annexure: C-1.
- 15.6 Competent authority for renewal of enlistment of contractor is same as for enlistment of contractors as mentioned in rule 7 & shall decide all applications received with a period of thirty days in case of renewal. If an application is rejected, the competent authority shall inform the applicant in writing alongwith reason(s) for rejection. Renewal fee shall not be refundable in any case.
- 16 There is no bar to a contractor of a higher category tendering for work falling in the lower category/categories.

- 17 No order of enlistment of any contractor shall be issued with retrospective date and no tender form to a contractor provisionally found fit for enlistment, shall be issued.
- 18 **Restrictions while inviting tenders**– The competent authority can impose conditions of any type while inviting tenders. The conditions include pre-qualification / post-qualification and may make other contractors who are not enlisted with Corporation eligible for bidding for works more than 2.50 crores or any other limit as prescribed by the Corporation or in case of special type of works.
19. **Responsibility of Contractors**– Every enlisted contractor shall undertake to abide by the Enlistment Rules as amended from time to time and also by the terms and conditions of contract agreement and the Notice Inviting Tenders. It shall be his primary responsibility to execute work as per contract agreement on time and with prescribed specifications and quality.
20. **Disciplinary Actions and Disqualifications –**
Enlisting authority is empowered to take disciplinary actions such as to demote an enlisted contractor to a lower class, cancel his enlistment and debar him or remove his name from the list of enlisted contractors indefinitely or for a period as decided by enlisting authority after issue of show cause notice and being heard in person. Enlistment authority can also place an enlisted contractor under suspension which shall be followed by a show cause notice within 60 days. Decision of the enlisting authority shall be final and binding on the contractor.
Following disciplinary actions can be taken against the contractors for any or more following acts of omission or commission –
- 20.1 **Demotion to a Lower Class.** After giving a show cause notice of 30 days and recording the findings, the enlisting authority may demote a contractor to a lower class due to any of the following reasons:
- (a) The contractor ceases to possess the adequate equipment, technical personnel and financial resources to execute works in the class enlisted;
 - (b) He violates an important condition of contract executed by him with any department of the State Government; and
 - (c) He is responsible for any other matter which may justify his demotion to a lower class taking into account the merits of the case.
- 20.2 **Removal from the Register.** The enlisting authority may remove the name of a contractor from the register of enlisted contractors, after giving show cause notice of 30 days and recording the findings after hearing the contractor due to any of the following reasons:-
- (a) The contractor fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for major construction defects which get manifested after the expiry of defects liability period;
 - (b) He violates any important condition of any contract carried out by him with any department of the State Government;
 - (c) He fails to furnish the required sales tax/ works contract tax clearance certificate as required under the rules;
 - (d) He fails to abide by any of the conditions of enlistment or is found to have given false particulars at the time of enlistment;
 - (e) He is declared or is in the process of being declared bankrupt, insolvent, or his business is wound up/ dissolved;
 - (f) His enlistment security falls short due to adjustment against any recovery and he fails to make it up; and
 - (g) He persistently violates the provisions of mining or/ and labour laws and regulations.
- 20.3 **Blacklisting:** After giving show-cause notice of 30 days and recording the findings after hearing the contractor, the enlisting authority may blacklist a contractor due to any of the following reasons:
- (a) There are sufficient reasons to believe that the contractor or his employee has been guilty of malpractice such as bribery, corruption, fraud, vitiating fair process, including substitution or interpolation of tenders, pilfering or unauthorized use or disposal of government material issued for specific works;
 - (b) The contractor continuously refuses to pay government dues without showing adequate reasons and where the enlisting authority is satisfied that no reasonable dispute attracting reference to Court of Law exists for contractor's action;
 - (c) Where the contractor or his representative has been convicted by a Court of Law for offences of moral turpitude in relation to business dealings or where security considerations, including suspected loyalty to the State, so warrant; and

- (d) If the contractor or his representative is found guilty of misbehavior with any official of the State Government connected with the execution of the work directly or indirectly.

20.4 **Debarring/Suspension:-**After giving a notice of 15 days and recording reasons the enlisting authority may debar/suspend for a particular period, the enlistment of a contractor/agency for any of the following reasons:-

- (a) If the contractor/agency does not execute agreement or deposit performance guarantee or does not start or complete the work allotted by the HPHC, after acceptance of tender as per agreement or has left two or more works incomplete, or if part penalty or full penalty has been confirmed by the competent authority in two or more works, then a statutory committee comprising of concerned Superintending Engineer, concerned Executive Engineer & ADO of the Corporation will examine the case and submit its recommendation to head office regarding debarring/suspension of the contractor/agency for participating in future tenders. [] 8
- (b) If an enlisted contractor/agency, after having tendered for a work or after negotiations, gives unauthorized applications voluntarily, vitiating the fair tendering process; and
- (C) In case of a co-operative society, if it does not get the accounts audited in time.

20.5 Actions listed in Paras 20.3 & 20.4 shall be taken against even those contractors/agencies which are not enlisted with the department. In such cases, final decision shall be taken by the Managing Director. [] 9

20.6 Information of punitive action taken against a contractor shall be given wide publicity and circulated among Government organizations.

21 **Right of Appeal:-**Any applicant, who does not receive a decision within fifteen days after the expiry of the time period specified in Rule 12.6 & 15.6 or is aggrieved by a decision of the enlisting authority or is aggrieved by a decision taken under Rule-20, as the case may be may, within 30 days from expiry of such period or from the receipt of such a decision, file an appeal before the following authorities:- [] 10

Class	Enlistment Authority	First Appellate Authority	Final Appellate Authority
AAA	M.D	-	-
AA to B	C.E	M.D	M.D
C	S.E Concerned	C.E	M.D

22. **De-Enlistment of Contractors** – If an enlisted contractor desires to get himself de-listed from the list of registered contractors, he shall apply to the authority concerned.

23. **Change in Constitution of Firm** -An individual or a firm or a company or Karta of Hindu undivided Family, corporate body, firm, cooperative society, Labour and Construction Society shall not modify the existing partnership or enter into any fresh partnership without the prior approval of the enlistment authority. Such proposal, if any, shall be submitted in advance giving full details of the intended partnership/sole proprietorship along with the draft partnership deed/affidavit and documents as per Annexure-B-5. Any change in status of the contractor as an 'Individual' or in constitution of the firm without prior approval of the enlistment authority will render the contractor/firm liable to be removed from the approved list of contractors.

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.

24. **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, Electrical license etc. 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 above addresses, in advance or maximum within one month of such change alongwith acknowledgement of noting down of such change in address from the Bank, Income Tax, Sales Tax authorities etc. Failure to do so may result in removal of his name from the approved list of contractors

25. **Near Relatives Working in Haryana Police Housing Corporation** - Contractors whose near relatives are working as Superintendent, Deputy Superintendent, Divisional Accountant, Senior Accounts Clerk or Engineering Officers between the post of Chief Engineer and Junior Engineer (both inclusive) in the Corporation, will not be allowed to tender for works if the division 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, children, brothers, sisters, brother/sister in law, son/daughter-in-law, and father-in-law/mother-in-law. In case of any violation action shall be taken as per clause-20 of these rules.

[] 8 Modification made vide Amendment No. 1 & 2 dated 04.08.2017 & 31.05.2019

[] 9 Modification made vide Amendment No. 3 dated 13.06.2017

[] 10 Modification made vide Amendment No. 3 dated 13.06.2017

26. A fresh contractor/agency i.e. contractor/agency tendering for the first time in HPHC shall not be awarded more than two works until he has completed atleast one work in HPHC. []11
27. **Repeal and saving**-All rules regarding enlistment/revalidation of contractors/agencies in Corporation existing before coming into force of Amended Enlistment Rules-2017 are repealed by Third Amendment in Enlistment Rules 2010. Notwithstanding such repeal, the Contractors/agencies already enlisted on the basis on rules hitherto in force shall continue to enjoy the status of enlistment contractors of Haryana Police Housing Corporation till the period of such enlistment expires. It includes revalidation/extension granted before coming into effect of Amended Enlistment Rules-2017. However, in regard to all other matters and further revalidation/reenlistment of such contractors/agencies, they shall be governed by the Amended Enlistment Rules-2017 and further amendments made therein from time to time. []12

[]11 Modification made vide Amendment No. 3 dated 13.06.2017

[]12 Modification made vide Amendment No. 3 dated 13.06.2017

Appendix - A

MINIMUM QUALIFICATION FOR ENLISTMENT OF CONTRACTORS [13-17]

Class	Experience	Machinery	Technical Persons required	Solvency required	Immoveable property.
AAA	<p>Should have average annual turnover of more than Rs.300 lacs from the last three consecutive financial years from construction works. The cost of each work should be more than Rs.150 lacs in appropriate category, i.e. Building works, Road works, and electrical (External electrical works) during the last three years. At least two works out of them should have been completed.</p> <p>Should also have Wiring Licence from Chief Electrical Inspector, Haryana.</p>	<p>1 Civil & P.H Works (for Building works)</p> <p>i) Digital Concrete weigh batcher with hopper of full bag capacity - 2 Nos</p> <p>ii) Steel shuttering 3,000 sqm.</p> <p>iii) Steel props for covering 9,000 m³ space</p> <p>iv) Needle vibrator-4 (2 fuel, 2 electric)</p> <p>v) Surface vibrator - 4 Nos</p> <p>2. Civil &P.H. Works(Roads)</p> <p>i) Computerised hot mix plant -1 No.(60 tph capacity)</p> <p>ii) Sensor Paver Finishers - 1 No</p> <p>iii) Road rollers 3 Nos</p> <p>iv) Trucks/Tippers 4 Nos</p> <p>vi) Vibratory road roller-1 No</p> <p>For Electrical Works Measuring Testing & Safety. Equipments as per requirement of Chief Elect. Inspector, and for execution of work.</p>	<p>One Graduate Engineer (Civil/Electrical) with minimum experience of two years or a diploma Engineer (Civil/Electrical) with minimum experience of Ten years</p>	<p>Not less than Rs. 300 lacs.</p>	<p>Not less than Rs. 300 lacs</p>
AA	<p>Should have average annual turnover of more than Rs.200 lacs from the last three consecutive financial years from construction works. The cost of each work should be more than Rs.100.00 lacs in appropriate category, i.e. Building works, Road works and electrical (External electrical works) during the last three years. At least two works out of them should have been completed.</p>	<p>1 Civil & P.H Works (for Building works)</p> <p>i) Digital Concrete weigh batcher with hopper of full bag capacity - 1 Nos</p> <p>ii) Steel shuttering 2,000 sqm.</p> <p>iii) Steel props for covering 5,000 m³ space</p> <p>iv) Needle vibrator-4 (2 fuel, 2 electric)</p> <p>v) Surface vibrator - 4 Nos</p> <p>2. Civil &P.H. Works(Roads)</p> <p>i) Road rollers 2 Nos</p> <p>ii) Trucks/Tippers 4 Nos</p>	<p>One Graduate Engineer (Civil/Electrical) or a diploma Engineer (Civil/Electrical) with minimum experience of five years</p>	<p>Not less than Rs. 150 lacs</p>	<p>Not less than Rs.150 lacs</p>

		iii)Vibratory road roller-2 Nos			
		iv)Paver Finisher-2Nos			
	Should also have Wiring Licence from Chief Electrical Inspector, Haryana.	<u>For Electrical works</u> Measuring, Testing & Safety. Equipments as per requirement of Chief Elect. Inspector, and for execution of work.			
A	Should have average annual turnover of more than Rs.100 lacs from the last three consecutive financial years from construction works. The cost of each work should be more than Rs.50.00 lacs in appropriate category, i.e. Building works, Road works and electrical (External electrical works) during the last three years . Atleast two works out of them should have been completed.	<u>Civil & PH works</u> <u>(for Building works)</u> i) Steel shuttering 500 sqm. ii) Steel props for covering 1,000 cum space iii) Concrete mixers with hopper of full bag capacity-1 No. iv) (Mortar Mixer - 1 No.) v) Needle vibrator - 2 vi) Surface vibrator - 1 <u>Civil & PH works</u> <u>(For Road works)</u> i) Road rollers-2 No. ii) Trucks/Tippers 1 No <u>For Electrical works</u> Measuring, Testing & Safety. Equipments as per requirement of Chief Elect. Inspector, and for execution of work.	A diploma Engineer (Civil/Electrical) with minimum experience of two years)	Not less than Rs.100 lacs	Not less than Rs.100 lacs.
	Should also have Wiring Licence from Chief Electrical Inspector, Haryana	<u>For Electrical works</u> Measuring, Testing & Safety. Equipments as per requirement of Chief Elect. Inspector, and for execution of work.			

B	<p>Should have average annual turnover of more than Rs.50.00 lacs from the last three consecutive financial years from construction works. The cost of each work should be more than Rs.25.00 lacs in appropriate category, i.e. Building works, Road works and electrical (External electrical works) during the last three years. Atleast two works out of them should have been completed.</p> <p>Should also have Wiring Licence from Chief Electrical Inspector, Haryana</p>	<p><u>For Civil & PH Works</u></p> <ul style="list-style-type: none"> i) Concrete mixer of full bag capacity 1 No. ii) Mortar mixer – 1 No iii) Needle vibrator – 2No iv) Surface vibrator -1 Nos v) Road rollers 1 No or Trucks/Tippers 1 No <p><u>For Electrical works</u></p> <p>Measuring, Testing & Safety. Equipments as per requirement of Chief Elect. Inspector, and for execution of work.</p>	A diploma Engineer (Civil/Electrical)	Not less than Rs.50.00 lacs	Not less than Rs.50 lacs.
C	<p>Decision regarding enlistment of appropriate category, i.e. Civil works, Road works and electrical (External electrical works) would vest with S.E concerned with information to C.E for deciding cases on merit depending on the financial soundness of the applicant.</p> <p>For electrical works, one should have wiring License from Chief Electrical Inspector, Haryana.</p> <p>Qualified unemployed Diploma/Degree holder Engineers from recognized institution/university may be enlisted on furnishing of 50% of required limit of Bank Solvency and Immoveable property.</p>	<p>A fresh contractor/agency i.e. contractor/agency tendering for the first time in HPHC shall not be awarded more than two works until he has completed atleast one work in HPHC.</p>	One qualified Supervisor (Civil/Electrical)	Not less than Rs.10 lacs.	Not less than Rs. 25.00 lacs

18. Enlistment fee enclosed:-

Draft No./Cash	Date & Amount of draft Receipt No. & date if cash.	Issuing Bank and Branch	Branch drawn upon	In whose favour drawn

19. Details of Works completed, in progress and secured during the last 4 years (to be filled in proforma as given in Annexure –B-2). This list should include all works whose gross amount of work done is more than the required magnitude for the class in which enlistment is required.

20. Certificates from clients in original or attested copy as per proforma given in Annexure-B-3 for all eligible works.

21. Certificates:

(i) I/We (including all partners) certify that I/We have read the Enlistment Rules, 2010 as amended upto-date and shall abide by them.

(ii) I/We certify that the information given above is true to the best of my/our knowledge. I/We also understand that if any of the information is found wrong, I am/ we are liable to be debarred.

(iii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Corporation under more than one name.

(iv) (a) I certify that I did not retire as an Employee of any Govt./Govt. Department /Govt/ company/Statutory organization during the last two years. I also certify that I have neither such a person under my employment nor shall I employ any such person within two years of his retirement except with the prior permission from competent authority of his former employer.(Refer Rule 10) (For individuals seeking enlistment in their own name)

(b) We certify that none of the partners/directors retired as an Employee of any Govt./Govt. Department /Govt/ company/Statutory organization in last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission from the competent authority of the employer.(Refer Rule 10)
(For partnership firms and limited companies).

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Name	Signatures	Address
1.		
2.		
3.		
4.		

Date :.....

No. of Documents attached

ANNEXURE-B-1**Documents to be attached for enlistment**

Sr. No.	Document	Yes	No
1.	Proof of constitution:		
	a) In case of sole proprietorship/HUF: an affidavit executed before a 1 st Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF.	<input type="checkbox"/>	<input type="checkbox"/>
	b) In case of partnership firm: (Submit attested copies)		
	i) Registered Partnership deed attested by Notary Public.	<input type="checkbox"/>	<input type="checkbox"/>
	ii) Form 'A' or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	iii) Form 'B' or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	iv) Form 'C' or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	c) In case of Private/Public Ltd Co. : Article of Association duly attested by Notary Public.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Proof of residence	<input type="checkbox"/>	<input type="checkbox"/>
3.	Proof of PAN No.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Proof of Identity	<input type="checkbox"/>	<input type="checkbox"/>
5.	Affidavit duly attested by 1 st . class Magistrate regarding immoveable property with its fresh market value duly attested by the Executive Magistrate and should also enclose attested copy of registry, allotment etc. as per class mentioned in Appendix-A	<input type="checkbox"/>	<input type="checkbox"/>
6.	Affidavit of having never been black-listed/ debarred by any semi/Govt. Organizations.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Power of attorney , if any attested by Notary Public	<input type="checkbox"/>	<input type="checkbox"/>
8.	Three recent passport size photographs of power attorney holder/ authorized signatory	<input type="checkbox"/>	<input type="checkbox"/>
9.	Bankers' certificate from scheduled bank in the Performa given in Annexure-B-4. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority as per class mentioned in Appendix A:-	<input type="checkbox"/>	<input type="checkbox"/>
10.	Technical Staff:		
	i) List of full time technical staff/designers with qualification and experience of each.	<input type="checkbox"/>	<input type="checkbox"/>
	(ii) Affidavit alongwith attested copies of the degrees/diplomas of the technical staff/designers.	<input type="checkbox"/>	<input type="checkbox"/>
	(iii) Affidavit/declaration from the technical staff that they are employed with the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
	(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)	<input type="checkbox"/>	<input type="checkbox"/>
11.	(i) List of Machinery, T and P i/c steel centering and shuttering, possessed by the Applicant.(As per Annexure B-5)	<input type="checkbox"/>	<input type="checkbox"/>
	(ii) Copy of purchase document etc. (onus of submitting adequate proof lies with applicant)	<input type="checkbox"/>	<input type="checkbox"/>
12.	List of all near relatives working in HPHC, including their addresses.	<input type="checkbox"/>	<input type="checkbox"/>
13.	Receipt for enlistment fee.	<input type="checkbox"/>	<input type="checkbox"/>
14.	i) Original or attested copies of certificates for works done, from the concerned clients in Performa as given in annexure-B-3.	<input type="checkbox"/>	<input type="checkbox"/>
	ii) Attested copies of award letters for works included in Annexure-B-2.	<input type="checkbox"/>	<input type="checkbox"/>

15	Character and antecedents Certificates from the Magistrate or Gazetted officer not less than the rank of the Executive Engineer.	<input type="checkbox"/>	<input type="checkbox"/>
16	Indemnity Bond duly attested by Executive Magistrate. as per annex Annexure B-7	<input type="checkbox"/>	<input type="checkbox"/>
17	Affidavit from an Engineer employed by the firm / contractor as per Annexure B-8	<input type="checkbox"/>	<input type="checkbox"/>
18	Affidavit on behalf of contractor as per Annexure B-9	<input type="checkbox"/>	<input type="checkbox"/>
19	Attested copy of previous enlistment/(s) , if any.	<input type="checkbox"/>	<input type="checkbox"/>
20	Last two years Income-tax clearance certificate.	<input type="checkbox"/>	<input type="checkbox"/>
21	Balance sheet/(s) of last two years.	<input type="checkbox"/>	<input type="checkbox"/>
22	Valid Wiring License issued by Chief Electrical Inspector, Haryana.	<input type="checkbox"/>	<input type="checkbox"/>

ANNEXURE-B-2

In case of enlistment- Works completed, in progress and secured during the last four years

[Add additional sheets, if necessary]

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

Contractor's Signatures

ANNEXURE – B-3.

CLIENT’S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

Name and address of the Client.....
 Details of works executed by Shri/M/s

1.Name of work with brief particulars	
2. Agreement No. and date	
3 Agreement amount	
4. Date of commencement of work	
5 Stipulated date of completion	
6 Actual date of completion	
7 Details of compensation levied for delay (indicate amount) if any	
8 Gross amount of the work completed and paid	
9 Name and address of the authority under whom works executed	
10 Whether the contractor employed qualified Engineer/Overseer during execution of work ?	
11. i) Quality of work (indicate grading) ii) Amount of work paid on reduced rates, if any.	Outstanding / Very Good / Good / Satisfactory / Poor
12. i) Did the contractor go for arbitration? ii) If yes, total amount of claim iii) Total amount awarded	
13. Comments on the capabilities of the contractor. a) Technical proficiency b) Financial soundness c) Mobilization of adequate T and P d) Mobilization of manpower e) General behavior	Outstanding/Very Good / Good / Satisfactory / poor Outstanding/Very Good / Good / Satisfactory / poor Outstanding/Very Good/Good/Satisfactory/Poor Outstanding/Very Good/Good/Satisfactory/Poor Outstanding/Very Good/Good/Satisfactory/Poor

Note : All columns should be filled in properly

Signature of the
 Reporting Officer with Official seal
 not below the rank of Executive Engineer
 or equivalent

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.

Signatures
(For the Bank)

- Notes: 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.

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

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 HPHC or any other department / organization.
- ii) Whether he is a dismissed Govt. servant and debarred by his employer for doing business with a government department or government company or a statutory organization.
- iii) Whether he is a partner/director of any other firm enlisted with this Corporation or any other department / organization.
- 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 employee of Govt. company / statutory organization within 2 years.
- vii) Whether he has any relative working in HPHC, if yes, give details.
- viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.
- ix) Whether he is an employee of any Govt / Govt. Company / Statutory Organization.

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) Fresh Bankers' certificate from banker of the contractor indicating new constitution..
- 3) Form A, B and C or equivalent as the case may be.
- 4) Acknowledgement from the Income Tax/ Sales Tax department for having noted the change.

Indemnity Bond

This indemnity bond is made on _____ at _____ between
(date, month, year) (place)
M/S /Sh _____ resident of _____, (hereinafter
called Executors) in favour of Haryana Police Housing Corporation Ltd., Panchkula.

KNOW ALL BY THESE PRESENT THAT ,I, _____ resident
of _____ am a director/sole proprietor of M/S _____
Co./Firm and firmly bound onto the Haryana Police Housing Corporation Limited Sector-
6,Panchkula,(herein after called the HPHC) for any liability or recovery that may arise against the
company M/S /Sh. _____ for the contracts done for HPHC well
and truly to be paid to the HPHC on demand and without demur for which payment to be well and
truly made. I bind my self and my heirs, executors, administrators, legal representatives and we
bind ourselves, our successors and assigns and the persons having control over my assets
including my property located at _____ and affairs.

The said property/ part there of will not be disposed during the validity of the agreement
/contracts with Haryana Police Housing Corpn. Ltd.

Place:

Dated:

Obligator's Signatures

Affidavit from an Engineer employed by the Firm/Contractor

AFFIDAVIT

I _____ resident of _____
(Name) (Address)

do hereby affirm and declare as under:-

1. That I am permanently employed with _____ since
(Name of the Firm)
_____ as a _____
(Designation)
2. That I am Graduate /Diploma Engineer.
3. I am wholly engaged for the supervision of the Construction work under taken by the Firm/ Contractor.

Deponent

VERIFICATION

I _____, the above named deponent further solemnly affirm and
(Name)
declare that my above statement is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date :

Deponent

Place:

Affidavit on Behalf of Contractor

AFFIDAVIT

I/We _____ resident of _____
(Name)
Having the office of the firm/company at _____
(Address)

Do hereby solemnly affirm and declare as under :-

1. That I/We have employed a Permanent graduate /diploma engineer since _____ whose particulars are as under:-

1. Name of the Engineer _____

2. Qualification _____

3. Experience _____

4. Period of Employment _____

5. Salary paid _____

Deponent

VERIFICATION

I _____, the above named deponent further solemnly affirm and declare that my above statement is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Dated:

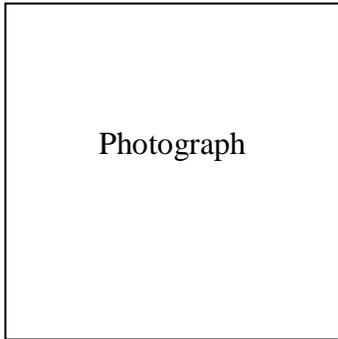
Deponent

Place:

**HARYANA POLICE HOUSING CORPORATION LTD.
APPLICATION FOR RENEWAL OF ENLISTMENT**

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

CLASS CATEGORY



1. Name of applicant

1(a) Details of enlistment with HPHC

(i) Enlistment No. and date

(ii) Valid upto

2. Nationality Indian Other

3. PAN No. of the Contractor/
Agency in whose favour
enlistment is sought.

4. Address
(i) Registered Office

(ii) Head office

5. Telephone Number Fax No.

6. Now E-mail address : _____

7. Web.Site : _____

8. Constitution Individual Sole Proprietorship Concern Partnership firm
Public Ltd. Company Ltd. Company

9. If partnership firm, names of the partners / If Company name of directors

- 1..... 2.....
- 3..... 4.....
- 5..... 6.....

10 (a) Name of person holding power of attorney

(b) Nationality Indian Other

11 Name of Bankers with full address

12. Place of business

13. Full time technical staff in applicant's employment (refer Appendix-A) Nos.
- (a) Graduate engineers with minimum two years experience
- (b) Graduate engineer with Nil experience
- (c) Diploma engineers with minimum 10 years' experience
- (d) Diploma engineers with minimum' experience 5 years [excluding (c) above]
- (e) Diploma engineers with minimum' experience 2 years [excluding (c)&(d) above]
- (f) Diploma engineer with Nil experience
- (g) Qualified Supervisor

14. (a) Does the applicant have sufficient Tand P, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class and category applied for [Attach details as per Annexure B-5] Yes No

(b) Does the applicant posses a valid electrical license [for enlistment in electrical category only] Yes No

15. Is any person working with the applicant a near relative of the officer/official of HPHC(Refer rule 25) Yes No

If answer to above is Yes, give details

16. Renewal fee enclosed:-

Draft No./Cash	Date & Amount of draft Receipt No. & date if cash.	Issuing Bank and Branch	Branch drawn upon	In whose favour drawn

17.(i)Details of HPHC Works completed, in progress and secured during the last enlistment/revalidation period as per Annexure –C-2. This list should include all works **whose** gross amount of work done is more than the required magnitude for the class in which enlistment was made.

Whether above details enclosed?

Yes No

(ii) Certificate regarding performance of contractor for work included in annexure - C-2, as per proforma of annexure C-4.

Yes No

(iii) Details of tenders issued and / or submitted by contractor in HPHC During the last enlistment / renewal period which could not be secured, as per Annexure C-3 for works of required magnitude for the class in which enlistment was made

Yes No

18. Certificates:

(i) I/We (including all partners) certify that I/We have read the Enlistment Rules, 2010 as amended upto-date and shall abide by them.

(ii) I/We certify that I/We will not get myself / our self registered as contractor (s) in the HPHC under more than one name. I

(iii) I/We certified that the information given above is true 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 employee of any Govt / Govt Department / Govt. Company / Statutory organization in last two years. I / We also certify that I / We have neither my / our employment any such person nor shall I / We employ any person within two years of his retirement except with the prior permission from the competent authority of his former employer

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Name	Signatures	Address
1.	
2.	
3.	
4.	

Date :.....

No. of Documents attached

Documents to be attached for revalidation

Sr.No.	Document	Yes	No
1	Proof of constitution: a) In case of sole proprietorship/HUF: an affidavit executed before a 1 st Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF. 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	<input type="checkbox"/>	<input type="checkbox"/>
2	Power of attorney , if any attested by Notary Public	<input type="checkbox"/>	<input type="checkbox"/>
3.	Proof of :- a) PAN number b) Identity	<input type="checkbox"/>	<input type="checkbox"/>
4	Affidavit duly attested by 1 st . class Magistrate regarding immoveable property with its fresh market value dully attested by the Executive Magistrate and should also enclosed attested copy of registry, allotment etc. as per class mentioned in Appendix-A	<input type="checkbox"/>	<input type="checkbox"/>
5	Affidavit of having never been black-listed/ debarred by any semi/Govt. Organizations.	<input type="checkbox"/>	<input type="checkbox"/>
6	Three recent passport size photographs of power attorney holder/ authorized signatory	<input type="checkbox"/>	<input type="checkbox"/>
7	Bankers' certificate from scheduled bank in the Performa given in Annexure-B-4. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority	<input type="checkbox"/>	<input type="checkbox"/>
8	Technical Staff: i) List of full time technical staff/Designers with qualification and experience of each (ii) Attested copies of the degrees/diplomas of the technical staff/Designers. (iii) Declaration from the technical staff that they are employed with the applicant. (iv) Documents like PF subscription ,Copy of Income Tax return with, IT form16 etc conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant)	<input type="checkbox"/>	<input type="checkbox"/>
9	(i) List of Machinery, TandP i/c steel centering and shuttering, possessed by the Applicant. As per Annexure B-5. (ii) Copy of purchase document etc (Onus of submitting adequate proof lies with applicant)	<input type="checkbox"/>	<input type="checkbox"/>
10	List of all near relatives working in HPHC, including their addresses.	<input type="checkbox"/>	<input type="checkbox"/>
11	Receipt for renewal fee	<input type="checkbox"/>	<input type="checkbox"/>

12	i) List of works completed, in progress and secured in HPHC during the last enlistment / renewal period (Annexure C-2)	<input type="checkbox"/>	<input type="checkbox"/>
	ii) Certificates regarding performance of contractor for works included in Annexure C-2, as per proforma of Annexure C-4.	<input type="checkbox"/>	<input type="checkbox"/>
	iii) Details of works for which tenders / issued and / or submitted by contractor in HPHC during the last enlistment / renewal period, could not be secured, as per Annexure C-3.	<input type="checkbox"/>	<input type="checkbox"/>
13	Character and antecedents Certificates from the Magistrate or Gazetted officer not less than the rank of the Executive Engineer	<input type="checkbox"/>	<input type="checkbox"/>
14	Indemnity Bond duly attested by Executive Magistrate. as per annex Annexure B-7	<input type="checkbox"/>	<input type="checkbox"/>
15	Affidavit from an Engineer employed by the firm / contractor as per Annexure B-8	<input type="checkbox"/>	<input type="checkbox"/>
16	Affidavit on behalf of contractor as per Annexure B-9	<input type="checkbox"/>	<input type="checkbox"/>
17	Attested copy of enlistment order.	<input type="checkbox"/>	<input type="checkbox"/>
18	Attested copy of valid Electrical Licence, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
19	Last two year Income Tax Clearance Certificate	<input type="checkbox"/>	<input type="checkbox"/>
20	Balance Sheet (s) of last two years	<input type="checkbox"/>	<input type="checkbox"/>

ANNEXURE C-2

**WORKS COMPLETED, IN PROGRESS AND SECURED IN HPHC DURING THE LAST
ENLISTMENT / RENEWAL PERIOD**

(Add additional sheets, if necessary)

Sr. No	Name of Work & agreement No.	Date of Start	Date of Completion		Reasons for delay and compensation levied, if any	Tendered amount	Gross amount of the complete work	Net amount received	Name, Address of Engineer in Charge
			Stipulated	Actual					

Contractor's Signatures

DETAILS OF WORKS FOR WHICH TENDERS, ISSUED AND / OR SUBMITTED BY THE CONTRACTOR IN HPHC DURING THE LAST ENLISTMENT / RENEWAL PERIOD, COULD NOT BE SECURED.

Sr.No	Name of Work	Date of		Estimated Cost put to tenders	Position of Tender
		Issue of tender	Submission of tender		

Contractor's Signatures

**CONTRACTOR'S PERFORMANCE REPORT FOR RENEWAL OF ENLISTMENT OF WORKS
COMPLETED OR IN PROGRESS OF SECURED**

Part-I

(To be filled in by the Contractor and submitted to the Engineer-in Charge of the Works included in Annexure C-2)

1	Name of Contractor		
2	Name of Work		
3	Agreement No.		
4	Estimate cost put to Tenders		
5	Tendered Cost		
6	Gross Amount of Final bill / Work done till date		
7	Stipulated Date of	Start Completion	
8	Percentage progress with date / actual date of completion		
9	Amount of compensation levied, if any		
10	Amount of Reduced Rate items, if any		
11	Did the contractor go for Arbitration		
12	If so, total Amount	Claimed	
		Awarded	

Contractor's Signatures

Part-II

- i. Certified that the details given in Part-I have been verified and found to be correct / have been corrected wherever necessary.
- ii. The contractors performance for this work is Very Good / Good / Satisfactory / Poor

Signatures of the Executive Engineer

Note: The Performance report should be forwarded to the Enlistment Authority within two weeks of its receipt from the contractor.