



ENLISTMENT OF CONTRACTORS

Dte Of Civil Works and Estates, DRDO
Ministry of Defence



Region: All India Class: Category:

1. (a.) Name of the Applicant (Individual/Firm/Company): (b.) Nature of Entity (Individual/Firm/LLP /Company):
(c.) Registration Number for Firm/LLPIN for LLP /CIN for Company: (d.) Registration CPP Portal Login Id :
(e.) Registration Bidder Enrollment Acknowledgement : (f.) Defproc Login ID :
2. Nationality:
3. Address:
(i) Registered Office : (ii) Head Office
State State
Pincode Pincode
City City
4. Contact Details :
(i) Telephone Number : (ii) Fax Number :
(iii) Mobile No: (iv) Website URL(If any) :
(v) Email Id:
5. PANNumber (Individual / Firm / Company):

6. Name, scanned passport size photo and scanned signature of the Individual(s) / Partner(s) / Director(s):

Name	Photo	Signature

7. Is the Individual / Sole Proprietor / Partner / Director of the Company:

- a) Dismissed Government Servant: Yes/No
- b) Removed from approved list of contractors: Yes/No
- c) Demoted to a lower class of contractors: Yes/No
- d) Having business banned/suspended by any Government in the past: Yes/No
- e) Convicted by Court of Law: Yes/No
- f) Retired Engineer/official from Engineering Department of Government of India within last one year: Yes/No
- g) Director or Partner of any other company/firm enlisted with DCWE-DRDO or any other department. Yes/No
- h) Member of parliament or any State Legislative Assembly. Yes/No
- i) Does the applicant have sufficient T&P machinery equipment and workshop as per requirement mentioned in the enlistment rule for class & category for . Yes/No

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

- b) Nationality:
- c) Liabilities (if any):

9. Name of the Banker with full address:

10. Whether already enlisted with DCWE-DRDO or any other department: Yes/No

Classes	Category	Department Name	Enlistment Authority	Address	Enlistment number	Date	Validity Date	Tendering Limit (in Lakhs)

11. Is any person working with the applicant is a near relative of the officer/official of DRDO : **Yes/No**

12. Certificates:

i.) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in DCWE-DRDO as amended up to date and shall abide by them.

ii.) I/We certify that I/We are not registered and will not get myself/ourselves registered as contractor(s) in the Department under more than one name in the same category.

iii.) I/We certify that the information given above is true to the best of our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

iv.) I/We certify that

a) The constituents of the Firm/LLP /Company reflected in Sl. No. 6 and 7 above are as applicable on the date of this application which tallies with the record of the registering authority

b) I/none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last One year.

c) That we have neither under our employment any such person nor shall we employ any person within One year of his retirement except with the prior permission of the Government.

v) I/We undertaken that I/We will, if we do not own, hire or otherwise arrange the required tool and plant required for the works we procure as a result of this enlistment. I/We undertake that I/We will, if we do not employ, hire or otherwise arrange the required Engineering Establishment required for the works we procure as a result of this enlistment.

vi) I/We undertake that, if we do not possess in my/ own name a valid electrical license as required, we shall associate with an agency having such a license for execution of work which requires such a license.

vii) I/We have attached all Annexures duly completed and signed.

SNO	Description	Annexures
1	Proof of Constitution In Case of Sole Proprietorship/HUF: An affidavit executed before 1st class magistrate stating that the applicant is the sole proprietor of the firm or Karta of HUF. Note: In case of Mumbai City, the affidavit may be executed before the Executive Magistrate instead of the 1st class Magistrate. In Case of Partnership Firm: (Please submit attested copies of the following documents) 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 In Case of Private/Public Ltd. Co.: Article of Association duly attested by Notary Public.	
2	Power of attorney, If any attested by Notary Public.	
3	Central Public Procurement (CPP) portal Login ID and copy of registration on CPP Portal.	
4	Registration Certificates such as EPF, ESI, GST, PSARA License (Mandatory for Watch & Ward), Electrical License etc. (Whichever applicable as per Enlistment Rules on Dashboard)	
5	Gem Seller Id and copy of registration on Gem Portal.	
6	The average annual turnover on construction work of the firm in the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income tax department for all classes of Composite category.	
7	The Sum of annual financial turnover on construction work of the firm in the last three years duly certified by the Chartered Accountant for all classes	
8	Attested copies of degree/diplomas of the technical staff/Designers as mentioned in Annexure VIII. (Copies of provisional certificate related to technical qualification are not accepted.)	
9	Documents like PF Subscription, Copy of income tax return with IT Form 16 etc. conclusively proving employment of technical staff with applicant. (Note These documents will not be required if in case details at Annexure VIII & Annexure IX are in shape of affidavits sworn in before Magistrate/Notary Public by the concerned parties).	
10	Full details and location of workshop including details of Machines & Equipment possessed and proof of sufficient stock of materials as required for furniture category as given in (Annexure II & Annexure IIA as applicable.)	
11	Affidavit for T&P Machinery(including Furniture Category)	
12	Form of List of Works completed during last 5 years	
13	Client's certificate regarding performance of contractor	
14	Form of Banker's Solvency Certificate	
15	List of Documents required for change of constitution	

16	Form for evaluating Contractor's Performance	-----
17	Affidavit regarding Technical staff	
18	Affidavit to be filled by Individual technical staff	

Notes:

1. Clarifications required, if any, shall be obtained from the enlisting authorities before submitting applications. Conditional / incomplete applications will be rejected.
2. Applications not accompanied by required documents shall also be rejected.
3. All pages of applications including supporting documents shall be signed by the applicant without fail.
4. Change of documents after submission will not be entertained. No request in this regard will be accepted.

Signature & Seal

(Application No. will be given post submission of complete application i.e Application Form, All relevant documents and Enlistment Fee (in form of DD) as per applicable rules)