



**GOVT OF INDIA, MINISTRY OF DEFENCE,
DEFENCE RESEARCH & DEVELOPMENT ORGANISATION,
DIRECTORATE OF CIVIL WORKS AND ESTATAES,
DRDO BHAWAN, RAJAJI MARG, NEW DELHI-110011**

Website- www.drdo.gov.in

Phone No – 011-23007001

Fax No - 011-23007004

**Expression of Interest for Registration of Agencies for
Specific Project of DRDO costing Rs 200 to
4000 Crores for Composite Civil Works**

Directorate of Civil Works and Estates, HQ DRDO under Ministry of Defence, Govt of India intends registering Professional Competent Agencies for specific projects within India for composite works up to Rs 4000 Crores. Desirous agencies having expertise in Tunneling Work, Hardened Structures, Multi-storey Building Work, HVAC, Electrical Work, Fire Fighting and CCTV Work may apply on the prescribed format as per details given at www.drdo.gov.in. All those Agencies registered with Railways, CPWD, MES, State PWDs and PSUs may submit their details of Registration including Index Number/Registration Number and their tendering limit. Joint Ventures will also be eligible to apply.

Last date of submission of form is by 5 PM on 22nd Jun 2018.

Terms & Conditions, PQ Criteria, Enlistment Rules are available on our web site www.drdo.gov.in and can be downloaded from 10 AM of 07th May 2018.

Clarification, if any, can be sought from the undersigned.

Chief Construction Engineer (Works)
DCWE, A Wing, DRDO HQs,
New Delhi -110011
for Chairman DRDO

Queries may please be forward to (e-mail ID) : enlistment_dcwe@hqr.drdo.in

**GUIDELINES FOR REGISTRATION OF AGENICES FOR SPECIFIC PROJECT OF DRDO
COSTING 200-4000 CRORES FOR COMPOSITE CIVIL WORKS**

1. TITLE

These shall be called “Guidelines for registration of Agencies for specific project of DRDO costing 200-4000 crore for Composite Civil Works”.

2. APPLICABILITY

Registration of Contractors/Firms is done so as to have a ready list of suitable and competent Contractors/Firms for DCW&E, DRDO works so that the time required for verification of credentials of the Contractors/Firms, at the time of invitation of tenders for individual works, is minimized. DCW&E, DRDO registers Contractors/Firms who intend to carry out works for DCW&E, DRDO. At the same time only those Contractors/Firms who remain active and perform well will be permitted to submit tenders. Inclusion of a Contractor/Firm does not entitle the Contractor/Firm to submit the tenders. Contractors/Firms 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 DCW&E, DRDO or does any malpractice. These guidelines are to be used only for registration of Agencies for specific project of DRDO costing 200-4000 crore for Composite Civil Works.

- 2.1 Any Indian Individual, any Firm registered with the Registrar of Companies of India, Sole Proprietorship Firm, Indian Partnership Firm, Indian Public Limited Company, Indian Private Limited Company or Indian Joint Venture(JV) may apply for registration as a Contactor/Firm in DCW&E, DRDO under these guidelines provided the eligibility criteria and other conditions are satisfied. The registered Contactors/Firms have to abide by all the guidelines made herein and as amended from time to time, during the currency of their registration. Any Firm having any foreign national/citizen as Director is not eligible for registration.
- 2.2 No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Unit of DRDO is allowed to work in DCW&E, DRDO either as a Contractor/Firm or as employee of a Contractor /Firm, for a period of two years from the date of retirement from the service of DRDO, unless he / she has obtained prior permission of DRDO to do so. Even after registration, if either the Contractor/Firm or any of his employees is found to be a person who had not obtained the prior permission of DRDO, the name of the Contractor/Firm shall be removed from the list of registered Contractors/Firms.
- 2.3 A Contractor/Firm is not permitted to have registration in more than one name/address.
- 2.4 A partner of a Firm or a Director of a Company registered as a Contractor/Firm cannot be a partner/director in any other registered Firm / Company in DCW&E, DRDO.

3. SCOPE OF REGISTRATION

This registration in DCW&E, DRDO will entitle the Contractors/Firms to be considered for issue of tender documents subject to other conditions that may be stipulated in the Notice Inviting Tenders (NIT). However, it shall not confer any right

on the Contractor/Firm either to be necessarily issued with the tender documents or for award of work.

- 3.1 For any additional information CPWD Enlistment Rules 2005 (amended up to 2015) may be referred.

4. REGISTRATION PROCEDURE

The Contractor/ Firm has to submit the prescribed application complete with all documents to office of DCW&E, DRDO New Delhi.

- 4.1 Incomplete applications and applications without prescribed documents & processing fee are liable to be rejected.
- 4.2 During processing of the applications of any observation/deficiency is pointed out to an applicant Contractor /Firm then the same will be complied by the applicant within 30 days, failing which the application will be rejected.
- 4.3 DCW&E, DRDO will have the right to independently verify the details furnished by the Contractors/Firms and to get the works completed by the Contractors/Firms, inspected and / or obtain such other reports as may be considered necessary. For this purpose DCW&E, DRDO may constitute necessary inspection team(s).
- 4.4 DRDO may constitute necessary advisory committee (s) to go into the details furnished by the Contractor/Firm, reports of the inspection teams and advise the suitability of Contractor/Firm for registration/rejection.
- 4.5 If DCW&E, DRDO finds a Contractor/Firm suitable for registration, it shall issue the registration order. The decision of the DCW&E, DRDO shall be final and binding on the Contractor/Firm.
- 4.6 DCW&E, DRDO reserves the right to limit the number of Contractors/Firms to be registered.

5. VALIDITY OF REGISTRATION

The registration will be valid for a period of 12 months from the date of registration. The registration shall be open for review by the DCW&E, DRDO and liable to termination, suspension, or any other such action at any time, if considered necessary, by the DCW&E, DRDO after issue of due notices to the Contractors/ Firm(s).

6. CATEGORIES AND CLASSES

The registration shall be done in only one category i.e Composite Civil Works costing Rs. 200- 4000 Crore.

7. ELIGIBILITY CRITERIA

The Contractors/Firms should satisfy the minimum eligibility criteria and PQ criteria as specified in Table 1.

- 7.1 The criteria for past experience shall be the completion of requisite number of works of prescribed nature and magnitude executed on independent contract basis during the last 5 years. The works should have been executed in same name and style in which the registration is sought.
- 7.2 The financial soundness shall be judged on the basis of the Banker 's Certificate or the working capital certificate, and as the case may be, issued by the Bankers of the Contractor/Firm on the format prescribed in **Annexure – IV**. Such certificate shall be issued by a scheduled bank and shall be submitted in original on a bank's sealed cover addressed to the DCW&E, DRDO.

8. PAN NUMBER ALLOTTED BY INCOME TAX DEPARTMENT

A duly attested photocopy of the PAN number allotted by the Income Tax Department should accompany the application.

9. ELECTRICAL LICENSE

The Contractors/Firms who apply for registration shall have to produce valid electrical license from the competent authority issued in the name of the Contractor/Firm. The license shall be kept valid throughout the period of registration 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/Firm, the registration 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. For applying for tenders for a work in a state they shall have to possess electrical license of appropriate voltage issued by any State Govt. under the guidelines of Indian Electricity Rules as applicable or amended from time to time.

10. CHANGE IN CONSTITUTION OF FIRM

The registered Contractor/Firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of DCW&E, DRDO. Such proposal, if any, shall be submitted in advance giving full details of the intended changes and drafts documents like partnership deed, articles of association etc as applicable. Any change in the status of the Contractor/Firm without prior approval, will render the Contractor/Firm to be removed from the approved list of Contractors/Firms.

- 10.1 If a Firm is converted into two or more Firms by any action of its partners, the new Firm(s) or any separated partner(s) in his / her / their individual / joint capacity shall have to apply for the registration 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.
- 10.2 If new partners are taken in a Firm, each new partner shall have to satisfy the eligibility conditions mentioned in these Registration Guidelines at Para 2.

11. CHANGE OF ADDRESS

While applying for registration the Contractors/Firms 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.

- 11.1 The Contractors/Firms 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/Firms.

12. NEAR RELATIVES WORKING IN DRDO

Contractors/Firms whose near relatives are working as Gazetted or Non-Gazetted Officers in the Engineering Unit of DCW&E, DRDO will not be allowed to tender for works till their relatives work in the particular 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.

13. SUBMISSION OF TENDERS

A registered Contractor/Firm shall take part in the tendering process of DCW&E, DRDO. Contractors/Firms are liable to be removed from approved list if they do not secure works of appropriate magnitude in DCW&E, DRDO / do not take part in tendering process. For this purpose the approved list shall be periodically reviewed with reference to the number of tenders received for the various works.

14 . CONTRACTORS /FIRM'S OBLIGATIONS

The Contractor/Firm should fulfill all his obligations specified under these guidelines 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 bankers, Income Tax Department, Sales Tax Department etc.
- (c) A valid electrical license of appropriate voltage shall be possessed during the period of registration / revalidation.
- (d) A registered Contractor/Firm shall take part in the tendering process as mentioned before.
- (e) A registered Contractor /Firm 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.

15. DISCIPLINARY ACTIONS

The Contractors/Firms shall have to abide by all the guidelines of registration and also by the terms and conditions of the contract and Notice Inviting Tenders. He shall have to execute the works as per contract on time and with good quality. DCW&E, DRDO shall have the right to suspend business with him for any period, debar or remove the name from the approved list of Contractors/Firms indefinitely or for a period as decided by DCW&E, DRDO after issue of a show cause notice. Decision of DCW&E, DRDO shall be final and binding on the Contractors/Firms.

15.1 Suspension of business

DCW&E, DRDO may suspend business with the Contractor/Firm for a period, decided by it, pending full enquiry in to the allegations, if DCW&E, DRDO is, prima facie of the view that the Contractor/Firm 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/Firm. DCW&E, DRDO may also suspend business with a registered Contractor/Firm for a period decided by it, if the Contractor /Firm fails to start a work awarded to the agency.

15.2 Removal from approved list

The name of the Contractor/Firm may be removed from the approved list of Contractors/Firms by DCW&E, DRDO, if the Contractor/Firm

- (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 registration; or
- (e) is found to have given false particulars at the time of registration; 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 DCW&E, DRDO; or
- (h) changes permanent address / business address without intimation to DCW&E, DRDO; or
- (j) is declared or is in the process of being declared as bankrupt, insolvent, wound up , dissolved or partitioned ; or
- (k) persistently violates labour regulations and rules; or
- (l) is involved in complaints of serious nature received from other departments which prima facie appear to be true ;or
- (m) default in settlement of tax dues like income tax, GST , , duties etc; or
- (n) ceases to fulfill eligibility criteria based on which registration / revalidation was done; or
- (o) is considered not required to be in the approved list for any other reason considered by DCW&E, DRDO.
- (p) does not start the work after the same is awarded to him on three occasions

16. PROCESSING FEE

The Contractor/Firm shall have to pay a non-refundable processing fee by crossed Demand Draft drawn in favour of CCE (R&D) Delhi payable at Delhi as prescribed in **Table 1**.

17. RECEIPT OF APPLICATIONS

The completed form, along with required documents should be submitted by the timelines as given in advertisement to the following address.

CHIEF CONSTRUCTION ENGINEER (WORKS)

Directorate of Civil Works & Estates , DRDO Bhawan, Rajaji Marg, New Delhi –110011

Telephone: 011-23007001

Fax : 011-23007004

Note:-

Application should be submitted in a sealed cover super scribed “Application for Registration of Contractors/Firms in DCW&E, for specific projects of DRDO Costing Rs. 200-4000 Crore for Composite Civil Work”.

Supporting Documents be annexed with the application form. Applications found deficient in any respect are liable to be rejected without further correspondence.

No Firm will be considered if the application form is not received before due date & time or if it reaches late to the above address for registration in DCW&E,DRDO.

Table 1
PQ CRITERIA

Class/Category/ Jurisdiction/ Registration Authority	Tendering Limit (in Rs.) (Up to)	Past experience of completed works in last 5 years	Financial soundness	Processing Fee	Remarks
Composite Civil Category for Specific DRDO Projects	200-4000 Crore	<p>Three composite works of buildings/Civil works of Rs. 100 Crore each. Or Two composite works of buildings/Civil works of Rs. 150 Crore each Or One composite work of building/Civil work of Rs. 300 Crore.</p> <p>The composite building / Civil work means including internal electrification and at least one of the E&M services mentioned below under one agreement:</p> <ol style="list-style-type: none"> 1. Fire fighting 2. Fire alarm 3. HVAC 4. Lift 5. Electrical Sub Station 6. DG Set. 7. Display System 8. Communication System 9. CCTV 10. Cranes 11. Sound reinforcement system 12. Security/Surveillance/Access Control. 	<p>(1) Banker's certificate of Rs. 350 Crore</p> <p>(2) Average turnover of Rs. 250 Crore per year in last 5 years</p>	Rs. 1 ,00,000/	For any additional information/reference Please refer To CPWD Enlistment Rules (2005) Amended up to 2015

Note: Actual PQ criteria for issue of tender may vary depending upon type or nature of work and same will be mentioned in the Notice Inviting Tender (NIT) .

**APPLICATION FORMAT FOR REGISTRATION OF AGENCIES FOR SPECIFIC PROJECT OF DRDO COSTING
200-4000 CRORE FOR COMPOSITE CIVIL WORKS**

Supporting Documents be annexed with the application form. Applications found deficient in any respect are liable to be rejected without further correspondence.

TYPE OF REGISTRATION: NEW

CLASS: Rs. 200-4000 Crore

CATEGORY: Civil Composite Works for specific DRDO Projects

NOTE: THE ELIGIBILITY CRITERIA OF REGISTRATION IS GIVEN IN TABLE 1

1. **Name of the Applicant (Individual/Firm/Company).....**
2. **Nationality:.....**
3. **Address:**
 - (i) **Registered Office:**
 -
 - (ii) **Head Office:**
 -
 - (iii) **Address for Correspondence:**
4. **Contact Details**
 - (i) **Telephone Number (with STD Code).....**
 - (ii) **Fax Number (with STD Code).....**
 - (iii) **Email ID**
 - (iv) **Website URL (If any).....**
5. **PAN Number (Individual/Firm/Company)**
6. **Constitution of Company**
 - (a) **Sole proprietorship, (b) Partnership Firm, (c) Pvt. Ltd &. (d) Public Ltd (e) Joint Venture**

7. **Name, passport size photo and signature of the Individual(s)/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.	4.
Paste Photo & Signature	Paste Photo& Signature	Paste Photo& Signature	Paste Photo& Signature
Name	Name	Name	Name

8 **Is the Individual/Sole Proprietor/any Partner/ Director of Company:.....**

- a) **Dismissed Government Servant** Yes No.....
- b) **Removed from approved list of Contractors/Firms in any dept** Yes No.....
- c) **Demoted to a lower class of Contractors/Firms in any dept** Yes No.....
- d) **Having business banned/suspended by any Government in the past** Yes No.....
- e) **Convicted by Court of Law** Yes No.....
- f) **Retired Engineer/official from Engineering department of Government of India within last one year**
 YesNo.....

g) **Director or Partner of any other Company/ Firm registered with DCW&E, DRDO or any other department:**

Yes No.....

h) **Member of Parliament or any State Legislative assembly:**

Yes No.....

(i) Director of the Firm is a share holder in any other Firm registered in DCW&E, DRDO

Yes No.....

Note : Enclose separate affidavit from each individual/ director/ partner of the Firm for Sl No. 8 (a) to (i) duly attested by Notary Public.

If answer to any of the above is 'Yes' Furnish details on a separate sheet:

9. a) Name of Person holding power of attorney (if any)
- b) Nationality
- c) Liabilities (if any):

Note : Enclose copy of Power of attorney attested by Notary Public.

10. (a) Amount of Banker's/Bank Solvency Certificate.....
- (b) Name of the Banker with full address.....

Note: Enclose Bankers/Bank Solvency Certificate in original.

11. Place of Business:

- 12 (a) Whether the Firm has been already registered with DRDO or any other Department:
Yes No.....
- (b) If Yes, Give details Name of department, Class & Category, Registration Authority & address, registration No. and date, Date of validity and tendering limit: Also enclose an attested copy of the existing registration order

13.

- i) Does the applicant possess valid Electrical License: Yes No
- ii) Do the permanent electricians employed by Contractor/Firm possess valid license: Yes No

14. The 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 arms corresponding-in-laws) working as Gazetted, Non Gazetted Officer in DCW&E, DRDO Establishment.

15. Details of works completed, in progress and secured during the last 5 years ending on 31-03-2018 (i.e. from 01-04-2013 to 31-03-2018) (to be filled in the Pro forma as given in Annexure-II). This list should include all works whose amount of works done is more than the required magnitude as given in table 1.

16. Certificates from clients in original or attested copy as per pro forma given in Annexure -III for all eligible works:

17. Processing Fee (along with each application separately) details:

(a) Name of the issuing Bank and branch _____

(b) Amount _____

(c) DD No. and Date of issue _____

(d) DD drawn in favour of _____ payable at _____

Number of documents Attached:

(_____)

Name and full Signature of Applicant Contractor/Firm with Seal

Dated: _____

LIST OF SUPPORTING DOCUMENTS TO BE SUBMITTED TO BE ATTACHED FOR REGISTRATION

S. No.	Details of Document/Instrument	Enclosed (Yes/No)	Page No.	No. of pages	Remarks
1.	Proof of Constitution				
	a) In case of sole proprietorship/HUF: an affidavit executed before 1 st class Magistrate that the applicant is the sole proprietor of the Firm/Karta of HUF				
	b) In case of partnership Firm : (Please submit attested copies) i) Partnership deed attested by Notary Public. ii) Form "A" or equivalent form issued by Registrar of Firms. iii) Form "B" or equivalent form issued by Registrar of Firms. iv) Form "C" or equivalent form issued by Registrar of Firms.				
	c) In case of Private/Public Ltd. Co. Article of Association duly attested by Notary Public.				
2.	Power of attorney, if any attested by Notary Public.				
3.	The average annual turnover on construction work of the Firm in the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income tax department for all classes of Composite Category.				
4.	The sum of annual financial turnover on construction work of the Firm in the last three years duly certified by the Chartered Accountant for all classes.				
5.	Attested copies of valid electrical licences.				
6.	Attested copy of Enlistment order				
7.	Demand Draft of Processing Fee .				
8.	Attested copies of award letters for works included in Annexure II .				
9.	Attested photocopy of Pan Card of Individual/Firm/Company				
10.	Income Tax Returns for the last three assessment years should be sent along with the application.				
11.	Copy of EPF & ESI Registration.				
12.	Copy of GST Registration.				
13.	Passport Size Photo of the Proprietor(s)/ Partner(s)/Director(s) on duly fixed form.				

Certificate: I confirm and certify that each page of the application and supporting documents has been serially numbered starting from 01.

**Signature of the Applicant/Firm's
With seal**

Annexure - II

Works completed during the last five years ending 01-04-2018 (i.e. from 31-03-2013 to 01-04-2018)

S.No.	Name of work & Agreement 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
			Stipulated	Actual					

Certificate:

This is to certify that no adverse action on any of the above-mentioned works has been taken by the concerned department against me/us. I/we understand that if any information is found incorrect, our registration is liable to be cancelled.

**Contractor/Firm`s Signatures
With seal**

CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR/FIRM

Name and Address of the Client

Details of Works executed by Shri/M/s

18. Name of work with brief particulars				
19. Agreement No. and date				
20. Agreement amount				
21. Date of commencement of work				
22. Stipulated date of completion				
23. Actual date of completion				
24. Details of compensation levied for delay (indicate amount) if any				
25. Gross amount of the work completed and paid				
26. Nature of Work (breakup percentage of work for each nature of work)	Civil	Electrical	Mechanical	Others (Specify)
27. Name and address of the authority under whom works executed				
28. Whether the Contractor/Firm employed qualified Engineer/Overseer during execution of work?				
12. i) Quality of work (indicate grading) a. Amt. of work paid on reduced rates. if any.	Outstanding/Very Good/Good/Poor			
13. i) Did the Contractor/Firm go for arbitration? b. If yes, total amount of claim c. Total amount awarded				
14. Comments on the capabilities of the Contractor/Firm. a) Technical Proficiency b) Financial Soundness c) Mobilization of adequate T&P d) Mobilization of manpower e) General behaviour	Outstanding/Very Good/Good/Poor Outstanding/Very Good/Good/Poor Outstanding/Very Good/Good/Poor Outstanding/Very Good/Good/Poor Outstanding/Very Good/Good/Poor			

Signature of the Authorized Signatory
With seal

Note : i) All columns should be filled in properly.

ii) In case the work has been executed in DCW&E, DRDO then this Annexure should be signed by Dy CCE or equivalent/ Addl CCE or equivalent and counter signed by the CCE of the area where work has been executed.

iii) 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/Executive Engineer or equivalent.

iv) Signature without seal shall not be accepted.

FORM OF BANKER`S SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

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

This certificate 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 Registration as agency for specific project of DRDO costing
200-4000 Crore for composite civil works .

(Signature)
For the Bank
(Bankers Seal)

Note: 1) Banker`s certificate should be on letter head of the Bank, sealed in cover addressed to Registration Authority i.e. DCW&E, DRDO New Delhi.

2) In case of partnership Firm, certificate to include names of all partners of the Firm as recorded with the Bank.

3) Such certificate should have been issued on or after 01 April 2018 and be submitted in original.

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

A. DOCUMENTS TO BE SUBMITTED

1. Copy of proposed partnership deed duly signed/ proposed Memorandum of Articles of Association.
2. An undertaking sworn in before a 1st class Magistrate by all the partners to the effect that the new Firm will take over all assets and liabilities.
3. Dissolution deed/ consent of retiring partners/ death certificate in case of death of a partner.

B. FURNISH THE FOLLOWING DETAILS IN RESPECT OF EACH PARTNER WITH WHOM CONTRACTOR/FIRM'S WANT TO ENTER INTO PARTNERSHIP.

- i. Whether he is registered with DCW&E, DRDO/CPWD/MES/Railway.
 - II) Whether he is a dismissed Govt. Servant.
 - III) Whether he is a partner/director of any other Firm registered with this Department/MES/Railway.
 - IV) Whether he is member of Indian Parliament or State Legislature.
 - V) Whether his name has been blacklisted or removed from the approved list of Contractors/Firms or demoted to lower class or orders banning/suspending business with him by any department in the past.
 - VI) Whether he is a dismissed/removed/retired Govt. Servant within one year.
 - VII) Whether he has any relative working in DCW&E, DRDO, if yes, give details.
 - VIII) Whether he has any civil or criminal case pending in any court in India, if yes, give details.

C. DOCUMENTS TO BE SUBMITTED AFTER THE PROPOSAL IS AGREED IN PRINCIPLE BY THE COMPETENT AUTHORITY

- 1) Copy of the partnership deed duly attested by the Notary Public.
- 2) Certificate from banker of the Contractor/Firm indicating new constitution.
- 3) Form A, B & C or equivalent as the case may be.
- 4) Acknowledgment from the Income Tax / Sale Tax department for having noted the change.

Calculation Sheet for Evaluation of Contractor/ Firm's Performance in DCW&E, DRDO for Fresh Registration based on client's Annexure-IV & Inspection Report of DCW&E, DRDO

Name of Contractor/Firm:

Name of Work:

Agreement No. :

DOS

DOC

Date of Actual Completion

Item No.	Parameter	Calculation for Points	Score	Max. Marks
1	Levy of Compensation	Compensation levied for Delay = C Tendered Amount = E $B = 100 \times (C/E)$	10 if B = 0 5 if B = 5 0 if B = 10 10 if C is not decided. Marks for values in between are to be determined by Straight line variation.	10
2	Initiatives taken by Contractor/Firm to compensate delay	$D = (\text{Actual time taken} - \text{stipulated time of completion}) / \text{stipulated time of completion}$	10 if D = 0 5 if D = 0.25 0 if D = 0.5 or more	10
3	Quality*	Quality	Outstanding = 40; Very Good = 30; Good = 20 Poor = 0	40
4	Capability**	I Technical Proficiency	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		II Financial Soundness	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		III Mobilization of Adequate T&P	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		IV Mobilization of Man Power	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
		V General Behaviour	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4
5		Contract Performance	I Successful Completion of Work = (+) 20	20
			II Determination of Contract = (-) 20	
			III Part work done at the risk and cost of Contractor/Firm=(-) 15	

Note: 1. Marks for values in between are to be determined by Straight line variation.

2. Eligibility Criteria for Registration will be 75 % marks for registration.

*** Based on Inspection Report of DCW&E ,DRDO Officers in case of Non-DCW&E ,DRDO work or Annexure-III in case of DCW&E ,DRDO work.**

****Based on grading by client in case of non DCW&E ,DRDO work or Annexure-III in case of DCW&E ,DRDO work.**