

**RULES OF ENLISTMENT OF CONTRACTORS FOR ESTATE MANAGEMENT AND
MAINTENANCE (DRDO) - 2024**

Annexure-I

**Application for Enlistment for all Categories and Classes (Supporting documents annexed
with the application form should be uploaded as per Annexure-II**

(Separate Application for each Category & Class)

	CATEGORY APPLIED FOR	:	
	CLASS APPLIED FOR	:	
1.	(i) Name of the Applicant (Individual/Firm/Company)	:	
	(ii) Status of entity (Individual / Sole Proprietorship / Partnership Firm / Limited Liability Partnership / Company)	:	
	(iii) Registration Number for Firm (LLPIN for LLP and CIN for Company)	:	
2.	Nationality	:	
3.	Address		
	(iv) Registered office	:	
	(v) Head Office (if different from Registered office)	:	
	(vi) Address for Correspondence	:	
4.	Contact Details		
	(i) Telephone No. (with STD Code)	:	
	(ii) Fax No. (with STD Code)	:	
	(iii) Mobile Number(s)	:	
	(iv) Email ID	:	
	(v) Website URL (if any)	:	
5.	Registrations		
	(i) PAN (Individual/Firm/LLP/Company)	:	
	(ii) GST Number	:	
	(iii) EPF Number	:	
	(iv) ESI Number	:	
	(v) PSARA License No, State(s) and Validity	:	
	(vi) Electrical License No. and Validity	:	
	(vii) MSME / NSIC / Udyog Registration Number and Category	:	
	(viii) Labour License Number, if any	:	
	(ix) Any Additional Registrations	:	

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7. **Name, passport size photo and signature of the Individual(s) / Sole Proprietor / Partner(s) / Director(s) across the photograph (Size of photo should be 2.5 X 3.5 cm having white background and printed name at bottom)**

1	2	3
Paste Photo & Signature	Paste Photo & Signature	Paste Photo & Signature
Name	Name	Name
Aadhar Card Number last four digit only	Aadhar Card Number last four digit only	Aadhar Card Number last four digit only
PAN Number	PAN Number	PAN Number
Mobile Number	Mobile Number	Mobile Number
Signature (without stamp)	Signature (without stamp)	Signature (without stamp)

8. Is the individual/sole proprietor / any partner / director of company:
- (i) Dismissed Government Servant : Yes / No
 - (ii) Removed from approved list of contractors in any dept. : Yes / No
 - (iii) Demoted to a lower class of contractors in any dept. : Yes / No
 - (iv) Having business banned / suspended by any Govt. body in the past : Yes / No
 - (v) Convicted by Court of Law : Yes / No
 - (vi) Retired Engineer / official from Engineering department of Government of India within last one year : Yes / No
 - (vii) Director or Partner of any other company/ firm enlisted with DCW&E, DRDO or any other department : Yes / No
 - (viii) Member of Parliament or any State Legislative assembly : Yes / No
 - (ix) Director of the firm is a shareholder in any other firm enlisted in DCW&E, DRDO : Yes / No

Note: If answer to any of the above is 'Yes' furnish details on a separate sheet. Enclose separate affidavit from each Individual / Director / Partner of the firm for Sl. No. 8 (i) to (ix) duly attested by Notary Public.

9. (i) Name of the Person holding Power of Attorney (if any) : _____
- (ii) Nationality : _____

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- (iii) Liabilities, If any : _____
10. (i) Amount of Banker's Certificate (submit in original) : _____
- (ii) Name of the Banker : _____
- (iii) Full Address of the Banker : _____
- (iv) Telephone No. : _____
- (v) E-mail : _____
11. (i) Whether enlisted with any other department / unit of DCWE, DRDO? : Yes / No
- (ii) **If Yes**, give the details in the Table below and attach copy of the existing enlistment order :

S. No.	Class / Category	Department Name	Enlistment Authority and address	Enlistment Number and date	Validity Date	Tendering Limit (in Rs. lakhs)

12. **Enlistment Fees Details** :

(a) Details of Enlistment fee enclosed (Along with each application)

Draft No.	Date	Amount	Issuing Bank & Branch	Bank drawn up on

13. (i) Is any person working with the applicant a near relative of the official of DRDO? : Yes / No
- (ii) If Yes, give details (Name, Designation, ID) : _____
- (iii) If No, attach affidavit that the Individual/Sole proprietor/any partner/Director of the company does not have any near relative (Wife, husband, grandparents, children, sister, brother, sister, uncle, aunty, cousin & their corresponding-in-laws) working as Gazetted, Non-Gazetted Officer in DRDO.
14. Details of completed works secured during the last 7 years, eligible for work experience (to be filled in the proforma given in **Annexure-IV**. This list should include required number of works with gross value of work done more than the lowest required magnitude of works for the class in which enlistment is required.
15. Certificates from clients in original or attested copy as per format / proforma given in **Annexure-III** for all eligible works.
16. Number of Documents Attached, details as per **Annexure-II** : _____
17. Certificates (Strike out whichever is not applicable) : _____
- a) I/We (including all partners) certify that I/we have read the Rules for Enlistment of Contractors in DRDO Estate Management & Maintenance as amended up to date and shall abide by them.
- b) 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.
- c) I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

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- d) I/We certify that,
- (i) The constituents of the Firm/LLP/Company reflected in Sl. No. 1(b) and 7 above areas applicable on the date of this application which tallies with the record of the registering authority. I/none of the partners/directors retired from Government service during the last one year.
 - (ii) I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.
- e) I/We undertake that I/we will hire or otherwise arrange the tools and plants required for the works procured as a result of this enlistment if I/we do not have our own tools and plants. I/we further undertake that I/we will hire or otherwise arrange the required Engineering Establishment required for the works procured as a result of this enlistment if I/we have not already employed the required Engineering Establishment.
- f) I/We undertake that, if I/we do not possess in my/our name a valid electrical license as required, I/we shall associate an agency having such a license for execution of work which requires such a license.
- g) I/We have attached **Annexure-II** duly completed.
- h) I/We undertake that the works have not been got executed through another contractor on back-to- back basis.
- i) I undertake that I am neither empaneled nor working as arbitrator nor consultant in any Central / State Government Department or Public Sector Undertaking or Central / State Government Institution or Autonomous body.

Name of the applicant / Firm	Signature	Address & Seal
1.		
2.		
3.		

Notes:

1. Clarifications required, if any shall be got 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.

Directors or the Chief Managing Director, if authorized specifically by a Board Resolution.

Date:
Station:

Signature / Digital Signature
(Authorized Signatory)