



**Name of the Contractor :**

**Address :**



**National Institute of Technology, Tiruchirappalli – 620 015**  
**(Deemed university)**  
Web site: [www.nitt.edu](http://www.nitt.edu)

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**ENLISTMENT DOCUMENT FOR CONTRACTOR-2012**

Certified that the tender document down loaded is replica of the document published by the NIT and no alterations have been made by me/ us in the tender document

**Contractor**

**GENERAL CONDITIONS:**

1. This Enlistment is valid for one year only from the date of issue of enlistment subject to renewal based on performance for one more year.
2. The Director, NIT, Trichy reserves right to reject any / all applications with or without assigning any reasons.
3. The Enlistment does not confirm any right on contractor to claim award of work or issue of tender for works.
4. The Enlisted contractor should obey all NITT Rules introduced from time to time.
5. The Enlisted contractor should make their own arrangement for stock of materials.
6. The Enlisted contractor should be registered under Government of India contract law and follow the same including state & local bodies norms.
7. The Enlisted contractor should remit all central / state taxes.
8. The processing fees **Rs.2,000/-** (Rupees two thousand only) should be enclosed in the form DD drawn in favour of **“The Director ,NIT,Trichy ”** payable at Trichy.
9. The Contractors desiring enlistment should have registered with the commercial Taxes Department. A copy of registration certificate should be enclosed to the application.
10. Income Tax clearance Certificate for the last year should be enclosed to the applications.
11. The contractors, after registration with NIT, Tiruchirappalli should be advise by all labour Laws and procedure proof whenever demanded by the Institution for complying with labour laws.

**Signature of Applicant**

**REGISTRAR  
NIT,TRICHY-15**

## ENLISTMENTS RULES

Category	Class	Tender limit	Past Experience of Completed works in last 5 years	Financial Soundness	Engineering Establishment	T&P Machinery	Enlistment Processing fee
Civil	<u>V</u>	Rs.15 Lakhs	Two works of Rs.2 lakhs each or one work of Rs.4 lakh or	Banker's Certificate of Rs.15 lakhs	-	-	<b>Rs.1,000/-</b>
			Unemployed Diploma Engineering (C)	Certificate for working capital of Rs.1 lakh for at least last six months	-		
Internal & External Electrical Installation	<u>IV</u>	Rs.7.5 Lakhs	Two works of Rs.1 lakh each At least one work should be of Internal & External Electrical Installation	Banker's Certificate of Rs.7.5 Lakhs	-	Chase cutting machine, wire drawing machine conduit die set , pipe vice bench vice LT meggar 500 volts.  -	<b>Rs.5,000/-</b>



- |  |                          |                          |
|--|--------------------------|--------------------------|
| (d) Having business banned/suspended by any government in the past                             | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) Convicted by a court of law  | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) Retired engineer/official from engineering Dept. of Govt. of India within last Two years   | <input type="checkbox"/> | <input type="checkbox"/> |
| (g) Director or partner of any other company / firm enlisted with CPWD or any other department | <input type="checkbox"/> | <input type="checkbox"/> |
| (h) Member of Parliament or any State Legislative Assembly                                     | <input type="checkbox"/> | <input type="checkbox"/> |

**If answer to any of the above is 'Yes', furnish details on a separate sheet**

8. (a) Name of person holding power of attorney .....
- |                 |                          |                          |
|-----------------|--------------------------|--------------------------|
| (b) Nationality | Indian                   | Other                    |
|                 | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Liabilities |                          |                          |

9. Name of Bankers with full address :

10. Place of business .....

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 11. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class & category applied for [Attach details on separate sheet] | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |

12. [For Electrical]

- |  |                          |                          |
|--|--------------------------|--------------------------|
| i) Does the applicant possess valid Electrical License 'A' GRADE WITH CONTRACTOR LICENCE | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) Do the permanent electricians employed by contractor possess valid license           | <input type="checkbox"/> | <input type="checkbox"/> |

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 13. (a) Whether already enlisted with NITT or any other department | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) If yes, give details:  |                          |                          |

- |                                      |   |       |
|--------------------------------------|---|-------|
| (i) Name of department               | : | ..... |
| (ii) Class & category                | : | ..... |
| (iii) Enlistment authority & address | : | ..... |

(iv) Enlistment No. & date : .....

(v) Date of validity

(vi) Tendering limit : .....

14. Is any person working with the applicant is a near relative of the Officer /official of NIT / TNEB. [See Rule 17 of the Enlistment Rules] Yes  No

If yes, give detail Yes No

15. Enlistment Processing fee enclosed:-

Draft No.	Date	Amount	Issuing Bank & Branch	Branch drawn upon	In whose favour drawn

16. Details of Works completed, in progress and secured during the last 5 years(to be filled in proforma as given in Annexure –III). This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.

17. Certificates from clients in original or attested copy as per proforma given in Annexure-IV for all eligible works.

18. **Certificates :**

- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in NITT as amended up to-date and shall abide by them.
- (ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am/ we are liable to be debarred.
- (iii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name.

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Name	Signature	Address

Date :

No. of Documents attached

## ANNEXURE-II

### Documents attached for enlistment:

S.No	Document	Yes	No
1.	Proof of constitution (Serial number 5) :		
	a) In case of sole proprietorship/HUF: an affidavit executed before a 1st Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF.	<input type="checkbox"/>	<input type="checkbox"/>
	b) In case of partnership firm: (Submit attested copies)		
	i) Partnership deed attested by Notary Public	<input type="checkbox"/>	<input type="checkbox"/>
	ii) Form "A" or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	iii) Form "B" or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	iv) Form "C" or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	c) In case of Private/Public Ltd Co. Article of Association duly attested by Notary Public.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Power of attorney, if any (Sl.No.8), attested by Notary	<input type="checkbox"/>	<input type="checkbox"/>
3.	Public Bankers' certificate from scheduled bank in the Performa given in Annexure-V. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority (Sl.No.9)	<input type="checkbox"/>	<input type="checkbox"/>
4.	(i) List of M/C, T&P i/c steel centering & shuttering possessed by applicant	<input type="checkbox"/>	<input type="checkbox"/>
5.	(ii) Copy of purchase document etc (Onus of submitting adequate)	<input type="checkbox"/>	<input type="checkbox"/>
6.	Proof lies with applicant	<input type="checkbox"/>	<input type="checkbox"/>
7.	Attested copies of valid Electrical Licenses (Sl.No.12 (i) & (ii))	<input type="checkbox"/>	<input type="checkbox"/>
8.	Attested copy of Enlistment order (Sl.No.14)	<input type="checkbox"/>	<input type="checkbox"/>
9.	List of all near relatives working in NIT/TNEB/CPWD, including their addresses (Sl.No.14) Demand Draft <b>for processing the case</b> (Sl.No.15) Original or attested copies of certificates for works done, from concerned clients, in proforma as given in annexure-IV Attested copies of award letters for works included in Annexure-III	<input type="checkbox"/>	<input type="checkbox"/>

### ANNEXURE-III

(1) In case of enlistment- Works completed, in progress & secured during the last five years

**or**

(2) In case of revalidation-List of works completed, in progress& secured during last enlistment / revalidation period

[Add additional sheets, if necessary]

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					

**Contractor's Signature (S)**

**ANNEXURE – IV**

**CLIENT's CERTIFICATE REG. PERFORMANCE OF CONTRACTOR**

Name& address of the Client : .....

Details of Works executed by Shri/M/s : .....

Sl. No	Detials	
1	Name of the 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 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 /Satisfactory / 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 /Satisfactory / Poor
b)	Financial soundness	Outstanding / Very Good / Good /Satisfactory / Poor
c)	Mobilization of adequate T&P	Outstanding / Very Good / Good /Satisfactory / Poor
d)	Mobilization of manpower	Outstanding / Very Good / Good /Satisfactory / Poor
e)	General behavior	Outstanding / Very Good / Good /Satisfactory / Poor

Note : All columns should be filled in properly.

“Countersigned”

Signature of the  
Reporting Officer with Office Seal

Officer of the rank of Superintending Engineer or equivalent

## ANNEXURE – V

### FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s./Sri..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs..... (Rupees.....). This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature)

For the Bank

- Note:** 1) Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to enlistment authority.  
2) In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

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### FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK

Certified that Shri/Smt./M/s .....  
S/o/W/o.....and resident(s) of..... has /  
have been maintaining a saving bank account/current account/fixed deposit account with this branch of bank since  
..... and an amount not less than Rs. ....(Rupees  
.....) has been available to the credit in his/her/their  
account No. .... for the last six months.

(Signature)  
For the Bank

## **ANNEXURE – VI**

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

#### **A. DOCUMENTS TO BE SUBMITTED**

- i) Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
- ii) 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.
- iii) Dissolution deed/consent of retiring partners/death certificate in case of death of a partner.

#### **B. FURNISH THE FOLLOWING DETAILS IN RESPECT OF EACHPARTNER WITH WHOM CONTRACTOR'S FIRM WANT TO ENTER INTO PARTNERSHIP.**

- i) Whether he is enlisted with CPWD/MES/Railway/P&T/State PWD/NIT
- ii) Whether he is a dismissed Govt. servant.
- iii) Whether he is a partner/director of any other firm enlisted with this Department/MES/Rly./P&T/State PWD/NIT.
- 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 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 2 years.
- vii) Whether he has any relative working in NITT, if yes, give details.
- viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.
- ix) In addition Certificate as required under item 19 of Enlistment application form from new partners be given

#### **C. DOCUMENTS TO BE SUBMITTED AFTER THE PROPOSAL IS AGREEDIN PRINCIPLE BY THE COMPETENT AUTHORITY**

- i) Copy of the partnership deed duly attested by the Notary Public.
- ii) Fresh Bankers' certificate from banker of the contractor indicating new constitution..
- iii) Form A, B & C or equivalent as the case may be.
- iv) Acknowledgement from the Income Tax/ Sales Tax department for having noted the change.