

**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE**  
**DEFENCE RESEARCH & DEVELOPMENT ORGANISATION**  
**CHIEF CONSTRUCTION ENGINEER (R&D) ESTATES**  
**CHANDRAYANAGUTTA, KESAVAGIRI POST**  
**HYDERABAD - 500 005**



**ENLISTMENT OF ESTATE MANAGEMENT AND**  
**MAINTENANCE CONTRACTORS(DRDO) - RULES - 2015**

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## PREAMBLE AND TERMS & CONDITIONS

### PREAMBLE

1. Title

These rules shall be called '**Enlistment of Estate Management AND Maintenance Contractors(DRDO)- Rules-2015**' and shall come into effect from **01 JULY 2015** or from the date notified by DRDO whichever is later.

2. Short Title

Hereinafter these rules shall be referred as 'Enlistment Rules-2015'.

3. Repeal and Saving

All rules regarding enlistment / re-validation of Contractors for Estate Management Services in DRDO existing before coming into force of Enlistment Rules- 2015, are repealed by Enlistment Rules-2015. Notwithstanding such repeal, the CONTRACTORS already enlisted on the basis of rules hitherto in force shall continue to enjoy the status of enlisted Contractor of DRDO till the list of CONTRACTORS enlisted/ re-validated under Enlistment Rules-2015 is published.

4. Scope of work involves the enlistment / re-validation of CONTRACTORS to be done in the categories and classes mentioned in Table-1. The tendering limits upto which the enlisted CONTRACTORS are eligible to tender shall be as given therein. These limits are liable to be changed at any time without notice. The CONTRACTORS are bound by the modified limits, irrespective of those being in variance with what was mentioned at the time of enlistment. The details under various categories/services for which the enlistment / re-validation will be done are as given below:

- a) Management of Guest Houses / Transit Facilities
- b) Watch and ward services
- c) Conservancy services
- d) Arboriculture / landscaping works
- e) Maintenance of Civil Infrastructure to include
  - New works,
  - Term contracts,
  - Retro fittings,
  - Internal water supply
  - Tube wells,
  - Periodical services,

- Water proofing works etc.
- f) Maintenance of Electrical Infrastructure to include
  - New/Retro fitting electrical works
  - Internal electric supply
  - External electric supply
  - DG sets
  - Transformers etc.
  - Security & surveillance systems
  - Access control systems etc.
- g) Maintenance of Mechanical Infrastructure to include
  - New/Retro fitting Mechanical works
  - External water supply
  - Air conditioning / central heating plants
  - Firefighting systems / Fire Alarms
  - Lifts
  - Cranes

2. Usually working hours are limited to day time. Shift based deployment may also be done based on site requirements. In such cases, it is to be carried as per directions of DRDO officials or their authorized persons. The CONTRACTORS will have to work within the constraints of the security requirements of DRDO and the site requirements.

3. The works executed in the own name of applicant / firm only will be considered for eligibility criteria.

4. Dissimilar / irrelevant works will not be considered for eligibility criteria.

5. Documentary evidences for turnover, works experience, PF, ESI, Service Tax, sales tax registration and other statutory requirements etc., all as indicated & required should be furnished without which the application for enlistment cannot be considered.

6. The applicant shall strictly adhere to various labour laws and related other laws of EPF, ESI, Service Tax, Professional Tax and other taxes/levies as applicable and in force and as amended by competent authorities from time to time.

7. The Applicant shall possess the required current Registrations with respective appellate authorities in respect of above statutory Labour Laws while applying for Registration, proof of which shall also be enclosed along with the application.

8. The applicant shall follow norms of DRDO security system for movement of men, materials & machinery within the campus.

9. DRDO General conditions of contract will apply.

## **ELIGIBILITY CRITERIA**

1. The CONTRACTORS should satisfy the minimum eligibility criteria specified as given below before they can be considered for enlistment. All CONTRACTORS are expected to keep abreast with enlistment / revalidation rules from time to time. The applicant should possess and submit the documents for enlistment which are enumerated in the succeeding paras.
2. Registration for PF, ESI, Labour license and other essential registration required like Service Tax etc, as per existing rules, as amended from time to time. In case of pending registration, proof of submission of the same to be produced.
3. Average annual financial turnover of the CONTRACTORS during the last 3 years, ending 31<sup>st</sup> should be at least 30% of value of respective classes for which enlistment is sought for. This Limit shall be modified by the Enlisting Authorities due to administrative and other reasons.
4. During last Seven years successfully completed works either
  - a) 3 works not less than 40% value in each or
  - b) 2 works not less than 50% value in each or
  - c) 1 work not less than 80% value, all for the respective classes.
5. Solvency certificate from Banks / registered financial institutions should be furnished for the value of 40% of the respective classes for which registration is sought for.
6. The fresh applicant should hold the minimum technical staff on his rolls / strength as specified against each category and class for the enlistment sought for as given below:

S. No.	Category Details	Classification of Tendering Limits (in Rs lacs)			
		Upto 25	Above 25 upto 50	Above 50	Above 50 upto 120
1.	Management of guest houses / transit facilities (TF)	Min. one graduate/Diploma holder, preferably with three years' experience in the field of Hotel / TF management	Min. one graduate/Diploma holder, preferably with five years' experience in the field of Hotel / TF management	Min. one qualified professional manager, preferably with five years' experience in the field of Hotel / TF management	Blank
2.	Watch and ward	Min. one matriculate	Min. one intermediate/e	Min. two graduate / ex-	

	services	qualified, preferably with three years' experience in the field of security services	q. qualified, preferably with five years' experience in the field of security services	serviceman, preferably with five years' experience in the field of security services	Blank
3.	Conservancy services	Min. one matriculate qualified, preferably with three years' experience in the field of Conservancy services	Min. one matriculate qualified, preferably with five years' experience in the field of Conservancy services	Min. two intermediate/e q. qualified, preferably with five years' experience in the field of Conservancy services	Blank
4.	Arboriculture / landscaping works	Min. one matriculate qualified, preferably with three years' experience in the field of agriculture / related services	Min one intermediate/ eq. qualified, preferably with five years' experience in the field of agriculture / related services	Min. one graduate/Diploma Holder, preferably with five years' experience in the field of agriculture / related services	Blank
5.	Maintenance of Civil Infrastructure	Min. one graduate engineer or engineering diploma holder with 3 years of experience in civil works	Min. one graduate engineer or engineering diploma holder with 5 years of experience in civil works	Blank	Min. two graduate engineers or engineering diploma holders with 5 & 7 years of experience respectively in civil works
6.	Maintenance of Electrical Infrastructure	Min. one graduate engineer or engineering diploma holder with 3 years of experience in electrical works	Min. one graduate engineer or engineering diploma holder with 5 years of experience in electrical works	Blank	Min. two graduate engineers or engineering diploma holders with 5 & 7 years of experience respectively in

					electrical works
7.	Maintenance of Mechanical Infrastructure	Min. one graduate engineer or engineering diploma holder with 3 years of experience in mechanical works	Min. one graduate engineer or engineering diploma holder with 5 years of experience in mechanical works	Blank	Min. two graduate engineers or engineering diploma holders with 5 & 7 years of experience respectively in mechanical works

7. Income Tax details viz. proof of submission of concerned IT return for the last three years shall be submitted.

8. Registration of Service Tax, VAT, TIN, Service Tax and other mandatory/statutory registrations as per rules as amended from time to time.

**9. Applications may be downloaded from [www.drdo.gov.in](http://www.drdo.gov.in)**

10. SEPARATE APPLICATION FOR EACH CATEGORY SHALL BE SUBMITTED BY THE APPLICANT. PLEASE NOTE THAT NOT MORE THAN ONE CATEGORY SHALL BE ENTERED IN EACH APPLICATION

11. An Applicant can apply for any number of categories like Provision of Conservancy Services, Watch & Ward Services, Management of Guest Houses/Transit Facilities. However each category shall be applied for in different forms, along with separate fees as applicable.

## **TERMS AND CONDITIONS**

1. Enlistment of CONTRACTORS is done so as to have a ready list of suitable and competent CONTRACTORS for DRDO Estate Management Services / Maintenance works so that the time required for verification of credentials of the CONTRACTORS, at the time of invitation of tenders for Individual works, is minimized. Chief Construction Engineer (R&D) Estates, DRDO, Hyderabad enlists Estate Management Services / Maintenance works CONTRACTORS who intend to carry out works for CCE(R&D) Estates, other CCEs(R&D) and various EMU(R&D)s. At the same time only those CONTRACTORS who remain active and perform well will be permitted to submit tenders. Inclusion of a Contractor in the appropriate category does not entitle the contractor to submit the tenders. CONTRACTORS are liable to be removed from approved list, If found to be inactive and or whose performance in quality and time is not up to the expectations of DRDO or does any malpractice. The Decision of the Enlisting Authorities shall be final and binding. Chief Executive (CW&E), Directorate of Civil Works & Estates, HQ DRDO, RD-28, DRDO Bhawan, New Delhi will be Appellate Authority.
2. Any Indian individual, sole proprietorship firm, partnership firm, public or private limited company is entitled to get enlistment as a Contractor in DRDO under these terms and conditions, provided the eligibility criteria and other norms are satisfied. The enlisted CONTRACTORS have to abide by all rules made herein and as amended/mentioned from time to time during the currency of their enlistment.
3. No individual or a firm having such individual as one of the partners, who is a dismissed government servant or disqualified 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, if it is found so at a later date action will be taken against the individuals.
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 DRDO either as Contractor or as employee of a Contractor for a period of two years from the date of his retirement from Government service unless he / she has obtained prior permission of Government of India to do so. Even after enlistment if either the Contractor or any of his employee is found to be a person who had not obtained the prior permission of Government of India as aforesaid, the name of Contractor shall be removed from the list of enlisted CONTRACTORS.
5. An applicant is not permitted to have enlistment in more than one name / address. Further, a Contractor cannot have enlistment in more than one class in one category.
6. The enlistment in DRDO shall entitle them to be considered for issue of tender notice subject to the conditions laid down in Notice Inviting Tenders only (NIT). However it shall not confer any right on the Contractor either to be necessarily issued with the tender documents or for award of work.



7. The applicant shall have to submit the application in the prescribed form to the enlistment authority complete with all documents.
8. Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.
9. Chief Construction Engineer (R&D) Estates, DRDO, Hyderabad is the competent authority for all the purposes of the work and will have the right to independently verify the details furnished by the Contractor and to get the works completed by the Contractor, inspected and / or obtain such other reports as may be considered necessary. For this purpose the competent authority may constitute necessary inspection team(s).
10. The Inspection teams for inspecting the non DRDO works of the Contractor and furnishing their reports on quality of construction, workmanship etc., shall be constituted by the enlistment authority. The inspection team will give detailed Inspection Report of work inspected and make categorical comments and recommendations. Inspecting Officers will also ascertain from copy of agreement Architectural/structural drawings and other document that the work being inspected has actually been done by the applicant Contractor.
11. If the enlistment authority finds the applicant suitable for enlistment, the enlistment order will be issued to the applicant. The decision of the enlistment authority shall be final and binding on the applicant. DRDO reserves the right to limit the number of CONTRACTORS to be enlisted in any class or category.
12. The enlistment will be valid for a period of Five years from the date of enlistment or till further orders. However, the enlistment may be re-validated, in accordance with the rules in this regard. Each re-validation shall be for a period of Five year from the date of expiry of previous enlistment / revalidation. The re-validation of enlistment shall be done on the basis of evaluation of the Performance reports of the works done during the last four years. The enlistment shall be open for review by the DRDO and liable to termination, suspension, or any other such action at any time, if considered necessary, by the DRDO after issue of due notices to the Contractor(s).
13. The enlistment will be done for category & classes as mentioned in the application form and in case the applicant is not found suitable for the class applied, then the applicant will be registered in the next eligible lower class, if suitable.
14. Applications for enlistment will be received from the Contractors during the period specified for the scheduled enlistment process only. Any applications received thereafter will not be considered.
15. The financial soundness shall be judged on the basis of the solvency certificate or the working Capital certificate, as the case may be, issued by the Bankers / recognized financial institutions of the Contractor. Such certificate shall be issued by a scheduled bank / recognized financial institutions.
16. The CONTRACTORS who apply for registration under the 'Maintenance of Electrical Infrastructure' category shall have to produce valid electrical license from the competent authority issued in the name of the Contractor or permanent

employee of the firm. The license shall be kept valid throughout the period of enlistment by renewals at suitable intervals and an attested copy of the same shall be submitted. In the event of discontinuity in validity of electrical license of the Contractor, the enlistment and the authority to submit tenders shall cease to be valid. In the case of works that are in progress the same are liable to be terminated.

17. The criteria for enlistment shall be as applicable on date of enlistment / revalidation.

18. Income Tax, clearance certificate for the last three assessment years should be sent along with the application. Without this Income Tax Certificates, the application will not be considered for enlistment. A self attested photocopy of the PAN number allotted by the Income Tax Department should accompany the application.

19. The enlisted Contractor's firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of the enlistment authority. Such proposal, if any, shall be submitted in advance giving full details of the intended partnership / sole proprietorship along with the draft partnership deed / affidavit and documents like partnership deed, articles of association etc as applicable. Any change in status of the Contractor as an 'individual' or in constitution of the firm without prior approval of the enlistment authority will render the Contractor / firm liable to be removed from the approved list of CONTRACTORS.

20. If a firm is converted in to two or more firms by any action of its partners, the new firm(s) or any separated partners(s) in his / her / their individual / joint capacity shall have to apply for the enlistment afresh on the basis of work experience gained as a separate entity. The experience of the firm in which he / she / they were partners will not be considered.

21. If new partners are taken in the firm, each new partner shall have to satisfy the conditions as mentioned in Terms and Conditions Sl.Nos.1, 2, 3, 4 & 5.

22. If the number of original partners of a firm reduces to less than half due to any reason, the enlistment of the firm shall be withdrawn. Original partners means constituents at the time of enlistment and those who have remained as constituent(s) for more than 5 years.

23. While Applying for enlistment the Contractor should mention address of his registered office as well as Head office, if different. All documents viz. Banker's certificate, Electrical license etc should bear one of the addresses, otherwise the same shall not be accepted.

24. The Contractor shall intimate the change, if any, in any of the addresses mentioned in the original documents, in advance or within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax authorities, Sales Tax authorities etc. Failure to do so may result in removal from the approved list of CONTRACTORS.

25. CONTRACTORS whose near relatives are working as Admin Officers or Engineering Officers between the grades of Chief Construction Engineer and

Junior Engineer (Both inclusive) in the Engineering Unit of DRDO will not be registered as CONTRACTORS till their relatives work in the Engineering Unit. For this purpose a near relative means wife, husband, parents, grandparents, children, grand children, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.

26. A registered Contractor shall take part in the tendering process of CCE(R&D)Estates, DRDO and its sub-ordinate offices / units. CONTRACTORS are liable to be removed from approved list if they do not secure works in DRDO / do not take part in tendering process for three consecutive years. For this purpose the approved list shall be periodically reviewed with reference to the number of tenders received for the various works.

27. The Contractor should fulfill all his obligations specified under these rules within the time and in the manner as specified. Some of the obligations are:

- a) Prior approval shall be obtained before modifying the constitution of the firm/ company
- b) Intimation regarding change of address should be given in advance or within one month along with documentary proof of bankers, Income Tax Department, Sales Tax Department etc.
- c) A valid electrical license of appropriate voltage shall be possessed during the period of enlistment / revalidation.
- d) A registered Contractor shall take part in the tendering process as mentioned in the terms and conditions above.
- e) A registered Contractor shall maintain good conduct while carrying out work and shall not indulge in unethical practices.
- f) The works awarded should be executed strictly as per terms and conditions of contract.
- g) Top priority should be accorded for safety at site of work, quality of material and workmanship and protecting the environment of the DRDO campus.

28. The applicant shall have to abide by all the rules, terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works satisfactorily on time and with good quality. In case of failure 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 after issue of show cause notice. Decision of the department shall be final and binding on the Contractor.

29. The following shall make the Contractor liable for demotion to a lower category;

- a) fails to execute a contract or executes it unsatisfactorily or proved to be responsible for construction defects; or
- b) no longer possess adequate equipment, technical personal or financial resources; or
- c) is litigious by nature; or
- d) violates any important condition of contract or
- e) the Contractor or the staff of Contractor misbehave with DRDO officials; or

- f) fails to take part in the tenders invited by DRDO; or
- g) any other reason which in the view of DRDO calls for disciplinary action.

30. The competent authority may suspend business with the Contractor for a period, decided by him, pending full enquiry in to the allegations, if the competent authority is, prima facie of the view that the Contractor is guilty of an offence in relation to business dealings, which when established would result in his removal / banning business and it is not considered desirable to entrust new works or continue business with the Contractor. The competent authority may also suspend business with a registered Contractor for a period decided by him, if the Contractor fails to start a work awarded to the Contractor.

31. The name of the Contractor may be removed from the approved list of CONTRACTORS by the competent authority, if the Contractor

- a) has on more than one occasion, failed to execute a contract or has executed it unsatisfactory ; or
- b) is proved to be responsible for constructional defects in two or more works; or
- c) persistently violates any important conditions of contract; or
- d) fails to abide by the conditions of enlistment; or
- e) is found to have given false particulars at the time of enlistment; or
- f) has indulged in any type of forgery or falsification of records ; or
- g) changes the constitution of the firm or individual without prior approval of DRDO; or
- h) changes permanent address / business address without intimation to DRDO; or
- i) is declared or is in the process of being declared as bankrupt, insolvent, wound up , dissolved or partitioned ; or
- j) persistently violates labour regulations and rules; or
- 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, contract tax, sales tax, octroi, duties etc; or
- m) has already been demoted for other reasons; or
- n) ceases to fulfill eligibility criteria based on which enlistment / revalidation was done; or
- o) is considered not required to be in the approved list for any other reason considered by DRDO.

32. **Application Fee.** Applicant shall enclose a Demand Draft of Rs. 1,000/- (Rupees one thousand only) towards cost of Application drawn in favour of Chief Construction Engineer(R&D) Estates, Hyderabad, payable at Hyderabad, through any Nationalised Bank. Application without the said fees will be rejected. This is a nonrefundable fees. No representation will be entertained.

33. **Enlistment Processing Fee.** All applicants, apart from enclosing the Application Fees, shall also enclose Enlistment Processing Fee for basic registration to the lowest class. The Enlistment fee shall be Rs10,000/- (Rupees Ten thousand only) per category/ per Application, towards Enlsitment

Processing Fess drawn in favour of Chief Construction Engineer(R&D) Estates, Hyderabad, payable at Hyderabad, through any Nationalised Bank. Application without the said fees will be rejected. No representation will be entertained. The Enlistment processing fee so collected is for basic lowest class of registration, However, successful applicants whose names are selected for Enlistment shall pay additional Enlistment fee, for registration in higher class, which will be communicated at a later date.

34. Enlisting authority may modify, add, delete and / or change any of the above terms and conditions and the same shall be binding on all enlisted CONTRACTORS.

35. Using unfair means, submission of false documents and violation of other code of conducts shall be strictly banned. Defaulter's Applications will be rejected and the firm will be debarred from such enlistments in future too.

**APPLICATION FOR ENLISTMENT AS ESTATE MANAGEMENT AND  
MAINTENANCE CONTRACTOR (DRDO)**

Tick / Strike in the appropriate place :

1. Name of the Applicant/ Firm : Sri/Smt/M/s
2. Nationality : Indian others
3. Address :
4. Telephone Nos :
5. Fax Nos :
6. Email Address :
7. Constitution : Individual Partnership firm  
Public Ltd., Co. Private Ltd., Co.  
Sole Proprietorship
8. Details of owner/ Partners/  
Directors

Sl.No.	Name and Designation	Occupation	Telephone No.	Fax	E-mail
a.					
b.					
c.					
d.					
e.					
f.					

9. Category & Class applied for :

10. **Fees Detail** :

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

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

(b) Details of Enlistment Fee enclosed (Along with each application)

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

11. E.S.I. Registration No. :

13. Labour License Registration No. :

14. Registration No. VAT :

15. Registration No. TIN :

16. Registration No. Service Tax :

17. IT Pan No. :

18. Value of solvency (submit in original) :

19. Name of the Bank / recognized financial institution :

20. Details of Income Tax paid during last Three years (year wise) :

21. Does applicant maintain any office : Yes/No
22. Is the Individual/Proprietor/Partner/any other employee
- a. Dismissed Govt. Servant : Yes/No
- b. Having business banned/Suspended by any Govt. body in the past : Yes/No
- c. Convicted by Court of Law : Yes/No
- d. Retired Engineer/Official from Engineering Dept. of Government of India : Yes/No
- e. Owner/Director/Partner or any other employee enlisted with any other Government body. : Yes/No
23. Name of the persons holding Power of Attorney in place of owner/firm :
24. Whether enlisted with any other department/unit of DCWE, DRDO, If yes give the details : Yes/No
- a. Name of the department & Address :
- b. Class/category/Limit :
- c. Enlistment No. & Date :
- d. Valid upto :
25. Is any person working with the applicant as a near relative of DRDO officials, If yes give the details : Yes/No
- a. Name :
- b. Personal / PIS No. :
- c. Designation & Department :



- d. Lab / Estb. :
26. Details of Tools, Plants, Machinery And equipments : As per Annexure-I
27. Details of similar works completed during last 7 years : As per annexure -II
28. Certificates :
- a. Certified that I / We have read the preamble and terms & Conditions, and shall abide by them.
- b. Certified that the information given above is true to the best of my / our knowledge. I / We also understand that if any of the information given is wrong, I / We am / are liable to be de-listed.
- c. Certified that I / We will not get myself / ourselves registered as CONTRACTORS in DRDO under more than one name.
- d. Certified that none of myself / partners / directors working in Government organization or any other Government body and also working in any other organization.

Name of the applicant/Firm	Signature	Address & Seal
1.		
2.		
3.		
4.		

Note.

- Clarifications required, if any shall be got obtained from the enlisting authorities before submitting applications. Conditional/ incomplete Applications will be rejected.
- Applications not accompanied by required documents shall also be rejected.
- All pages of applications incl supporting documents shall be signed by the applicant without fail.

Station:

Signature of the Applicant

Date:

Details of documents attached:

**NAME OF APPLICANT/FIRM and ADDRESS :** \_\_\_\_\_

---

S.No.	Details of Document
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Signature of the applicant/Firm

ANNEXURE-I

DETAILS OF TOOLS, PLANTS, MACHINERY AND EQUIPMENTS OWNED:

<b>Sl.No.</b>	<b>Name of the Equipments</b>	<b>No.</b>	<b>Capacity/Type</b>	<b>Age</b>	<b>Remarks</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Signature of the Applicant/Firm

ANNEXURE-II

DETAILS OF WORKS COMPLETED DURING LAST 7 YEARS (COMPLETION CERTIFICATE TO BE ENCLOSED):

<b>Sl.No.</b>	<b>Name of the organization</b>	<b>Nature of work (Category)</b>	<b>Work order &amp; Value</b>	<b>Completion period with dates</b>
1.				
2.				
3.				
4.				
5.				
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9.				
10.				
11.				
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19.				
20.				

Signature of the Applicant/Firm

Table-1

DETAILS OF THE CATEGORIES & CLASSES FOR ENLISTMENT

S. No.	Category Details	Classification of Tendering Limits (in Rs lacs)			
		Upto 25	Above 25 upto 50	Above 50	Above 50 upto 120
1.	Management of guest houses / transit facilities	TF-1	TF-2	TF-3	Blank
2.	Watch and ward services	WW-1	WW-2	WW-3	Blank
3.	Conservancy services	CS-1	CS-2	CS-3	Blank
4.	Arboriculture / landscaping works	AB-1	AB-2	AB-3	Blank
5.	Maintenance of Civil Infrastructure	CM-1	CM-2	Blank	CM-3
6.	Maintenance of Electrical Infrastructure	EM-1	EM-2	Blank	EM-3
7.	Maintenance of Mechanical Infrastructure	MM-1	MM-2	Blank	MM-3

Above value excludes cost of free issue materials supplied by DRDO.

**CHECK LIST**  
**(To be submitted along with the Application)**

**NAME OF APPLICANT/FIRM and ADDRESS :** \_\_\_\_\_

S.No.	Details of Document/Instrument	Enclosed		Remarks
		Yes	No	
1	D.D towards Application fee			
2	D.D towards Enlistment processing fee			
3	Application duly filled and signed in all pages			
4	Details of Technical Staff			
13	List of Tools, Plants, Machinery And equipments vide Annexure-I			
14	similar works completed during last 7 years vide Annexure-II			
5	Labour License Registration			
6	EPF Registration			
7	E.S.I. Registration			
8	VAT Registration			
9	Service Tax Registration			
10	Income Tax Pan No			
11	Solvency Certificate (in original)			
12	Income Tax paid during last Three years (year wise)			

Signature of the applicant/Firm

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE  
DEFENCE RESEARCH & DEVELOPMENT ORGANISATION  
**CHIEF CONSTRUCTION ENGINEER (R&D) ESTATES**  
CHANDRAYANAGUTTA, KESAVAGIRI POST  
HYDERABAD - 500 005  
PHONES: 040-24449904 / 05 / 06  
FAX: 040-24449379  
E-Mail: ccerndestts.hq-ts@nic.in

**NOTICE FOR ENLISTMENT/REVALIDTION OF CONTRACTORS/FIRMS**

On behalf of President of India, Chief Construction Engineer (R&D) Estates, Hyderabad invites applications in sealed covers for enlistment of Contractors/ Firms under various categories shown below from reputed contractors, registered with CPWD, PWD, BARC, IITs, MES, Railways, Nationalized/Scheduled Banks, Government/Public Sector Undertakings and Reputed Large Private Companies as Estate Management & Maintenance Contractors for Estate Management and other maintenance services in DRDO. Applications are also invited from Contractors/ Firms who are already enlisted with HQ DRDO, Directorate of Civil Works & Estates, New Delhi for similar works for their revalidation under different categories and classes as given below:-

S. No.	Category Details	Classification of Tendering Limits (in Rs lacs)			
		Upto 25	Above 25 upto 50	Above 50	Above 50 upto 120
1.	Management of guest houses / transit facilities	TF-1	TF-2	TF-3	Blank
2.	Watch and ward services	WW-1	WW-2	WW-3	Blank
3.	Conservancy services	CS-1	CS-2	CS-3	Blank
4.	Arboriculture / landscaping works	AB-1	AB-2	AB-3	Blank
5.	Maintenance of Civil Infrastructure	CM-1	CM-2	Blank	CM-3
6.	Maintenance of Electrical Infrastructure	EM-1	EM-2	Blank	EM-3
7.	Maintenance of Mechanical Infrastructure	MM-1	MM-2	Blank	MM-3

Above value excludes cost of free issue materials supplied by DRDO.

**ELIGIBILITY CRITERIA**

1. The CONTRACTORS should satisfy the minimum eligibility criteria specified as given below before they can be considered for enlistment. All CONTRACTORS are expected to keep abreast with enlistment / revalidation rules from time to time. The applicant should possess and submit the following documents for enlistment.

2. Registration for PF, ESI and Labour license. In case of pending registration, proof of submission of the same to be produced.

3. Average annual financial turnover of the CONTRACTORS during the last 3 years, ending 31<sup>st</sup> should be at least 30% of value of respective classes for which enlistment is sought for. This Limit shall be modified by the Enlisting Authorities due to administrative and other reasons.

4. During last Seven years successfully completed works either

- a) 3 works not less than 40% value in each or
- b) 2 works not less than 50% value in each or
- c) 1 work not less than 80% value, all for the respective classes.

5. Solvency certificate from Banks / registered financial institutions should be furnished for the value of 40% of the respective classes for which registration is sought for.

6. The fresh applicant should hold the minimum technical staff on his rolls / strength as specified against each category and class for the enlistment sought for as give below:

S. No.	Category Details	Classification of Tendering Limits (Rs in lacs)			
		Upto 25	Above 25 upto 50	Above 50	Above 50 upto 120
1.	Management of guest houses / transit facilities (TF)	Min. one graduate/Diploma holder, preferably with three years' experience in the field of Hotel / TF management	Min. one graduate/Diploma holder, preferably with five years' experience in the field of Hotel / TF management	Min. one qualified professional manager, preferably with five years' experience in the field of Hotel / TF management	Blank
2.	Watch and ward services	Min. one matriculate qualified, preferably with three years' experience in the field of security services	Min. one intermediate/e q. qualified, preferably with five years' experience in the field of security services	Min. two graduate / ex-serviceman, preferably with five years' experience in the field of security services	Blank
3.	Conservancy services	Min. one matriculate qualified, preferably with three years' experience in	Min. one matriculate qualified, preferably with five years' experience in	Min. two intermediate/e q. qualified, preferably with five years' experience in	Blank



		the field of Conservancy services	the field of Conservancy services	the field of Conservancy services	
4.	Arboriculture / landscaping works	Min. one matriculate qualified, preferably with three years' experience in the field of agriculture / related services	Min. one intermediate/eq. qualified, preferably with five years' experience in the field of agriculture / related services	Min. one graduates, preferably with five years' experience in the field of agriculture / related services	Blank
5.	Maintenance of Civil Infrastructure	Min. one graduate engineer or engineering diploma holder with 3 years of experience in civil works	Min. one graduate engineer or engineering diploma holder with 5 years of experience in civil works	Blank	Min. two graduate engineer or engineering diploma holder with 5 and 7 years of experience respectively in civil works
6.	Maintenance of Electrical Infrastructure	Min. one graduate engineer or engineering diploma holder with 3 years of experience in electrical works	Min. one graduate engineer or engineering diploma holder with 5 years of experience in electrical works	Blank	Min. two graduate engineers or engineering diploma holder with 5 years and 7 years of experience respectively in electrical works
7.	Maintenance of Mechanical Infrastructure	Min. one graduate engineer or engineering diploma holder with 3 years of experience in mechanical works	Min. one graduate engineer or engineering diploma holder with 5 years of experience in mechanical works	Blank	Min. two graduate engineers or engineering diploma holder with 5 years and 7 years of experience respectively in mechanical works

7. Income Tax details viz. proof of submission of concerned IT return for the last three years shall be submitted.

8. Registration of VAT, TIN, Service Tax and other mandated registrations.

9. All other details contained in the application form which can be downloaded from our web-site [www.drdo.gov.in](http://www.drdo.gov.in). The cost of the application form is Rs. 1000.00 (Rupees one thousand only). The applicants who want to download the application form can pay in the form of a crossed DD drawn in the favour of "CCE (R&D) Estates, Hyderabad". The completed applications along with required documents should be submitted on the date specified below before 5 PM at the following address:

Chief Construction Engineer (R&D) Estates  
DRDO, Min. of Defence  
Chandrayanagutta,  
Kesavagiri Post  
Hyderabad - 500 005

**10. Last date and time to receive filled-in applications : 1700 Hrs on 01 JUN 2015**

11. Enlistment processing fee as indicated in the application form shall be furnished while submitting the application. CONTRACTORS can apply for multiple categories and classes. Separate Applications along with the prescribed fee need to be submitted for each category and class applied for. Separate DDs drawn in favour of "CCE (R&D) Estates, Hyderabad" are to be submitted for the cost of application form and enlistment fee.

12. Chief Construction Engineer (R&D)Estates, DRDO, Hyderabad reserves right to accept / reject any or all the applications without assigning any reasons.

Hyderabad  
Date: 09 APR 2015

Sd xxxxxxxxxxxxxxxx  
**(R Ravichandran)**  
**Scientist-F**  
**For CCE(R&D)Estates**