



H.P. Forest Department
INTEGRATED DEVELOPMENT PROJECT (IDP)



For
Source Sustainability And Climate Resilient Rain-fed Agriculture
Forest Road, Solan-173212

PH : 01792-223043 (O), 01792-220064 (FAX) email- idpsolan@gmail.com

No.IDP/2020/ 33

Dated 04-06-2020

OFFICE ORDER

Whereas, the Govt. of HP vide its circular no. FFE-A(B)2-16/2015 dated 12-06-2017 have issued instructions that all works including afforestation and civil works got executed through tendering process as per procedure laid down HP Financial Rules, 2009

Whereas, it is necessary to frame contractor enlistment rules and register contractors for carrying out project activities.

Whereas, vide agenda item no. 23 "Enlistment of Contractor Rules, 2020" was put up before the 30th Executive Committee meeting held on 12-05-2020.

Whereas, the Executive Committee has approved the "Enlistment of Contractor Rules, 2020".

Therefore, the District Project Officers of IDP are authorized to register the contractors as per approved "Enlistment of Contractor Rules, 2020" for IDP.


Chief Project Director

Endst. No. 297-310

Dated... 04-06-2020

Copy forwarded to:-

All District Project Officers, SMS Forestry, SMS Procurement, Engineering Cell and Budget Cell at Project H.Q. for information and necessary action please.


Chief Project Director

**Integrated Development Project (IDP)
Enlistment of Contractors Rules, 2020**



“Integrated Development Project (IDP) Enlistment of contractors Rules, 2020”.

INDEX

Rule	Description	Pages
1.0	Title	1
1.1	Short Title	1
1.2	Enlistment Authority	1
2.0	Applicability	1-2
3.0	Scope	2
4.0	Enlistment Procedure	3
5.0	Period of Enlistment	3
6.0	Categories and Classes	3-4
7.0	Jurisdiction and Tendering Limits	4
8.0	Authorities for Enlistment	4
9.0	Eligibility Criteria	4-5
10.0	Registration/Enlistment Fee	5
11.0	Income Tax Clearance	5
12.0	Change in the Constitution of Firm	6
13.0	Change in Address	6
14.0	Approved List of Contractors	6
15.0	Revalidation of Enlistment	7
16.0	Application for Revalidation	7-8
17.0	Revalidation Procedure	8
18.0	Register of enlisted contractors and issue of registration number	8
19.0	Contractor's Obligation	8
20.0	Disciplinary Actions	9
21.0	Blacklisting/ Removal of a contractor from the approved list of contractors	9-10
22.0	Definition of Works	11
23.0	Revision of Rules	11
	Annexure	12 to 26


Executive Director
Integrated Development Project
Solan, H.P 173212

“Integrated Development Project (IDP) Enlistment of contractors Rules, 2020”.

- 1.0 Title:** These rules shall be called the “Rules of Enlistment of contractors in “Integrated Development Project (IDP) for Source Sustainability Climate Resilient Rain-fed Agriculture” Rules 2020” and shall come into force with effect from the date of notification.
- 1.1 Short Title:** Herein after these rules shall be referred to as “Integrated Development Project (IDP) Enlistment of contractors Rules, 2020”.
- 1.2 Enlistment Authority:** Enlistment of contractors under these rules shall be done by the authorities shown in **Table-I** to these rules on the recommendation of the designated Committee (Annexure-I to the application form)

Table-I

Category	Jurisdiction	Registering/Enlistment Authority	Office to which application to be submitted	Officer in whose favour DD towards processing fee to be submitted
A	State of Himachal Pradesh	District Project Officer, IDP (after getting approval of Chief Project Director, IDP)	District Project Officer, IDP	District Project Officer, IDP
B		District Project Officer, IDP (after getting approval of Chief Project Director, IDP)	District Project Officer, IDP	District Project Officer, IDP
C		District Project Officer, IDP	District Project Officer, IDP	District Project Officer, IDP
D		District Project Officer, IDP	District Project Officer, IDP	District Project Officer, IDP

Provided that overall suitability to register a contractor in Integrated Development Project (IDP) based on overall performance shall be adjudged by the Designated Committees (Annexure-IX) constituted under these rules and the decision of the committees shall be final.

2.0 Applicability:

a) Integrated Development Project (IDP) for Source Sustainability Climate Resilient Rain-fed Agriculture will enlist contractors who intend to work with the IDP/Forest Department. It is done to have a ready list of suitable and competent contractors of IDP works so as to minimize requirement of verification of credentials of contractors at the time of individual tenders. At the same

time, only those contractors are allowed to continue in the list that remain active in IDP/Forest Department and perform satisfactory. Any Indian individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for enlistment as a contractor in IDP under these rules provided the eligibility criteria and other conditions are satisfied. The enlisted contractors have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.

b) An un-employed Bonafide Himachali, Graduate Forestry is also entitled to get enlistment as a contractor in IDP under these rules in the different classes as per **Table-I** to these rules provided the prescribed eligibility criteria and other conditions are satisfied.

c) Retired Forest Officers of HP Government are also entitled to get enlistment as contractors in IDP under these Rules in the different classes as per Table-I to these rules provided the prescribed eligibility criteria and other conditions are satisfied.

d) The contractors so enlisted shall have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.

2.1 No individual, or a firm having such individual as one of the partner, 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 enlistment. However, cases where disciplinary action was taken against the contractors for a specified period and such penalty period is already over, his case for enlistment/revalidation can be considered. An affidavit to this effect duly attested by the Magistrate 1st Class shall be supplied by along with application for enlistment.

2.2 If two or more individual form a partnership firm, and if any of the partner having acquired work experience to become eligible for enlistment in any category in which enlistment is sought, the case shall be considered for enlistment of the partnership firm subject to fulfillment of other laid down criteria.

2.3 A contractor is permitted to have enlistment in more than one category and under more than one enlistment authority but not in more than one class of the same category in IDP.

2.4 A contractor is not permitted to have enlistment in more than one name.

2.5 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 IDP.

3.0 **Scope:** The enlistment of a contractor in IDP shall only entitle him to be considered for issue of tender papers/form in the IDP/Forest department subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers/form or for award of work.

- 4.0 Enlistment Procedure:** For all classes of enlistment the application form in prescribed form **(Annexure-I)** is to be submitted to enlisting authority with all documents as per **Annexure-II**.
- 4.1** Incomplete applications not accompanied with necessary documents are liable to be rejected. Shortcomings noticed in the application will be communicated to the applicant by the enlistment authority within 15 days of receipt of the application. All the short comings shall be communicated in one go.
- 4.2** The enlistment 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. The process of verification however shall not take more than 15 days on expiry of which it would be deemed to have been verified and enlisting authority shall go by the documents submitted with application.
- 4.3** All verifications, submission of reports etc. are to be pursued by the applicant. Any delay on account of delay in verification, submission of reports etc will not entitle applicant for any type of enlistment.
- 4.4** If after the verifications under rules 6.2 above the “Enlistment Authority” find the contractor suitable for enlistment, the applicant will be intimated immediately to deposit the requisite enlistment fee within 15 days from the date of receipt of such intimation. The enlistment orders shall be issued by the “Enlistment Authority” within 30 days of the receipt of registration paper fee along with proof of depositing the enlistment fee. The enlistment orders shall be sent through registered post to the applicant and, otherwise send a letter of rejection of the application with grounds/reasons to the contractor. The decision of the Enlistment Authority shall be final and binding on him.
- 4.5** The “Enlistment Authority” reserves right to limit number of contractors to be enlisted in any class or category decided by the IDP.
- 4.6** Enlistment of contractors in the IDP may be closed at any point of time. While closing the enlistment, the IDP may have a reserved list of eligible contractors from the pending applications. Out of this, contractors may be enlisted depending on the requirement.
- 5.0 Period of enlistment:** The enlistment shall be valid for a period 3 years. The enlistment can however, be revalidation in accordance with rules in this regard. Each revalidation shall be for a period of 3 years from the date of expiry of the previous enlistment/revalidation. The enlistment shall be open to review by the enlistment authority and liable to termination, suspension or any other such actions at any time if considered necessary by the enlistment authority, after issue of show cause notice.
- 6.0 Categories and class:** The enlistment shall be done in categories as applied for and in four Classes (A,B,C &D) as also mentioned in **Table-I**.

Forest Department, Himachal Pradesh
Integrated Development Project (IDP) Enlistment of Contractors Rules, 2020

6.1 A contractor enlisted in a particular class shall be eligible to tender for his own class and one step below.

7.0 **Jurisdiction and Tendering Limits:** The jurisdiction and tendering limit for different classes as per “Rules of Enlistment of contractors in IDP, 2020” will be applicable to all the contractors enlisted in various categories and classes. They shall however, be permitted to tender and the tendering limit upto which they shall be eligible to tender shall be as given in **Table-II**.

Table-II

Class	Categories		
	Composite	Forestry	Civil Works
A	Above 50 lakh	Above 30 lakh	Above 50 lakh
B	Up to Rs.50 lakh	Up to Rs.30 lakh	Up to Rs.50 lakh
C	Up to Rs.20 lakh	Up to Rs.15 lakh	Up to Rs.20 lakh
D	Up to Rs. 10 lakh	Up to Rs. 7.5 lakh	Up to Rs. 10 lakh

7.1 The contractors shall be governed by the provision existing at a particular point of time irrespective of when he was enlisted.

8.0 **Authorities for Enlistment:** Enlistment in different categories and classes shall be done in all the District Project Offices by the authorities as mentioned in **Table “I”**.

9.0 **Eligibility Criteria:** Before the contractors are considered for enlistment, they shall have to satisfy the minimum eligibility criteria specified as under.

9.1 No person shall be eligible for being registered as a Contractor under these rules unless he has sound financial capacity to execute the work in the class to which registration is sought and possesses the following experience:-

- A Class - 3 years experience in the Forest Departments or Externally Aided Project under Forest Department and Other Departments Govt. of HP.
- B Class – Minimum experience of 2 years in the Forest Departments/ Externally Aided Project under Forest Department and Other Departments Govt. of HP.
- C Class - Minimum experience of 1 year in the Forest Departments/ Externally Aided Project under Forest Department and Other Departments Govt. of HP.
- D Class- i) Minimum experience of 1 year working with any already registered contractor in higher class (class A to C).
ii) However condition of experience will not be applicable on the retired forest officer of HP Forest Department and Forestry Graduate from Govt. recognized University.

Forest Department, Himachal Pradesh
Integrated Development Project (IDP) Enlistment of Contractors Rules, 2020

9.2 The criterion for experience, in case of enlistment, shall be completion of requisite number of works (see Para 24 also) as the case may be, of prescribed nature and magnitude executed on independent contract basis. The works should have been executed in the same name & style in which the enlistment is sought.

9.3 The financial soundness shall be adjudged on the basis of the Banker's Certificate or the working capital certificate, as the case may be 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, addressed to the "Registering Authority".

The financial soundness shall be judged on the basis of following property in the name of the contractor:-

Table-III

Class	Movable	Immovable
A-Class	1000000	2500000
B-Class	500000	2000000
C-Class	100000	1500000
D-Class	25000	300000

9.4 The criteria for the experience and financial soundness existing on the date of receipt of application by the enlistment authority shall be the governing criteria for the applicant. Para 11.3 indicates the criteria as at present.

9.5 No near relative (i.e. father, mother, brother, sister, son, husband/wife and children) of the official/ officer employed in IDP is allowed to work in IDP as contractor.

10.0 Registration/Enlistment Fee: Application form can be obtained from any District Project Office of IDP. The application should be supported by all the documents as per **Annexure-II** to these rules. After scrutiny if documents found in order the contractor shall pay a non-refundable processing fee in favor of the registering authority specified below:-

Table-IV

Category	Amount	Remarks
Class-A	Rs. 2000	
Class B	Rs. 1500	
Class-C	Rs. 1000	
Class-D	Rs. 500	

11.0 Income Tax Clearance: The contractor (Class A, B & C) shall submit a copy of PAN card and a copy of latest Income Tax Return (ITR) filed along with his application for enlistment.

- 12.0 Change in the constitution of Firm:** The individual contractor/firm shall not enter into any fresh partnership/modify the existing partnership any, shall be submitted in advance giving full details of the intended sole proprietorship/partnership along with affidavit/the draft partnership deed and documents as per **Annexure -VII**. If new partner (S) are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 4.1 to 4.4 above. Any change in status of the contractor as an 'Individual' or in constitution of the firm without prior approval of the enlistment authority will render the contractor/firm liable to be removed from the approved list of contractors.
- 12.1** 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 enlistment afresh on the basis of work experience gained as a separate entity.
- 12.2** If the number of original partners of a firm reduces to less than half due to any reason including death of partner (s) the enlistment of the firm shall be withdrawn. Original partners means constituents at the time of Enlistment and those who have remained as constituent for more than 3 years.
- 12.3** The Individual contractor may modify the existing registration into a sole proprietorship firm subject to fulfillment of other conditions of these rules with prior permission of the "Enlisting Authority".
- 13.0 Changes in Address:** While applying for the enlistment, the contractor should mention address of his Registered Office as well as Head Office, if different. All documents i.e. Banker's Certificate etc. should bear one of the above address, otherwise the same shall not be accepted. In case the contractor fails to receive any correspondence on the given address on consecutively two occasions, the enlistment shall be liable to be cancelled. The contractor shall intimate the change in address, in advance or maximum within one month of such change. Failure to do so may result in removal of his name from the approved list of contractors.
- 14.0 Approved List of Contractors:** The "Enlisting Authorities" shall prepare a list of all registered contractor in **Annexure X** and upload the same in the IDP website. This list shall be updated from time to time by the concerned "Enlisting Authority".

15.0 Revalidation of Enlistment: - The application for revalidation of enlistment shall be submitted only to the office, in which the contractor is originally enlisted. It shall however, be revalidated on merits, if desired by the contractor. Only the contractors who have secured some work (s) (Annexure-IV) of appropriate magnitude* in IDP as well as Forest Department (with documentary proof) shall be considered for Revalidation.

Category /Class	Minimum work executed/completed
A	Should have executed/completed at least one work not less than Rs. 50.00 lacs.
B	Should have executed/completed at least one work not less than Rs. 30.00 lacs.
C	Should have executed/completed at least one work not less than Rs. 15.00 lacs.
D	Should have executed/completed at least one work not less than Rs. 5.00 lacs.

- 15.1** A contractor can submit application for revalidation if he fulfils all the eligibility criteria provided he has participated in tendering process in IDP/Forest Department of appropriate magnitude* but remained second lowest or third lowest at least 2 occasions (with documentary proof) during the validity period of his Enlistment. The revalidation of the contractor may however, be considered by the designated committee on merit and the decision of the committee shall be final and binding on the contractor.
- 15.2** A contractor who fails to revalidate his enlistment on due date can submit fresh application for Enlistment if he fulfils all the eligibility criteria provided he has participated in tendering process in IDP of appropriate magnitude* but remained second lowest or third lowest on at least 3 Occasions (with documentary proof) during the validity period of his Enlistment. However, the processing fee and revalidation fees shall be applicable as provided under these rules.
- 16.0 Application for Revalidation:** The contractor shall apply for revalidation of his enlistment in the prescribed form “**Annexure I**” along with all documents as per **Annexure II**, so as to reach the registering authority where originally registered at least 3 months before the date of expiry of validity of his enlistment/ renewal. The Revalidation application with all documents

shall however be accepted up to the date of expiry of enlistment without late fee. The revalidation fee shall be 50% of the registration fee.

- 16.1** In cases where the application is received after date of expiry of enlistment/revalidation, but within three months after of the expiry, the application can be accepted with the late fee equivalent to the registration fee.
- 16.2** After expiry of three months (grace period) enlistment/validation period ,the contractor may be enlisted with additional late fee on per month basis (maximum up to 3 months) which shall be Rs. 500/- for Class-A contractors, Rs. 400/- for Class-B contractors, Rs. 200/- for class C contractors, and Rs. 100/- for Class D contractors.
- 17.0 Revalidation Procedure:** - The revalidation shall be done on the basis of review of performance of the contractor during the period of enlistment/ revalidation. This shall be based on evaluation of performance report as per annexure-IV.
- 17.1** The contractor should fill the details of each of the work, with magnitude, secured by him during the last 3 years of revalidation / enlistment period, in the Performa as given in **Annexure VIII** duly supported with details as per **Annexure IV** separately for each work. The **Annexure IV** should include all works secured by him during the above mentioned period to be submitted to enlisting authority along with the application for revalidation. In case, the Contractor hides any information: his revalidation will be liable to be cancelled.
- 18.0 Register of enlisted contractors and issue of registration number.**
- A register shall be maintained in the office of enlistment authority showing the enlistment of various contractors in different classes with their registration number as **Annexure X**. Whenever the contractors are temporarily suspended, black listed or removed from the list of approved contractors a remark in red ink shall be made in this register against the name of the contractor concerned.
- 19.0 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) He shall submit an affidavit that he will abide by all the informations provided in the application form are correct and nothing has been concealed.
- b) Prior approval shall be obtained from the enlisting authority before changing the constitution of the firm/ company.
- c) Intimation of change of address should be given in advance or within one month.
- d) He shall abide by these rules.
- e) He should not indulge in unethical practices.
- f) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.

20.0 Disciplinary Actions: The contractor shall have to abide by all the rules of enlistment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works satisfactorily, on time and with good quality. The enlisting authority shall have the right to demote a contractor to a lower class, suspend business with him for any period, debar/blacklist him or remove his name from the approved list of contractors after issue of show cause notice. The decision of the IDP shall be final and binding on the contractor. The following actions of the contractor shall in general, make him liable to disciplinary actions.

21.0 Blacklisting/ Removal of a contractor from the approved list of contractor: The contractor shall be liable to be Blacklisted/removed from the approved list of contractors, by the enlisting authority, if he:

- (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 the 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 constitution of the firm or Individual without prior approval of the enlistment authority; or
- (h) Changes permanent address/ business address without intimation to the enlistment 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, sales tax duties etc.
- (m) Willful failure of the contractor to start/ execute the awarded works within the stipulated period.

21.1 Suspension of business: Whenever adverse reports related to performance, misbehavior, direct or indirect involvement in threatening, making false complaints, filling legal suites for frivolous reasons, hampering tender process or execution of contract or any act, omission or commission etc. damaging the reputation of IDP/officer or any other type of complaint considered fit by registering/enlistment authority, are received from more than one officer or at more than one occasion from individual officer of IDP works for the various class/categories of contractor, sale of tender to such IDP contractors shall be suspended immediately by the Enlisting Authority pending full enquiry into the allegations and decision by the designated committee. The committee will decide the case in time bound manner from the date of issuance of letter of suspension to the contractor.


If any of the charges is established then this would result in banning of business with the contractor for the period as may be decided by the designated committee The business may also be suspended with a contractor for a period of one year in case he fails to start the work after the award on two occasions.

22.0 Definition of works:

Category of Works		
Composite	Forestry	Civil Works
Forestry & Civil Works	(i) Raising of Plantation i/c fencing (ii) Weed Eradication (iii) Moisture conservation (iv) Other Silviculture works etc. (v) C/o vegetative, stone, CC, RCC Check Barriers (vi) C/o water harvesting trenches etc. (vii) C/o Water harvesting and storage Tanks, surface/ sub surface dykes (viii) C/o and repair of small water channels (ix) C/o water ponds (x) Works related to raising & maint. of seedlings in the nurseries	(i) New & repair works of building i/c electrical and sanitary works (ii) New & repair works of Road, Path (iii) C/o Manger (iv) C/o Roof Rain Water Harvesting works

23.0 Revision of the Rules: The Government of Himachal Pradesh has right to modify or to make any change in these rules at any time and the same shall be binding on all enlisted contractors.

HPNRMS


Chief project Director,
IDP, Solan

ANNEXURE-I

**INTEGRATED DEVELOPMENT PROJECT (IDP) FOR SOURCE SUSTAINABILITY AND
CLIMATE RESILIENT RAIN-FED AGRICULTURE, SOLAN.
APPLICATION FORM FOR ENLISTMENT AS CONTRACTOR
(FOR ALL CLASSES)**

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

TYPE OF ENLISTMENT: NEW

CLASS:

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) Email Id

5. PAN Number (Individual / Firm / Company)

.....

6. Constitution

7. Name, scanned passport size photo and scanned signature of the Individual(s) / Partner(s) / Director(s) (Size of photo should be 2.5 X 3.5 cm having white background and printed name at bottom)

Forest Department, Himachal Pradesh
Integrated Development Project (IDP) Enlistment of Contractors Rules, 2020

1.	2.	3.	4.
Paste Photo	Paste Photo	Paste Photo	Paste Photo
Name	Name	Name	Name

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

a) Dismissed Government Servant: Yes No

b) Removed from approved list of contractors: 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) Forestry Graduate/Retired Forest
Officer/official from Forest Department of
the Government of H.P,
Yes No

g) Director or Partner of any other company/firm
enlisted with IDP or any other department: Yes No

Forest Department, Himachal Pradesh
Integrated Development Project (IDP) Enlistment of Contractors Rules, 2020

h) Member of parliament, any State Legislative assembly President/ Vice President of Zila Parishad/ Block Smiti / Gram Panchayat.

Yes

No

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

9. a) Name of person holding power of attorney (if any):

b) Nationality:

c) Liabilities (if any):

10. Name of the Banker with full address:

11. Place of Business:

12. Full Time Technical Staff in the Applicant's employment (Refer Table I and fill up the columns below respect of requisite trade and experience only):

Qualification	Name	Experience in Years	Date of Appointment

13. Does the applicant have sufficient Equipment as required for working as per the class, category and value of contract Yes No

14(a) Whether already enlisted with any other Department: If Yes, Give details Yes No

14 (b) Name of department, Class & Category, Enlistment Authority & address, enlistment No. and date, Date of validity and tendering limit) If Yes, Give details Yes No

15. Is applicant is a near relative of the officer/official. If yes, give details:
.....

16. Enlistment fee, Processing fee, Cost of Form Enclosed Details:

Draft Number:

Draft Date:

Amount:

Branch:

Branch Drawn Upon:

Whose Favour:

17. Details of works completed, in progress and secured during the last 3 years (to be filled in the Proforma as given in **Annexure-III**). This list should include all works whose gross amount of works done is more than the required magnitude for the class in which registration is required.

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

Number of documents attached:

19. The applicant should give an undertaking that before commencement of any work he will comply with the provision of Contract Labour (R&A) Act, 1970 and contract labor (Regulation of Abolition) H.P Rule 1974 and provisions of H.P Building & other construction workers (Regulation of employment & conditions of service) rules 2008 as amended from time to time in case of enlistment in the categories of civil works. He must possess Aadhar Card issued in his/her name.


Executive Director
Integrated Development Project
Solan, H.P 173212

ANNEXURE-II

Documents Attached for Enlistment

Your Application No.

Document Code	Annexure No.	Document Description	User Status	
			Yes	No.
1		Proof of constitution		
a)		In case of sole proprietorship: an affidavit executed before a 1st class Magistrate that the applicant is the sole proprietor of the firm		
b)		In case of partnership firm: (Submit attested copies)		
i)		Partnership deed attested by Notary Public		
ii)		Form "A" or equivalent form issued by Registrar of firms		
iii)		Form "B" or equivalent form issued by Registrar of firms		
iv)		Form "C" or equivalent form issued by Registrar of firms		
c)		In case of Private/Public Ltd. Co. Article of Association duly attested by Notary Public.		
2		Power of attorney, if any, attested by Notary Public		
3	V	Banker's/ Working capital certificate in original 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		
4		Technical Staff (for civil category)		
i)	XI	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) (Copies of Provisional certificate related to technical qualification are not accepted)		
ii)		Attested copies of the degrees/diplomas of the technical staff/Designers		
iii)	XII	Declaration from the technical staff/Designers that they are employed with the applicant		
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).		
5(i)		List of M/C, T&P i/c steel centering & shuttering, possessed by the Applicant. Details of Machines & Equipment possessed and proof of sufficient stock of Materials as required for civil works category		
5(ii)		Copy of purchase document etc. (Onus of submitting adequate proof lies with applicant)		

ANNEXURE-III

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

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

(It is mandatory to submit details of all the works secured irrespective of its cost)

1.	2.	3.	4.	5.	6.	7.	8.	9.
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 Signatures


Executive Director
Integrated Development Project
Solan, H.P 173212

Forest Department, Himachal Pradesh
Integrated Development Project (IDP) Enlistment of Contractors Rules, 2020

6		Attested copy of Enlistment order		
7		List of near relatives working in IDP		
8		Demand Draft No. for processing the case		
9	IV	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in Annexure-IV		
10	III	Attested copies of award letters for works included in Annexure-III		


Executive Director
Integrated Development Project
Solan, H.P 173212

ANNEXURE – IV

CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

(Separately for each Work)

Dispatch No:-

Date:-

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.	Outstanding/Very Good/Good/Poor <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
12. i) Did the contractor go for arbitration? ii) If yes, total amount of claim iii) Total amount awarded	

Name & address of the Client

Details of Works executed by Shri/M/s

Name of Work (Mention of name of work is mandatory and should be same as mentioned on page 1 of Annexure IV)


Executive Director
Integrated Development Project
Solan, H.P 173212

Forest Department, Himachal Pradesh
Integrated Development Project (IDP) Enlistment of Contractors Rules, 2020

13. Comments on the capabilities of the contractor.	
a) Technical proficiency	Outstanding/Very Good/Good/poor <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b) Financial soundness	Outstanding/Very Good/Good/Poor <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c) Mobilization of adequate T&P	Outstanding/Very Good/Good/Poor <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d) Mobilization of manpower	Outstanding/Very Good/Good/Poor <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
e) General behavior	Outstanding/Very Good/Good/Poor <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Name & Signature of the APO (IDP)	Signature of the District Project Officer (IDP)

Note: All columns should be filled in properly




Executive Director
Integrated Development Project
Solan, H.P 173212

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.

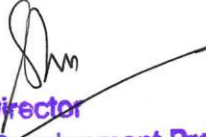
This certificate is issued on the request of
Shri/Smt./M/s.....for obtaining
enlistment/revalidation of Enlistment in IDP in (Name of
category) Class.....

.....

(Signature) For the Bank

Seal with Date:

- 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.


Executive Director
Integrated Development Project
Solan, H.P 173212

ANNEXURE – VI

FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK

(Applicable only for D class category - unemployed Forestry Graduate)

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.

This certificate is issued on the request of
Shri/Smt./M/s.....for obtaining
enlistment/revalidation of Enlistment in IDP in (Name of category)
Class.....

.....
(Signature) For the Bank

Seal with Date:


Executive Director
Integrated Development Project
Solan, H.P 173212

ANNEXURE – VII

**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 overall 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 enlisted with IDP/IPH/ /State PWD
- ii) Whether he is a dismissed Govt. servant.
- iii) Whether he is a partner/director of any other firm enlisted with IDP.
- iv) Whether he is member of Indian Parliament or State Legislature/ President, Vice President of Zila Parishad or Gram Panchyat.
- 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 One year.
- vii) Whether he has any relative working in IDP, 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 the Enlistment 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) 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.


Executive Director
Integrated Development Project
Solan, H.P 173212

ANNEXURE VIII

PERFORMANCE REPORT OF WORKS

(To be submitted by the Contractor)

PART I

(To be filled in by the contractor in duplicate in respect of each work cost of which falls within the range prescribed for eligibility of IDP Enlistment Rules. One copy be submitted to Reporting Officer (APO) and other, containing acknowledgement of receipt and seal of office of reporting officer, be submitted to enlisting authority).

1	Period	
2	Name & Address of contractor	
3	Class, Category and Enlistment No.	
4	Name & address of enlisting authority	
5	Name of Work	
6	Agreement. No.	
7	Name & Address of DPO	
S.N.	ITEM	
1.	Estimated Cost	
2.	Tendered amount	
3.	Stipulated date of Commencement	
4.	Stipulated date of Completion	
5.	Actual date of completion	
6.	Percentage progress with date, if work not complete	
7.	Gross amount of final bill/work done	
8.	Amount of compensation levied, if any	
9.	Amount of reduced rate items, if any	
10.	Did the contractor go for arbitration?	
11.	If yes, total amount claimed and amount awarded.	

.....
Signature of the contractor


Executive Director
Integrated Development Project
Solan, H.P 173212

Designated Committee to consider the enlistment of contractor in IDP

Enlistment Authority	Registering Authority	Category	Class	Designated Committee
Chief Project Director	District Project Officer (with the approval of CPD)	Forestry Works	A & B	ED- Chairman SMS (Forestry) - Member Deputy Controller (F&A) - Member
		Civil Works	A & B	ED- Chairman Civil Engineer at IDP H.Q. - Member Deputy Controller (F&A) - Member
Chief Project Director	District Project Officer	Forestry Works	C & D	DPO – Chairman (concerned) Supdt.– Member APO at H.Q. – Member
		Civil Works	C & D	DPO – Chairman (concerned) Supdt.– Member APO at H.Q. – Member


Executive Director
Integrated Development Project
Solan, H.P 173212

Annexure-X

PROFORMA FOR REGISTER OF ENLISTED CONTRACTOR AND ISSUE OF REGISTRATION NUMBER

Sr. No.	Name of Contractor with Complete Address	Registration number of contractor	Class of Registration	Is any warning issued	Is there any suspension of business/ demotion of class / has he been debarred/ black listed	Remarks
1	2	3	4	5	6	7

Signature of District Project Officer
With full address and office seal


Executive Director
Integrated Development Project
Solan, H.P 173212