

GOVERNMENT OF INDIA, MINISTRY OF 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



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

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

1. TITLE

These rules shall be called '**Enlistment of Estate Management and Maintenance Contractors (DRDO) : Enlistment Rules-2015 (Amended)**' and shall come into effect from **10 Feb 2016** or from the date notified by DRDO, whichever is later. The Contractors should satisfy the minimum eligibility criteria specified before they can be considered for enlistment. All Contractors are expected to keep abreast with enlistment / revalidation rules from time to time.

2. SHORT TITLE

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

3. REPEAL AND SAVING

3.1 All rules regarding enlistment / re-validation of contractors for Estate Management & Maintenance Services in DRDO existing before coming into force of Enlistment Rules-2015 (Amended) are repealed by Enlistment Rules-2015 (Amended).

3.2 Notwithstanding such repeal, the contractors who are already enlisted as per Enlistment Rules-2015 or are covered under DCWE, DRDO HQrs approved list of agencies published in the year 2006*, as amended, for provision of estate management services, on the basis of rules hitherto in force shall continue to enjoy the status of enlisted contractor of DRDO till the period of such enlistment including revalidation / enlistment granted before coming into effect of the 'Enlistment Rules-2015 (Amended)', expires or till the final list of contractors enlisted under Enlistment Rules-2015 (Amended) is published.

3.3 And also, notwithstanding such repeal, applications for enlistment received with all required documents on or before 31.07.2015 shall be processed on the basis of Enlistment Rules 2015 and amendments issued from time to time and enlisted, if found fit.

Notes:

- a. Provision under Para 3.3 above i.e. cases to be processed as per Enlistment Rules-2015 relate to eligibility criteria for Enlistment. All other provisions like tendering limit, application fee, processing fee, disciplinary action etc., shall be applicable as per Enlistment Rules-2015 (Amended). The contractors / firms, who have applied as per Enlistment Rules-2015 may refer to Notes; para 8 (a) and (b) at Page 11 i.e. at the end of these Enlistment Rules-2015 (Amended).
- b. *The validity of enlistment of the contractors / agencies enlisted by DCWE, DRDO HQrs in the year 2006, as amended, for provision of estate management services will expire / cease to exist after publication of the final list of enlisted contractors under Enlistment Rules-2015 / Enlistment Rules-2015 (Amended). It is mandatory for the contractors / agencies enlisted in the year 2006 to apply afresh for re-validation as per Enlistment Rules-2015 (Amended), if not applied as per Enlistment Rules-2015, and if they wish to continue as enlisted contractors for provision of estate management & maintenance services in DRDO.

4. APPLICABILITY

Enlistment of Contractors is done so as to have a ready list of suitable and competent

contractors for DRDO Estate Management & 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. CCE (R&D) Estates, Hyderabad, on behalf of DCWE, DRDO enlists contractors who intend to carry out works for DRDO Estate Management & Maintenance works. 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 & class 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 DCW&E / Enlisting Authority / Accepting Officers of DRDO or does any malpractice or provided incorrect / false information during enlistment process.

- 4.1 Documentary evidences for Solvency Certificate, Turnover, Works Experience, Income Tax Returns, EPF, ESI, Service Tax Registration, Electrical License 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, Electrical license and other essential registration required like Service Tax 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.
- 4.2 Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited company, or a Private Limited Company may apply for enlistment as a contractor in DCW&E, DRDO under these guidelines, provided the eligibility criteria and other conditions are satisfied. The enlisted contractors have to abide by all the guidelines made herein and as amended from time to time, during the currency of their enlistment.
- 4.3 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 of any other departments 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.
- 4.4 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 or as employee of a contractor, 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 enlistment, if either the contractor 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 shall be removed from the list of enlisted contractors, without prejudice.
- 4.5 A contractor cannot have enlistment in more than one class in one category (Management of Guest Houses / Transit Facilities, Watch & Ward / Conservancy / Arboriculture Services, Maintenance of Civil / Electrical / Mechanical Infrastructure) etc. A contractor is not permitted to have enlistment in more than one name / address.
- 4.6 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.
- 4.7 While Applying for enlistment the Contractor should mention address of his registered office, head office as well as address for correspondence, if different. All documents viz. Solvency Certificate, Turnover, Works Experience, Income Tax Returns, EPF, ESI, Service Tax Registration, Electrical License and other statutory requirements etc., should bear one of the addresses, otherwise the same shall not be accepted. The addresses given should be

clear, crisp and unambiguous, failing which the department will not be responsible for non-receipt / delay in receipt of NIT's, tender documents and other official correspondence with the Contractors.

5. SCOPE OF ENLISTMENT

The enlistment in CCE (R&D) Estates, DCW&E, DRDO will entitle the contractor to be considered for issue of tender documents in the sub-units of DCW&E, DRDO, i.e. Chief Construction Engineers (CCEs) / Estate Management Units (EMUs) subject to other conditions that may be stipulated in the Notice Inviting Tenders (NIT) for DRDO Estate Management & Maintenance works. However, it shall not confer any right on the contractor either to be necessarily issued with the tender documents or for award of work.

6. ENLISTMENT PROCEDURE

The contractor has to submit the prescribed application as per format / proforma given in Annexure-I, complete with all documents to O/o CCE (R&D) Estates, Hyderabad a unit under DCW&E, DRDO. All pages of the application, and the attached documents, should be serially numbered, beginning with One (01).

- 6.1 Incomplete applications and applications without prescribed documents, application fee & enlistment processing fee are liable to be rejected.
- 6.2 During processing of the applications of any observation / deficiency is pointed out to an applicant contractor / firm, 21 days' time will be given to the applicants for replying to the clarifications / queries / details sought by the department from the date of issue of letter. If the queries are not complied by the applicant / firm within 90 days of the issue of such letter, the application will be finally rejected.
- 6.3 CCE (R&D) Estates, DRDO will have the right to independently verify the details furnished by the contractor and to get the works inspected and / or obtain such other reports as may be considered necessary. For this purpose, CCE (R&D) Estates, DRDO may constitute necessary inspection team(s).
- 6.4 DCW&E, DRDO / Enlisting Authority may constitute necessary advisory committee(s) to go into the details furnished by the contractor, reports of the inspection teams and advise the suitability of contractors for registration / enlistment. Such committee(s) may also be constituted post enlistment for verification of facts / quality of works, as required.
- 6.5 If CCE (R&D) Estates, DRDO finds a contractor suitable for enlistment, it shall issue the enlistment order or otherwise send a letter of rejection of the application to the contractor. The decision of the CCE (R&D) Estates, DRDO shall be final and binding on the contractor.
- 6.6 CCE (R&D) Estates, DRDO reserves the right to limit the number of contractors to be enlisted in any class or category.

7. VALIDITY OF ENLISTMENT

The enlistment will be valid for a period of Five years from the date of enlistment. However, the enlistment may be revalidated, in accordance with the guidelines in this regard. Each revalidation shall be for a period of Five year from the date of expiry of previous enlistment/ revalidation. The enlistment shall be open for review by the CCE (R&D) Estates, DRDO and liable to termination, suspension, or any other such action at any time, if considered

necessary, by the CCE (R&D) Estates, DRDO after issue of due notices to the contractor(s)

8. CATEGORIES AND CLASSES

The enlistment shall be done in the categories and classes mentioned in Table-1. However, the details of the scope of work under various categories 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:
 - i. New works
 - ii. Term contracts
 - iii. Retro fittings
 - iv. Internal and external water supply
 - v. Tube wells
 - vi. Periodical services
 - vii. Water proofing works etc.
- f. Maintenance of Electrical Infrastructure to include:
 - i. New / Retro fitting electrical works
 - ii. Internal electric supply
 - iii. External electric supply
 - iv. DG sets
 - v. Transformers etc.
 - vi. Security & surveillance systems
 - vii. Access control systems etc.
- g. Maintenance of Mechanical Infrastructure to include:
 - i. New / Retro fitting Mechanical works
 - ii. External water supply
 - iii. Air conditioning / central heating plants
 - iv. Firefighting systems / fire alarms
 - v. Lifts
 - vi. Cranes etc.

9. TENDERING LIMITS

The tendering limits up to which the enlisted contractors are eligible to tender shall be as given in Table-1. 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.

10. ELIGIBILITY CRITERIA

The contractors should satisfy the minimum eligibility criteria specified as per Annexure-I, Annexure-II, Annexure-III, Annexure-IV, Annexure-V and Annexure VI before they can be considered for enlistment. All contractors are expected to keep abreast with enlistment / revalidation guidelines issued from time to time. The works executed in the own name of

applicant / firm only will be considered for eligibility criteria. Dissimilar / irrelevant works will not be considered for eligibility criteria.

- 10.1 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 ending 31 Jan 2016. The works should have been executed in same name and category in which the enlistment is sought.
- 10.2 The financial soundness shall be judged on the basis of the Solvency Certificate issued by a Scheduled Bank, issued by the Bankers of the contractor on the format prescribed in Annexure-V. The value of the solvency required should be as per Annexure-II. Such certificate should have been issued on or after 01 April 2015 and be submitted in original.
- 10.3 Sum of annual financial turnover of the Contractors during the last three financial years ending 31 March 2015 should be as per Annexure-II. The turnover certificate(s) should be issued under the authority of a Registered Chartered Accountant.
- 10.4 The contractors having valid enlistment with DCW&E, DRDO for 'Civil (CIV) Category', 'Electrical and DG Sets (ED) Category' and 'HVAC including split and package unit of AC (HVAC) Category' will be deemed to fulfil all the eligibility conditions laid down for the enlistment for the respective category and classes for 'Maintenance of Civil Infrastructure', 'Maintenance of Electrical Infrastructure' and 'Maintenance of Mechanical Infrastructure' as per details given in Annexure-III. However, the intending contractors have to submit their applications in the format as per Enlistment Rules-2015 (Amended) along with relevant documents.

11. PAN NUMBER OF INCOME TAX DEPARTMENT

A self-attested photocopy of the PAN number allotted by the Income Tax Department should accompany the application. Income Tax Returns for the last three assessment years (2012-2013, 2013-2014 & 2014-2015) should be sent along with the application. Without these Income Tax Returns, the application will not be considered for enlistment.

12. ELECTRICAL LICENSE

The contractors who apply for registration under '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. 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.

13. CHANGE IN CONSTITUTION OF FIRM

The enlisted contractor / firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of CCE (R&D) Estates, 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 without prior approval, will render the contractor to be removed from

the approved list of contractors. The list of documents / information to be submitted for change of constitution of the firm should be as per Annexure-VIII.

- 13.1 If a firm is converted in to 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 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.
- 13.2 If new partners are taken in a firm, each new partner shall have to satisfy the eligibility conditions mentioned in these Enlistment Rules-2015 (Amended) at para 4.0.
- 13.3 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.

14. CHANGE OF ADDRESS

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, and other Statutory authorities like EPF, ESI, Service Tax etc. Failure to do so may result in removal from the approved list of contractors. An affidavit duly notarised towards change of address is a mandatory requirement.

15. NEAR RELATIVES WORKING IN DRDO

Contractors 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, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws. An affidavit that the Individual / Sole Proprietor / Any Partner / Director of the company do not have any such relative(s) shall be submitted by the applicant.

16. SUBMISSION OF TENDERS

A registered contractor shall take part in the tendering process of sub units of DCW&E, DRDO, i.e. Chief Construction Engineers (CCEs) & Estate Management Units (EMUs). The Contractors are liable to be removed from approved list if they do not secure works of appropriate magnitude in any units of DCW&E, 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.

17. REVALIDATION OF ENLISTMENT

- 17.1 The validity of the initial enlistment of the contractor shall be as given in para 7 above. The enlistment of those contractors shall be revalidated, who secure two works of appropriate magnitude during the last enlistment / revalidation period. Out of the two works at least one work should be completed 100% and the second work should be more than 50%. In case of lesser progress of second work, the department will select one Non-DRDO work out of the list furnished by the applicant for inspection & consideration of revalidation.

18. PERFORMANCE REPORTS OF CONTRACTORS

The revalidation of enlistment shall be done as per the eligibility criteria given in Annexures-I, II, III, IV, V and evaluation of the Completion / Performance Certificates of the works as per details given in Annexure-VI.

19. CONTRACTOR'S OBLIGATIONS

The contractor should fulfil all his obligations specified under these guidelines within the time and in the manner as specified. Some of the obligations are

- a. The Contractors will have to work within the constraints of the security requirements of DRDO, site requirements, and shall follow norms of DRDO security system for movement of men, materials & machinery.
- b. 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.
- c. 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.
- d. DRDO General Conditions of contract as per RDCE Works Procedure-1999, as amended, Guidelines, General and Special Terms & Conditions for Estate Management Works issued by respective CCEs / EMUs / Accepting Officers, as amended will apply. The applicant shall have to abide by all the rules, terms and conditions of the Contract and the Notice Inviting Tenders. He / She 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.
- e. Prior approval shall be obtained before modifying the constitution of the firm / company. The list of documents / information to be submitted for change of constitution of the firm should be as per Annexure-VIII.
- f. 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.
- g. For enlistment in 'Maintenance of Electrical Infrastructure' category, a valid electrical license shall be possessed during the period of enlistment / revalidation.
- h. A registered contractor shall take part in the tendering process as mentioned in para 16.
- i. A registered contractor shall maintain good conduct while carrying out work and shall not indulge in unethical practices.
- j. The works awarded should be executed strictly as per the terms and conditions of contract.
- k. Top priority should be accorded for safety at site of work, quality of material and workmanship and protecting the environment of the DRDO campus.

20. DISCIPLINARY ACTIONS

The contractor shall have to abide by all the guidelines of enlistment 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. CCE (R&D) Estates, DRDO shall have the right to demote a contractor to a lower class, suspend business with him for any period, debar or remove the name from the approved list of contractors indefinitely or for a period as decided by CCE (R&D) Estates, DRDO after issue of a show cause notice. Decision of

CCE (R&D) Estates, DRDO shall be final and binding on the contractor. Using unfair means, submission of false documents and violation of other code of conducts are strictly banned. Defaulter's Applications will be rejected and the firm will be debarred from such enlistments in future too.

20.1 Demotion to a lower class

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 possesses 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 misbehaves 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 DCW&E, DRDO calls for disciplinary action.

20.2 Suspension of business

DCW&E, DRDO may suspend business with the contractor 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 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. DCW&E, DRDO may also suspend business with a registered contractor for a period decided by it, if the contractor declines the offer after becoming L1 / fails to start the works awarded / demonstrates habitual slow progress during the execution of the works awarded / is penalised by the department under L/D clause, etc.

20.3 Removal from approved list

The name of the contractor may be removed from the approved list of contractors by CCE (R&D) Estates, DRDO, 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 CCE (R&D) Estates, DRDO; or
- h. changes permanent address / business address without intimation to CCE (R&D) Estates, 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 statutory provisions like EPF, ESI, Bonus, Service Tax etc. and 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 fulfil 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 CCE (R&D) Estates, DRDO.
- p. does not start the work after the same is awarded to him on three occasions.

21. APPELLATE AUTHORITY

If an applicant contractor / firm is not satisfied with the decision conveyed by CCE (R&D) Estates regarding Enlistment / Rejection, then the aggrieved party will have an opportunity to appeal / represent against the decision to the Appellate authority, i.e. Chief Executive, DCW&E, DRDO, New Delhi. The decision of the Appellate Authority shall be final & binding on both the parties.

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

**Chief Executive (Appellate Authority)
Dte. of Civil Works & Estates (RD-28)
A-Wing, DRDO Bhawan, Rajaji Marg
New Delhi-110105
Telephone: 011-23007003**

22. ENLISTMENT FEE

- 22.1 **Application Fee:** The applicant shall enclose a non-refundable 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.
- 22.2 **Enlistment Processing Fee:** All applicants, apart from enclosing the Application Fees, shall also enclose a non-refundable Enlistment Processing Fee of Rs. 10,000/- (Rupees Ten Thousand only) per category / per 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. The application and enlistment processing fees will be retained by the department and will not be returned / refunded in any case.

23. RECEIPT OF APPLICATIONS

The completed form, along with required documents should be submitted on or before 10 Mar 2016 (upto 5 P.M.) at the following address:-

**IN-CHARGE -ENLISTMENT SECTION
O/O CHIEF CONSTRUCTION ENGINEER (R&D) ESTATES
CHANDRAYANAGUTTA, KESAVAGIRI POST
HYDERABAD - 500005
Telephone : 040-2449904-06
Fax : 040-24449379**

Notes:

1. Application should be submitted in a sealed cover super scribed 'Enlistment of Estate Management And Maintenance Contractors (DRDO) : Enlistment Rules-2015 (Amended)' in _____ category & _____ class".
2. The applicant shall have to submit the application in the prescribed form to the enlistment

authority complete with all supporting documents. Each page of the application form and supporting documents shall be stamped and signed by the applicant. If the applications and supporting documents are not stamped and signed by the applicant, the applications are liable to be rejected. Incomplete applications and applications not accompanied with necessary supporting documents are liable to be rejected without further correspondence.

3. The criteria for enlistment shall be as applicable on date of enlistment / revalidation. 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. If the enlistment authority finds the applicant suitable for enlistment, the enlistment order will be issued to the applicant.
4. 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 enlistment in CCE (R&D) Estates, DRDO, Hyderabad.
5. **Application forms may be downloaded from www.drdo.gov.in.**
6. 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.
7. An Applicant can apply for any number of categories like 'Management of Guest Houses / Transit Facilities', 'Watch & Ward Services', 'Conservancy Services', 'Arboriculture Services', 'Maintenance of Civil Infrastructure', 'Maintenance of Electrical Infrastructure', and 'Maintenance of Mechanical Infrastructure'. However, each category shall be applied for in different forms, along with separate enlistment fees, as applicable.
8. **FOR ATTENTION OF CONTRACTORS / FIRMS, WHO HAVE ALREADY SUBMITTED THEIR APPLICATIONS FOR ENLISTMENT UNDER 'ESTATE MANAGEMENT AND MAINTENANCE CONTRACTORS (DRDO) : ENLISTMENT RULES-2015' IN RESPONSE TO THE ADVERTISEMENTS PUBLISHED FOR THE PURPOSE IN THE NATIONAL / LOCAL NEWSPAPERS ALL OVER INDIA AND DRDO WEB SITE (www.drdo.gov.in) DURING THE PERIOD APRIL 2105 TO JUNE 2015 WITH THE EXTENDED LAST DATE OF SUBMISSION OF APPLICATIONS AS 31 JULY 2015:**
 - a. **In case any such contractor / firm wishes to be considered for Enlistment / Upgradation / Revalidation as per the 'Enlistment Rules-2015 (Amended)', may apply for a new Class under the same Category as applied earlier by submitting the New Application Form available from the DRDO web site (www.drdo.gov.in) duly filled along with the mandated information / documents. The enlistment criteria for these applicants shall be as per the 'Enlistment Rules-2015 (Amended)'. The Application Fee of Rs. 1,000/- (Rs. One thousand only) and the Enlistment Processing Fee of Rs. 10,000/- (Rupees Ten Thousand only) is not required to be submitted again along with such applications.**
 - b. **The contractor / firm, cannot apply for any additional & different category under this provision of para 8 (a) of the Notes above. However, such contractors / firms may apply afresh as per the 'Enlistment Rules-2015 (Amended)' as a New Applicant.**

CATEGORY DETAILS**ENLISTMENT OF ESTATE MANAGEMENT AND MAINTENANCE CONTRACTORS
(DRDO)**

S. No.	Category	Classification of Tendering Limits (in Rs Lacs)		
		Upto 25	Above 25 upto 50	Above 50 upto 120
1.	Management of Guest Houses / Transit Facilities (TF)	TF-1	TF-2	TF-3
2.	Watch and Ward Services (WW)	WW-1	WW-2	WW-3
3.	Conservancy Services (CS)	CS-1	CS-2	CS-3
4.	Arboriculture / Landscaping Works (AB)	AB-1	AB-2	AB-3
5.	Maintenance of Civil Infrastructure (CM)	CM-1	CM-2	CM-3
6.	Maintenance of Electrical Infrastructure (EM)	EM-1	EM-2	EM-3
7.	Maintenance of Mechanical Infrastructure (MM)	MM-1	MM-2	MM-3

ENLISTMENT OF CONTRACTORS / FIRMS IN CCE (R&D) ESTATES, DRDO
APPLICATION FOR ENLISTMENT AS ESTATE MANAGEMENT AND MAINTENANCE
CONTRACTOR (DRDO) AS PER ENLISTMENT RULES-2015 (AMENDED)

Supporting Documents be annexed with the application form. Applications found deficient in any respect are liable to be rejected without further correspondence. **Separate applications** shall be submitted for each category/class, for which enlistment is sought. Any applicant found applying for more than one Category / Class in a single application shall invariably not considered and will be liable to rejection.

TYPE OF ENLISTMENT (Please tick ✓ any one) : NEW / RE-VALIDATION / UPGRADE

Whether Applied for Enlistment as per Enlistment Rules-2015, If Yes, Reference of communication, if any, received from CCE (R&D) Estates : YES / NO

Category applied for (Please tick ✓ ONLY one) :

TF	WW	CS	AB	CM	EM	MM
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Class applied for (Please tick ✓ ONLY one) :

1	2	3
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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 (Enclose documentary evidence in case of Partnership / Pvt. Ltd / Public Ltd. Firms) : Sole Proprietorship Partnership firm
Private Ltd., Co. Public Ltd., Co.

7. **Name, passport size photo 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 one self-attested Photo and attach another copy of the Photo in an envelope	Paste one self-attested Photo and attach another copy of the Photo in an envelope	Paste one self-attested Photo and attach another copy of the Photo in an envelope
Name	Name	Name

8. Is the Individual / Sole Proprietor / Any Partner / Director / any other employee of the Company:

- a. Dismissed Government Servant : Yes / No
- b. Removed from approved list of contractors in any dept. : Yes / No
- c. Demoted to a lower class of contractors in any dept. : Yes / No
- d. Having business banned / suspended by any Govt. body in the past : Yes / No
- e. Convicted by Court of Law : Yes / No
- f. Retired Engineer / official from Engineering department of Government of India within last one year : Yes / No
- g. Director or Partner of any other company/ firm enlisted with 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 shareholder in any other firm enlisted 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.

- 9. a. Name of the Person holding Power of Attorney (if any) : _____
- b. Nationality : _____
- c. Liabilities : _____
- 10. a. Amount of Banker's / Bank solvency Certificate (submit in original) : _____
- b. Name of the Banker with full address : _____
- 11. Place of Business : _____
- 12. Whether enlisted with any other department / unit of DCWE, DRDO, **If Yes**, give the details and attach copy of the existing enlistment order : Yes / No
 - a. Name of the department & Address : _____
 - b. Class / Category / Tendering Limit : _____
 - c. Enlistment No. & Date : _____
 - d. Valid upto : _____
- 13. EPF Registration No., attach copy : _____
- 14. E.S.I. Registration No., attach copy : _____
- 15. Registration No. VAT / TIN, attach copy : _____
- 16. Registration No. Service Tax, attach copy : _____
- 17. For Maintenance of Electrical Infrastructure Category (EM-1 / 2 / 3) : _____
 - i) Does the applicant possess valid Electrical License, **if Yes**, attach copy : Yes / No
 - ii) Do the permanent electricians employed by Contractor possess valid license : Yes / No
- 18. **Enlistment Fees Details** :

(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 Processing Fee enclosed (Along with each application)

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

19. 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.
20. Details of works completed, in progress and secured during the last 5 years ending on 31-01-2016 (i.e. from 01-02-2011 to 31-01-2016) (to be filled in the Format / Proforma as given in Annexure-IV). This list should include all works whose amount of works done is more than the required magnitude for the class in which registration is required.
21. Certificates from clients in original or attested copy as per format / proforma given in Annexure-VI for all eligible works.
22. Number of Documents Attached, details as per Annexure-VII : _____
23. Certificates : _____
 - a. Certified that I / We have read the 'Enlistment of Estate Management And Maintenance Contractors (DRDO) : Enlistment Rules-2015 (Amended)', 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.		

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.

Date:

Station:

Signature of the Applicant

ELIGIBILITY CONDITIONS AND OTHER DETAILS TO BE SUBMITTED BY THE CONTRACTOR / FIRM FOR ENLISTMENT OF ESTATE MANAGEMENT AND MAINTENANCE CONTRACTORS (DRDO) : ENLISTMENT RULES-2015 (AMENDED)

Category & Class	Tendering Limit upto	Past experience of similar completed works in last 5 years upto 31 Jan 2016	Financial Soundness (Minimum required)	Mandatory Statutory Registrations
TF-1 WW-1 CS-1 AB-1 CM-1 EM-1 MM-1	Rs. 25 Lakhs	Three Works of 5 Lakhs OR Two Works of 7.5 Lakhs OR One Work of 15 Lakhs	a) Bankers Solvency Certificate of 17.5 Lakhs OR Sum of annual financial turnover of 17.5 Lakhs during the last three financial years b) Income Tax Returns of the last three financial years	a) EPF b) ESI c) Service Tax d) Electrical License* e) Income Tax PAN Card
TF-2 WW-2 CS-2 AB-2 CM-2 [#] EM-2 [#] MM-2 [#]	Above 25 upto 50 Lakhs	Three Works of 10 Lakhs ([#] At least one work should be of New Provisions excluding maintenance work) OR Two Works of 15 Lakhs ([#] At least one work should be of New Provisions excluding maintenance work) OR One Work of 30 Lakhs ([#] Should be of New Provisions excluding maintenance work)	a) Bankers Solvency Certificate of 35 Lakhs OR Sum of annual financial turnover of 35 Lakhs during the last three financial years b) Income Tax Returns of the last three financial years	a) EPF b) ESI c) Service Tax d) Electrical License* e) Income Tax PAN Card
TF-3 WW-3 CS-3 AB-3 CM-3 [#] EM-3 [#] MM-3 [#]	Above 50 upto 120 Lakhs	Three Works of 24 Lakhs ([#] At least one work should be of New Provisions excluding maintenance work) OR Two Works of 36 Lakhs ([#] At least one work should be of New Provisions excluding maintenance work) OR One Work of 72 Lakhs ([#] Should be of New Provisions excluding maintenance work)	a) Bankers Solvency Certificate of 84 Lakhs OR Sum of annual financial turnover of 84 Lakhs during the last three financial years b) Income Tax Returns of the last three financial years	a) EPF b) ESI c) Service Tax d) Electrical License* e) Income Tax PAN Card

Notes:

- Past experience of Completed Works in last 5 years should be in the period 01 Feb 2011 to 31 Jan 2016. ([#] The past experience of similar works in case of CM-2, EM-2, MM-2, CM-3, EM-3 and MM-3 should include at least one work of the required magnitude / value of the New Provisions of the Building / Civil Works, Electrical Works and Mechanical Works respectively, as applicable).
- Bank Solvency Certificate should be submitted in Original from a scheduled Bank on Bankers letter head.
- Financial Turnover Certificate should be submitted from a registered Chartered Accountant for the three years; 2012-2013, 2013-2014 & 2014-2015.
- Income Tax Returns of the last three financial years 2012-2013, 2013-2014 & 2014-2015 should be submitted.
- Documentary evidences of the Statutory Registrations EPF, ESI, Service Tax, Electrical License (* only for EM-1 / EM-2 / EM-3 Enlistment) & IT PAN Card etc., should be submitted. In case of pending registrations, proof of submission of the same to be submitted.

Signature of the Applicant/Firm

ELIGIBILITY OF DCW&E, DRDO ENLISTED CONTRACTORS FOR ENLISTMENT IN ESTATE MANAGEMENT AND MAINTENANCE CONTRACTORS (DRDO)

S. No.	Category Details	Classification of Tendering Limits (in lacs)	Class of Enlistment	Eligible DCW&E Valid Enlistment
1.	Maintenance of Civil Infrastructure	Upto 25	CM-1	CIV-B & above
2.		Above 25 upto 50	CM-2	CIV-B & above
3.		Above 50 upto 120	CM-3	CIV-I & above
4.	Maintenance of Electrical Infrastructure	Upto 25	EM-1	ED-B & above
5.		Above 25 upto 50	EM-2	ED-B & above
6.		Above 50 upto 120	EM-3	ED-I & above
7.	Maintenance of Mechanical Infrastructure	Upto 25	MM-1	HVAC-B & above
8.		Above 25 upto 50	MM-2	HVAC-B & above
9.		Above 50 upto 120	MM-3	HVAC-I & above

WORKS COMPLETED DURING THE LAST FIVE 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 5 years between the period 01 Feb 2011 to 31 Jan 2016 should be enclosed.
- iii. **Only 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.**
- iv. **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 Feb 2011 to 31 Jan 2016.**

Signature of the Applicant/Firm

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 _____, 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.

(Signature)
For the Bank
(Bankers Seal)

Notes:

- 1) Banker’s certificate should be on letter head of the Bank.
- 2) In case of partnership firm certificate to include names of all partners of the firm as recorded with the Bank.

PROFORMA FOR COMPLETION / PERFORMANCE CERTIFICATE

Name & address of the brief Client	:	_____
Details of Works executed by Shri / M/s	:	_____
1. Name of work with brief particulars	:	_____
2. Agreement No. and date	:	_____
3. Agreement amount	:	_____
4. Date of commencement of work	:	_____
5. Stipulated date of completion	:	_____
6. Actual date of completion	:	_____
7. Details of compensation levied for delay (indicate amount) if any	:	_____
8. Gross amount of the work completed and paid	:	_____
9. Name and address of the authority under whom works executed	:	_____
10. Whether the contractor employed qualified Engineer/Overseer during execution of work?	:	_____
11 i) Quality of work (indicate grading)	:	Outstanding / Very Good / Good / Poor
ii) Amt. of work paid on reduced rates. If any	:	_____
12 i) Did the contractor go for arbitration?	:	_____
ii) If yes, total amount of claim	:	_____
iii) Total amount awarded	:	_____
13. 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 behavior	:	Outstanding / Very Good / Good / Poor

Signature of the Authorized Signatory

Notes:

1. All columns should be filled 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.**

CHECK LIST OF DOCUMENTS TO BE ENCLOSED**(Should be submitted along with the Application for Enlistment)****Name of applicant/firm and address _____**

S. No.	Details of Document/Instrument	Enclosed (Yes/No)	Page No.	No. of Pages	Remarks
1.	D.D towards Application fee				
2.	D.D towards Enlistment Processing fee				
3.	Application as per Annexure-I duly filled, Stamped & Signed in all pages				
4.	Supporting documents duly Stamped & Signed on all pages				
5.	Copy of EPF Registration				
6.	Copy of ESI Registration				
7.	Copy of VAT / TIN Registration				
8.	Copy of Service Tax Registration				
9.	Copy of Income Tax PAN Card				
10.	Copy of the Electrical License (for EM-1/2/3 only)				
11.	Solvency Certificate from Scheduled Bank (in Original) (Annexure-V)				
12.	Sum of Annual Financial Turnover Certificate for three years ending year 31 Mar 2015 (from Registered Chartered Accountant)				
13.	Income Tax Returns for the years 2012-13, 2013-14 & 2014-15				
14.	List of Works completed during last five years (Annexure-IV)				
15.	Copies of the Work Orders of the required magnitude along with Completion / Performance Certificates as per Annexure-VI				
16.	Check List of documents (Annexure-VII)				
17.	If enlisted with any other department / unit of DCWE, DRDO, copy of the enlistment order				
18.	Affidavit of no near relative working in DRDO				
19.	Copy of power of attorney, if any				
20.	Documentary Evidence of Constitution of Company				
21.	Passport Size Photo of the Proprietor(s) / Partner(s) / Director(s) in an envelope				
22.					
23.					
24.					

Notes:

1. 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

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

A. DOCUMENTS TO 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'S FIRM WANT TO ENTER INTO PARTNERSHIP

1. Whether he is enlisted with DCW&E, DRDO / CPWD / MES / Railway.
2. Whether he is a dismissed Govt. Servant.
3. Whether he is a partner / director of any other firm enlisted with this Department / MES / Railway.
4. Whether he is member of Indian Parliament or state Legislature.
5. Whether his name has been blacklisted or removed from the approved list of contractors or demoted to lower class or orders banning / suspending business with him by any department in the past.
6. Whether he is a dismissed / removed / retired Govt. Servant within one year.
7. Whether he has any relative working in DCW&E, DRDO, if yes, give details.
8. 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 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.