



**Sri Sathya Sai College for Women**

**Kasturba hospital road,  
BHEL, Bhopal, 462024**

**Ph. No. 0755-2451119**

**E-mail: ssswcbhopal@yahoo.co.in**

**EMPANELMENT OF CONTRACTORS  
FOR CIVIL WORKS**

Sl No	Criteria	Name of Work: Repair & maintenance , addition & alterations CIVIL, ELECTRICAL AND SUBSTATION WORKS of our properties under Madhya Pradesh			
	Main Criteria	Category-A	Category-B	Category-C	Category-D
	Works costing up to CIVIL WORKS	Rs 2.00 Lacs	Rs 5.00 Lac	Rs 10.00 Lac	Rs 20.00 Lac
1	Minimum Solvency	Rs 0.40 Lacs	1.00 Lacs	Rs 2.00 Lacs	Rs 4.00 Lacs
2	Average annual turn over in last 3Years	Rs 2.00 Lacs	5.00 Lacs	Rs 10.00 Lacs	Rs 20.00 Lacs
3	Minimum value of single work in last 3 years of similar nature	Rs 1.00 Lacs	2.50 Lacs	Rs 5.00 Lacs	Rs 10.00 Lacs

**Sri Sathya Sai College for Women, Kasturba hospital BHEL, Bhopal** intends to form penal of contractors **for Civil Works** which includes sanitary and plumbing, painting, water proofing, general repair and Electrical Works.

The interested contractors may apply on prescribed form which can be obtained from the aforesaid office on payment of Rs. 500/- (**Nonrefundable**) in the form of demand draft favoring PRINCIPAL, payable at Bhopal or by cash during office hours in the college.

Principal reserves the right to select / reject any agency / contractor at her sole discretion without assigning any reasons what so ever.

Last date of receipt of filled in application is 20<sup>th</sup> December 2016.

Principal



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## **ENROLMENT FORM**

### **INSTRUCTIONS FOR FILLING AND SUBMISSION OF ENROLMENT FORM**

The Enrolment Form along with the Annexure A1, A2 and B to G shall be completely filled in all respect along with cost of Enrolment Form of **Rs.500.00** (non-refundable) by way of demand draft /pay order in favour of Principal, Sri Sathya Sai College for Women, Bhopal payable at Bhopal, addressed to **Principal**, along with these instructions for filling and submission of Enrolment Form on or before **20th December 2016**. Please note that no consideration will be given for postal delays.

1. Contractors to note that all particulars required as per the form and Annexures shall be filled in completely in relevant strictly as per the format.
2. The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected,
3. The eligible agencies, which will be selected for issue of tenders after scrutiny of enrolment forms, shall be informed by a letter. Please note that no enquiries or correspondence regarding the selection for issue of tenders shall be entertained.
4. Latest Solvency Certificate from any Nationalised / Scheduled Bank as per advertisement should be submitted along with Enrolment Form.
5. The Contractors are advised to follow the instructions given below :
  - (a) Enrolment Form shall be filled-up in clean handwriting in capital letters or typed.
  - (b) Full address of the site of work, owner or authority under whom the works have been carried out should be given (Please refer Annexure D & E).
  - (c) The agencies should ensure to submit the satisfactory Completion Certificate giving the value of work, year of completion and it should also tally with the value of final bill in Annexure D.

(d) The annual turnover should be based on latest Income Tax Clearance Certificate duly cleared by Income Tax Department or audited balance sheet, copy of which should be enclosed.

7. Please note that the submission of this enrolment form does not confer any right on you to claim issue of tenders and the Principal reserves the right not to issue tender to any / all applicants without assigning any reason whatsoever.

Enclose. : Enrolment Form with  
Annexure A1, A2 and B to G

Principal

**Signature of Contractor**

**Note : These instructions for filling and submission of Enrolment Form shall also be signed and submitted along with Enrolment Form with Annexure A1, A2 and B to G.**



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Kasturba Hospital Road BHEL, Bhopal, 462024

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**FORM FOR ENROLMENT OF CONTRACTORS**

I / We \_\_\_\_\_ am / are desirous of being enrolled on  
list of contractors for \_\_\_\_\_  
\_\_\_\_\_ and hereby apply for the same.

Sl. No.	Name of Work	Category	Please mention the work for which applied.
1	<b>CIVIL WORKS</b>	<b>A - Upto 2 Lacs</b>	
		<b>B -Upto 5 Lacs</b>	
		<b>C - Upto 10 Lacs</b>	
		<b>D - Upto 20 Lacs</b>	

I / We give the following details for your consideration.

Sl.no	QUERY		ANSWER
1	Name of the firm	:	
2	Address		
3	PAN No		
	TIN No.		

	VAT Registration No.			
	Service Tax Registration No.			
4	Contact Details	Office Phone No.		
		Residence Phone No.		
		Mobile No.		
		Fax No.		
		Email		
5	Telegraphic Address, if any			
6	Month and year in which the firm was established in present name			
7	Particulars of old firm (if present firm is new) if main partners of the present firm were working as construction contractors, in some other name in the past (The partnership deed of old firm be enclosed).			
8	Particulars of sister construction firms, if any :			
9	i) What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.			
	ii) Enclose copy of partnership deed, Articles of Association or Affidavit in case of sole proprietorship as per <b>Annexure A-1.</b>			
	iii) Fill-in enclosed <b>Annexure A-2.</b>			
10	Fill and enclose <b>Annexure B</b> giving details of enrolment and with other organizations			
11	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt.Deptt./Organization			

12	i) Annual Turn Over for last four years (enclose documentary evidence or proof to support figures)		YEAR
		i	2011-12
		ii	2012-13
		iii	2013-14
	iv	2014-15	
	ii) What evidence of proof is enclosed to support the amounts of yearly turnover		
	iii) Enclose latest income tax clearance Certificate		Certificate enclosed for Assessment year _____
13	i) Name and complete postal address of bankers		
	ii) Enclose solvency certificate indicating amount <b>(The certificate should not be more than 3 months old).</b>		
	iii) Bank Guarantee limit with Various banks		i) Rs. _____ Lac with _____ ii) Rs. _____ Lac with _____ iii) Rs. _____ Lac with _____
			TOTAL
14	i) Enclose list of immovable properties with complete postal addresses, full description & reasonable market value of property duly supported by certificate of D.M./Collector/First Class Magistrate/ approved valuer.		
	ii) Whose supporting certificate is enclosed		Rs. _____ of _____ Date _____
15	i) Particulars of movable properties along with Banker's reference		
	Value of tools & plants		Rs.
	Other Assets		Rs.
	Total		Rs.
	ii) Whose reference is enclosed?		

16	Fill in and enclose list of tools & plants as per <b>Annexure-C</b> enclosed.		
17	Fill in & enclose <b>Annexure-D</b> giving full particulars about major works completed during past <b>Four</b> years <b>NOTE: List of only those works which are carried out by firm requesting for enrolment is to be given. Work completion certificate for qualified projects must be notarized with address &amp; contact numbers of issuing authority</b>		
18	Work in Progress:		
	i) Whether full details of major work on hand given in <b>Annexure 'E'</b> <b>Note: The details must be notarized .</b>		
	ii) Are copies of work orders for such large works enclosed		
19	Whether full information regarding permanent technical staff employed given in <b>Annexure 'F'</b>		
20	i) How do you normally carry out works of <b>water supply, sanitary and plumbing</b> installations		
	ii) Who is the license holder and what his experience of this work is.		
21	i) How do you normally get work of <b>electrical installations</b> carried out		
	ii) Who is the license holder & what is his experience		
22	Any <b>other information</b> the applicant might like to give		

**DECLARATION**

I/We agree to notify the officer accepting this application and registering my/our names on list of contractors of, Sri Sathya Sai College for Women, Bhopal of any changes in the foregoing particulars as and when they occur and to verify and confirm these annually on 1st January.

I/We understand and agree that the appropriate Sri Sathya Sai College for Women, Bhopal Authority has the right as he may decide, not to issue tender form in any particular case and also to suspend, remove or blacklist my/our name from Sri Sathya Sai College for Women, Bhopal list of contractors in the event of my/our furnishing false particulars in the enrolment form or submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate Life Insurance Corporation of India Authority shall be final and conclusive.

I/We certify that the particulars furnished in the enrolment forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, Sri Sathya Sai College for Women, Bhopal may remove my/our name from the list of contractors and any contract that I/We may be holding at the time may be rescinded.

PLACE:

DATE :

SIGNATURE OF CONTRACTOR

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: FOR OFFICE USE ONLY:

ENROLMENT      FORM      NO. \_\_\_\_\_      ISSUED      TO

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**NOTE:      THE FILLED IN ENROLMENT FORM SHOULD REACH IN THE OFFICE ON OR BEFORE 20th December 2016.**

SIGNATURE OF ISSUING OFFICER



**AFFIDAVIT**

(On Non Judicial Stamp paper of Rs.\* \_\_\_\_\_/- in case the individual who is the sole proprietor of the firm)

I

.....  
s/o ..... age ..... years, occupation  
business r/o ..... do hereby state on oath  
as under:

That I am residing in ..... locality  
of District ..... since last ..... years.

That I am the sole proprietor of a proprietary concern name and style as  
“.....” having it’s office at  
..... District ..... dealing in business of  
Government, civil contracts and ancillary works attached therefore.

Hence this affidavit.

Deponent \_\_\_\_\_

Note: **This Affidavit should be notarized.**

**CONSTITUTION OF FIRM – SOLE  
PROPRIETORSHIP/PARTNERSHIP/LTD.CO./OTHER**

## DETAILS OF CONSTITUTENTS

Sr. No .	Name of sole partner or Director / other High Officials	Age	Share	Technical Experience			Whether power of attorney Holder
				Year to Year to	As Employee	As contractor	
1	2	3	4	5	6	7	8

SIGNATURE OF CONTRACTOR

**ANNEXURE – B**

**PARTICULARS OF ENROLMENT WITH OTHER ORGANIZATION**

Sr. No.	Name & Address of Authority with whom you are enrolled	FIRST TIME ENROLMENT		LAST RENEWAL OR ENROLMENT			
		Year to year	Is copy of letter enclosed	Year to year	Class or Category	Limit (Rs. in Lac)	Is copy of letter enclosed
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

SIGNATURE OF CONTRACTOR

**ANNEXURE – C****PARTICULARS OF SHUTTERING TOOLS AND PLANT**

<b>Sr. No</b>	<b>Item</b>	<b>Specification</b>	<b>Quantity</b>	<b>Estimated Value</b>	<b>Remarks</b>
(1)	(2)	(3)	(4)	(5)	(6)
1.	a) Shuttering plates b) Shuttering Wooden Planks c) Wooden props d) Steel props				
2.	Concrete Mixers				
3.	Concrete Vibrators i) Petrol Driven ii) Electric Driven				
4.	Tower Hoist				
5.	Trucks				
6.	Welding Equipments				
7.	Pump-Sets				
8.	Floor-Polishing Machine				
9.	Cranes				
10.	Others				

**SIGNATURE OF CONTRACTOR**

## ANNEXURE – D

LIST OF MAJOR WORKS COMPLETED DURING LAST **FOUR** YEARS

Sr. No.	Name and Complete Postal Address of			Order			Value of work as per final bill (Rs. in Lac)	Commencement of work month Year	Completion of work month Year	Penalty levied for delay of completion, if any
	Site of Work & Nature of Work	Owner	Authority under whom work was	Ref. No. & Date	Contract Amount (Rs. in Lac)	Is copy enclosed				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

SIGNATURE OF CONTRACTOR

ANNEXURE – E

**LIST OF WORK IN HAND**

<b>Sr. No.</b>	<b>Name and Complete Postal Address of</b>			<b>Order</b>			<b>Date of commencement of work</b>	<b>Scheduled date of completion of work</b>	<b>Progress made and expected date of completion and reasons for delay, if any</b>
	<b>Site of Work &amp; Nature of Work</b>	<b>Owner</b>	<b>Authority under whom work was carried out</b>	<b>Ref. No. &amp; Date</b>	<b>Amount (Rs. in Lac)</b>	<b>Is copy enclosed</b>			
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>	<b>(10)</b>

**SIGNATURE OF CONTRACTOR**

**ANNEXURE – F**

**PARTICULARS OF PERMANENT TECHNICAL STAFF**

<b>Sr. No</b>	<b>Name</b>	<b>Designation</b>	<b>Age</b>	<b>Academic Qualification</b>	<b>Service with the Firm</b>	<b>Details of Experience Year to Year</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>

**SIGNATURE OF THE CONTRACTOR**

**ANNEXURE – G****ENROLMENT CHECKLIST**

CHECKLIST FOR ENROLMENT:

<b>Sr. No.</b>	<b>Description of Enclosure</b>	<b>Refer Item of form</b>
1.	Partnership deed / Articles of Association / Affidavit (★) ( ) Annexure A-1	9 (ii)
2.	Annexure (A-2) as supplied	9 (ii) (Particulars of Partners)
3.	Annexure – E (as supplied)	10 (Particulars of enrolment in LIC and other Organization)
4.	Proof of Turnover	12 (ii)
5.	Latest I.T.C.C.	12 (iii)
6.	Solvency Certificate	13 (ii)
7.	Certificate of Bank Guarantee	13 (iii)
8.	Immovable Property Certificate	14 (ii)
9.	Movable Property reference	15 (i)
10.	(★) Annexure „C“ (as supplied)	16 (Particulars of shuttering tools/ plant)
11.	(★) Annexure „D“ (as supplied)	17 (List of major works completed during last 4 years)
12.	(★) Annexure „E“ (as supplied)	18 (List of work in hand)
13.	(★) Copies of work order	18 (ii)
14.	(★) Annexure „F“ (as supplied)	19 (Particulars of permanent technical staff)

NOTE: Suitable modification to the above shall be made for different kind of Works.