

इंडियन इंस्टीट्यूट ऑफ़ टेक्नोलॉजी (BHU), वाराणसी में सिविल और
इलेक्ट्रिकल कार्यों के लिए कॉन्ट्रैक्टर्स की सूची (एम्पैनलमेंट) तैयार करने के लिए
सूचना के लिए

नोटिस दस्तावेज़

NOTICE DOCUMENT

for

**EMPANELMENT OF CONTRACTORS FOR CIVIL AND
ELECTRICALWORKS AT INDIAN INSTITUTE OF TECHNOLOGY
(BHU), VARANASI**

**NOTICE INVITING APPLICATION FORM FOR EMPANELMENT OF
CONTRACTORS**



नोटिस संख्या	: EMPANELMENT NOTICE NO. 481 dated
Notice No.	06.08.2026.
नोटिस प्रकाशन तिथि	: 07.08.2026 (12:00 Noon)
Notice Publishing Date	
Notice जमा करने की अंतिम तिथि	: 28.08.2026 (05:00 P.M.)
Last Date of Submission of Notice	
नोटिस खोलने की तिथि	: 29.08.2026 (05:00 P.M.)
Notice Opening Date	

भारतीय प्रौद्योगिकी संस्थान (बी.एच.यू.), वाराणसी-221005
Indian Institute of Technology (BHU), Varanasi-221005
E-mail: office.iwd@iitbhu.ac.in

नोट : संशय की स्थिति में अंग्रेजी संस्करण मान्य होगा।

CRITICAL DATA SHEET

Name of Organization	Indian Institute of Technology (BHU), Varanasi
निविदा प्रकार (खुला/सीमित/ईओआई/नीलामी/एकल) Tender Type (Open/Limited/EOI/Auction/Single)	खुला / Open
अनुबंध का प्रकार/प्रारूप (कार्य/आपूर्ति/नीलामी/सेवा/खरीद/पैनल में शामिल करना/बेचना) Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	कार्य / Works
उत्पाद श्रेणी (सिविल कार्य/इलेक्ट्रिकल कार्य/फ्लीट प्रबंधन/कंप्यूटर सिस्टम) Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	सिविल कार्य/इलेक्ट्रिकल कार्य / Civil Works / Electrical Works
निविदा जारी करने/प्रकाशित करने की तिथि Date of Issue/Publishing Original Tender	07.08.2025 (12:00 Noon)
निविदा दस्तावेज डाउनलोड प्रारंभ तिथि Document Download Start Date	07.08.2025 (12:00 Noon)
दस्तावेज डाउनलोड समाप्ति तिथि Document Download End Date	28.08.2025 (05:00 P.M.)
निविदा अपलोड करने की अंतिम तिथि और समय Last Date and Time for Uploading of Bids	28.08.2025 (05:00 P.M.)
निविदा खोलने की तिथि और समय Date and Time of Opening of Bids	31.08.2025 (05:00 P.M.)
निविदा प्रसंस्करण शुल्क (कृपया ध्यान दें: निविदा प्रसंस्करण शुल्क केवल RTGS/NEFT के माध्यम से भुगतान किया जाना चाहिए। किसी अन्य भुगतान विधि को स्वीकार नहीं किया जाएगा।) Tender Processing Fee (Please Note: The Tender Processing Fees must be paid through RTGS/NEFT only. No other mode of payment will be acceptable.)	रुपये 500/- (RTGS/NEFT के माध्यम से भुगतान किया जाना है) निम्नलिखित विवरण के अनुसार: खाते का नाम - रजिस्ट्रार, IIT(BHU) बैंक का नाम - स्टेट बैंक ऑफ इंडिया शाखा का नाम - IT, BHU, वाराणसी खाता नंबर - 32778803937 IFSC कोड - SBIN0011445 Rs. 500/- (To be paid through RTGS/NEFT) as per the following details: Name of Account - Registrar, IIT(BHU) Name of the Bank - State Bank of India Name of Branch - IT, BHU, Varanasi Account No. - 32778803937 IFSC Code - SBIN0011445
ईएमडी / EMD	Rs. 25,000.00 to be paid in the form of DD/FDR in the name of Registrar, IIT(BHU), Varanasi, payable at VARANASI. रुपये 25,000.00 को रजिस्ट्रार, IIT(BHU), वाराणसी के नाम पर डीडी/एफडीआर के रूप में भुगतान किया जाएगा, जो वाराणसी में देय होगा।
कवरों की संख्या (1/2/3/4) No. of Covers (1/2/3/4)	01
वैधता दिनों की संख्या (180/120/90/60/30) Bid Validity days (180/120/90/60/30)	180 दिन (निविदा खोलने की अंतिम तिथि से) 180 days (From last date of opening of tender)
संचार के लिए पता Address for Communication	The Superintending Engineer, Institute Works Department, IIT(BHU), Varanasi – 221005, U.P.
ईमेल पता / Email Address	office.iwd@iitbhu.ac.in



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

INSTITUTE WORKS DEPARTMENT (IWD)
Email : office.iwd@itbhu.ac.in; Website : www.iitbhu.ac.in

**EMPANELMENT OF CONTRACTORS FOR CIVIL AND ELECTRICALWORKS AT
INDIAN INSTITUTE OF TECHNOLOGY (BHU), VARANASI.
NOTICE INVITING APPLICATION FOR
EMPANELMENT OF CONTRACTORS**

LAST DATE OF SUBMISSION: **28.08.2026 (05:00 P.M.)**
TO BE SUBMITTED TO: The office of Superintending Engineer, IWD, IIT (BHU), Varanasi.

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**NOTICE INVITING APPLICATIONS FOR
EMPANELMENT OF CONTRACTORS
EMPANELMENT NOTICE NO. 481 dated 06.08.2026.**

The Registrar, Indian Institute of Technology (BHU), Varanasi invites application for empanelment of contractors from the firms, registered with CPWD, CPSUs/CPSEs and MES and those having a minimum of five (05) year experience in executing similar Civil and/or electrical works under UED, BHU, Varanasi and/or IWD, IIT(BHU), Varanasi, as contractors for undertaking various Civil and Electrical Maintenance works at Indian Institute of Technology (BHU), Varanasi.

Applicants are required to pay a non – refundable empanelment fee of ₹500.00, through Demand Draft (DD) in favor of Registrar, IIT (BHU), Varanasi.

Applicants must submit a separate, duly filled Application Form for each category and class of Civil Works and Electrical Works. The application should include all required details and be accompanied by the necessary supporting documents, the Demand Draft (DD) receipt, and an Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty-Five Thousand Only) in the form of a Fixed Deposit Receipt (FDR) pledged in favour of the Registrar, IIT (BHU), Varanasi. The complete application must be enclosed in a sealed envelope clearly superscribed with the relevant category and class of empanelment.

Applicants are required to apply for empanelment in the prescribed format only, available on the website of the Institute www.iitbhu.ac.in. and CPPP. Last date of submission of application is **28.08.2026** upto **05:00 P.M.** in offline mode only.

The Registrar, Indian Institute of Technology (BHU), Varanasi reserves the right to accept or reject, any or all the offers submitted in response to this advertisement without assigning any reasons thereof.

Note: - Only contractors registered with CPWD, CPSUs/CPSEs and MES and contractors having a minimum of five (05) year experience in executing similar Civil and/or electrical works under **UED, BHU**, Varanasi and/or **IWD, IIT(BHU)**, Varanasi are eligible to apply.

The Registrar, IIT (BHU)

1. SCOPE OF WORK:

The empaneled contractors may have to carry out the following works at IIT(BHU), Varanasi: -

Types of Works:

1. **Civil Works:** All Civil Maintenance works.
2. **Electrical Works:** All Electrical Maintenance Works.
3. **Composite Works:** Combination of Civil & Electrical Work

2. Empanelment categories, classes and tendering limit:

2.1 The contractors shall be enlisted in the following categories and classes mentioned below:

Table 1: Empanelment category and class

Si. No.	Category	Class	Class	Class
1	Civil Works	I	I-A	I-E
2	Electrical Works	II	II-A	II-E
3	Civil & Electrical Works[Composite Works]	III	III-A	III-E

2.2 Tendering limit

The enlisted contractors shall be eligible to bid for specified category works where the estimated cost put to tender is not more than their tendering limit but subjected to fulfilling other eligibility criteria as per NIT conditions as specified in the bid document. The tendering limits of all categories and classes of contractors are given below in Table 2. These tendering limits may be revised or changed from time to time.

Table 2: Tendering limits of enlisted contractors in Rs. Crores

Sr. No.	Category	Class	Tendering limit/Amount (In Crores)	Class	Tendering limit/Amount (In Crores)
1	Civil Works	I	0.10	I-A	1.30
2	Electrical Works	II	0.10	II-A	1.30
3	Civil & Electrical Works [Composite Works]	III	0.10	III-A	1.30

2.3 Empanelment of contractors are being done to reduce the time required for verification of credentials of the contractors after opening of the bids. Institute may use this empanelment of contractors (Class I, II and III) for obtaining bids for **limited tenders** up to Rs. 10 Lakhs.

2.4 Institute may use the empanelment of contractors (Class I-A/ II-A/ III-A) for the open Tenders upto Rs. 1.30 crore to reduce the time required for verification of credentials of these enlisted contractors after opening of the bids. For the tenders above Rs. 10 Lakhs any contractor even if not enlisted can participate in the tenders issued by the IIT (BHU) with all supportive and required documents as per tender notice/documents.

2.5 Contractors empanelled for Class I-A/II-A/III-A shall also be considered for empanelment to the lower Class I/II/III, and there is no need to apply separately for Class I/II/III.

2.6 If an applicant is already registered or empanelled with **CPWD, CPSUs/CPSEs and MES** in any category with the minimum approved tendering limit amount, and such registration is valid as on the date of application submission, the application shall be considered for empanelment for the same category with the same amount at IIT (BHU) as a **class 'I-E/II-E/III-E'** with the same tendering limit amount. These contractors will be allowed for tendering for the approved tendering limit amount upto Rs. 40.00 Lakhs, without submitting work experience.

3. ELIGIBILITY CRITERIA:

Prospective applicant will be required to fulfill the following eligibility criteria for Empanelment as Contractor.

- 3.1 The Firm / Contractor must be registered/ enlisted with **CPWD, CPSUs/CPSEs and MES** as a contractor or contractors must having a minimum of five (05) year experience in executing similar Civil and/or electrical works under UED, BHU, Varanasi and/or IWD, IIT(BHU), Varanasi, on the closing date of submission of application as per advertisement. (Copy of the empanelment certificate issued by **CPWD, CPSUs/CPSEs and MES** as documentary evidence to be enclosed).
- 3.2 The firm must not have been blacklisted/debarred by the IIT (BHU)/BHU/CPWD/CPSU/CPSE/MES on the last date of the advertisement. It is mandatory for an applicant firm to submit an affidavit on Non-Judicial stamp paper of Rs. 10/- duly attested by Notary certifying that the applying firm has not been black listed/ debarred by any Govt./ Public department as on closing date of the advertisement as per **Annexure-IV**.
- 3.3 The financial soundness shall be judged on the basis of the banker's certificate or the working capital certificate, issued by the Bankers of the contractor as the case may be. Such certificate shall be issued by a scheduled bank and shall be submitted, in original in a bank sealed cover, addressed to Registrar, IIT(BHU), Varanasi.
- 3.4 Submission of earnest money of Rs.25,000/- only in the form of F.D.R. pledged in favour of the Registrar IIT(BHU), Varanasi. The same will be returned to the applicant after completion of this process.
- 3.5 Near Relatives Working in IIT(BHU), Varanasi. Applicants whose near relatives are working in IIT(BHU), Varanasi will not be considered for empanelment. For this purpose, a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws as per CPWD guidelines. A necessary certificate to this effect is to be furnished as per **Annexure-VII**.
- 3.6 The status of an applicant for empanelment as a contractor in IIT(BHU) may be one of the following.
 - a) An individual, who is a citizen of India
 - b) Sole proprietorship
 - c) Partnership firm
 - d) Limited liability partnership
 - e) Private limited company
 - f) Public limited company
- 3.7 **Work experience and work performance:** The criterion for work experience shall be of completed works, of the prescribed nature and magnitude executed on independent contract basis **during the last 05 years** (05 years time period is considered from the date of actual completion of eligible work to the date of application, both days inclusive).
- 3.8 The applicant shall furnish the details of completed work(s) in **Annexure III**. He/she shall also furnish award letters of all the works. Copy of final bill of the work mentioned in Annexure-III is required for private works. However final bill is not compulsory for Central/State Government Department or Public Sector Undertaking works. **Annexure-III** is not valid if owner signature with seal and designation is missing.
- 3.9 **Time over run:** Completed works with time overrun (TOR) more than 1.0 shall not be considered for empanelment, where TOR means actual time period of completion divided by the time period of completion of the work stipulated in the agreement plus extended time period without levy of compensation. Completed works in which compensation is levied by the competent authority for delay in completion of the work are not eligible for empanelment. Completed work for which EOT case is not decided shall not be considered for empanelment. The scanned copy of original document of final extension of time granted by the competent authority of owner department shall be attached.

In case the copy of final extension of time granted by owner department is not submitted, such work shall not be considered as eligible work for purpose of empanelment.

- 3.10** The magnitude of work experience required for each completed same nature of Civil Works / Electrical Works and Civil & Electrical Works [Composite Works] is given in **Table 3**.

Table 3: Magnitude of work experience for different classes and categories.

Number of Completed work	Magnitude of each completed same nature of Civil Works / Electrical Works and Civil & Electrical Works [Composite Works] Rs. In Lakhs	
	Class	
	Class- I, II and III	Class- I-A, II-A and III-A
Three works	03 Lakhs	20 Lakhs
Or		
Two works	04 Lakhs	30 Lakhs
Or		
One works	08 Lakhs	60 Lakhs

- 3.11** Magnitude of work experience (gross value of completed work) includes amount of work done, arbitration award amount accepted by department, escalation payment and all including GST amount.

- 3.12** Financial Soundness:

- The minimum requirements for financial soundness of the applicant shall be as per Table 4.

Table 4: Minimum requirements for financial soundness of last three (03) years.

Minimum requirements for financial soundness for all the categories - Civil Works / Electrical Works and Civil & Electrical Works [Composite Works] Rs. in lacs		
	Class I, II and III (in Lakhs)	Class I-A, II-A and III-A (in Lakhs)
Net worth Certificate	2.0	13
Average Annual Turnover	6.4	41.6
Banker's Certificate	6.4	41.6

- For all category following documents are required:- (i) Banker's Certificate or Net worth Certificate (ii) Average Annual Turnover Certificate on works during the last 03 financial years from a Chartered Accountant.
- Average Annual Turnover Certificate shall be in the format prescribed in Annexure V-2. This certificate shall be duly signed and issued by the certified Chartered Accountants on their letterhead. The relevant year shall be the financial year ending on 31st March of the year preceding the calendar year of application on or 31st March of last financial year if audited balance sheet is submitted.
- Banker's Certificate shall be issued by a Scheduled Bank on its letter head addressed to the enlisting authority in the format prescribed in Annexure V-1.
- The Net worth Certificate shall be in the format prescribed in Annexure V-3. These certificates shall be duly signed and issued by the certified Chartered Accountants on their letter heads. In the Net worth Certificate, the Chartered Accountant should also certify that "the net worth of the applicant has not eroded by more than 50% in the last three years ending on 31st March. The relevant year shall be the financial year ending on 31st March of the year preceding the calendar year of application or 31st March of last financial year if audited balance sheet is submitted.

4. SPECIA TERMS AND CONDITIONS:

- 4.1 Application form for empanelment shall be submitted in a sealed envelope super scribing thereon “Application for Empanelment as Class I/ II/ III” & “Application for Empanelment as Class I-A/ II-A/ III-A” & “Application for Empanelment as Class I-E/ II-E/ III-E” separately category wise as applicable.
- 4.2 However, a bidder who wishes to get empanelled for Civil Works is also allowed to get empanelled for Electrical or any other specialist works provided the contractor meets the mandatory requirements in the concerned field”.
- 4.3 If the applicant wants to apply for more than one category/class, separate application should be submitted for each category/class.
- 4.4 The application shall be submitted strictly in the prescribed format along with supporting documents as per the check list.
- 4.5 The Empanelment application form shall be signed by the bidder or authorized person(s) on behalf of the bidder by enclosing an Authority Letter/ Power of Attorney.
- 4.6 Each page of the empanelment document should be signed. Overwriting should be avoided. Correction(s), if any, should be countersigned as per point 4.5 above. If the space in the application is insufficient for furnishing full details, the applicant may give the details on a separate sheet.
- 4.7 Applications containing false and/ or incomplete information are liable for rejection.
- 4.8 If any information or details furnished by applicants are found to be false at any time in future, the empanelment of such applicant will be cancelled immediately and EMD will be forfeited.
- 4.9 IIT(BHU), Varanasi may approach/ visit the contractor’s clients to verify contractor’s general reputation/ competence.
- 4.10 Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. Regarding the completed works, copies of the work order and completion certificate shall be submitted.
- 4.11 Decision of the Director, IIT (BHU), Varanasi in the selection of contractors will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by post.
- 4.12 The empanelment of a contractor at IIT (BHU), Varanasi shall only entitle him to be considered for the issue of the tender paper. It shall not confer any right on him either to be necessarily issued the tender paper or for the award of work.
- 4.13 Generally, the routine works at IIT(BHU), Varanasi will be awarded till 10 Lakhs by inviting competitive quotations /tenders from the empanelled contractors.
- 4.14 The empanelment shall be valid initially for a period of three (03) years, which may be extended for further 02 years after reviewing of performance of the work.
- 4.15 The contractors who would be empanelled are required to deposit Rs. 50,000.00 (Fifty Thousand only) as a Permanent Earnest Money for Class I/ II/ III & Rs. 2,50,000.00 (Two Lakhs fifty thousand only) for Class I-A/ II-A/ III-A. Such deposit does not carry any interest, and it will remain with the Institute till the validity period of the empanelment. The contractors who are registered in class ‘I-E/II-E/III-E’ are required to deposit @2% of the respective tendering limit amount as a Permanent Earnest Money. They will not be required to deposit EMD while tendering for the civil & electrical works at IIT (BHU), Varanasi.
- 4.16 The empanelled firm is required to keep updated the Institute about the change of address, change of the management etc. from time to time.
- 4.17 The applicant should ensure that the application is delivered at the given address within the prescribed date and time as mentioned in the advertisement.
- 4.18 The Registrar, IIT(BHU), Varanasi, on the recommendation of Engineer-in-Charge, may remove the name of the firms from the empanelled list if the contracting firm,
 - Has, on more than one occasion failed to execute a contract or has executed it unsatisfactorily and/or
 - is proved to be responsible for construction defects in two or more works; and/or
 - persistently violates any important conditions of the contract; and/or
 - Fails to abide by the conditions of empanelment or is found to have given false particulars at the time of empanelment, and/or
 - Has indulged in any type of forgery or falsification of records, and/or
 - Changes constitution of the firm or individuals without prior approval of the empanelment authority, and/or

- Changes permanent address/business address without intimation to the empanelment authority, and/or
 - Is declared or in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned, and/or
 - Violating the labour regulations and rules, and/or
 - Is involved in complaints of serious nature received from other departments which prima fascia appear to be true, and/or
 - Default in settlement of tax dues like income tax, and other taxes etc. and/or
 - Ceases to fulfil eligibility criteria, based on which empanelment/revalidation was done, is considered not required to be in the list of IIT(BHU), Varanasi for any reason considered fit by empanelment authority.
- 4.19 No individual, or a firm having such individual as one of the partners, who is a dismissed government servant, or reverted to lower class, or having business banned or suspended by any government department in the past or convicted by a court of law shall be entitled to empanelment.
- 4.20 However, where disciplinary action was imposed on a contractor for a specified period and the period of such penalty has expired, the contractor shall be eligible for consideration for empanelment/revalidation.
- 4.21 An applicant firm is not allowed to have empanelment in more than one name. On one empanelment certificate of CPWD, CPSUs/CPSEs and MES only one empanelment is allowed in each category.
- 4.22 IIT (BHU), Varanasi shall have the right to independently verify the particulars furnished by the contractor, inspect the works executed by the contractor, and obtain such reports, certificates, or other information as it may deem necessary for the purpose of such verification.
- 4.23 IIT (BHU), Varanasi reserves the right to limit number of the contractor to be enlisted in any class or category.
- 4.24 The Registrar, IIT (BHU), Varanasi reserves the right to accept or reject any or all the offers submitted in response to this advertisement without assigning any reason thereof.
- 4.25 Any dispute arising out of or in connection with this Agreement shall be subject to the exclusive jurisdiction of the competent courts at Varanasi.
- 4.26 A separate Integrity Pact shall be submitted for each tender with an estimated value exceeding ₹1 crore.

Rules for Empanelment of Contractors in IIT(BHU), Varanasi, 2026:

5. Definitions: In these rules, unless the context otherwise requires:

- 5.1 “Civil work” means any of following:
- Construction of a residential or non-residential structure (consisting of foundation, walls, floors, roofs, door window, finishing, etc.)
 - Construction of balance work of residential or non-residential structure as mentioned in (i) above
 - Addition of additional floors in respect of (i) or (ii) mentioned above
 - Construction of boundary wall / retaining wall
 - Maintenance, additions, alterations, renovations, up-gradations of buildings,
 - E&M services in buildings.
 - Construction of underground sump / swimming pool.
 - Construction of parking with RCC / masonry / steel.
 - Water supply works including / replacement
 - Sewerage works including / replacement
 - Drainage works including / replacement.
- 5.2 “Electrical works” means any of following:
- Internal and external electrical wiring
 - Power distribution systems
 - LT/HT electrical installations
 - Transformer and substation works
 - DG set installation and maintenance
 - Street and campus lighting
 - Earthing and lightning protection systems
 - Electrical repair and maintenance works
 - Energy-efficient lighting (LED) and electrical upgrades

- Electrical works in institutional, commercial, or industrial buildings

5.3 “Composite Works” means the combination of the works given in 5.1 and 5.2.

Note: - The list of work in the definition is not exhaustive but to be considered as a guidance. The decision of enlisting authority shall be final whether the completed work falls under the listed category for this purpose or not.

5.4 “Category” means category of empanelment under these rules.

5.5 “Class” means class of empanelment, in each category.

5.6 “Contractor” means an individual, partnership firm, limited liability partnership or company executing or intending to execute the work under a contract.

5.7 “Empanelment” means empanelment of contractor in accordance with these rules.

5.8 “Work” means the work contracted with the owner to be executed under a single contract.

5.9 “Engineer-in-Charge” means the **Superintending Engineer (SE), Institute Works Department (IWD), IIT (BHU), Varanasi**, or any other officer authorized by the competent authority of the Institute.

6. General:

6.1 These rules may be revised or repealed by new rules. The empanelment of a contractor shall be governed by the revised or new rules existing on the date of receipt of the application, if any, and not by the rules prevailing at the time of empanelment.

6.2 Empanelled contractors may participate in tenders for works up to their respective tendering limits. However, empanelment in any class shall not, by itself, confer eligibility, and such contractors shall also be required to fulfil all other eligibility conditions stipulated in the Notice Inviting Tender (NIT).

7. Engineering establishment, tools, plants, and machinery:

The applicant shall submit an undertaking in the application form (Annexure-I) to hire or otherwise procure the required engineering establishment, tools, plants, and machinery, if not already available with him. In case the contractor fails to deploy the requisite engineering establishment, tools, plants, and machinery, either owned or hired as per requirement of work, then the contractor shall be liable for disciplinary action under these Empanelment Rules.

8. Electrical contractor license

If the applicant does not possess electrical contractor license in his/her own name, he/she shall submit an undertaking in the application form (Annexure-I) to associate an agency having valid electrical license of appropriate voltage in its name issued by the State Government or Union Territory under Section 31 of the Indian Electricity Rules, 1956 as amended from time to time, for execution of work which requires such a license. Such associate agency shall keep valid electrical license throughout the period of execution of work by getting it renewed at suitable intervals. In the event of any fault on the part of the contractor in this regard, he/she is liable to be debarred.

9. Marking of quality for works

The marking of quality for works shall be given on following basis, in case marks are not given by owner department for quality:

- Quality graded as Outstanding/Excellent : 9 marks out of 10
- Quality graded as very good : 7 marks out of 10
- Quality graded as Good/Satisfactory : 6 marks out of 10
- Quality graded as Average : 5 marks out of 10
- Quality graded as Poor : 3 marks out of 10

10. Criteria for evaluation of application:

The empanelment shall be done on the basis of evaluation of experience of the applicant on the completed works listed in Annexure-III. The criteria for evaluation are given in Annexure- VI. The eligibility criteria for empanelment shall be minimum 60% marks in each parameter (work experience, contract performance, time overrun and quality of works) and 70% overall marks for each work separately.

11. Empanelment fee:

11.1 The applicant shall have to pay a non-refundable empanelment fee of Rs.500 online or DD in favour of the Registrar, IIT (BHU), Varanasi. The applicants are, therefore, advised to ensure that they fulfil the prescribed eligibility requirements of empanelment before applying and making the payment. The enlisting authority shall not be responsible for refund of fee once paid.

11.2 Applications received without empanelment fee or fee payment date older than one month or Annexure-III not signed by owner (owner and first party in case of back to back contract basis work) or filled up with incomplete information and other information, Annexure V-1, V-2 and V-3 is not in prescribed format, or Annexure V-1 V-2 and V-3 are not attached with application form may be rejected.

The applicants will be provided two opportunities of 15 days each to clarify and attend to the shortcomings which will be intimated through mail or letter. In the event of no response or incomplete response within 15 days of issue of letter by member secretary seeking any clarification and/or document even after 2nd opportunity, the application will be rejected.

No further opportunity shall be given by the Institute for submission of details/ documents sought in the first 2 opportunities, however further new details may be sought if any new details is required after scrutiny of details/ documents already submitted in compliance of shortcoming pointed out earlier.

Empanelment / revalidation fee shall be paid from the bank account in the name of applicant.

12. Validity of empanelment:

The empanelment will be valid for a period of three (03) years from the date of issue of order or as mentioned in the empanelment order, which may be extended for further two (02) years after reviewing of performance of the work. The empanelment shall be open to review by the enlisting authority and liable to debarment, demotion to lower class, or any other disciplinary action at any time, if considered necessary by the enlisting authority, as per extant provisions mentioned in the Empanelment Rules.

13. Enlisted contractor's obligations:

The contractor shall fulfill all his/her obligations under these Rules in the prescribed manner, failing which he/she shall be liable for disciplinary action as mentioned therein. Some of the obligations are summarized below:

- The contractor is expected to bid for and secure works of appropriate magnitude during the empanelment period.
- The contractor shall abide by the Empanelment Rules and amendments issued time to time by the competent authority.
- The contractor shall not indulge in unethical practices and maintain good conduct.
- The contractor shall execute the works awarded to him with due diligence and strictly as per the conditions of the contract and specifications.

14. Disciplinary Action:

14.1 The contractor shall abide by all the Rules of empanelment, and by the terms and conditions of notice inviting tenders and contract. He/she shall execute the works with due diligence and strictly as per the contract conditions and specifications. Where the contractor has made him/herself liable for disciplinary action, the enlisting authority shall have the right to demote to lower class / debar the defaulting contractor from participating in tender process for a period not

exceeding two years based on the recommendations of **Empowered Committee**. The composition of Empowered Committee shall be decided by enlisting authority approved by the Director, IIT(BHU).

The Empanelling Authority may, for administrative reasons, modify the composition of the Empowered Committee at any time. The decision of the Empowered Committee shall be final and binding on all concerned, subject to the provisions of these Empanelment Rules.

- 14.2** The Empanelling Authority (Registrar, IIT(BHU), Varanasi) shall also the disciplinary authority and he / she may initiate disciplinary action against any enlisted contractor either suo-moto or on the receipt of a written complaint from an officer not below the rank of Assistant Executive Engineer and forward it to the empowered committee for consideration.

The Empowered Committee will examine the complaint on the basis of documents, facts and circumstances. Thereafter a show cause notice to the contractor will be issued by the member secretary. The Empowered Committee may allow personal hearing to the contractor if necessary and forward its recommendations to the Disciplinary Authority. The Disciplinary authority will take a decision in the matter. The decision of the disciplinary authority shall be final and binding on the contractor. The self-speaking decision of Disciplinary Authority will be issued by either the disciplinary authority or his/her authorised representative. All decision will be approved by the Director, IIT (BHU), Varanasi.

- 14.3** Disciplinary action against an empanelled contractor may result in the imposition of one or more penalties. Upon the imposition of any such penalty, the contractor may also be debarred from seeking or obtaining empanelment with IIT (BHU) Varanasi for a period not exceeding two (02) years, as may be determined by the Competent Authority.

15. Grounds for Debarment / demotion to lower class of contractor:

The contractor may be debarred / demoted to lower class, if any of the following is established by inquiry:

- (a) Failure to execute a contract or execution of a contract in an unsatisfactory manner shall render the contractor liable to disciplinary action under these Empanelment Rules. Where the progress of any work is unsatisfactory due to reasons attributable to the contractor, the contractor may be debarred from participating in tenders of IIT (BHU) Varanasi for a minimum period of six (06) months. In the event of repeated defaults or delays in the execution of multiple works, the period of debarment may be extended up to two (02) years, as decided by the Competent Authority.
- (b) Violation of any conditions of the contract; or
- (c) Failure to abide by the conditions of empanelment; or
- (d) Found to have given false particulars at the time of empanelment; or
- (e) Has indulged in any type of forgery or falsification of records; or
- (f) Changes constitution of the entity or status without the prior approval of the enlisting authority; or
- (g) Changes the name of the entity without the prior approval of the enlisting authority; or
- (h) Intimation of change of address not given within three months of such change along with acknowledgement of noting down such change from Bank, Income Tax, GST authorities, etc.
- (i) Already declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- (j) Violation of the labour regulations and rules; or
- (k) Involved in complaints of serious nature received from any source, which have been proved; or
- (l) Defaults in settlement of tax dues like income tax, GST, etc.; or
- (m) Ceases to fulfil eligibility criteria based on which empanelment was done; or
- (n) Is considered as not required to be in list of CPWD contractors for any other reason considered fit by the enlisting authority; or
- (o) Does not start the work after the same is awarded to him; or
- (p) Fails to rectify construction / structural defects within a reasonable time not exceeding 2 months, pointed out to him by the engineer-in-charge during the period as mentioned in contract.; or
- (q) Breach of code of integrity as per Rule 175 of GFR-2017; or
- (r) Supply of sub-standard material, non-supply of material, abandonment of works, substandard quality of works; or
- (s) Misbehaviour, direct or indirect involvement in threatening, making false complaints, filing legal suites for frivolous reasons, or any behavioural act, omission or commission damaging the reputation of department/officer, or.

- (t) Fails three times in collection and submission of samples for materials or fails to make payments of testing to the testing labs; or
- (u) Over measurement / incorrect measurement / repetition of measurement for which payment already made in previous bills, submitted by contractor for payment; or
- (v) Withdrawal of tender before award of work; or recession of work; or
- (w) Debarment by any central Government Department/ Ministry or Central Govt PSUs; or
- (x) For any other reason.

16. Debarment / demotion to lower class of contractor:

- Debarment: Whenever, any type of complaint listed above or any other issue deemed appropriate by Engineer-in-charge, against any contractor working or enlisted in IIT(BHU), is received, the same will be referred to Empowered Committee for examination and to submit their recommendations for taking disciplinary action by the disciplinary authority. The contractor will be served with show cause notice on the decision of Empowered Committee by the Member Secretary of Empowered Committee. All the documents, correspondences including reply from the enlisted contractor will be considered by the disciplinary authority. The empowered committee shall give their recommendations to the disciplinary authority. Thereafter appropriate action for debarment/demotion of contractor may be taken by the disciplinary authority keeping in view various correspondences, show cause notice, reply from contractor and recommendations of empowered committee. The disciplinary authority will consider debarment of contractor for a period not less than six months and not more than two years, except provided otherwise in NIT/Agreement if any of the allegation is established by the Empowered Committee. The debarment of contractors would entail ban on participation in the tendering process and award of contract for works, submitting application for empanelment / re-validation, change in constitution during the period of debarment, however, running contracts shall, though, remain unaffected by this debarment.
- Demotion: In case of demotion, the contractor can participate in the tenders corresponding to the lower class to which the entity is demoted for a period of three years from the date of issue of orders. He/she will not be allowed to participate in IIT(BHU) on the basis of his/her work experience in the tenders beyond the tendering limit of the demoted class. In case his/her empanelment is expiring during demotion period, he/she will not be allowed to get enlisted in the higher class afresh during demotion period, however, can be enlisted in the lower class.
- The new empanelment / revalidation application shall not be processed till completion of debarment period.

17. Revocation of Order:

- 17.1** An order for debarment/demotion passed shall be deemed to have been automatically revoked on the expiry of that specified period and it will not be necessary to issue a specific formal order of revocation.
- 17.2** A debarment order may be revoked before the expiry of the Order, by IIT(BHU), if it is of the opinion that the disability already suffered is adequate in the circumstances of the case or for any other reason.

18. Other Provisions:

- 18.1** No contract of any kind whatsoever shall be placed to debarred firm including its allied firms after the issue of a debarment order by the department. Bids from only such firms shall be considered for placement of contract, which are neither debarred on the date of opening of tender (first bid, normally called as technical bid, in case of two packet/two stage bidding) nor debarred on the date of contract. Even in the cases of risk purchase, no contract should be placed on such debarred firms.
- 18.2** In case, any debarred firm has submitted the bid, the same will be ignored. In case such firm is lowest (L-1), next lowest firm shall be considered as L-1. Bid security submitted by such debarred firms shall be returned to them.
- 18.3** Contracts concluded before the issue of the debarment / demotion order shall not be affected by the debarment / demotion orders.
- 18.4** The debarment / demotion shall be automatically extended to all its allied firms. In case of joint venture/ consortium is debarred / demoted, all partners will also stand debarred / demoted for the period specified in Debarment / demotion Order. The names of partners should be clearly specified in the "Debarment / demotion Order".
- 18.5** Debarment / demotion in any manner do not impact any other contractual or other legal rights of

the procuring entities.

- 18.6 The period of debarment / demotion shall start from the date of issue of debarment / demotion order.
- 18.7 The order of debarment / demotion will indicate the reason(s) in brief that led to debarment / demotion of the firm.
- 18.8 Ordinarily, the period of debarment should not be less than six months.

19. Re-validation:

The enlisted contractor may apply for re-validation before the expiry of the current empanelment. Enlisted contractors are advised to apply for re-validation.

I with works executed by them, six months prior to expiry of their empanelment order. Re-validation shall be effective from the date of expiry of existing empanelment or date of re-validation whichever is later. Rules for re-validation are the same as those for empanelment. The enlisting authority reserves the right to reject revalidation of empanelment without assigning any reason.

20. INSTRUCTIONS FOR APPLICANTS:

A. Procedure for submission of forms

- 1. The application shall be submitted along with scanned/ photocopies of required documents. Documents to be attached after scanning from self-attested copies or original, as mentioned in preceding paras.
- 2. (a) There shall be one time submission of documents at the time of application. Decision shall be taken on the basis of documents submitted at the time of application. No subsequent additional records shall be allowed during scrutiny for applicants seeking empanelment under above mentioned rule.
- (b) No changes / additional documents are allowed once the application is submitted.
- (c) Applicants are required to ensure that (at each page) documents as per Annexure-II are attached before finally submitting the application to avoid the rejection.
- (d) The empanelment fee may be deposited online only after verifying and saving the online application on the portal.

B. Rejection of application for empanelment

- 1. Applications received without uploading empanelment fee or fee payment date older than one month, or Annexure-III, or Annexure V-1, or V-2 or V-3 are not attached may be rejected. Before such rejection, one notice will be given in such cases to submit the documents. In case, the aforementioned documents are not submitted then the application will be rejected without giving further opportunity. Empanelment / revalidation fee shall be paid from the bank account in the name of applicant.
- 2. The empanelment fee is non-refundable. The applicants are, therefore, advised to ensure that they fulfil the prescribed eligibility requirements of empanelment before applying and making the online payment. The enlisting authority shall not be responsible for refund of empanelment fee paid more than once on account of multiple transactions.
- 3. In case, all the required documents are submitted by the applicant and if those documents have certain deficiencies, then the applicants will be provided two opportunities 15 days each to clarify and attend to the shortcomings which shall be intimated by Member Secretary through post/ email only. In the event either no response or incomplete response is done only within 15 days after second opportunity of submitting letter by the Member Secretary seeking any clarification and/ or document, the application shall be rejected, without further opportunity or notice. If after submission of clarification, any new clarification/documents is required, then the Member secretary may ask the applicant for the same. The applicant has to submit clarification in support of clarification within 7 days of receipt of the letter by the Member Secretary on the post/email, failing which, the application will be rejected.
- 4. In the case of applicant opted for withdrawal of his/her application any time. His/her empanelment fee shall not be reimbursed / adjusted in case applicant withdraws his/her application, as empanelment fee is non-refundable. All withdrawal applications shall be allowed by the Member Secretary and closure order shall be issued.

C. Evaluation of Application:

The evaluation of applications shall be undertaken only in respect of those bidders who have submitted all the documents, information, declarations, and certificates required under the tender documents. Applications that are incomplete, non-compliant, or lacking any mandatory document or information shall be treated as non- responsive and may be rejected without any further evaluation.

S/d

The Superintending Engineer, IWD, IIT(BHU)

Annexure- I

Application for Empanelment and re-validation in all categories and classes (Supporting documents annexed with the application form should be uploaded as per Annexure-II)

Class Category

1

- (a) Name of the applicant
- (b) Status of entity (Individual/Sole Proprietorship/Partnership Firm/Limited Liability Partnership/Company)
- (c) Registration Number for Firm (LLPIN for LLP and CIN for Company)

2 Nationality

3 Address

- (a) Registered Office
- (b) Head Office (if different from Registered office)

4 Contact Details

- (a) Telephone Number
- (b) Fax Number
- (c) Mobile Number
- (d) Website URL (if any)
- (e) Email Id

5

- (a) PAN (Individual/Firm/LLP/Company)
- (b) GST registration number

6 Details of Individual(s)/Partner(s)/ Director(s)

Si. No.	Name	Photograph (Size of photograph should be 2.5X 3.5cm)	Aadhar Card Number last four digit only	PAN Number	Mobile Number	Signature (without stamp)

7. 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 contractor	Yes	No
(d) Having business banned/suspended by any Government in the past	Yes	No
(e) Convicted by court of law	Yes	No
(f) Retired engineer/official from Engineering Department of Government of India within last one year	Yes	No
(g) Director or partner of any other company/firm enlisted with CPWD or any other organization	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 (if any) :
- b. Nationality :

9

- c. Name of the banker :

- d. Full address :
- e. Phone number :
- f. e-mail account :

10 Details of empanelment with **CPWD, CPSUs/CPSEs and MES**

S. No.	Class/ Category	Department Name	Empanelment Authority and address	Empanelment Number and date	Validity Date	Tendering Limit (in Rs. lakhs)

11

- a) Is any person working with the applicant a near relative of the official of IIT (BHU)
- b) If yes, give details (Name, Designation, PIMS ID)

12 Empanelment fee details:

- a) Transaction Reference Number.....
- b) Transaction Date
- c) Amount

13 Details of completed works secured during the last 05 years, eligible for work experience (to be filled in the proforma given in Annexure-III. This list should include required number of works with gross value of work done (including enhancement) more than the lowest required magnitude of works for the class in which registration is required.

14 Certificates (Tick whichever is applicable):

- a) I/We (including all partners) certify that I/we have read the Rules for Empanelment of Contractors in CPWD as amended upto date and shall abide by them.
- b) I/We certify that I/we are not registered and will not get myself/ourselves registered as contractor(s) in the Department under more than one name in the same category.
- c) I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information /document(s) is/are found incorrect/ forged during empanelment process and or after empanelment, our application and or empanelment is liable to be cancelled and I/we shall be debarred for two year from the date of issue of order.
- d) I/We certify that,
- (i) The constituents of the Firm/LLP/Company reflected in Sl. No. 1(c) and 7 above are applicable on the date of this application which tallies with the record of the registering authority. I/none of the partners/directors retired from Government service during the last one year.
- (ii) I/We have neither employed nor shall we employ any person within one year of his/her retirement from the Government except with the prior permission of the Government.
- e) I/We undertake that I/we will hire or otherwise arrange the tools and plants required for the works procured as a result of this empanelment if I/we do not have our own tools and plants. I/we further undertake that I/we will hire or otherwise arrange the required Engineering Establishment required for the works procured as a result of this empanelment if I/we have not already employed the required Engineering Establishment.
- f) I/We undertake that, if I/we do not possess in my/our name a valid electrical license as required, I/ we shall associate an agency having such a license for execution of work which requires such a license.
- g) I/We have attached Annexure-II duly completed.
- h) I/We undertake that the works have not been got executed through another contractor on back-to-back basis.
- i) I undertake that I am unemployed engineer/ architect/ horticulturist (submit on affidavit executed

before the Executive Magistrate/First Class Magistrate)

- j) I undertake that I am neither empanelled nor working as arbitrator nor consultant in any Central/ State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body.

Place
Date

Signature /Digital Signature of applicant
(Authorized Signatory)

Annexure- II

List of Documents to be uploaded for Empanelment/Re-validation

Name of entity:

Category: Class:

S. No.	Document Description	Applicable for	Click to upload
1.	Proof of constitution {(Annexure-I, S No 1(c)}		
(a)	In case of sole proprietorship: an affidavit executed before the Magistrate not below the rank of Executive Magistrate/ First class Magistrate that the applicant is the sole proprietor of the firm.	Other applicant	
(b)	In case of partnership firm: Certification of Registration along with Form-A (as issued of Registrar of Firms), Partnership Deed, and prescribed documents indicating change in address or constitution of Partnership Firm.	Other applicant	
(c)	In case of Limited Liability Partnership: Certificate of Incorporation, Partnership Deed and prescribed documents indicating change in address or constitution of LLP.	Other applicant	
(d)	In case of Private / Public Limited Company: Certificate of Incorporation, Article of Association, Memorandum of Association and prescribed documents indicating change in address or constitution of Board of Directors.	Other applicant	
2.	Power of attorney, if any, Annexure-I, Sl. No 8 (a) or Board Resolution, if any.	Other applicant	
3.	Self-attested copy of empanelment order, if any {Annexure-I, S No10	All applicant	
4.	List of all near relatives working in IIT (BHU) {Annexure- I, S No11(a) & 11 (b)}	All applicant	
5.	Details of completed works in Annexure-III	Other applicant	
6.	Self-attested copies of award letters for completed works included in Annexure-III	Other applicant	
7.	Self-attested copies of final bill for completed works included in Annexure-III. Not required for works executed for central / state Govt. departments or undertakings.	Other applicant	
8.	Banker's Certificate from Scheduled Bank (in Annexure V-1) OR Net Worth Certificate (in Annexure V-3).	Other applicant	
9.	Banker's Certificate from Scheduled Bank (in Annexure V-1)	Retired Govt. Servant	
10.	Average Annual Turnover Certificate on works during the last three financial years in Annexure V-2.	Other applicant	
11.	Self-attested copy of Form 16/16A & 26AS for private works or for works executed on back-to-back basis.	Other applicant	
12.	Self-attested copy of GST registration. (Annexure –I, S. No. 5(b)).	All applicants	
13.	Self-attested copy of PAN Card (Annexure –I, Sl. No. 5(a)).	All applicants	
14.	Self-attested copy of Affidavit for Engineers/Architects/ Agriculturist & Horticulturist along with Form 16/16A & 26AS (if applicable)	Unemployed applicant	
15.	Self-attested copy of Degree / diploma.	Unemployed applicant	
16.	Self-attested copy of Aadhaar Card (of all partners/directors as applicable)	All applicant	
17.	Self-attested copy of income certificate (in the name of individual) issued by state govt.	Unemployed applicant	

Note:-

1. Applicants who are neither retired Govt. servants nor unemployed are termed as other applicants.
2. The Scanned copies of the documents to be uploaded are to be in PDF format and the same shall be scanned from self-attested copies or original as applicable.

Annexure – III

Work experience certificate of Completed Work(s)

No..... Date:

1.	Name of work	
2.	Location of work (mention city and state)	
3.	Name of contractor (same as mentioned in Award letter)	
4.	Agreement/work order number	
5.	Estimated Cost	
6.	Agreement/work order amount (Rs.)	
7.	Gross value of completed work (Rs.)	
8.	Amount of Gross value of final last paid bill, (if final bill not paid).	
9.	Stipulated date of start (DD-MM-YYYY)	
10.	Date of completion:	
	(a) Stipulated date of completion (DD-MM-YYYY)	
	(b) Actual date of completion (DD-MM-YYYY)	
	(c) Justified extended date of completion, if decided (DD-MM-YYYY)	
11.	Details of extension of time for delayed completion.	
	(a) Whether extension of time for delayed completion has been decided or not? Owner department officers are requested to only mention either “Yes or No” against this option. (Option of writing “Not applicable” is only acceptable where work is completed before stipulated date of completion).	
	(b) If extension of time for delayed completion has been decided, then amount of compensation levied, if any?	
12.	Is there any Conciliation / Mediation / Arbitration / Court Case(s) (from start of work till issue of this certificate), Owner / department officers are requested to only mention either “Yes or No”.	
13.	Quality graded: As Outstanding / Excellent / Very Good / Good / Satisfactory / Average / Poor	
14.	Status of owner / department Owner / department officers are requested to only mention (Central/State Government /PSU/ Private)	
	(a) Name of Project Manager or Executive Engineer or Equivalent	
	(b) Address	
	(c) Phone	
	(d) e-mail	
15.	Remarks, if any	

The above work has been / was completed/in progress satisfactorily.

Signature with seal and designation (Project Manager or Executive Engineer or Equivalent Officer of owner department)

Certificate: This is to certify that no adverse action has been taken by the department concerned against me/us. I/We understand that if any information is found incorrect, our empanelment is liable to be cancelled.

(Self-attestation by Applicant)
Signature with seal

Notes:-

1. Scanned copy of original documents to be uploaded in the portal
2. This proforma shall be filled up separately for all four (maximum) eligible works proposed submitted as for work experience for empanelment.
3. Annexure-III without valid signature of owner department is invalid. Owner means department who owns the project/work executed by the applicant (Contractor).
4. Annexure-III shall not be more than 6 (six) months old from the date of application of empanelment.

Annexure-IV

Black List declarations Proforma

(An undertaking to this extent should be given on Rs. 10.00 Non-judicial stamp paper duly notarized stating)

I/WE the proprietor/ partner/Director in the firm/company having office address undertake & confirm that I/We have never been blacklisted, suspended nor barred by any Government Institute/Department/Govt. Labs/Autonomous bodies so far due to breach of contract or any reason including corrupt and fraudulent practices adopted by us. I/We also undertake and confirm that our contract with any Government Institute/Department/Govt. Labs/Autonomous bodies was never discontinued/terminated during contact period due to breach of contract or any reason including corrupt and fraudulent practices adopted by us.

Signature with Stamp

Annexure- V- 1

Form of Banker's Certificate from a Commercial Bank

This is to certify that to the best of our knowledge and information Shri / Smt / M/s..... having registered address,a customer of our bank, is/are respectable and can be treated as reliable for any engagement upto 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 in CPWD in..... (Name of category), in Class.....

(Signature) For the Bank

Note:

1. Banker's certificates should be on the letter head of the bank, addressed to enlisting authority.
2. In case of partnership firm, the certificate shall include names of all partners as recorded with the bank.

Annexure-V-2

Form of Certificate of Annual Turnover on works from Chartered Accountant

Certified that following is the annual turnover on works of the individual/firm/company as per returns filed with Income Tax Department for the past 3(three) financial years.

Name and registered address of individual/firm/company:

.....

S. No.	Financial Year	Annual Turnover on Works in Rs. lac

Unique Document Identification Number (UDIN).....

(Signature of Chartered Accountant) (Name of Chartered Accountant) Membership No. of ICAI
Date and seal

Annexure- V- 3

Form of Certificate of Net Worth from Chartered Accountant

It is to certify that as per the audited balance sheet and profit & loss account during the financial year, the net worth of Shri/Smt/M/s..... Name & Registered Address of individual/firm/company), is Rs. After considering all liabilities. It is further certified that the net worth of the individual/firm/company has not eroded by more than 50% during the last three years ending on 31st March Unique Document Identification Number (UDIN).....

(Signature of Chartered Accountant) (Name of Chartered Accountant) Membership No. of ICAI

Date and seal

Annexure-VI

Criteria for evaluation of contractor's performance for empanelment

Name of the applicant:

Category:

Class:

<i>S. No.</i>	<i>Parameter and evaluation criteria</i>	<i>Maximum marks</i>	<i>Marks obtained</i>
<i>1</i>	<i>Work experience</i> (a) 7 marks for minimum eligible value (b) 10 marks for twice the minimum eligible value or more Marks for intermediate values shall be determined by straight line variation	<i>10</i>	
<i>2</i>	<i>Contract performance</i> (a) 20 marks for completion of work without litigation (b) 14 marks for completion of work with litigation (c) Zero mark for rescission of contract	<i>20</i>	
<i>3</i>	<i>Time over Run</i> <i>TOR= Actual time for completion/stipulated period of completion of work plus extended time period without levy of compensation. In case, levy of compensation is not decided, extended time period without levy of compensation shall be nil.</i> (a) 40 marks if the work is completed on or before stipulated date of completion. (b) 24 marks if $TOR = 1$ (c) Zero mark if $TOR > 1$	<i>40</i>	
<i>4</i>	<i>Quality of completed works</i>	<i>30</i>	
	<i>Total Marks</i>		

Notes:

1. If the work experience consists of more than one completed works, the marks under each parameter shall be worked out separately for each work. Each work has to qualify separately.
2. The eligibility criteria for empanelment shall be minimum 60% marks in each parameter individually and 70% overall marks in each work separately.
3. Work in which compensation is levied for delayed completion is not acceptable for empanelment.
4. Work in which EOT case is not decided is not acceptable.

Annexure-VII

CERTIFICATE

I / We hereby certify that I am not near relatives of the SE/AEE/AE/JE or any other office bearer of IIT(BHU), Varanasi.

Note:- Near relatives includes wife, husband, parents, in-laws, children, brothers, sisters, uncles, aunts and cousins.

Name and (Signature of Contractor)

Seal of the Firm

Annexure-VIII

DECLARATION

I / We (including all partners) certify that I / We have read and understood the instructions and the Terms & conditions mentioned in the application form and shall abide them.

I / We certify that the information given in the application is true to the best of my knowledge and belief. I / We also understood that if any of the information is found wrong, I am / We are liable to be debarred.

I / We agree that the decision of the Director, IIT(BHU), Varanasi in selection of contractors will be final and binding to me / us.

I / We agree that I / We have no objection if enquiries are made to our clients to verify the facts submitted by us.

Signature

Name and Seal of the Firm

EMPANELMENT OF CONTRACTORS FOR CIVIL AND ELECTRICAL WORKS at IIT (BHU), Varanasi.

LIST OF DOCUMENTS TO BE SUBMITTED (Check List)

1. Duly filled Application form along with Annexure – I to VIII, where applicable.
2. Profile of the Firm.
3. Details of Constitution of the firm and it's registration certificate.
4. Power of Attorney / Letter of Authorization for authorized signatory.
5. Audited balance sheet with profit & loss statement in support of Annexure – V-3.
6. Copy of registration certificates in support of Annexure – II.
7. Copies of Work order, completion certificate etc. in support of Annexure – III.
8. Certificate as per Annexure-VII.
9. Black List Declaration Proforma as per Annexure-IV.
