

**APPLICATION FOR ENLISTMENT OF CONTRACTOR IN
MUNICIPAL CORPORATION, FARIDABAD.**

1. (a) Name of applicant and full address
(b) Place of business (Head office and branches) if any.
(c) Telephone No. /Telegraphic address.
2. Whether the firm is a private or public lid or Undivided Hindu family or individual registered Partnership firm (attested copies of deeds or articles association to be enclosed)
3. Name of person holding the power of attorney (Attested copy of power of attorney to be enclosed)
4. Name of partners with their respective share in the Firm (attested copy of the partnership deed to be enclosed)
5. (a) Name of Bankers and full address
(b) In case of limited liability company, copy of last balance sheet duly audited should be attached.
(c) Particulars of immovable properties with then press market value (Attached certificate from Deputy Commissioner /Collector or first class Magistrate.
6. Class & category in which enlistment is sought
7. Area in which the contractor want to work.
8. Whether the contractor desired in deposit lump sum security for securing exemption from Payment of earnest money or will deposit Earnest money along with each tender.
List of works executed
(a) Name of work
(b) Amount of work executed
(c) Year of execution
(d) Authority under which carried out to be shown in separate statement.
9. Resources of contractors
(a) Detail of technical staff permanently employed. Technical qualification and experience of each employee.
(b) Details of tools plants and transport etc.
(c) Details of workshop, if with location.
10. For contractors seeking enlistment for public Health works whether the applicant is a Licensed plumber or has a licensed plumber (Attested copy of Plumbing license to be enclosed)

- 11 For contractors seeking enlistment as furniture contractor.
- (a) Whether the applicant has properly fitted woodwork shop and if so, give details and location of the workshop.
 - (b) Details of stock of timber, paints polishes and other finishing equipment held by the applicant.
 - (c) Number of designers employed capable of producing well through out scheme for large building.
- 12 For contractors seeking enlistment as Electrical contractor
- (a) Whether the applicant possesses a valid electrical license (attested copy of license to be attached)
 - (b) Details of technical personnel employed with then qualification and experience.
- 13 (a) Whether the applicant is already enlisted in Haryana PWD (B & R/PH). Irrigation branches & Capital project if so, in which class & category.
- (b) Whether enlisted with other department if so which class category, showing amount upto, which to qualified to tender.
- 14 Whether the applicant is a shareholder or partner of any firm enlisted in this department or any other department.
- 15 Whether the applicant or any of his partner or shareholder is member of the Indian parliament or any state legislature.
- 16 Has the applicant or any of his partners of shareholder been black listed or removed from the approved list of contractors, demoted to a lower class, or orders passed banning, suspended 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.

Signature of the contractor

Name of the contractor

CERTIFICATE

1. I/we certify that I/we will not get myself ourselves registered as contractors in the M.C.F. under more than one name.
2. I/we attach a list of these persons who are working with me/us in any capacity and who are near relative of any gazetted office in the M.C.F. I/we also under take to intimate names of such persons who are employed by me/us subsequently. Contractors who are near relatives of engineering officers, the grades for Superintending Engineers, Executive Engineers and Assistant Engineers all inclusive of the M.C.F. will not be allowed to tender for works in the circles (responsible for award and execution of contractors) where their near relative will be working contractors who are near relative of a Chief Engineer will not be allowed the work in the department (Engineer will not be allowed to work in the department as whole).

Note: By the term near relative is meant wife, husband, parent children, and brother, sisters. Brother-in-law, son/daughter-in-law, uncle first cousin father-in-law.

3. a) I certify that I did not retire as Engineer of gazetted rank or as a gazetted officer employed on Engineering or Administrative duties in the Engineering Department of the Government of Haryana during the last two years. I also certify that I have neither such a person within two years of his retirement except with the prior permission of the Government.

I further certify that I am/am not a dismissed Government servant and undertake not to employ directly or indirectly any persons dismissed from Government service in my business without the prior permission of the registering authority.
(For individuals seeking enlistment in their own name)

We certify that none of the partner/ Directors retired as an Engineer of gazetted rank or as a gazetted officer employed in engineering or administrative duties in the engineering departments of the Government during the last two years. We also certify that we have neither under our employment any such person not shall we employ any such person within two year so this retirement except with the prior permission of the Government.

We further certify that Partner (s) is/are not dismissed Govt.
Director (s) is/are

Servant and we undertake not be employ directly or indirectly any person dismissed from Government service on our business without the prior permission of the registering authority.

(The inapplicable certificate may be deleted according to an individual or limited company or a partnership firm is seeking enlistment).

For limited companies and partnership firms.

4. I/we agree to notify we officer accepting this application and registering our names on the MCF list of contractor of any changes in the fore-going particulars as they occur and to verify and confirm these particulars annually on 1st April.

5. I/we note that registration as a contractor does not carry with it the right to tender for works. I/we also understand and agree that the appropriate MCF authority have right, as they may decide not to issue tender form in any particular case and to suspend, remove or black-list my/our name from the approved list of contractors in the event of submission of non-bonafide tenders or for technical or other delinquency in regard to which decision of the appropriate MCF authority shall be final and conclusive.
6. I/we certify that the above particulars are correct 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 of firm my/our name is liable to be removed from the MCF list of contractors and any contract that I/we may be holding at the time is liable to be rescinded.

**Signature of applicant
with address**

Dated:

Important Notes :

1. All relevant certificate should be attached with the applicant.
2. Income-Tax Clearance Certificate for the latest assessment year should be sent along with the application. Without the income tax certificate the enlistment will not be considered.

Affidavit required for enlistment/renewal of contractor-ship
Attested by 1st Class Magistrate

I _____ S/o _____

Do hereby solemnly affirm and declare as under: -

1. That my present address is _____
2. That my permanent address is _____
3. Our Bank account is _____ at _____ Name & Account No. of Banks)
4. That I have not been blacklist by any Govt. Deptt. or any Govt. undertaking etc.
5. That none of my near relative is working as SE/EE/SDE/JE/Dy. Suptt. Accountant/HDM/CHD/SDC in Municipal Corporation Faridabad as per relative defined as under.

Draftsman/ Tractor all categoens of class III & IV employees.

By the term near relative is meant wife, Husband, Parents, Children, Brother, Sister, Brother/ Sister-in-law, Son/Daughter-in-law, Uncle First Cousin and Father-in-law.
6. That I am not an income tax defaulter.
7. That I have not already been enlisted as contractor in Municipal Corporation, Faridabad in any capacity i.e. individual, proprietorship, Partnership or limited concern whatsoever it may be I also undertake not to get myself registered any where Public Health Department under more than one name.
8. That I have not failed to submit my purchased tender from to the Tender Receiving Committee for 3 successive tenders (for renewal)
9. That I am not a dismissed Govt. servant and further undertake not to employ a dismissed Govt. servant in my business without prior permission of the registrations authority.
10. That I undertake to intimate to the Department change of my address if any that takes place in future.

11. That there is no change in the partnership deed of the firm. That firm shall not enter into any fresh Partnership without the prior knowledge of the Deptt./ registering authority (Required only, in case of partnership firm).
12. That there is no change in the Board of Directors of the company. Any change the Board of Directors will be intimated to the registering authority immovable (required only in case of limited company).
13. That I have the following moveable and immovable property.
 - i). Moveable Property
 - ii). Immovable Property

Verification

Verified that my above statement is true and correct to the knowledge and belief and nothing has been concealed therein.

Place

Dated

Deponent