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CIN No - U45203UR2008SGC032591

USIDC (Ltd.)

उत्तराखण्ड राज्य अवस्थापना विकास निगम लिमिटेड

(उत्तराखण्ड सरकार का उपक्रम)

प्रधान कार्यालय: राजकीय आई0टी0आई0 माजरा के सामने, निरंजनपुर, सहारनपुर रोड, देहरादून- 248001

Ref: 480 /USIDCL –290(VII)/17

Dated: 15/04/2017

EMAPANELMENT OF CONTRACTORS OR CONSULTANT

Applications are invited from the Contractors or Consultant of Bridge, Building and Electrical works for Empanelment in USIDCL. Interested Contractors/Consultant can apply as per the prescribed application form which can be downloaded from USIDCL website www.Usidcl.com under the title “Empanelment” and submit to the Managing Director, USIDCL latest by 1700 hrs, 15.05.2017. The Contractors/Consultants already empanelled with Corporation and wish to upgrade their class and category as per new eligibility criteria may also apply for up-gradation. Changes, if any, will be intimated only through our website.

General Manager (Civil)

Detailed Terms & Conditions for Empanelment of Contractors- 2017

Appendix - A

Detailed Terms & Conditions for empanelment of contractors will be as follows:-

1. Title

(i) These terms and conditions shall be called the “USIDCL detailed terms & conditions for empanelment of contractors- 2017”

(ii) These terms and conditions shall come into effect from the date of issuance.

2. Short Title

Hereinafter these terms and conditions shall be referred to as “Detailed Terms & Conditions for Empanelment of Contractors- 2017” for the sake of brevity.

3. Applicability

Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company is entitled to get empanelled as a contractor in USIDCL under these Rules provided the eligibility criteria and other conditions are satisfied. The empanelled contractors have to abide by all the terms & conditions made herein and as amended from time to time during the prevalence of their empanelment.

3.1 No individual, or a firm having such individual as one of the partners, who is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/ suspended by any government department in the past; or convicted by a court of law shall be entitled for empanelment.

3.2 No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Government of India is allowed to work in the USIDCL either as contractor or as employee of a contractor for a period of two years after his retirement from Government service unless he has obtained prior permission of Government of India to do so. Even after empanelment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of Government of India as aforesaid, the name of the contractor shall be removed from the list of empanelled contractors.

3.3 A contractor is permitted to have empanelment in more than one category but not in more than one class of the same category in USIDCL.

3.4 A contractor is not permitted to have empanelment in more than one name.

3.5 A partner of a firm or a director of a company empanelled as a contractor cannot be a partner/director in any other empanelled firm/company.

4. Scope

The empanelment of a contractor in USIDCL shall only entitle him to be considered for issue of tender papers subject to the eligibility conditions laid down in each individual Notice Inviting Tenders (NIT). It shall not confer any right on him either to be necessarily issued the tender papers or for award of work. Mere empanelment will not guarantee awarding of any work.

5. Empanelment Procedure

5.1 The contractor shall have to submit the application in a prescribed form (Annexure-I) to the empanelment authority, complete with all documents as per Annexure II.

5.2 Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.

5.3 The empanelment authority shall have the right to independently verify the details furnished

by the contractor and to get work done by the contractor inspected and/or to get such other reports as may be considered necessary.

- 5.4 If the empanelment authority finds the contractor suitable for empanelment it shall issue the empanelment order and, otherwise, send a letter of rejection of the application to the contractor. The decision of the Managing Director, USIDCL shall be final and binding on the contractor.
- 5.5 The empanelment authority reserves right to limit number of contractors to be empanelled in any class or category on All India/Regional/State/Location basis or any other manner decided by it.

6. Period of empanelment

The empanelment shall be valid for a maximum period of three years (i.e upto 31.05.2020). The empanelment can, however, be revalidated in accordance with rules in this regard.

7. Categories and Classes

The empanelment shall be done in following categories:

- A) **Buildings** (Residential building, Institutional Building, Educational Building, Rail/ Airport/ Bus Terminal, Commercial Complex)
- B) **Bridges** (Flyover, Rail –over- bridge, Viaduct, Skywalk, Ropeway etc.).
- E) **Electrical services** – External and Internal Electrification.

The classes and categories are mentioned in **Tables-1**.

8. Tendering Limits

The jurisdiction in which contractors empanelled in various categories and classes shall be permitted to tender and the tendering limit up to which they shall be eligible to tender are as given in Table-1. The contractor shall be governed by the provisions existing at a particular point of time irrespective of when he was empanelled.

9. Authority for Empanelment

Empanelment in different categories and classes shall be done by USIDCL. Managing Director, USIDCL reserves the right to accept or reject an application without assigning any reason.

10. Eligibility Criteria

The contractors shall have to satisfy the minimum eligibility criteria specified in Table-1, before they can be considered for empanelment. All contractors are expected to keep abreast with empanelment modified from time to time

- 10.1 The criterion for experience, in case of empanelment, shall be the completion of requisite number of works, as the case may be, of prescribed nature and magnitude executed on independent contract basis or as a builder, during the last five years. The works should have been executed in the same name and style in which the empanelment is sought.
- 10.2 The financial soundness shall be judged on the basis of the solvency certificate issued by the Bankers of the contractor on the format prescribed in Annexure-V. Such certificate shall be issued by a scheduled bank and shall be submitted in original.
- 10.3 The criteria for empanelment shall be as applicable on date of empanelment. The application may be decided within 90 days of last date of submission of applications.
- 10.4 In order to be eligible for a future work, the Cumulative Annual Turnover of an empanelled contractor in the last three years shall not be less than the estimated cost of the work. The empanelled contractors of the same class and category shall be asked to furnish their Annual Turnover of last three years alongwith their tenders.

11. a) Empanelment Fee

The contractor shall have to pay a non-refundable empanelment fee by crossed Demand Draft of any nationalized / scheduled bank drawn in favour of USIDCL payable at Dehradun, Uttarakhand. For various categories and classes of empanelment, the fee is prescribed in Table-1. This fee is to be submitted along with application form to the empanelling authority.

b) Security Deposit

The contractor shall have to pay a refundable security deposit by crossed Demand Draft of any nationalized / scheduled bank drawn in favour of USIDCL payable at Dehradun, Uttarakhand. For various categories and classes of empanelment, the fee is prescribed in Table-1. The security deposit can be used as standing earnest money on the request of contractor at the time of tendering. This fee is to be submitted along with application form to the empanelling authority.

12. Electrical License

The contractors of Electrical Category shall have to produce valid 'A Class' electrical license from the competent authority in the name of the contractor for High Tension and Low Tension lines. They shall keep valid license throughout the period of empanelment by getting it renewed at suitable intervals and submit an attested copy of the same to the empanelment authority after each renewal. In event of any discontinuity in validity of electrical license of the contractor, its empanelment and authority to work with USIDCL will also automatically cease to be valid. For applying for tenders for a work in any state they shall have to possess electrical license of appropriate voltage issued by any State Govt. under Clause 45 of compilation of rule of Indian Electricity Rules 1956 or as amended from time to time.

13. Change in Constitution of Firm

The contractor/firm shall not modify the existing partnership or enter into any fresh partnership after empanelment without the prior approval of the empanelment authority. Such proposal, if any, shall be submitted in advance giving full details of the intended partnership/sole proprietorship along with the draft partnership deed/affidavit and documents as per Annexure-VI. Any change in status of the contractor or in constitution of the firm without prior approval of the empanelment authority will render the contractor/firm liable to be removed from the approved list of contractors.

- 13.1 If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his (their) individual/joint capacity shall have to apply for the empanelment afresh on the basis of work experience gained as a separate entity.
- 13.2 If new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 3.
- 13.3 If the number of original partners of a firm reduces to less than half due to any reason including death of partner(s) the empanelment of the firm shall be withdrawn. Original partners means constituents at the time of empanelment and those who have remained as constituent for more than 5 years.

14. Change in Address

- 14.1 While applying the empanelment, the contractor should mention address of his Empanelled Office as well as Head Office, if different. All documents i.e. Bankers' Certificate, Electrical license etc. should bear one of the above addresses, otherwise the same shall not be accepted.
- 14.2 The contractor shall intimate the change, if any, in any of the above addresses, in advance or 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.

15. Review of Approved List of Contractors

The contractor shall be required to secure works of appropriate magnitude in USIDCL during the empanelment period. Contractors shall be liable to be weeded out for non-observance of empanelment rules. For this purpose the empanelment authority shall have the power to periodically review the approved list of contractors.

16. Revalidation of Empanelment

The validity of initial empanelment of the contractor shall be as given in para 6. It shall be validated on merits after four years as per USIDCL rules in vogue at that time.

17. Contractor's Obligations

The Contractor should fulfill all his obligations under these rules in time and manner as specified, failing which he shall be liable for the action as mentioned therein. Some of the obligations are summarized below:

- (a) Prior approval shall be obtained from the empanelling authority before changing the constitution of the firm/ company.
- (b) Intimation of change of address should be given in advance or within one month along with acknowledgement from Banker, VAT and Income Tax authorities.
- (c) He shall continue to possess, throughout the period of empanelment, a valid electrical license of appropriate voltage issued by appropriate authority.
- (d) He should secure works of specified magnitude during the period of empanelment.
- (e) He shall abide by these rules.
- (f) He should not indulge in unethical practices and maintain good conduct.
- (g) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.

18. Disciplinary Actions

The contractor shall have to abide by all the terms and conditions of empanelment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works as per contract on time and with good quality. The empanelling 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 indefinitely or for a period as decided by empanelling authority after issue of show cause notice. Decision of the department shall be final and binding on the contractor. The following actions of the contractor shall, in general, make him liable to disciplinary actions:

18.1 Demotion to a lower class

The contractor shall be liable to demotion to a lower class, by the empanelling authority, if he:

- (a) fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects; or
- (b) no longer has adequate equipment, technical personnel or financial resources; or
- (c) is litigious by nature; or
- (d) violates any important condition of contract; or
- (e) his staff misconducts or misbehaves with USIDCL officials or.
- (f) is responsible for a conduct which may justify his demotion to a lower class or
- (g) any other reason which in view of empanelment authority is adequate for his demotion to a lower class.

18.2 Suspension of business

The empanelment authority may suspend business with a contractor for indefinite period or for a period as decided by empanelment authority, pending full enquiry into the allegations, if the empanelment authority is prima facie of the view that the contractor is guilty of an offence in relation to business dealings which, when established would result in his removal/banning business and it is not considered desirable to entrust new works or continue business with the contractor. Business may also be suspended with a contractor up to a period of one year in case he fails to start the work after the award on two occasions.

18.3 Removal from the approved list

The name of the contractor may be removed from the approved list of contractors, by the empanelling authority, if he:

- a) has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or
- b) is proved to be responsible for constructional defects in two or more works; or
- c) persistently violates any important conditions of the contract; or
- d) fails to abide by the conditions of empanelment; or
- e) is found to have given false particulars at the time of empanelment; or
- f) has indulged in any type of forgery or falsification of records; or
- g) changes constitution of the firm without prior approval of the empanelment authority; or
- h) changes permanent address/business address without intimation to the empanelment authority; or
- i) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- j) persistently violates the 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) defaults in settlement of tax dues like income tax, Contract tax, VAT, octroi duties etc.
- m) has already been demoted for other reason(s); or
- n) Ceases to fulfill eligibility criteria based on which empanelment was done; or
- o) is considered not required to be in list of USIDCL for any other reason considered fit by empanelment authority; or
- p) Does not start the work after the same is awarded to him on three occasions.

19. Revision of the Rules

MD, USIDCL may modify, add, delete and/or change any of the above rules and same shall be binding on all empanelled contractors.

20. Definition of building work

Items of pre fabricated huts, false ceiling, compound walls, storm water drains, sewer lines, water supply lines, Road – Gully chamber and supply of SFRC covers if executed exclusively under separate contract and not as part of main building contract shall be excluded from the definition of building work Further for the purpose of empanelment of class I & II contractors of all categories i.e. Civil and Electrical, only the original works, including the works of additions and alterations/renovation will come under the purview of the work as mentioned in the Table I of the Rules.

21. Arbitration & Reconciliation

All disputes will be subject to jurisdiction of Dehradun Court only.

22. Digital Signature Certificate (DSC)

In order to participate in e-tendering method of bidding, contractors are advised to procure their Digital Signature Certificates.

TABLE 1

Category (Civil)	Class	Limit	Past Experience of completed works in relevant category during last 5 years	Financial Soundness	Engineering Establishment	T&P machinery	Fee for Empanelment (Rs.)	Security Deposit (Rs.)
1	2	3	4	5	6	7	8	
A, B	I	Upto Rs.100 Crore	At least one similar work of Rs.20 Crore.	Solvency certificate of Rs.40 Crore from a nationalized/scheduled bank	4 graduate engineers (Civil) with minimum experience of 5 years each. 6 diploma holders (Civil) with minimum 5 years experience.	Steel centering & shuttering 40000 sqm, builder's hoist- 4 no., Batching Plant-02 Nos. concrete mixers of full bag capacity- 10 nos., vibrators- 10 nos. & Transit mixer- 8 no., JCB- 02 Nos.	30,000.00 + Service Tax 15%	2,00,000.00
A, B	II	Upto Rs.50 Crore	At least one similar work of Rs.10 Crore.	Solvency certificate of Rs.20 Crore from a nationalized/scheduled bank	3 graduate engineers (Civil) with minimum experience of 5 years each. 5 diploma holders (Civil) with minimum 5 years experience each.	Steel centering & shuttering 20000 sqm, builder's hoist- 3 no., concrete mixers of full bag capacity- 8 nos., vibrators- 8 nos. & Transit mixer- 6 no.	20,000.00 + Service Tax 15%	2,00,000.00
A, B	III	Upto Rs.25 Crore	At least one similar work of Rs.5 Crore.	Solvency certificate of Rs. 10Crore from a nationalized/scheduled bank	2 graduate engineers (Civil) with minimum experience of 3 years each. 4 diploma holders (Civil) with minimum 5 years experience each.	Steel centering & shuttering 10000 sqm, builder's hoist- 2 no., concrete mixers of full bag capacity- 6 nos., vibrators- 6 nos. & Transit mixer- 4 no.	10,000.00 + Service Tax 15%	2,00,000.00
A, B	IV	Up to Rs.10 Crore	At least one similar work of Rs.2.5 Crore.	Solvency certificate of Rs. 4 Crore from a nationalized/scheduled bank	1 graduate engineer (Civil) with minimum experience of 3 years. 2 diploma holders (Civil) with minimum 5 years experience each.	Steel centering & shuttering 4000 sqm, builder's hoist- 1 no., concrete mixers of full bag capacity- 3 nos., vibrators- 4 nos. & Transit mixer- 2 nos.	8,000.00 + Service Tax 15%	1,50,000.00

Category (Civil)	Class	Limit	Past Experience of completed works in relevant category during last 5 years	Financial Soundness	Engineering Establishment	T&P machinery	Fee for Empanelment (Rs.)	Security Deposit (Rs.)
A, B	V	Up to Rs.5 Crore	At least one similar work of Rs.1 Crore.	Solvency certificate of Rs. 1 Crore from a nationalized/scheduled bank	1 graduate engineer (Civil) with minimum experience of 3 years. 2 diploma holders (Civil) with minimum 5 years experience each.	Steel centering & shuttering 4000 sqm, builder's hoist- 1 no., concrete mixers of full bag capacity- 3 nos., vibrators- 4 nos. & Transit mixer- 2 nos.	5,000.00 + Service Tax 15%	1,00,000.00

- Note:-**
1. In order to be eligible for a future work, the Cumulative Annual Turnover of an empanelled contractor in the last three years shall not be less than the estimated cost of the work. The empanelled contractors of the same class and category shall be asked to furnish their Annual Turnover and Experience of last five years alongwith their tenders.
 2. The Contractor who wants to upgrade their class and category may also apply for up-gradation, alongwith the difference of empanelment fee and security fee.

Category (Electrical)	Class	Limit	Past Experience of completed works in relevant category during last 5 years	Financial Soundness	Engineering Establishment	T&P machinery	Empanelment Fee (Rs.)	Security Deposit (Rs.)
1	2	3	4	5	6	7	8	9
E	I	Upto Rs. 5 Crore	At least one similar work of Rs.1Crore.	Solvency certificate of Rs. 1 Crore. from a nationalized/scheduled bank	1 graduate engineer (E/M) with minimum experience of 5 years. 2 diploma holder (E/M) with minimum 5 years experience.	Steel/Aluminium ladder 1.5 m. to 8m; Torque wrench for nut/bolt/screws; dielectric strength testing equipment, magnetic dial indicator for alignment; conduit die set; pipe vice; bench vice; LT Meggar 500 volts & HT Meggar, 5000 volts, Tong tester, Multimeter, Hydraulically operated & hand operated crimping machines, earth tester, portable drilling machine, over head conduit puller, test bench for light fittings & MCB DB.	5,000.00 + Service Tax 15%	1,00,000.00
	II	Upto Rs. 1 Crore	At least one similar work of Rs.20 Lac.	Solvency certificate of Rs. 40 Lakh from a nationalized/scheduled bank	1 graduate engineer (E/M) with minimum experience of 5 years. 1 diploma holder (E/M) with minimum 5 years experience.	Steel/Aluminium ladder 1.5 m. to 8m; Torque wrench for nut/bolt/screws; dielectric strength testing equipment, magnetic dial indicator for alignment; conduit die set; pipe vice; bench vice; LT Meggar 500 volts & HT Meggar, 5000 volts, Tong tester, Multimeter, Hydraulically operated & hand operated crimping machines, earth tester, portable drilling machine, over head conduit puller, test bench for light fittings & MCB DB.	4,000.00 + Service Tax 15%	50,000.00
	III	Upto Rs. 40 Lakh.	At least one similar work of Rs.8 Lac.	Solvency certificate of Rs. 16 Lakh from a nationalized/scheduled bank	1 diploma holder (E/M) with minimum 3 years experience.	Steel/Aluminium ladder 1.5 m. to 8m; Torque wrench for nut/bolt/screws; dielectric strength testing equipment, magnetic dial indicator for alignment; conduit die set; pipe vice; bench vice; LT Meggar 500 volts & HT Meggar, 5000 volts, Tong tester, Multimeter, Hydraulically operated & hand operated crimping machines, earth tester, portable drilling machine, over head conduit puller, test bench for light fittings & MCB DB.	3,000.00 + Service Tax 15%	25,000.00

Note:- In order to be eligible for a future work, the Cumulative Annual Turnover of an empanelled contractor in the last three years shall not be less than the estimated cost of the work. The empanelled contractors of the same class and category shall be asked to furnish their Annual Turnover of last three years alongwith their tenders.

Annexure-I

Uttarakhand State Infrastructure Development Corporation Limited

APPLICATION FOR EMPANELMENT OF CONTRACTORS

(The applicant should study carefully the Rules of Empanelment and the list of documents to be annexed with the application form before filling the form. Separate application form to be filled if applicant wants to get empanelled in more than one categories. Application found deficient in any respect are liable to be rejected without any further correspondence)

CLASS

Category

1. Name of applicant

2. Nationality Indian Other

3. Address

(a) Regd office.....

(b) Head Office.....

(Attach separate paper for addresses of other offices)

4. Telephone Number..... Fax No.....

E-mail address:.....

5. Constitution:

Sole Proprietorship Concern

Partnership Firm

Public Ltd. Company

Private Ltd. Company

6. If partnership firm, names of the partners/ If Company, name of directors

a).....

b).....

c).....

d).....

e).....

f).....

7. Is the 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 a court of law Yes No

f) Retired engineer/official from engineering deptt. of Govt. of India within last Two years Yes No

g) Director or partner of any other Company/firm empanelled with USIDCL or any other department Yes No

h) Member of Parliament or any State Legislative Assembly Yes No

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

- c) Liabilities.....
9. Name of Bankers with full address
10. Place of business
11. Full time technical staff in applicant's employment (Refer Table I & fill up the columns below in respect of requisite trade and experience only)
- a) Graduate engineers with minimum —— years' experience
- b) Graduate engineers with minimum —— years' experience [excluding (a) above]
- c) Diploma engineers with minimum experience —— years
- d) Diploma engineers with minimum experience —— years (excluding (c) above)
12. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirements mentioned in the Empanelment Rules-2017 for the class & category applied for
[Attach details on separate sheet] Yes No
13. For Electrical Works:-
- a) Does the applicant possess valid Electrical License Yes No
- b) Do the permanent electricians employed by contractor posses valid license Yes No
14. Whether the applicant/ partners posses Digital Signature Certificates (DSC) Yes No
15. a) Whether already empanelled with USIDCL or any other department Yes No
- b) If yes, give following details:
- i) Name of department
- ii) Class & category
- (iii) Empanelment authority & address
- (iv) Empanelment No. & date
- (v) Date of validity
- (vi) Tendering limit

16. Empanelment fee enclosed:-

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

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

19. Certificates:

- a) I/We (including all partners) certify that I/We have read "Detailed Terms and Conditions for Empanelment of Contractors-2017" in USIDCL as amended upto-date and shall abide by them.
- b) 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.
- c) I/We certify that I/We will not get myself/ourselves empanelled as contractor(s) in the Department under more than one name.
- d) i) I certify that I did not retire as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in any engineering Department of the Government of India during the last two years. I also certify that I have neither such a person under my employment nor shall I employ any such person within two years of his retirement except with the prior permission of the Government. (For individuals seeking Empanelment in their own name)
ii) We certify that none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies).
(Strike out whichever is not applicable)

Signature of applicant (Sole/Partners) :

Name	Signature	Address
1.
2.
3.
4.
5.

Date :

No. of Documents attached

Annexure-II

Documents attached for Empanelment

S. No	Document	Yes	No
1.	Proof of constitution (Refer Annexure-I, Para No-5) :	<input type="checkbox"/>	<input type="checkbox"/>
(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)	<input type="checkbox"/>	<input type="checkbox"/>
(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 (Refer Annexure-I, Para No-8), attested by Notary Public	<input type="checkbox"/>	<input type="checkbox"/>
3.	Solvency 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 Empanelment authority.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Technical Staff: (Refer Annexure-I, Para No-11)	<input type="checkbox"/>	<input type="checkbox"/>
(i)	List of full time technical staff/Designers with qualification and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant)	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	Attested copies of the degrees/diplomas of the technical staff/Designers.	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	Declaration from the technical staff/Designers that they are employed with the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	Documents like PF subscription, Copy of Income Tax return with, IT form 16 etc conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant) (Affidavits sworn in before 1st Class Magistrate both by the employer and the employee as proof of availability of technical staff may be acceptable as an alternate to above mentioned documents)	<input type="checkbox"/>	<input type="checkbox"/>
5.	List of M/C, T&P i/c steel centering & shuttering, possessed by the Applicant. Full details and location of workshop including details of Machines & Equipment provided (Refer Annexure-I, Para No-12)	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	Copy of purchase document etc (Onus of submitting adequate proof lies with applicant) (Affidavit sworn in before 1st Class Magistrate by the firm as proof of possessing T&P/ machinery may be acceptable as an alternate to the above mentioned documents)	<input type="checkbox"/>	<input type="checkbox"/>
6.	Attested copies of valid Electrical Licenses (Refer Annexure-I, Para No-13(i)&(ii))	<input type="checkbox"/>	<input type="checkbox"/>
7.	Attested copy of Empanelment order (Refer Annexure-I, Para No-15)	<input type="checkbox"/>	<input type="checkbox"/>
8.	Demand Draft for Empanelment fee (Refer Annexure-I, Para No-16)	<input type="checkbox"/>	<input type="checkbox"/>
9.	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in annexure-IV	<input type="checkbox"/>	<input type="checkbox"/>
10.	Attested copies of award letters for works included in Annexure-III	<input type="checkbox"/>	<input type="checkbox"/>

Annexure – III

(1) Works completed during the last five years;

[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

Annexure – IV

Client's Certificate Regarding Performance Of Contractor

Name & address of the 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) (ii) Amt. of work paid on reduced rates, if any.	<i>Outstanding/Very Good/Good/Satisfactory/Poor</i>
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 (b) Financial soundness (c) Mobilization of adequate T&P (d) Mobilization of manpower (e) General behaviour	<i>Outstanding/Very Good/Good/Satisfactory/Poor</i> <i>Outstanding/Very Good/Good/Satisfactory/Poor</i> <i>Outstanding/Very Good/Good/Satisfactory/Poor</i> <i>Outstanding/Very Good/Good/Satisfactory/Poor</i> <i>Outstanding/Very Good/Good/Satisfactory/Poor</i>

Note : All columns should be filled in properly

Signature of the Authorized Signatory

Annexure – V

Form of Solvency Certificate

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.

This certificate is issued on the request of Shri/Smt./M/s
..... **for obtaining**
Empanelment of Contractors in USIDCL in (Name of category)
Class.....

(Signature)

For the Bank

Note: (1) Solvency certificates should be on letter head of the Bank, sealed in cover addressed to Empanelment authority.

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

Annexure – VI

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.
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.

- i. Whether he is empanelled with NHAI/CPWD/MES/Railway/P&T/State PWD.
- ii. Whether he is a dismissed Govt. servant.
- iii. Whether he is a partner/director of any other firm empanelled with this Department/MES/Rly./P&T/ State PWD.
- 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 USIDCL, 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 Empanelment application form from new partners be given.

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) Fresh Bankers' certificate from banker of the contractor indicating new constitution.
- (3) Form A, B & C or equivalent as the case may be.
- (4) Acknowledgement from the Income Tax/ Sales Tax department for having noted the change.