

# **GENERAL TERMS' & CONDITION FOR ENLISTMENT**

## **SECTION./ 01-GENERAL TERM'S & CONDITION**

- 1.1- Enlistment as electrical contractor will be done for electrical works up to Rs. 5 Lacs through Limited Tender enquiry
- 1.2- Contractor means "an Individual /Sole proprietor-ship/Partner-ship/Pvt.Ltd. Co./Pvt. Ltd. Co.

## **SECTION./02-APPLICABILITY**

- 2.1 Any enlisted are contractors who intended to work with NIT. It is done to have a ready stock suitable and competent contractor for institute works so as to minimize the requirement of verification of credentials of contractors at the time of individual tenders, at the same only those contractor are allowed to continue enlist that remain active and perform well.
- 2.2 Any contractor is initialed to get enlistment in Institute provided the eligibility criteria any other conditions are satisfy. The enlisted contractor have to abide by all rules made here in and as amended from time to time during the currency of their enlistment.
- 2.3 Any contractor having such individual as one of the partner /Directors who is dismissed as Govt. Servant on whose enlistment have been canceled, demoted to lower class, or having business band/suspended by any Govt. Dept. in the past or connected by a court of law shall not be entitled for enlistment.
- 2.4 Any engineers or other official employed in engineering or administrative duties in the engineering Dept. of the Govt. of India / State Govt. or Central /State/PSu. is not allowed to work in this institute either as contractor or as employee of contractor for a period of one year after retirement for service unless he has taken prior permission from the consultant employer to do so.
- 2.5 A contractor is not permitted to have enlistment in more than one name.

### **SECTION/03-SCOPE OF ENLISTMENT**

- 3.1 The contractor enlisted with NIT Raipur shall only be considered for being considered for issue of tender document sub. To the terms & condition of individual notice inviting tender for each specific work is shall not confirm any right on the contractor either to be necessarily issued tenders or award of work.

### **SECTION/04-TENDERING LIMIT**

- 4.1 All the enlisted contractor will be eligible to participate in limited. Tender works of up to Rs. 5-Lacs (Five Lacs)

### **SECTION/05-APPLICATION FORM**

- 5.1 The application form for enlistment/revalidation shall be downloaded from NIT website [www.nitr.ac.in](http://www.nitr.ac.in).

### **SECTION/06-QUALIFICATION FOR ENLISTMENT**

- 6.1 Contractor for expected to keep abreast with enlistment /revalidation rules as modify time to time. The contractor desiring enlistment shall have to satisfy the minimum qualifying criteria as (as specified below) before they can be considered for enlistment.

| <b>Enlistment Authority</b> | <b>Tendering Limit</b> | <b>Past Exp. Of completed work during last Five years</b>                                                 | <b>Banker Certificate for financial soundness</b> | <b>Enlistment Processing Fee</b> | <b>Revalidation Fee</b> |
|-----------------------------|------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------|-------------------------|
| NIT Raipur                  | Rs . 5 Lacs            | Three works of Rupees Two Lacs each in any central Govt. /State Govt. /PSU or any Large Pvt. Sector Unit. | Rupees Two Lacs                                   | 1000/-                           | 500/-                   |

- 6.2 The criterion for work experience, in case of enlistment, shall be the satisfactory completion of requisite number of electrical works, as the case may be, of prescribed nature and magnitude executed on independent contract basis during the last Five years w.e.f. the date of receipt of application for enlistment by appropriate authority. The works should have been executed in the same name and style in which the enlistment is sought.
- 6.3 The Comprehensive maintenance (with or without operation) works will be considered only if they have at least one of the following component.
- a) Electrical installation.
  - b) Sub-Station.

- 6.4 Experience of contractor shall be reckoned upto the date of receipt of the application in the designated office, for works done, original of attested copies of certificates from the officers, not below the rank of Executive Engineer Or equivalent, under whom works were carried out should be enclosed in prescribed Performa. In case of photo copy, the same shall be attested (in original) by contractor.
- 6.5 The financial soundness shall be judged on the basis of the Banker's Certificate (solvency) as the case may be, issued by the Bankers of the contractors on the format (attached herewith) such certificate shall be issued by a scheduled bank and shall be submitted, in original in a sealed cover, addressed to the authority to whom the application for enlistment is to be submitted.
- 6.6 The criteria for enlistment/revalidation shall be as applicable on date of Enlistment /revalidation.

#### **SECTION/07-ENLISTMENT PROCEDURE**

- 7.1 The Contractor shall have to submit the application in a prescribed form (Annexure-1) complete with all documents as listed in (Annexure-II) in the O/o Registrar NIT Raipur.
- 7.2 The Name (s), address (es) of the applicant (s), telephone numbers, & email-ids shall be mandatory and their appearing in various documents should be consistent.
- 7.3 In case of incomplete application so if the applications are not accompanied with necessary documents the same are liable to be rejected by the authority receiving the enlistment application.
- 7.4 All verification, submission of report etc. are to be pursued by the applicant. Any delay on account of delay in verification, submission of reports, replies etc. will not entitle applicant for any type of enlistment.
- 7.5 If the enlistment authority finds the contractor suitable for enlistment, it shall issue the enlistment order. Against the application to the contractor, the decision of the enlistment authority shall be final and binding on the contractor.
- 7.6 The enlistment authority reserves the right to limit of contractors to be enlisted or any other manner decided by the department.

#### **SECTION/08-ENLISTMENT/REVALIDATION FEE**

- 8.1 The contractor shall have to pay a non-refundable enlistment/revalidation fee by crossed Demand Draft in favor of “Director NIT, Raipur” the enlistment/revalidation fee in mentioned in the prescribed Table of Sec. (6) of Qualification of Enlistment. This fee is to be submitted along with application form to the designated authority.

#### **SECTION/09-REVALIDATION FEE OF ENLISTMENT**

- 9.1 The contractor Shall apply for revalidation of the enlistment in the and/or prescribed form along with all documents & Fee at least six months before the expiry of the enlistment. Application received thereafter shall not be accepted and contractor should apply for a fresh enlistment, as per rules.
- 9.2 In case the enlisted contractors fail to secure even on electrical work during two consecutive years, in the NIT, they are liable to be removed form the approved list of contractor of the NIT, Raipur.

#### **SECTION/10-ELECTRICAL LICENSE**

- 10.1 The contractors of Electrical Category shall have to produce valid electrical license Having permission to carry out the work of HT line as well as of LT Line from the competent authority in the name of contractor. They shall keep valid license throughout the period of enlistment by getting it renewed at suitable intervals and submit an attested copy of the same to the enlistment authority after each renewal. In event of any discontinuity in validity of electrical license, the enlistment and authority to work in NIT Raipur will also ceased to be valid. For applying tenders for a work they shall have to posse’s electrical license of appropriate voltage issued by any State Govt. under Clause 45 of Compilation of India Electricity Rules 1956 or as amended from time to time.

#### **SECTION /11-PERIOD OF VALIDITY OF ENLISTMENT**

- 11.1 The enlistment shall be valid for a period of one year. The enlistment can, however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of one year from the date of expiry of the previous Enlistment/Revalidation. The enlistment shall be opened to review by the enlistment authority and liable for termination, suspension of any other such action at any time, if considered necessary, by the enlistment authority, after issued of show cause notice.

### **SECTION /12- PERFORMANCE REPORT.**

- 12.1 The contractor should fill up the details of works of appropriate magnitude, completed during five years, in the Performa as given in “Annexure-III”

### **SECTION /13- INTIMATION REGARDING CHANGE OF PERMANENT ADDRESS.**

- 13.1 While applying for enlistment, the contractor should mention address of his registered office as well as Head, if different. All documents i.e. Banker's Certificate, experience certificate etc. should bear one of the above addresses, otherwise the same shall not be accepted.
- 13.2 The contractor shall intimate the change, if any, in any of the above address, in advance of maximum within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, Sales Tax authorities etc. Failure to do so may result in removal of his name from the approved list of contractors.

### **SECTION /14-DISCIPLINARY ACTION/DISQUALIFICATION.**

- 14.1 The contractor shall abide by the Rules of Enlistment, and, by the terms & conditions of the Contract including Notice Inviting Tenders etc. The contractor shall timely and satisfactorily execute the works.
- 14.2 The Enlistment Authority under his/her discretionary appoint the committee to inspect the list of works submitted along with the application with regard to quality, timely and satisfactorily completion etc. and shall have right to take action against the Contractor, after the issue of Show Cause Notice. The decision of the NIT Raipur shall be final and binding on the Contractor. The following disciplinary action shall be taken against the Contractor.

### **SECTION /15-REMOVAL FROM APPROVED LIST.**

- 15.1 The name of Contractor may be removed from the approved list of contractor, if the contractor has:-
- A- On more than one occasion, failed to execute a contract, or executes it unsatisfactorily, or.
  - B- Proved to be responsible for technical defects, on more than two works, or,
  - C- Failed to abide by the condition of Enlistment, or
  - D- Found to be given false particulars at the time of Enlistment/tender submission, or
  - E- Changed constitution of the firms without approval of the Enlistment. Authority, or
  - F- Change permanent/business address of the firm without intimation to the Enlistment Authority, or.

- G- Declared or is in the process of being declared bankrupt/insolvent, winding up, dissolved or partitioned, or,
- H- Persistently violated the labor regulations and rules, or,
- I- Persistently defaulted in settlement of Statutory Taxes such as Income Tax, Work Contract Tax, Sales Tax, Octroi duties, Service Tax, EPF etc.or,
- J- Indulged in any type of forgery or falsification of records, or,
- K- Quoted for a tender under two or more firms where he is Partner/Director/Owner/GPA holder.

#### **SECTION /16-REMOVAL FROM APPROVED LIST.**

- 16.1 In case, there are allegations against a Contractor of nature such that the Enlistment Authority is of the view that the Contractor may be guilty of an offence, which when established would result in his removal/Banning business, the Enlistment Authority, pending full enquiry, may debar a Contractor for a specified period. In case the Enlistment Authority if of the view that the Contractor is guilty of an offence, which when established would result in his removal/banning business and it is not considered desirable to entrust new works or continue with him, the Enlistment authority, pending full enquiry, may debar a Contactor for an indefinite period.

#### **SECTION /17-Revision OF RULES**

- 17.1 NIT Raipur reserve the right to modify, add, and /or delete and /or change either whole or part of the Enlistment Rule Electrical without any notice and the same shall be binding on the contractors enlisted with NIT Raipur.

## **Annexure – I**

### **Application for enlistment of Works up to 5-Lacs.**

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

- 1- Name of the applicant .....  
(Individual/Firm/Company)
- 2- Nationality .....
- 3- Address:
  - (i) Registered Office: - .....
  - (ii) Head Office: - .....
- 4- Contact Details:
  - (i) Telephone Number: - .....
  - (ii) Fax Number: - .....
  - (iii) Mobile Number: - .....
  - (iv) Website URL (if any) .....
  - (v) E-mail ID:- .....
- 5- PAN No. ....  
(Individual/Firm/Company)
- 6- Income Tax Clearance/Audited .....  
Balance Sheet /Annual Income Tax Return of Last Three year  
(Certificate attested copy to enclose)
- 7- Current Sales Tax Clearance .....  
(Attach attested Copy) Last Quarter
- 8- Electrician & Labour License .....  
Certificate (if applicable)
- 9- Constitution. ....  
(Individual/Firm/Company)
- 10- Is the Individual /Sole Proprietor/any Partner/Director of company:
  - a) Dismissed Government Servant: Yes ..... No .....
  - b) Removed from approved list of contractors: Yes ..... No .....
  - c) Demoted to a lower class of Contractors. 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. Yes ..... No .....

- g) Director or Partner of any other **Yes .....** **No .....**  
Company /Firm Enlisted with CPWD or any other department:

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

- 11- a) Name of person holding .....  
power of attorney (if any):-  
b) Nationality: .....  
c) Liabilities (if any): .....  
12- Name of the Banker with full address:- .....  
.....  
.....

- 13- Full time Technical Staff in the Applicants' employment:-:

| Qualification | Name | Experience in Year | Date of Appointment |
|---------------|------|--------------------|---------------------|
|               |      |                    |                     |
|               |      |                    |                     |
|               |      |                    |                     |
|               |      |                    |                     |
|               |      |                    |                     |
|               |      |                    |                     |

- 14- Does the applicant have sufficient T&P, **Yes / No**  
Machinery, Equipment  
15- [For Electrical]  
i) Does the applicant possess valid **Yes .....** **No .....**  
Electrical License:  
ii) If yes category & License No. ....  
(Copy of License should be enclosed)  
16- Whether already enlisted with NIT or any other .....  
Department: If yes, Give details.  
a) - Name of department, .....  
.....  
.....  
b) Class & Category, .....  
c) Enlistment Authority & address, .....  
.....  
.....

- .....
- d) Enlistment no. and date, .....
- e) Date of validity and tendering limit) .....
- 17- Is any person working with the .....  
applicant is a near relative of the officer/official of NIT, Raipur, if yes give details:
- 18- *Enlistment Processing Fee Enclosed Details: (For Office use Only)*
- Draft Number :- .....
  - Draft Date :- .....
  - Amount :- .....
  - Branch :- .....
  - Branch Drawn Upon :- .....
  - Whose Favor :- .....
- 19- Details of works completed, in progress and secured during the last Five years (to be filled in the Performa as given in Annexure-III).

## **Certificate**

- 01- I/we certify that I/we have read the Enlistment Rule of the Institution Electrical and am/are prepared to abide by them as amended form time to time.
- 02- I/.we certify that the information given in the Application form is true to the best of my/our knowledge. I/we also understand that incase any information is found wrong. I/we am/are liable for cancellation enlistment and to be debarred for enlistment in future.

**Date** :-.....

**Place** :-.....

**(Signature of Contractor along with Stamp)**

**Note:** - The complete application form along with DD should be submitted to the O/o Executive Engineer.  
Estate Office, NIT Raipur (C.G.)

**CHECK LIST OF DOCUMENTS & OTHER DETAILS**  
**(ANNEXURE- II)**

| Sl. No. | Document                                                                                                                       | Yes/No/NA |
|---------|--------------------------------------------------------------------------------------------------------------------------------|-----------|
| 01      | Proof of constitution (Anexure-I Sl. No.9)                                                                                     |           |
|         | <b>a) IN CASE OF SOLE PROPRIETORSHIP</b>                                                                                       |           |
|         | i) Affidavit for Proprietorship.                                                                                               |           |
|         | <b>b) IN CASE OF PARTNERSHIP FIRM (SUBMIT ATTESTED COPIES)</b>                                                                 |           |
|         | i) Partnership deed attested by Notary Public                                                                                  |           |
|         | <b>c) IN CASE OF PRIVATE/PUBLIC LTD CO.</b>                                                                                    |           |
|         | i) Article of association duly attested by Notary Public.                                                                      |           |
| 02.     | Power of attorney, if any attested by Notary Public.                                                                           |           |
| 03.     | Bankers solvency certificate (Annexure-IV)<br>(as required in section 6.1)                                                     |           |
| 04.     | Demand draft for Enlistment/Revalidation fee.<br>(as required in section 6.1)                                                  |           |
| 05      | Original/attested copies of certificates for works done Last Five Year during. (as required in section 6.1)                    |           |
| 06.     | Attested copy of valid PAN card of the individual, partners and the firm.                                                      |           |
| 07.     | Character & Antecedent Certificate from the Class-I Gazetted Officer /Public Notary.                                           |           |
| 08.     | Attested copy of valid Electrical License.<br>(as required in section 10.1)                                                    |           |
| 09.     | Income Tax Clearance/Audited Balance Sheet /Annual Income Tax Return of Last Three year (Certificate attested copy to enclose) |           |
| 10.     | Current Sales Tax Clearance<br>(Attach attested Copy) Last Quarter                                                             |           |
| 11.     | Electrician & Labour License<br>Certificate (if applicable)                                                                    |           |

**ANNEXURE-III**

**LIST OF WORKS SUCCESSFULLY COMPLETED DURING THE LAST FIVE YEARS.**

| S.<br>N. | Name of The<br>work | Date of<br>Start as per<br>agreement. | Date of Completion     |        | Awarded<br>Value of<br>work<br>done | Actual<br>Value of<br>work<br>done | Name of<br>Address of<br>the Client |
|----------|---------------------|---------------------------------------|------------------------|--------|-------------------------------------|------------------------------------|-------------------------------------|
|          |                     |                                       | As<br>per<br>agreement | Actual |                                     |                                    |                                     |
| 1-       | 2-                  | 3-                                    | 4-                     | 5-     | 6-                                  | 7-                                 | 8-                                  |
|          |                     |                                       |                        |        |                                     |                                    |                                     |
|          |                     |                                       |                        |        |                                     |                                    |                                     |
|          |                     |                                       |                        |        |                                     |                                    |                                     |
|          |                     |                                       |                        |        |                                     |                                    |                                     |
|          |                     |                                       |                        |        |                                     |                                    |                                     |
|          |                     |                                       |                        |        |                                     |                                    |                                     |
|          |                     |                                       |                        |        |                                     |                                    |                                     |
|          |                     |                                       |                        |        |                                     |                                    |                                     |
|          |                     |                                       |                        |        |                                     |                                    |                                     |

Date :-.....

Place :-.....

(Signature of Contractor along with Stamp)

**FORMAT OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK**

(To be addressed to the designated enlistment authority)

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

This certificate is issued without responsibility on the bank of any of the officers.

**Date:-.....**

**Signature with seal for the Bank**

**Note:** - *in case of partnership firm, certificate to include names of all partners  
As recorded with bank.*

**CHARACTER/ANTECEDENT CERTIFICATE OF CONTRACTOR**  
**TO WHOMSOEVER IT MAY CONCERN**

Certified that Shri/Ms.....S/o/D/o .....

having its office at .....is engaged in the business of He/She is  
know to me for the last.....year.....(Period of acquaintance should not be  
less than three years)

He/She bears a good moral character.

There is nothing adverse against him/her, for which he/she may be considered unsuitable for  
enlistment as a contractor in NIT Raipur,

Shri /Ms.....is not related to me.

***(Note:- to be issued by Gazetted Officer (not below the rank of Execu. Engg.)***