



RULES FOR ENLISTMENT OF CONTRACTORS FOR ESTATE MANAGEMENT & MAINTENANCE (DRDO)

ESTATE MANAGEMENT ENLISTMENT RULES-2024



**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
DEFENCE RESEARCH AND DEVELOPMENT ORGANISATION**

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

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

1.0 TITLE AND COMMENCEMENT:

1.1 These rules shall be called “Enlistment of Contractors for Estate Management and Maintenance (DRDO) Rules of 2024”. The contractors should satisfy the minimum eligibility criteria specified before they can be considered for enlistment.

1.2 They extend to the whole of India.

1.3 They shall come into force with effect from the 01st day of Dec 2024 or from the date notified by DRDO, whichever is later.

2.0 SHORT TITLE: They shall hereinafter be referred to as “Estate Management Enlistment Rules-2024” for the sake of brevity.

3.0 REPEAL AND SAVING:

3.1 All rules regarding enlistment / revalidation of contractors existing for Estate Management & Maintenance in DCW&E, DRDO and CCE (R&D) Estates, Hyderabad before coming into force of Estate Management Enlistment Rules-2024 are repealed by Estate Management Enlistment Rules-2024.

3.2 Notwithstanding such repeal, the contractors already enlisted for Estate Management & Maintenance on the basis of rules hitherto in force shall continue to enjoy the status of enlisted contractors of DCW&E, DRDO and CCE (R&D) Estates, Hyderabad only till the period, the new enlistment according to Estate Management Enlistment Rules-2024 is completed. All existing contractors enlisted for Estate Management & Maintenance with DCW&E, DRDO and CCE (R&D) Estates, Hyderabad will have to apply afresh online for enlistment as per the Estate Management Enlistment Rules-2024.

4.0 DEFINITIONS

In these rules, unless the context otherwise requires:

4.1 **“Building”** means a residential or non-residential structure consisting of civil works like; foundation, walls, floors, roofs, and finishing, etc., and electrical works like; wiring, light points, fittings, fixtures, etc.

4.2 **Building & Installation Maintenance (BIM)** means any one of the below works or combination of below works, which shall deem to be as building and installation work, but excluding standalone works of supply of materials as per the following:-

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- (i) Maintenance of a residential or non-residential structure (consisting of foundation, walls, floors, door, windows, roofs, finishing). The maintenance works shall also include term contracts, periodical services, repairs, special repairs, additions / alteration works, renovations, replacement, upgradation works, etc.
- (ii) Maintenance of balance work of a residential or non-residential structure in case of incomplete works like foreclosed / rescinded contract,
- (iii) Maintenance of roads, parking, hard standing, taxi tracks, including re-carpeting, bridges, flyovers, elevated road or rail corridor, road over bridge, foot over bridge, approaches of bridge or flyover, culvert, subway, underpass, tunnel, runway, other cross drainage works etc.
- (iv) Maintenance of all types of boundary and security walls,
- (v) Maintenance & repair of furniture & furnishings, etc.
- (vi) Annual Maintenance Contract (AMC), Comprehensive Annual Maintenance Contract (CAMC), Supply, Installation, Testing & Commissioning (SITC), Repair, Overhauling, Operation & Maintenance of:-
 - a) Electrical & Mechanical installations like DG Sets, HVAC plants, firefighting & fire alarm systems, electrical substations, audio-video systems, roof top solar plants, oxygen plants, surveillance systems, communication systems, cranes, lifts, external electrification, area lighting, etc.
 - b) Underground sump, sewage treatment plant, water treatment plants, effluent treatment plant, overhead tank, water supply works, bore wells, drainage works, etc.

4.3 Management of Institutional Facilities: Management & Maintenance of Institutional Facilities like; Transit Facilities, Guest House, Officers and NGO's Institutes or similar facilities involving Lodging, Boarding & Catering all-inclusive services including day to day upkeep and management with requisite professional / trained personnel staff.

4.4 Watch & Ward Services: Continuous watch & ward or vigil for the purpose of guarding, safety, security as well as traffic management of the property, assets, infrastructure, facilities etc. of the designated residential / institutional areas with requisite professional / trained security guards.

4.5 Environmental Improvement & Maintenance: means any one or more of the following works:

- (i) Provision or maintenance of all arboriculture activities like plantation, landscaping, nursery, floral interior / exterior decorations, grassing and other arboriculture related works.
- (ii) Conservancy / sanitation services, area clearance services, pest control services etc.

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4.6 “**Category**” means category of enlistment under these rules:-

- a) Building & Installation Maintenance (BIM)
- b) Management of Institutional Facilities (MIF)
- c) Watch & Ward (W&W)
- d) Environmental Improvement & Maintenance (EIM)

4.7 “**Class**” means magnitude of enlistment, in each category, under these rules.

4.8 “**Contractor**” means an individual, partnership firm, limited liability partnership or company executing or intending to execute the work under a contract.

4.9 “**Enlistment**” means enlistment of contractors in accordance with these rules.

4.10 “**Tendering limit**” means the upper limit determined by the estimated cost put to tender of a work of specified category, up to which an enlisted contractor can tender, subject to the eligibility conditions specified in the notice inviting tenders.

4.11 “**Work**” means the work contracted with the owner to be executed under a single contract.

4.12 **Facility Management Services (FMS)**: are comprehensive services including repairs, operation & maintenance and special repairs of assets, manning, housekeeping, conservancy, watch and ward services, arboriculture etc.

Notes:

- a) For specialized E&M works or works in high altitude / remote areas, the tender inviting authority may include requisite ‘Pre-Qualification Criteria’ of having successfully executed similar works in the respective category & class.
- b) There is no separate category for enlistment for FMS. However, contractors desirous of executing FMS works need to be enlisted in the category BIM and / or MIF to be considered eligible for participation in any such tenders, subject to the fulfilling requisite ‘Pre-Qualification’ criteria and other tender conditions as specified by the tender inviting authority.

5.0 APPLICABILITY: DCW&E, DRDO enlists contractors who intend to work with the department. It is done to have a ready list of suitable and competent contractors for DRDO works so as to minimize requirement of verification of credentials of contractors at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in DCW&E, DRDO and perform well. The enlisted contractors have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.

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5.1 The following entities may apply for enlistment for enlistment as a contractor in DCW&E, DRDO under “Estate Management Enlistment Rules-2024” provided the eligibility criteria and other conditions are satisfied.

- (a) An individual, who is a citizen of India.
- (b) Sole Proprietorship
- (c) Partnership Firm
- (d) Limited Liability Partnership
- (e) Private Limited Company
- (f) Public Limited Company

5.2 No individual, or a firm having such individual as one of the partners, who is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned / suspended by any government department in the past; or convicted by a court of law shall be entitled for enlistment. However, cases where disciplinary action was taken against the contractor for a specified period and such penalty period is already over, his case for enlistment / revalidation can be considered.

5.3 If two or more individuals form a partnership firm, and if any of the partners is having required work experience to become eligible for enlistment in any category in which enlistment is sought, their case shall be considered for enlistment of the partnership firm subject to fulfilment of other laid down criteria. Similarly, the past work experience gained from the works completed by the sole proprietor or any partner of new firm, provided he has left or disassociated himself from his earlier firm shall also be considered in the same proportion of share of the applicant in that partnership firm.

5.4 No engineer or any other official employed in engineering or administrative duties in the engineering department of the Government of India is allowed to work in the DCW&E, DRDO 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 India 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 India as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors.

5.5 Near Relatives Working in DRDO: Contractors whose near relatives are Staff / Officers (from STA to CCE level) in a CCE Office will not be allowed to tender for works in that CCE establishment. For this purpose, a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.

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5.6 A contractor is permitted to have enlistment in more than one category but not in more than one class of the same category in DCW&E, DRDO.

5.7 A contractor is not permitted to have enlistment in more than one name / address.

5.8 A partner of a firm or a director of a company enlisted as a contractor cannot be a partner / director in any other enlisted firm / company in DCW&E, DRDO.

5.9 The enlistment of a contractor in DRDO Estate Management & Maintenance Rules-2024 shall only entitle him to participate in the tenders, subject to the conditions of each Notice Inviting Tender. It does not confer any right or claim on him to qualify / issue tender or to award work to him.

5.10 These rules may be revised or repealed by new rules. The enlistment of a contractor shall be governed by the revised or new rules existing at the relevant time, if any, and not by the rules prevailing at the time of enlistment.

5.11 The term DRDO Estate Management & Maintenance shall include Estate Management & Maintenance works of DRDO, a part of Directorate of Civil Works & Estates (DCW&E) DRDO HQ, Ministry of Defence, and all Chief Construction Engineer (R&D) / Estate Management Units (R&D) of DRDO.

5.12 The contractors who had earlier been enlisted under Management of Guest Houses / Transit Facilities, Watch and Ward services, Conservancy Services, Arboriculture / Landscaping Works, Maintenance of Civil Infrastructure, Maintenance of Electrical Infrastructure, Maintenance of Mechanical Infrastructure shall now be required to be enlisted under the new categories and class of Building & Installation Maintenance (BIM), Management of Institutional Facilities (MIF), Watch & Ward (W&W), Environmental Improvement & Maintenance (EIM), if found eligible in the respective categories and classes.

5.13 The contractors enlisted in DCW&E Enlistment Rules-2019 under Composite Category need not apply afresh for Enlistment under Building & Infrastructure Maintenance (BIM) Category of Estate Management Enlistment Rules-2024 as they shall be eligible for participation in tendering process in respective category & class of this enlistment. Similarly, the contractors enlisted in DCW&E Enlistment Rules-2019 under Arboriculture Category need not apply afresh for Enlistment under Environmental Improvement & Maintenance (EIM) Category of Estate Management Enlistment Rules-2024 as they shall be eligible for participation in tendering process in respective category & class of this enlistment. However, for enlistment in all other categories of Estate Management Enlistment Rules-2024 or upgradation of class for Composite and / or

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Arboriculture categories, the contractors / firms enlisted in DCW&E Enlistment Rules-2019 have to apply afresh for enlistment in the respective categories and classes.

5.14 The contractors enlisted under above Estate Management Enlistment Rules-2024 will be issued tenders in respective category for the new works up to the tendering limit of Class-I under any category for areas such as; remote, high altitude / hilly terrain (altitude more than 6500 feet MSL), Islands like Andaman & Nicobar, Kalam Island, etc.

5.15 The enlisted contractors can participate in tenders within their tendering limit for works all over the country irrespective of jurisdiction of the Enlisting Authority. The tendering limit is uniform all over India.

5.16 The contractors enlisted in a particular category are not allowed to participate in tenders of other categories.

6.0 ENLISTMENT CATEGORIES, CLASSES, AND TENDERING LIMIT: The enlistment shall be done in the categories and classes mentioned in **Table-1**. The contractors shall be enlisted in the categories and classes mentioned in Rules 6.1 to 6.4.

6.1 Building & Installation Maintenance (BIM)

Various classes of enlistment in this category are I, II, III and IV. Those contractors who have works experience as defined for “building and installation maintenance” and satisfy the prescribed criterion corresponding to the class can be enlisted in the said class under this category. Enlisted contractors can bid up to the tendering limit given in Table-1.

6.2 Management of Institutional Facilities (MIF)

Various classes of enlistment in this category are II, III and IV. Those contractors who have works experience as defined for “Management of Institutional facilities” and satisfy the prescribed criterion corresponding to the class can be enlisted in the said class under this category. Enlisted contractors can bid up to the tendering limit given in Table-1.

6.3 Watch & Ward (W&W)

Various classes of enlistment in this category are II, III and IV. Those contractors who have works experience as defined for “Watch & Ward” and satisfy the prescribed criterion corresponding to the class can be enlisted in the said class under this category. Enlisted contractors can bid up to the tendering limit given in Table-1.

6.4 Environmental Improvement Maintenance (EIM)

Various classes of enlistment in this category are II, III and IV. Those contractors who have works experience as defined for “Environmental Improvement

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Maintenance” and satisfy the prescribed criterion corresponding to the class can be enlisted in the said class under this category. Enlisted contractors can bid up to the tendering limit given in Table-1.

6.5 Tendering limit

The enlisted contractors shall be eligible to bid for specified category & class where the estimated cost put to tender is not more than their tendering limit, without pre-qualification or eligibility bid, unless otherwise specified in the bid document. The tendering limits of all categories and classes of contractors are given below in Table-1. These tendering limits may be revised or changed from time to time.

Table-1: Tendering limits of enlisted contractors in Rs. Lakhs

S. No	Class	Category				Enlistment Fees (In Rupees)
		Building & Installation Maintenance (BIM)	Management of Institutional Facilities (MIF)	Watch & Ward (W&W)	Environmental Improvement Maintenance (EIM)	
1.	I	2000.00	Not Applicable			Rs. 30,000.00
2.	II	500.00	500.00	500.00	500.00	Rs. 20,000.00
3.	III	150.00	150.00	150.00	150.00	Rs. 15,000.00
4.	IV	60.00	60.00	60.00	60.00	Rs. 7,500.00

7.0 ELIGIBILITY CRITERIA FOR ENLISTMENT: The contractors shall have to satisfy the minimum eligibility criteria of work experience, financial soundness etc., before they can be considered for enlistment. All contractors are expected to keep abreast with enlistment / revalidation rules modified from time to time.

7.1 Work Experience

7.1.1 The criterion for work experience shall be of satisfactorily and successfully completed works, as given in **Rule 7.1.3, Table-2** of these rules, of the prescribed magnitude executed on independent contract basis during the last 7 years (7 years is considered from the date of actual completion of eligible work to the date of application, both days inclusive). The value of executed works in the last 7 years shall be brought to current value by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of validity of enlistment / revalidation or date of processing the case whichever is earlier. Foreclosed contracts shall be considered as work experience for enlistment with gross amount of work done. The works should have been executed in the same name and style in which the enlistment is sought or all the eligible work(s) should have been secured in the name of any one of the partner or work experience gained from the works completed by the sole proprietor or any partner of new firm, provided he has left or disassociated himself from his earlier firm, shall also be considered in the

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same proportion of share of the applicant in that partnership firm. Due to work exigencies if a contract is split into two parts viz, main agreement and supplementary agreement, (i) Main agreement shall be considered, if it is completed. (ii) Both agreements (Main and supplementary) shall be considered combined as one work if supplementary agreement is also completed.

7.1.2 The applicant shall furnish the List & Summary of the eligible works in **Annexure-IV**. He shall also furnish award letters of all the works. Completed works in which compensation / penalty is levied by the competent authority for delay in completion of the work / unsatisfactory performance of work are not eligible for enlistment. Works in which compensation was levied, but was subsequently paid as awarded amount against contractors claim, on account of the decision of arbitrator or court of law, shall be considered for enlistment, if the department has accepted the decision of arbitrator / court.

7.1.3 The final completion cost (not the work order / supply order cost) of the works will be considered as the value of the works done. **However, repeat order / increased amount due to extension of works services by increasing original period in case of contract/ JWO related to engagement of manpower viz management of transit facility / guest house, security services, conservancy services, maintenance of arboriculture / landscaping works, operation and maintenance of E&M installations etc., will not be considered in the final completion cost. In case of composite contracts, the breakup details of each work category wise shall be separately shown and authenticated by the issuing authority.**

7.1.4 The amount of work experience required for different categories and classes of enlistment is Table-2.

Table-2: Magnitude of Work Experience*

Number of Completed works	Rs. In Lakh			
	Class			
	I	II	III	IV
Three	400	100	30	12
Or				
Two	600	150	45	18
Or				
One	1200	300	90	36

Note: * For enlistment in any category and class, out of the eligible works, it is mandatory that at least 01 similar work should have been successfully completed with some Central Government Department / State Government Department / Central Autonomous Body / State Autonomous Body / Central Public Sector Undertaking / State Public Sector Undertaking / City Development Authority / Municipal Corporation of City formed under any Act by Central / State Government and published in Central / State Gazette. In addition, for enlistment in BIM in any class, it is mandatory that one new work

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should also have been successfully and satisfactorily completed to be qualified as eligible work. It is clarified that one new work, if successfully and satisfactorily completed in Central Government Department / State Government Department / Central Autonomous Body / State Autonomous Body / Central Public Sector Undertaking / State Public Sector Undertaking / City Development Authority / Municipal Corporation of City formed under any Act by Central / State Government and published in Central / State Gazette would suffice both the above conditions.

7.2 Financial Soundness

7.2.1 The minimum requirements for financial soundness of the applicant shall be as per Table-3.

Table-3: Minimum requirements for Financial Soundness

Criterion	Minimum Amount (Rs. In Lakhs)			
	Class			
	I	II	III	IV
Net Worth Certificate	200		Not Required	
Average Annual Turnover	600	150	45	18
Banker's Certificate	1000	350	105	42

7.2.2 The financial soundness shall be judged on the basis of the Banker's Certificate and Average Annual Turnover on Construction Works during last five years duly certified by the Chartered Accountant for all classes. Unemployed Graduate / Diploma Engineers shall give the **Banker's Certificate or Working Capital Certificate** of required amount. Banker's Certificate shall be issued by the Bankers of the contractor on the format prescribed in **Annexure V-1**. Such certificate shall be issued by a bank and shall be submitted, in original, in a sealed cover, addressed to the enlistment authority.

7.2.3 Average Annual Turnover Certificate shall be in the format prescribed in **Annexure V-2**. This certificate shall be duly signed and issued by the Certified Chartered Accountant on their letterhead. The relevant year shall be the financial year ending on 31st March of the year preceding the calendar year of application or 31st March of last financial year if audited balance sheet is submitted. This certificate shall be verified by DRDO officers (Member Secretary etc.) using UDIN website. Illustration 1: Last date of application is 31.01.2025 with unaudited balance sheet of last financial year. Relevant year of turnover shall be 2022-23, 2021-22, 2020-21.

7.2.4 Illustration 2: Last date of application is 31.01.2025 with audited balance sheet of last financial year available. Relevant year of turnover shall be 2023-24, 2022-23, 2021-22.

7.2.5 Banker's Certificate shall be issued by a Scheduled Bank on its letter head

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addressed to the Enlisting Authority in the format prescribed in **Annexure V-1**, and shall be uploaded after scanning from the original. The amounts of Banker's Certificate and Average Annual Turnover Certificate are given in Table-3. Banker certificate shall not be more than 3 months old on the date of application.

7.2.6 The Net worth Certificate shall be in the format prescribed as per **Annexure V-3**. These certificates shall be duly signed and issued by the certified Chartered Accountants on their letter heads. In the Net worth Certificate, the Chartered Accountant should also certify that "the net worth of the applicant has not eroded by more than 50% in the last three years ending on 31st March. The relevant year shall be the financial year ending on 31st March of the year preceding the calendar year of application or 31st March of last financial year if audited balance sheet is submitted. The Net Worth certificate shall be verified by DRDO officers (member secretary etc.) using UDIN website. The amount of Net worth Certificate is given in Table-3.

7.3 Engineering Establishment, Tools, Plants, and Machinery

The applicant shall submit an undertaking in the application form **Annexure-I** to hire or otherwise procure the required engineering establishment, tools, plants, and machinery, if not already available with him. In case the contractor fails to deploy the requisite engineering establishment, tools, plants, and machinery, either owned or hired as per requirement of work, then the contractor shall be liable for disciplinary action under these Enlistment Rules.

7.4 Electrical Licence:

The contractors of Building and Infrastructure Maintenance (BIM) category shall submit an undertaking, provided they do not possess it in their own name, that they shall associate with an agency having valid electrical license from the competent authority in its name for execution. Such agency shall keep valid license throughout the period of execution by getting it renewed at suitable intervals and submit an attested copy of the same along with a certificate of having executed the electrical work to the Chief Construction Engineer along with each running bill and final bill. In event of any default on the part of the contractor in this regard, its enlistment and authority to work with DCW&E, DRDO will also automatically cease to be valid. For applying for tenders for a work in state they shall have to similarly associate an agency possessing valid electrical license of appropriate voltage issued by State Govt. under **Clause 45 of compilation of rule of Indian Electricity Rules 1956** or as amended from time to time.

7.5 **Documentary Evidences** for Bankers Certificate, Annual Turnover, Works Experience, Income Tax Returns, EPF, ESI, GST Registration, Electrical License, PASARA license, MSME / NSIC / Udyog registration certificate in the relevant class and category and other statutory requirements etc., all as indicated & required should be furnished without which the application for enlistment cannot be considered. Registration for EPF, ESI, GST Registration,

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Electrical License (For BIM), PASARA license (For Watch & Ward), MSME / NSIC / Udyog registration certificate in the relevant class and category etc., as per existing rules, as amended from time to time is mandatory. In case of pending registrations, proof of submission of the same to be produced.

7.6 The criteria for enlistment / revalidation shall be as applicable on date of enlistment / revalidation. Applicant may be intimated when his application and verification is complete. The application may be decided within six months from last date of submission of applications.

7.7 The broad summary of the Enlistment Categories, Classes, Eligibility Criteria, Documentation requirements, and Enlistment Fee, etc. is given at **Annexure-VII**.

8.0 ENLISTMENT PROCEDURE: The enlistment shall be done in the prescribed categories and classes by the enlisting authorities specified in Rule 9. The applicant shall apply on DRDO web site under portal "Enlistment of Contractors, DCW&E, DRDO".

8.1 For Enlistment in all Categories and Class, ONLINE Application is to be submitted. After applying online application, take the FINAL printout of the application, which should be duly signed by the authorized signatory and send it to below mentioned address by Speed Post, with all supporting documents in ORIGINAL or self-attested as required.

**Directorate of Civil Works & Estates,
DRDO Bhawan, Rajaji Marg,
New Delhi –110 011
Tele : 011-23007005 E-mail id : dcwe-works4@gov.in
Fax : 011-23011547**

8.2 Incomplete applications or applications not accompanied with necessary documents are liable to be rejected.

8.3 DCW&E, DRDO will have the right to independently verify the details furnished by the contractor and to get the works done by the contractor inspected and / or obtain such other reports as may be considered necessary. For this purpose, DCW&E, DRDO may constitute necessary inspection team(s).

8.4 All verification, submission of reports 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.

8.5 If the enlistment authority finds the contractor suitable for enlistment, it shall issue the enlistment order. The decision of the enlistment authority shall be final and binding on the contractor.

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8.6 Enlistment of contractors in the department may be closed at any point of time. While closing the enlistment, the department may have a reserved list of eligible contractors from the pending applications. Out of this, contractors may be enlisted depending on requirement in a particular area or for the country as a whole.

8.7 For any clarifications / queries on the Enlistment Procedure, the following Nodal Officer in the Office of CCE (R&D) Estates North, Chandigarh may be contacted during office hours between 1000 Hrs. to 1700 Hrs.

Nodal Officer : Sh. Brijesh Kumar, Additional Chief Construction Engineer
Contact No. : 0172-2672101

8.8 The enlistment fee is non-refundable. The applicants are, therefore, advised to ensure that they fulfill the prescribed eligibility requirements of enlistment before applying and making the payment. The Enlisting Authority shall not be responsible for refund of enlistment fee paid more than once on account of multiple payments.

8.9 The Enlisting Authority shall have the right to independently verify the details furnished by the applicant, and to obtain such reports as may be considered necessary like verification/confirmation of the financial soundness, performance reports of completed works, details of registration or incorporation, Form 16A (Tax Deducted at Source by Client) and/or Form 26 AS (Annual Tax Statement), PAN, etc.

8.10 All verifications, related to financial soundness, performance reports of works etc. are to be pursued by the applicant. Any delay on account of such verification and reports will not make the applicant entitled for any type of relief. If applicant fails to get the, verification of the financial soundness, mandatory and regulatory registrations and works experience certificates by the concerned authorities etc., his application is liable to be rejected.

8.11 If the Enlisting Authority finds the applicant eligible for enlistment, it shall issue the enlistment order. Otherwise, it shall send a letter of rejection to the applicant. Where the application is rejected, the applicant may apply for review to the Enlisting Authority within 60 days of the issue of letter of rejection. The decision of the Enlisting Authority on the review application shall be final and binding on the applicant.

8.12 While applying for enlistment, the applicant should mention the address of his registered office as well as head and branch office, if different from registered office. All documents including Bankers' Certificate should bear one of the above-mentioned addresses; otherwise, these documents shall not be accepted.

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- 9.0 AUTHORITY FOR ENLISTMENT:** Enlistment in all different categories and classes shall be done by DCW&E, DRDO.
- 10.0 VALIDITY OF ENLISTMENT:** The enlistment shall be valid for a period of three years. The enlistment can, however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of three years from the date of expiry of the previous enlistment / revalidation. The enlistment shall be open to review by the enlistment authority and liable to termination, suspension or any other such action at any time if considered necessary by the enlistment authority.
- 11.0 PROCESSING FEE:** The contractor shall have to pay a non-refundable processing fee by crossed Demand Draft drawn in favour of the authority authorized by Enlisting Authority. The fee is to be submitted along with application form in favour of **Chief Construction Engineer (R&D), Estates, North, Chandigarh payable at Chandigarh.**
- 12.0 CHANGE IN CONSTITUTION OF FIRM:** The contractor / firm shall not modify the existing partnership or enter into fresh partnership or change the name of the firm without the **prior intimation** to the enlistment authority. Such intimation, if any, shall be submitted in advance giving full details of the intended partnership / sole proprietorship along with the draft partnership deed / affidavit and documents as per **Annexure-VI**. The change in the status of the contractor as an 'Individual' or in constitution of the firm or change in the name of the **firm will have to be intimated to the enlistment authority within one month of the approval of the competent authority failing which, the contractor / firms shall become liable to be removed from the approved list of contractor.**
- 12.1 If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his (their) individual / joint capacity shall have to apply for the enlistment afresh on the basis of work experience gained as a separate entity.
- 12.2 If new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 7.0.
- 12.3 If the number of original partners of the firm or if upon reduction of the number of original partners the share of original partners remaining in the partnership reduces to less than half due to any reason including death of partner(s) / death of sole proprietor in case of sole proprietorship firm, the enlistment of the firm shall be withdrawn. Original partners mean constituents at the time of Enlistment and those who have remained as constituent for more than 5 years.
- 13.0 CHANGE IN ADDRESS:** While applying for enlistment, the contractor should mention address of his registered office as well as Head Office, if different. All

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documents i.e. Bankers' Solvency Certificate, etc. should bear one of the above addresses, otherwise the same shall not be accepted.

13.1 The contractor shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, GST authorities etc. Failure to do so may result in removal of his name from the approved list of contractors.

14.0 REVIEW OF APPROVED LIST OF CONTRACTORS: The contractor shall be required to secure works of appropriate magnitude in DCW&E, DRDO during the revalidation / enlistment period. Contractors shall be liable to be weeded out for non-observance of enlistment rules. For this purpose, the enlistment authority shall have the power to periodically review the approved list of contractors.

15.0 PERFORMANCE REPORTS:

15.1 The Contractor should submit duly signed and stamped Client's Certificate regarding Performance of Contractor of each work, of appropriate magnitude, secured by him during the last revalidation / enlistment period, in the proforma as given in **Annexure-III**.

15.2 For each work, separate proforma shall be submitted.

16.0 CONTRACTOR'S 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:-

- a) An enlisted entity shall not change its status without the prior approval of the Enlisting Authority.
- b) The enlisted partnership firm shall not modify the existing partnership or enter into fresh partnership without the prior approval of the Enlisting Authority.
- c) An enlisted entity shall not change its name without the prior approval of the Enlisting Authority.
- d) Intimation of change of address should be given within one month of such change along with acknowledgment of noting down such change from Bank, Income Tax, GST authorities, etc.
- e) If the contractor does not possess electrical license in his own name, he shall associate an agency having valid electrical license of appropriate voltage in its name issued by the State Government under Section 45 of the Indian Electricity Rules, 1956 as amended from time to time, wherever required for execution of electrical works.

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- f) He is expected to bid for and secure works of appropriate magnitude during the enlistment period.
- g) He shall abide by the Enlistment Rules and amendments issued by the competent authority.
- h) He shall not indulge in unethical practices and maintain good conduct.
- i) He shall execute the works awarded to him with due diligence and strictly as per the conditions of the contract and specifications.

17.0 DISCIPLINARY ACTIONS: The contractor shall have to abide by all the rules of enlistment and by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works as per contract on time and with good quality. The Enlisting Authority shall have the right to demote a contractor to a lower class, suspend business with him for any period, debar him or remove his name from the approved list of contractors indefinitely or for a period as decided by Enlisting Authority after issue of show cause notice. Decision of the Enlisting Authority shall be final and binding on the contractor.

17.1 The Enlisting Authority shall initiate disciplinary case against an enlisted contractor either suo-moto or on the receipt of a written request from CCEs / EMUs / User Labs. The Enlisting Authority shall consider the disciplinary case on the basis of documents, facts, and circumstances, shall issue a show cause notice to the contractor, and allow him personal hearing if necessary. The decision of the Enlisting Authority shall be final and binding on the contractor.

17.2 Where disciplinary action has been taken against a contractor, the information shall be sent to DCW&E, CCEs & EMUs so that all concerned authorities have access to the information across the country.

17.3 Contractors shall be suspended / demoted immediately by the Enlisting Authority pending full enquiry into the allegations and decision by the committee. The Committee will decide the case in time bound manner from the date of issuance of letter of suspension of sale of tender to the contractor. If any of the charges are established then this would result in banning of business/ demotion to lower class with the contractor for the period as decided by Empowered Committee. Business may also be suspended with a contractor up to a period of one year in case he fails to start the work after the award on two occasions. Empowered Committee for **ALL CLASSES will be decided by Director (DCW&E)**. The disciplinary action against an enlisted contractor may lead to penalties mentioned below.

17.4 Grounds for Debarment of contractor / demotion to a lower class / removal from the approved enlistment list:

The contractor may be debarred if any of the following is established by enquiry:

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- a) Fails to execute a contract or executes it unsatisfactorily; or
- b) Violates any conditions of the contract; or
- c) Fails to abide by the conditions of enlistment; or
- d) Is found to have given false particulars at the time of enlistment; or
- e) Has indulged in any type of forgery or falsification of records; or
- f) Changes constitution of the firm without the prior approval of the Enlisting Authority; or
- g) Changes the name of the entity without the prior approval of the Enlisting Authority; or
- h) Changes permanent address/business address without intimation to the Enlisting Authority; or
- i) Is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- j) Persistently violates the labour regulations and rules which includes timely payment as per MFW, EPF, ESI, Bonus etc., as stipulated by Govt. of India and / or tender conditions; or
- k) Is involved in complaints of serious nature received from any source, which have been proved; or
- l) Defaults in settlement of tax dues like income tax, GST, etc.; or
- m) Ceases to fulfil eligibility criteria based on which enlistment was done; or
- n) Is considered as not required to be in list of DRDO Estate Management contractors for any other reason considered fit by the Enlisting Authority; or
- o) Does not start the work after the same is awarded to him on two occasions; or
- p) Fails to rectify construction / structural defects within a reasonable time not exceeding 2 months, pointed out to him by the engineer-in-charge during the period of 5 years from the date of completion of works (applicable only for new works in BIM); or
- q) Converts his individual enlistment into any other status before a period of three years from the date of enlistment, where the enlistment was done on the basis of him being an unemployed or retired engineer or architect or horticulturist; or
- r) Breach of code of integrity as per Rule 175 of GFR-2017; or
- s) Supply of sub-standard material, non-supply of material, abandonment of works, substandard quality of works; or
- t) Misbehavior, direct or indirect involvement in threatening, making false complaints, filing legal suites for frivolous reasons, or any behavioral act, omission or commission damaging the reputation of department/officer.

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- u) No longer possesses adequate equipment, technical personnel or financial resources; or
 - v) Is litigious by nature; or
 - w) Violates any important condition of contract; or
 - x) His staff misconducts or misbehaves with DCW&E / CCEs (R&D) / EMUs (R&D), Officials of User Labs / Establishments; or
 - y) Is responsible for a conduct which may justify his demotion to a lower class; or
 - z) Any other reason which in view of Enlisting Authority is adequate for his demotion to a lower class.
- aa) Damages the reputation of department / officer.
- bb) Any other type of complaint considered fit by Enlistment Authority.

17.5 Whenever, any type of complaint is received from DCW&E / CCEs / EMUs / Labs / Establishments against any enlisted contractor and is considered serious, he shall be served with suitable show cause notice by the Enlisting Authority, and thereafter action(s) for debarment of contractor / demotion to a lower class or removal from the approved list may be taken, as deemed fit by the Enlisting Authority. The Enlisting Authority shall issue order for debarment of contractor for a period (not less than six months and not more than two years) if any of the charges are established. **The debarment of contractors would entail ban on participation in the tendering process and award of contract for works during the period of debarment, however, running contracts shall, though, remain unaffected by this debarment.**

17.6 **Suspension of Business:** DRDO Estate Management & Maintenance contractors may be suspended / demoted immediately by the Enlisting Authority pending full enquiry into the allegations and decision by the enlistment authority as indicated below. The Enlistment Authority will decide the case in time bound manner from the date of issuance of letter of suspension of issue of tender to the contractor. If any of the charges are established then this would result in banning of business / demotion to lower class with the contractor for the period as decided by the Enlistment Authority. Business may also be suspended with a contractor up to a period of one year in case he fails to start the work after the award on two occasions.

17.7 **Debarment of contractor or Demotion to a lower class:** The contractor shall be liable to debarred or demoted to a lower class by the Enlisting Authority, if he:

- a) Fails to execute a contract, executes it unsatisfactorily or is proved to be responsible for poor performance; or

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- b) No longer possesses adequate equipment, technical personnel or financial resources; or
- c) Is litigious by nature; or
- d) Violates any important condition of contract; or
- e) Persistently violates the labour regulations and rules which includes timely payment as per MFW, EPF, ESI, Bonus etc., as stipulated by Govt. of India and / or tender conditions; or
- f) Default in settlement of tax dues like Income Tax, GST, other statutory and regulatory obligations, etc.; or
- g) His staff misconducts or misbehaves with DCW&E / CCEs (R&D) / EMUs (R&D), User Labs / Establishments; or
- h) Is responsible for a conduct which may justify his demotion to a lower class; or
- i) Any other reason which in view of Enlisting Authority is adequate for his demotion to a lower class.
- j) Damages the reputation of department / officer.
- k) Any other type of complaint considered fit by enlistment authority.

17.8 Removal from the approved list:

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

- a) Has, on more than two occasions, failed to execute a contract or has executed it unsatisfactorily; or
- b) Is proved to be responsible for constructional defects in two or more works (for BIM category); or
- c) Persistently violates any important conditions of the contract; or
- d) Fails to abide by the conditions of enlistment; or
- e) Violates any important condition of contract; or
- f) Has indulged in any type of Forgery or Falsification of records; or
- g) Changes constitution of the firm or Individual or changes the name of the firm without prior intimation of the enlistment authority; or
- h) Changes permanent address / business address without intimation to the enlistment authority; or
- i) Is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- j) Persistently violates the labour regulations and rules which includes timely payment as per MFW, EPF, ESI, Bonus etc., as stipulated by Govt. of India and / or tender conditions; or

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- k) Is involved in complaints of serious nature received from other departments which prima facie appear to be true; or
- l) Default in settlement of tax dues like Income Tax, GST, other statutory and regulatory obligations, etc.; or
- m) Has already been demoted for other reason(s); or
- n) Ceases to fulfil eligibility criteria based on which enlistment / revalidation was done; or
- o) Is considered not required to be in list of CCE (R&D) Estates South, DRDO for any other reason considered fit by enlistment authority; or
- p) Does not start the work after the same is awarded to him on three occasions.

17.9 Revocation of Orders

- a) An order for debarment passed 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.
- b) A debarment order may be revoked before the expiry of the Order, by DCW&E or the Enlistment Authority, if it is of the opinion that the disability already suffered is adequate in the circumstances of the case or for any other reason.

17.10 Other Provisions

- a) No contract of any kind whatsoever shall be placed to debarred firm including its allied firms after the issue of a debarment order by the department. Bids from only such firms shall be considered for placement of contract, which are neither debarred on the date of opening of tender (first bid, normally called as technical bid, in case of two packet/two stage bidding) nor debarred on the date of contract. Even in the cases of risk purchase, no contract should be placed on such debarred firms.
- b) In case, any debarred firm has submitted the bid, the same will be ignored. In case such firm is lowest (L-1), next lowest firm shall be considered as L-1. Bid security submitted by such debarred firms shall be returned to them.
- c) Contracts concluded before the issue of the debarment order shall, not be affected by the debarment orders.
- d) Debarment in any manner does not impact any other contractual or other legal rights of the procuring entities.
- e) The period of debarment shall start from the date of issue of debarment order.

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- f) The order of debarment will indicate the reason(s) in brief that led to debarment of the firm.
- g) Ordinarily, the period of debarment should not be less than six months.

18.0 DEMOTION TO A LOWER CLASS ON REQUEST: In case, the contractor himself seeks demotion to a lower class on account of non- fulfilment of revalidation criterion, the Enlisting Authority of Class in which he is enlisted, on being satisfied prima-facie, of the contract or fulfilling the requirements of enlistment to a lower class, may revalidate the enlistment in the lower class for a period of one year to enable the contractor to obtain fresh enlistment in such lower class with Enlisting Authority. To avail this provision the Contractor's application must reach the enlistment authority before three months period from date of expiry of enlistment. There can be two type of cases:

Category-I – Contractor applies for revalidation for full term of 3 years but when not found fit for revalidation, he requests demotion to lower class.

Category-II – At the time of submission of application for revalidation, he is aware that he is not eligible for revalidation of enlistment for 3 years and in place of 3 years he requests for enlistment in lower class for a period of 1 year.

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

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

19.0 APPELLATE AUTHORITY: If an applicant contractor/firm is not satisfied with the decision conveyed by DCW&E, DRDO regarding Enlistment / Rejection, then the aggrieved party will have an opportunity to appeal/represent against the decision to the Appellate authority consisting of a Committee with DG R&D (R&M) as Chairman and Addl. FA & Chief Technical Examiner (CTE) as Members. The decision of the Appellate Authority shall be final & binding on both the parties.

19.1 The appeal / representation will be sent by the aggrieved party at the following address:

**Director General R&D (R&M)
Appellate Authority
Room No. 103, A-Wing, DRDO Bhawan**

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Rajaji Marg, New Delhi-110 011

Telephone: 011-23007102 & 23007103

Note:-

Application should be submitted in a sealed cover super scribed
“Application for Enlistment of Contractors / Firms in DCW&E, DRDO under
Estate Management Enlistment Rules-2024” in _____ Category
& _____ Class.

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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)

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Annexure-II

List of Documents to be uploaded & submitted for Enlistment along with Application

Name of the Agency : _____
 Category Applied for : _____
 Class Applied for : _____

S. No.	Details of Document/Instrument	Enclosed (Yes/No)	Page No.	No. of Pages	Applicable for
1.	Application as per Annexure-I duly filled, downloaded printout Stamped & Signed in all pages				All Applicants
2.	Demand Draft towards Enlistment fee				All Applicants
3.	Details of Works completed during last seven years (Annexure-IV)				All Applicants
4.	Self-attested copies of award letters for completed works of the required magnitude included in Annexure-IV				All Applicants
5.	Copies of the Completion / Performance Certificates (Annexure-III)				All Applicants
6.	Self-attested copies of final bill for completed eligible works included in Annexure-IV . Not required for works executed for central / state Govt. departments or undertakings.				Private Works
7.	If enlisted with any other department / DCWE, DRDO, self-attested copies of the enlistment orders				All Applicants
8.	Banker's Certificate (Annexure V-1) from Scheduled Bank OR Net Worth Certificate (Annexure V-3) (in Original)				All Applicants
9.	Average Annual Turnover Certificate (Annexure V-2) for three years ending year 31 Mar 2024 (from Registered Chartered Accountant)				All Applicants
10.	Income Tax Returns for the last three financial years; 2021-22, 2022-23 & 2023-24				All Applicants
11.	Self-attested copy of Form 16/16A & 26AS for private works or for works executed on back-to-back basis				Private or back-to-back works
12.	Power of attorney, if any, or Board Resolution, if any				All Applicants
13.	Documentary Evidence of Constitution of Company				All Applicants
	a) In case of sole proprietorship: an affidavit executed before the Magistrate not below the rank of Executive Magistrate/ First class Magistrate that the applicant is the sole proprietor of the firm.				Sole Proprietorship
	b) In case of partnership firm: Certification of Registration, Partnership Deed, and prescribed documents indicating change in address or constitution of Partnership Firm.				Partnership Firm
	c) In case of Limited Liability Partnership: Certificate of Incorporation, Partnership Deed and prescribed documents indicating change in address or constitution of LLP.				Limited Liability Partnership
	d) In case of Private/Public Limited Company: Certificate of Incorporation, Articles of Association and prescribed documents indicating change in address or constitution of Board of Directors.				Private/Public Limited Company
14.	Self-attested copy of Aadhaar Card (of all partners / directors as applicable)				All Applicants
15.	Self-attested copy of Income Tax PAN Card				All Applicants
16.	Self-attested copy of EPF Registration				All Applicants
17.	Self-attested copy of ESI Registration				All Applicants
18.	Self-attested copy of GST Registration				All Applicants
19.	Self-attested copy of PSARA License (for W&W only)				W&W Category
20.	Self-attested copy of Electrical License (for BIM only)				BIM Category
21.	List of all near relatives working in DRDO or Affidavit of no near relative working in DRDO				All Applicants
22.	Self-attested copy of PPO-Pension Payment Order for retired Government Servant/Other equivalent document by retired PSU employee				Retired Govt. Servant
23.	Self-attested copy of retirement order to be attached by retired Govt. servant.				Retired Govt. Servant
24.	Check List (Annexure-II)				All Applicants
25.	Self-attested copies of supporting documents, if any				All Applicants

Signature of the Applicant/Firm

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Annexure-III

Details of Completed Works: Eligible works completed during the last seven years (Summary to be given in **Annexure-IV**)

PROFORMA FOR COMPLETION / PERFORMANCE CERTIFICATE

(ANY EQUIVALENT CERTIFICATE PROFORMA SHALL ALSO BE ACCEPTABLE)

- | | | | |
|-----|---|---|---------------------------------------|
| 1. | Name of the Agency | : | _____ |
| 2. | Name of work & location | : | _____ |
| 3. | Agreement No. and date | : | _____ |
| 4. | Agreement amount | : | _____ |
| 5. | Date of commencement of work | : | _____ |
| 6. | Stipulated date of completion | : | _____ |
| 7. | Actual date of completion | : | _____ |
| 7. | Justified extended date of completion, if any | : | _____ |
| 8. | Details of compensation levied for delay (indicate amount) if any | : | _____ |
| 9. | Gross amount of the work completed and paid | : | _____ |
| 10. | a) Name and address of the authority under whom works executed | : | _____ |
| | b) Phone Number | : | _____ |
| | c) E-mail | : | _____ |
| 11. | Whether the contractor employed qualified Engineer/Overseer during execution of work? | : | _____ |
| 12. | i) Quality of work (indicate grading) | : | Outstanding / Very Good / Good / Poor |
| | ii) Amt. of work paid on reduced rates. If any | : | _____ |
| 13. | i) Did the contractor go for Conciliation / Mediation / Arbitration / Court Cases | : | _____ |
| | ii) If yes, total amount of claim | : | _____ |
| | iii) Total amount awarded | : | _____ |
| 14. | Comments on the capabilities of the contractor | : | _____ |
| | a) Technical proficiency | : | Outstanding / Very Good / Good / Poor |
| | b) Financial soundness | : | Outstanding / Very Good / Good / Poor |
| | c) Mobilization of adequate T&P | : | Outstanding / Very Good / Good / Poor |
| | d) Mobilization of manpower | : | Outstanding / Very Good / Good / Poor |
| | e) General behaviour | : | Outstanding / Very Good / Good / Poor |

Signature & Seal of the Authorized Signatory

Notes:

1. All columns should be filled on properly.
2. In case the work has been executed in DCW&E, DRDO then this **Annexure** should be signed by Dy. Construction Engineer or equivalent and counter signed by the CCE / Estate Manager of the area where work has been executed.
3. In case the work has been executed in the department other than DCW&E, DRDO then this **Annexure** should be signed by the Officer of the **rank of Superintending Engineer or equivalent**.

Certificate: This is to certify that no adverse action has been taken by the department concerned against me/us. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

Self-attestation by Applicant

Notes:-

- Scan of original documents to be uploaded in the portal.
- This proforma shall be filled up separately for all three (maximum) eligible works proposed for works experience.
- **Annexure-III** without valid signature of owner is invalid. Owner means department who owns the project/work executed by the applicant.

**RULES OF ENLISTMENT OF CONTRACTORS FOR ESTATE MANAGEMENT AND
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ANNEXURE-IV

LIST & SUMMARY OF WORKS COMPLETED DURING THE LAST SEVEN YEARS

Sl. No.	Name of work & Reference No.	Date of Start	Date of completion		Reasons for delay & compensation levied, if any	Tendered Amount	Gross Amount of the completed work	Net amount received	Name, designation & complete address of the authority for whom the work was done	Page No.
			Stipulated	Actual						
1.										
2.										
3.										
4.										
5.										

Notes:

- i. The above list should include the works completed in the similar category and whose amount of works done is more than the required magnitude for the class in which the enlistment is sought.
- ii. The Copies of the Work Orders & Completion / Performance Certificates indicating Cost of Completion of the similar works completed during last 7 years between the period 01 Dec 2017 to 30 Nov 2024 should be enclosed.
- iii. The final completion cost (not the work order / supply order cost) of the above works will be considered as the value of the works done. **However, repeat order / increased amount due to extension of works services by increasing original period in case of contract/ JWO related to engagement of manpower viz management of transit facility / guest house, security services, conservancy services, maintenance of arboriculture / landscaping works, operation and maintenance of E&M installations etc., will not be considered in the final completion cost. In case of composite contracts, the breakup details of each work category wise shall be separately shown and authenticated by the issuing authority.**
- iv. For enlistment in any category and class, out of the eligible works, it is mandatory that at least 01 similar work should have been successfully completed with some Central Government Department / State Government Department / Central Autonomous Body / State Autonomous Body / Central Public Sector Undertaking / State Public Sector Undertaking / City Development Authority / Municipal Corporation of City formed under any Act by Central / State Government and published in Central / State Gazette. In addition, for enlistment in BIM in any class, it is mandatory that one new work should also have been successfully and satisfactorily completed to be qualified as eligible work. It is clarified that one new work, if successfully and satisfactorily completed in Central Government Department / State Government Department / Central Autonomous Body / State Autonomous Body / Central Public Sector Undertaking / State Public Sector Undertaking / City Development Authority / Municipal Corporation of City formed under any Act by Central / State Government and published in Central / State Gazette would suffice both the above conditions.
- v. I confirm and certify that no other eligible work of magnitude higher than the works shown above has been secured and executed by me during the period of 01 Dec 2017 to 30 Nov 2024.

Signature of the Applicant / Firm

**RULES OF ENLISTMENT OF CONTRACTORS FOR ESTATE MANAGEMENT AND
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Annexure V-1

(Refer to Rule 7.2)

Form of Banker's Certificate from a Commercial Bank

This is to certify that to the best of our knowledge and information Shri/Smt/M/s..... having registered address, a customer of our bank, is / are respectable and can be treated as reliable for any engagement upto a limit of Rs..... (Rupees).

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers. This certificate is issued on the request of Shri/Smt/M/s.....

For obtaining enlistment in Estate Management and Maintenance (DRDO), Rules 2024 in..... (Name of category), in Class.....

(Signature) For the Bank

Note:

1. Banker's certificates should be on the letter head of the bank, addressed to Enlisting Authority.
2. In case of partnership firm, the certificate shall include names of all partners as recorded with the bank.

**RULES OF ENLISTMENT OF CONTRACTORS FOR ESTATE MANAGEMENT AND
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Annexure V-2

(Refer to Rule 7.2)

Form of Certificate of Annual Turnover on works from Chartered Accountant

Certified that following is the annual turnover on works of the individual / firm / company as per returns filed with Income Tax Department for the past 3(three) financial years.

Name and registered address of individual/firm/company:.....

.....

S. No.	Financial Year	Annual Turnover on Works in Rs. lakhs

Unique Document Identification Number (UDIN).....

(Signature of Chartered Accountant)
(Name of Chartered Accountant)
Membership No. of ICAI
Date and seal

**RULES OF ENLISTMENT OF CONTRACTORS FOR ESTATE MANAGEMENT AND
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Annexure V-3

(Refer to Rule 7.2)

Form of Certificate of Net Worth from Chartered Accountant

It is to certify that as per the audited balance sheet and profit & loss account during the financial year, the net worth of Shri/Smt/M/s (Name & Registered Address of individual/firm/company), is Rs..... after considering all liabilities. It is further certified that the Net Worth of the individual / firm / company has not eroded by more than 50% during the last three years ending on 31st March (the relevant year as per Rule 7.2.6).

Unique Document Identification Number (UDIN).....

(Signature of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI Date and seal

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

Annexure-VI

**Application for change of name, address, constitution, and status (see Rule 12), merger and
disassociation of enlisted entity**

(Please fill in the applicable parts and strike out inapplicable parts)

Part A

Details of enlistment of the exiting entity

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. Address
- (i) Registered office : _____

- (ii) Head Office (if different from Registered : _____
office)
- (iii) 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. Name (s) of the individual/partners/directors of the entity

S. No.	Name	Share	Aadhar Number last four digit only	PAN

6. Category of Enlistment : _____
7. Class of Enlistment : _____
8. PAN Number : _____
9. GST Registration Number : _____

Part B

**RULES OF ENLISTMENT OF CONTRACTORS FOR ESTATE MANAGEMENT AND
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**Application for prior approval for change of constitution or status (See Rule 12) of the existing entity
(Give details of the proposed entity)**

Prior approval required for: Change of status Yes/No or Change of constitution Yes/No

1. Name of the Applicant (Individual/Firm/Company) : _____
2. Address
 - (i) Registered office : _____

 - (ii) Head Office (if different from Registered office) : _____

 - (iii) 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. Status : _____
6. PAN Number : _____

7. Name(s) of the partners / directors of the proposed entity

S. No.	Name	Share	Aadhar Number last four digit only	PAN

8. Is the individual/sole proprietor / any partner / director of the proposed entity:
 - (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

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

- (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 : _____
- (iii) Liabilities, If any : _____
10. (i) Name of the Banker : _____
- (ii) Full Address of the Banker : _____
- (iii) Telephone No. : _____
- (iv) E-mail : _____
11. (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.
12. 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 upto date and shall abide by them.
- b) 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.
- c) I/We certify that,
- (i) I/none of the partners/directors have 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.

Signature(s) of applicant(s): in case of individual or sole proprietor

Note: In case of partnership firm or limited liability partnership or company all partners or either all Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

S. No.	Name	Address	Mobile number	Aadhar Number last four digit only	PAN	Signature	Date
1							
2							
3							

List of documents:

- a) To be submitted along with application for prior approval.

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

- (i) Copy of proposed partnership deed/proposed memorandum of articles, duly signed.
 - (ii) An affidavit sworn before a First-Class Magistrate / Executive Magistrate by all the partners/ directors to the effect that the new entity shall take over all the assets and liabilities of the existing entity.
 - (iii) Consent of retiring partners/death certificate of partner.
- b) To be submitted after obtaining prior approval of the Enlisting Authority.
- (i) Copy of registered partnership deed / memorandum of articles.
 - (ii) Certificate from the banker indicating new status or constitution.
 - (iii) Acknowledgment from the Income Tax and GST Departments for having noted the change.

Part C

Application for prior approval for change in the name of an entity

- 1. Name as per Enlistment Order : _____
- 2. Proposed Name : _____

List of documents:

- a) To be submitted along with application for prior approval: None
- b) To be submitted after obtaining prior approval of the Enlisting Authority.
 - (i) An affidavit sworn before a First Class Magistrate / Executive Magistrate by the individual/ all the partners or directors to the effect that the entity has changed its name from to
 - (ii) Copy of registered partnership deed/memorandum of articles with the new name.
 - (iii) Acknowledgment from the banker for having noted the change in name.
 - (iv) Acknowledgment from the Income Tax and GST Department for having noted the change in name.

Signature(s) of applicant(s)

On this line in case of individual or sole proprietor:

.....

In the following table in case of partnership firm or limited liability partnership or company all partners or either all Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

S. No.	Name	Address	Mobile Number	Signature	Date
1					
2					
3					

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

ANNEXURE-VII

SUMMARY OF ELIGIBILITY CONDITIONS AND OTHER DETAILS TO BE SUBMITTED BY THE APPLICANTS FOR ENLISTMENT OF CONTRACTORS FOR ESTATE MANAGEMENT & MAINTENANCE (DRDO); ESTATE MANAGEMENT ENLISTMENT RULES-2024

Category & Class	Tendering Limit upto	Experience of similar completed works in last 7 years	Financial Soundness (Lakh)			Enlistment Fee (Rupees)
			Net Worth	Annual Turnover	Banker's Certificate	
BIM-I	Rs. 2000 Lakh	Three Works of 400 Lakhs OR Two Works of 600 Lakhs OR One Work of 1200 Lakhs	200	600	1000	30,000/-
BIM-II MIF-II W&W-II EIM-II	Rs. 500 Lakh	Three Works of 100 Lakhs OR Two Works of 150 Lakhs OR One Work of 300 Lakhs	-	150	350	20,000/-
BIM-III MIF-III W&W-III EIM-III	Rs. 150 Lakh	Three Works of 30 Lakhs OR Two Works of 45 Lakhs OR One Work of 90 Lakhs	-	45	105	15,000/-
BIM-IV MIF-IV W&W-IV EIM-IV	Rs. 60 Lakh	Three Works of 12 Lakhs OR Two Works of 18 Lakhs OR One Work of 36 Lakhs	-	18	42	7,500/-

Notes:

- Experience of Completed Works in last 7 years from the date of actual completion of eligible work to the date of application, both days inclusive. The value of works shall be brought to current value by enhancing the actual cost of work at simple rate of 7% per annum, calculated from the date of completion of work to the date of submission of application. The final completion cost (not the work order / supply order cost) of the works will be considered as the value of the works done. However, repeat order / increased amount due to extension of works services by increasing original period in case of contract/ JWO related to engagement of manpower viz management of transit facility / guest house, security services, conservancy services, maintenance of arboriculture / landscaping works, operation and maintenance of E&M installations etc., will not be considered in the final completion cost. In case of composite contracts, the breakup details of each work category wise shall be separately shown and authenticated by the issuing authority.
- For enlistment in any category and class, it is mandatory that at least 01 similar work should have been successfully completed with some Central Government Department / State Government Department / Central Autonomous Body / State Autonomous Body / Central Public Sector Undertaking / State Public Sector Undertaking / City Development Authority / Municipal Corporation of City formed under any Act by Central / State Government and published in Central / State Gazette. In addition, for enlistment in BIM in any class, it is mandatory that one new work should also have been successfully and satisfactorily completed to be qualified as eligible work. It is clarified that one new work, if successfully and satisfactorily completed in Central Government Department / State Government Department / Central Autonomous Body / State Autonomous Body / Central Public Sector Undertaking / State Public Sector Undertaking / City Development Authority / Municipal Corporation of City formed under any Act by Central / State Government and published in Central / State Gazette would suffice both the above conditions.
- For all classes, irrespective of category, following documents are required as per Rule 7:-(i) Banker's Certificate (ii) Net Worth Certificate (iii) Average Annual Turnover Certificate on works during the last three financial years. Bankers Certificate should be submitted in Original from a scheduled Bank on Bankers letter head addressed to the Enlisting Authority in the format prescribed and not more than 3 months old. Average Annual Turnover Certificate and the Net Worth Certificate shall be in the format prescribed to be duly signed and issued by the certified Chartered Accountants on their letter heads.
- Income Tax Returns of the last three financial years 2021-2022, 2022-2023 & 2023-2024 should be submitted.
- Documentary evidences of the Statutory Registrations EPF, ESI, GST, IT PAN Card, Electrical License (only for BIM Category), PSARA License (only for W&W Category), MSME / NSIC / Udyog registration certificate in the relevant class and category and other statutory requirements etc., all as indicated & required, should be submitted. In case of pending registrations, proof of submission of the same to be submitted.

Signature of the Applicant/Firm