

राजस्थान आवासन मण्डल, जयपुर

क्रमांक :- 247

दिनांक - 30/1/13

अति. मुख्य अभियन्ता-I/II/III,
राजस्थान आवासन मण्डल,
जयपुर

विषय :- संवेदको के पंजीकरण के संबंध में

महोदय,

उपरोक्त विषयान्तर्गत लेख है कि मण्डल के भवन एवं पथ के निर्माण कार्यों का पंजीकरण विभिन्न श्रेणियों में किये जाने हेतु सक्षम अधिकारी के समक्ष आवेदन पत्र प्रस्तुत किये जाते हैं। आवेदकों द्वारा PWF & AR 334 के Appendix XVI के अनुसार आवेदक को आवेदन पत्र के साथ निम्न ब्यौरा अनुसार दरतायेज प्रस्तुत करने होंगे :-

- 1 पंजीकरण हेतु निर्धारित प्रारूप में आवेदन पत्र।
2. पंजीकरण हेतु प्रस्तुत आवेदन पत्र के साथ प्रस्तुत किये जाने वाले दरतायेजों की जाँच हेतु चैक स्लीप का प्रारूप।
- 3 पंजीकरण हेतु आवेदन पत्र के साथ प्रस्तुत किये जाने वाले समय-पत्र का प्रारूप।
- 4 पंजीकरण के साथ फर्म में कार्यरत कर्मचारियों की सूची एवं उपलब्ध मशीनरी/ औजार की सूची का प्रारूप।

उपरोक्त का मुख्य अभियन्ता से अनुमोदन प्राप्त है।

संलग्न : उपरोक्तानुसार।

हो/-

तक0 सहा.-मुख्य अभियन्ता

प्रतिलिपि :-

1. एनोलेस्ट कम प्रोद्युम्भर, राजस्थान आवासन मण्डल, जयपुर को उक्त आदेश मण्डल की वेबसाईट पर उपलब्ध करवाये जाने हेतु प्रेषित है।

हो/-

तक0 सहा.-मुख्य अभियन्ता

RAJASTHAN HOUSING BOARD, JAIPUR

PROFORMA OF APPLICATION FOR ENLISTMENT OF CONTRACTORS
(See PWF & A Rule 334 and Appendix XVI)

Photo
Passport
Size

1	Name of applicant, his present nationality and full address.	
2	Whether applicant is a Private or Public Ltd. Concern or Hindu undivided Family, Individual or a registered partnership firm (Attested copies of Deeds or Articles of Association to be enclosed).	
3	Name of person holding the power of Attorney and his present nationality with their liabilities.	
4	Name of partners, their present nationality with their liabilities (Attested copy of the partnership deed and certificate of Registrar of Firms to be enclosed).	
5	Name of Bankers and full address :	
6	Place of Business.	
7	Class and category in which enlistment is sought.	
8	List of works executed (separate statement may be enclosed).	
a)	Name of work	
b)	Year of execution	
c)	Amount	
d)	Authority under which carried out.	
	Note : For work done in Departments other than this Department, Original or attested copies of certificates from officers under whom works were carried out should be enclosed. If it is not possible to obtain such certificates, the applicant should clearly indicate this.	
9	Area in which the contractor wants of work.	
10	Whether the applicant has a permanent Engineering Organization capable of dealing with large works in all their stages and has sufficient machinery and tools etc. at their disposal (Full details of organization and machinery and tools to be given for AA, A & B Class contractors).	

11	Whether the applicant has any officer-in charge or a Graduate Engineer or Junior Engineer as per rules.
12	Whether the applicant is licensed plumber or has licensed plumber under his employment. Attested copy of plumber's license to be enclosed. (For sanitary and water supply contractors).
13	Whether the applicant possesses a valid Electric License and has an office with sufficient technical personnel capable of preparing estimates and submitting tenders and bills for works done and supervision of works (full details to be furnished), (Attested copy of Electric License to be enclosed for Electrical contractors.)
14	Whether the applicant is already enlisted :-
a)	If so, in which class and category.
b)	Whether enlisted with any other departments? If so, in which Department, class and category showing amount up to which qualified to tender?
15	Whether the applicant is share-holder or partner off any firm already enlisted in this Department.
16	Has the applicant or any of his partners or share-holders been black-listed or removed from the approved list or contractors or demoted to lower class or orders passed banning/suspending business with the applicant etc. by any Department in the past.
17	Whether the contractor has read the rules for enlistment of contractors and is prepared to abide by them and fulfills all the requirements of eligibility for enlistment.
18	List of persons who are working with the applicant in any capacity and who are near relatives to any Gazetted officer posted in this Department or gazette officers who have not completed two years after retirement. The applicant should also intimate the name of such persons who are employed by him subsequently.

I/We certify that I/We will not get myself/ ourselves registered as contractor(s) in the Department under more than one name.

Dated :

Signature of the applicant and address

Note : All relevant certificates as required in enlistment rules should be enclosed.

RAJASTHAN HOUSING BOARD, JAIPUR

CHECK LIST OF ENLISTMENT OF CONTRACTORS

1. Name of the Contractor / Firm :

2. Class & Category of Enlistment applied for :

1.	Enlistment application for (i) New application / Extension for Provisional Enlistment / Permanent. (ii) Mention the class & validity of provisional registration if applied for Extension of Provisional Enlistment / Permanent Enlistment.		
2.	Application in the prescribed Performa. (duly filled)	:	
3.	<u>Status of the Firm</u> Whether the Firm is Private or Public Ltd. Concern or Hindu Undivided Family or Individual or Registered Partnership Firm.		
4.	Attested copy of Registration Certificate from Registrar of Firms or Registrar of Companies or Registrar of Societies as the case may be.	:	
5.	Cost of Contractor's Enlistment Application form (Non Refundable)	:	Deposited Rs. CR. No Date
6.	Security fees for Enlistment : Rs. NSC's/FDR, Bearing No. Date (Duly discharged)	:	
7.	Bank Report (confidential) showing financial capacity of the Applicant Contractor.	:	
8.	Past Experience for Enlistment (List of works indicating amount of work executed during last 3 years is required to be furnished) 1. For works executed in RHB, performance report in the prescribed format duly signed by RE & recommendation of Dy. Housing Commissioner be furnished in original / attested copies. 2. If the work is executed in Other Department, the performance report from the competent authority be submitted in original / attested copies.	:	

	<p>3. In case if work is executed in Pvt. Sector, following documents be furnished :-</p> <p>(a) Attested copy of work order / MOU. :</p> <p>(b) Attested photo copy of Bank Pass Book showing the details of payment received. :</p> <p>(c) Performance Report issued by the work awarding authority to be furnished in Original / Attested Copies. :</p> <p>Minimum Amount of Works required for Past Experience for Enlistment in various class is as under :-</p> <p>(i) AA Class : satisfactorily completed 2 works each costing not less than 1.0 crore</p> <p>(ii) A Class : satisfactorily completed 2 works each costing not less than Rs. 50.00 Lacs</p> <p>(iii) B Class : satisfactorily completed 2 works not less than Rs. 10.00 Lacs</p>		
9.	<p>Details of Permanently engaged Engineering Personnel (degree holder).</p> <p>(i) Copy of Appointment letter. :</p> <p>(ii) Attested copy of Mark-Sheet / Degree. :</p> <p>(iii) I.D. proof of Engineer. :</p> <p>(iv) Address of Engineer :</p>		
10.	<p>Affidavit of the Contractor in the prescribed format declaring as under (on a stamp of Rs. 10/-) :-</p> <p>(i) That any relative of him is not an employee of RHB (Rule 1.19)</p> <p>(ii) That No Retired Engineer / Officer of the Board (equivalent to Gazetted Rank) is engaged with the Firm during the period of 2 years from the date of retirement. (Rule 1.20)</p> <p>(iii) That the Applicant Firm is having Permanent Engineering Organisation.</p>		

11.	Tax Clearance Certificate :- (a) Income Tax Return for last three financial year (attested photo copies) (b) Sales Tax Issue on valid upto (Original Copy / Attested Copy)	:	
12.	List of T&P in prescribed format signed by him self (on letter Head of the firm).	:	
13.	List of Permanent Staff in prescribed format signed by him self. (on letter Head of the firm)	:	
14.	Permanent address duly verified by member of Municipality/ Police Choki/ Grampanchayat/ other documents. (on letter Head of the firm)	:	
15.	Attested Photo copy of PAN Card	:	
16.	Acceptance for participating in the process of E-tendering	:	
17.	E-Mail address of Firm/Partners	:	
18.	Three passport size photograph	:	Yes / No
19.	Details of Enlistment with Other Departments (i) Name of Department (s) (ii) Category and Class of Registration (iii) Whether Permanent or Provisional valid up to.....		

शपथ पत्र

मैं पुत्र श्री

उम्र..... निवासी.....

प्रोपराईटर/पार्टनर/डायरेक्टर/अधिकृत हस्ताक्षरकर्ता मैसर्स

से शपथ पूर्वक घोषणा करता हूं कि :-

1. मेरा कोई रिश्तेदार राजस्थान आवासन मण्डल में कार्यरत नहीं है।
2. मैं उक्त फर्म के अलावा किसी अन्य फर्म में भागीदार/हिस्सेदार नहीं हूं।
3. मण्डल से सेवानिवृत्त कोई भी राजपत्रित अभियन्ता / अधिकारी सेवानिवृत्ति तिथि से दो वर्ष की अवधि के दौरान प्रार्थी फर्म में बिना मण्डल की पूर्व स्वीकृति के कार्यरत नहीं है।
4. मैं सभी परियोजना(ओं) पर निर्माण कार्य हेतु समर्थ स्थायी अभियांत्रिक संगठन रखूंगा।
5. मेरे द्वारा राजस्थान आवासन मण्डल के निर्माण कार्यों के संबंध में सभी प्रभावी नियमों, शर्तों, प्रचलित प्रक्रिया एवं अन्य नियमों की सम्पूर्ण जानकारी कर ली गयी है। साथ ही समय-समय पर नियमों / उप नियमों इत्यादि में होने वाले परिवर्तन की पूर्ण पालना मेरे द्वारा सुनिश्चित की जावेगी।

हस्ताक्षर शपथकर्ता

उपरोक्त सूचना मेरी जानकारी के अनुसार सही है एवं मेरे द्वारा कोई तथ्य नहीं छिपाया गया है।

हस्ताक्षर शपथकर्ता

नोट :- इसे नोटेरी पब्लिक से प्रमाणित कराया जाना आवश्यक है।

कार्यरत कर्मचारियों की सूची

क्र. सं.	कर्मचारी का नाम एवं पता	पद	योग्यता	अनुभव	स्थायी/ अस्थायी
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					

हस्ताक्षर

उपलब्ध मशीनरी / औजार आदि की सूचना

क्र. सं.	मशीनरी / औजार का नाम	संख्या	स्वयं द्वारा खरीदी गयी है अथवा किराये पर है।	स्वामित्व संबंधी प्रमाण का विवरण
(1)	(2)	(3)	(4)	(5)
1.				
2.				

हस्ताक्षर

नोट :- उपरोक्तानुसार वांछित सूचना अलग-अलग दी जानी है।