



भारत सरकार  
Government of India  
विज्ञान और प्रौद्योगिकी मंत्रालय  
Ministry of Science and Technology  
विज्ञान और प्रौद्योगिकी विभाग  
Department of Science and Technology  
प्रशासन अनुभाग  
Administration II (B) Section  
New Mehrauli Road, New Delhi-110 016

File No. D- 24012/1/1/2011 Admn II (B)

Date: 03 Oct., 2011

To.

All Interested vendors

(Firms, those have applied against our invitation No.D-24012/1/1/2007 Admin II (B) dated 04 Dec., 2009, need not to apply afresh).

**Sub : Invitation for registration of contractors for carrying out the jobs related to Civil, Electrical & Horticulture works in the Department of Science & Technology, Technology Bhavan, New Delhi.**

Dear Sirs,

Applications are invited for registration of contractors for carrying out the jobs relating to Civil, Electrical & Horticulture works in Department of Science & Technology, Technology Bhavan, New Delhi-16.

**Terms & conditions for registration of contractors in Department of Science & Technology (DST)**

1. **Applicability:** Any Indian individual, proprietary concern, Partnership Firm, Public Limited Company or a Private Limited Company may apply for registration as a contractor in DST subject to fulfilling under these rules provided the eligibility criteria and other conditions. More firms may be encouraged to register for better competitiveness and works

1.1. Any individual or a firm having such individual as one of the partners, who is a dismissed government servant; or removed from the approved list of contractors; or having business banned/ suspended by any government department in the past; or convicted by a court of law shall not be entitled for registration.

**Cont'd...02/-**

1.2. Registration of a contractor in DST shall entitle him to be considered for issue of tender papers for the subject work and subject to the conditions laid down in each individual Notice Inviting Tenders.

2. **Procedure:**

2.1. The contractor is required to submit the application in a prescribed form (**Annexure I**) complete with all documents as per **Annexure II**.

2.2. Incomplete applications and applications not accompanied with requisite documents are liable to be rejected.

2.3. DST shall have the right to independently verify the details furnished by the contractor and to get works done by the contractor inspected and/ or to get such other reports as may be considered necessary.

2.4. If DST finds the contractor suitable for grant of registration, it shall issue the registration certificate or otherwise, send a letter of rejection of the application to the contractor. The decision of DST shall be final and binding on the contractor.

The registration shall be valid for a period of three years. It can, however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a further period of three years from the expiry of the previous registration/ revalidation. The registration shall be open to review by the authority and liable to termination, suspension or any other such action at any time if considered necessary by DST, after issue of notice.

**Cont'd...03/-**

3. **Eligibility Criteria:**

3.1. The contractors shall have to satisfy the minimum eligibility criteria as specified below:-

Category	Tendering Limit	Past Experience of completed works in last three years	Financial Soundness	Engineering Establishment	T & P Machinery (Minimum)
Civil	Rs.10 Lakhs	Three works of Rs.5 Lakhs each in Govt/ Public Sector/ PPP or 10 lakhs in private sector establishment		One diploma engineer I with minimum experience of three years	
		Unemployed graduate civil engineer from a AICTE recognized University		Not required	
Internal & External Electrical Installations	Rs. 10 Lakhs	Three works of Rs. 5 lakhs each. At least one works should be of internal electrification of building in Govt/ Public Sector/ PPP or 10 lakhs in private sector establishment	Banker's certificate of Rs.10 Lakhs	One diploma engineer (Elect.) with minimum experience of three years or two ITI certificate holder in electrical	i. Chase cutting machine- 1 No. ii. Electrical wire drawing equipment – 1 No. iii. Conduit die set- 1 No. iv. Pipe Vice- 1 No. v. Bench vice- 1 No. vi. LT Megger 500 V- 1 No. vii. Tong Tester- 1No. viii. Multimeter- 1 No. ix. Hand crimping machine- 1 No. x. Hand drilling machine- 1 No. xi. Earth Testre- 1 No. xii. Overhead conduit puller- 1 No.
		Unemployed graduate electrical engineer from a AICTE recognized University		Not required	
Horticulture/ Nursery	Rs.7 Lakhs	Three works (Maintenance works not being more than one) of Horticulture activity each costing Rs.2 lakhs or more excluding cost of civil & electrical works		One supervisor with five years experience	<u>Horticulture:</u> i. Power Lawn Movers-1 No. ii. Power Sprayer- 1 No. iii. Rubber Hose Pipe-200m iv. All implements for day to day working and carriage. No T&P shall be issued by the Department. <u>Nursery:</u> i. Green House ii. Ploy house iii. Water Source like tube well/ irrigation system. iv. All implements for day to day work.
		Unemployed B.Sc(Agriculture) graduate		Not required	

3.2. The financial soundness shall be judged on the basis of the banker's certificate or the working capital certificate, as the case may be, issued by the bankers of the contractor on the format as prescribed in **Annexure V**. Such certificate shall be issued by a scheduled bank and submitted, in original, in a sealed cover, addressed to the undersigned.

4. **Electrical License:** The contractors of Electrical category shall have to produce valid electrical license from the competent authority in the name of the contractor. They shall keep valid license throughout the period of enlistment by getting it renewed at suitable intervals and submit an attested copy of the same to the enlistment authority after each renewal. In the event of any discontinuity in validity of electrical license of the contractor, its registration and authority to work with the Department will also automatically cease to be valid.

5. **Change in constitution of firm:**

5.1. The contractor/ firm shall intimate the change in constitution or change the name of firm to the Department

5.2. If a firm is converted in two or more firms by any action of its partners, the new firm (s) or any separated partner (s) in his (their) individual/ joint capacity shall have to apply afresh on the basis of work experience gained as a separate entity.

5.3. If the new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions as mentioned in Caluse 1.

6. **Change of address:-** While applying for registration, the contractor shall mention address of his registered as well as Head Office, if different (attach proof of address). All documents i.e., banker's certificate, Electrical License etc. should bear one of the addresses, otherwise the same shall not be accepted. The contractor shall intimate the change, if any, of the above address, in advance or maximum within one month of such change alongwith acknowledgement of noting down of such address from the bank, income tax, sales tax authorities etc. Failure to do so may result in removal of his name from the approved list of contractors.

7. **Near Relatives working in DST:** Contractors whose near relatives are working in DST will not be eligible for this registration. Near relatives shall mean wife, husband, parents, grant parents, children, grand children, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.

8. **Automatic registration:-**

8.1. Automatic registration will be given to the firms already registered with CPWD, PWDs etc. for a stipulated period. Weightage shall also be given to the concern/ firm/ company who are duly registered/ enlisted with Central Govt. Ministries/ Department for similar categories and have also successfully executed works for a minimum value of 10 lakhs during last two years.

8.2. Applicant may note that the registration proposed/ to be granted by DST shall not be at par with registration of contractor with CPWD/ PWDs etc. This is merely to the nature of enlistment/ empanelment of recognized vendors.

9. **Performance Reports:**

9.1. The contractor should fill up the details of each work, of appropriate magnitude, secured by him during the registration period (**Annexure IV**).

9.2. The list should include all works secured by him during the above mentioned period even if the orders have been cancelled subsequently.

9.3. The contractor should fill up the details in the Proforma as given. For each work separate Proforma should be filled up.

10. **Contractor's obligations:** The contractor shall fulfill all his obligations in time and manner as specified, failing which he shall be liable for action as mentioned therein. Some of the obligations are summarized below:-

10.1. Intimation of change of address should be given in advance or within one month alongwith acknowledgement from banker, Income tax, sales tax authorities.

10.2. He shall continue to possess, throughout the period of registration, a valid electrical license of appropriate voltage issued by the appropriate authority.

10.3. He should abide by the rules/ Govt. instructions issued from time to time.

10.4. He should not indulge in unethical practices and maintain good business conduct.

10.5. He should execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.

10.6. The works/ orders shall be given to the firm/ company automatically on grant of enlistment by the Department. Firms/ Companies are expected to make efforts to secure work orders by offering the most competitive prices and executes the works promptly to the satisfaction of the Department.

11. **Removal from the approved list:** The name of the contractor may be removed from the approved list of contractors, by the department, if he/ she:

11.1. fails to adhere to the specifications/ Technical Particulars given in the tender enquiry of contract document or

11.2. has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or

11.3. Persistently violates any important conditions of the contract or

11.4. Is proved to be responsible for constructional defects in two or more works or

11.5. fails to abide by the conditions of registration or

11.6. has indulged in any type of forgery or falsification of records noticed at any time during registration or during currency of the registration or

11.7. fails to intimate changes in constitution of the firm or individual or changes the name of the firm or

11.8. changes of permanent address/ business address without intimation to the department or

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- 11.9. is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned or
- 11.10. persistently violates the Labour laws/ regulations and rules or
- 11.11. is involved in complaints of serious nature received from other departments which prima facie appear to be true or
- 11.12. ceases to fulfill eligibility criteria based on which enlistment was done or
- 11.13. is considered not required to be in the list of the Department for any other reason considered fit by the Department or
- 11.14. Does not commence/ execute the work as per terms and conditions of the contract after the same is awarded to him.

12. **Suspension of Business:** The department may suspend business with a contractor for indefinite period or for a period as decided by the department, pending full enquiry into the allegations, if the department prima facie of the view that the contractor is guilty of an offence in relation to business dealing which, when established would result in his removal/ banning business and it is not considered desirable to entrust new works or continue business with the contractor. Business may also be suspended with a contractor upto a period of one year in case he fails to execute the work.

13. **Definition of Building works:** Items of pre-fabricated huts, false ceiling, compound walls, storm water drains, sewer lines, water supply lines, wooden works (except supply of furnishers), road, gully chamber and supply of SFRC covers if executed exclusively under separate contract and not as part of main building contract shall be excluded from the definition of building work.

14. **Withdrawal on request:** In case, the contractor himself seeks withdrawal from the approved list of contractor may be done by the Department on receipt of written request from the contractor/ firm.

15. **Address of the Department:** All the correspondences regarding registration and all should be addressed to :- Under Secretary, Admin II (B) Section, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016.

16. **Others:-** All the pages which are to be submitted by the firm should be duly signed by authorized signatory with seal. There is no processing fee or application fee for Registration with DST. Applications submitted in the relevant Proforma appended herewith will only be considered or processed. Application complete in all respects may be submitted to the undersigned immediately. Registration process remains open throughout the year. However, Limited Tender floated for the item by DST will be issued to only those firms who have already secured registration on the date of issue of Limited Tender. Only those vendors will be allowed to compete/ quote tender, who have been granted Registration on or before the Tender opening date. Request for postponement in Tender opening date due to delay in securing registration shall not be entertained. Application form, Annexure can be downloaded from departmental website [www.dst.gov.in](http://www.dst.gov.in) and use of the same shall be acceptable.

(Anil Kumar Yadav)  
Under Secretary to the Govt. of India  
Tel: 26590204

**-07-  
Annexure I**

**Department of Science & Technology  
Admin II (B) Section**

**Application for registration as contractor**

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

Sl No.	Description	Information				
01	Name of the Applicant					
02	Nationality					
03	Address (attach separate paper for addresses of other offices)	Regd. Office				
		Head office				
04	Telephone Numbers	Landline No.				
		Mobile No.				
		Fax No.				
		E-mail address				
05	Other Details	PAN Details				
		VAT Registration Number				
06	Constitution	Individual				
		Sole Proprietorship Concern				
		Partnership Firm				
		Public Ltd. Company				
		Private Ltd. Company				
07	If partnership firm/ If company, Name of Partner/ Directors					
08	Is the individual/ sole proprietor/ any partner/ director of company	Dismissed Government Servant	yes		No	
		Removed from approved list of contractors	Yes		No	
		Demoted to a lower class of contractors in CPWD/ PWDs	Yes		No	
		Convicted by a court of law	Yes		No	
		Retired official of Govt of India within last one year	Yes		No	
		Director or partner of any other company/ firm with CPWD/ PWDs or any other Govt Department	Yes		No	
		Member of Parliament or any State Legislative Assembly	Yes		No	
		If answer to any of the above is "Yes", furnish details on a separate sheet				
		09	a) Name of the person holding power of attorney			
b) Nationality						
10	Name of the Bankers with full details/ orders					

11	Place of business				
12	Full time technical staff in applicants employment with qualification and details				
13	Does the applicant have sufficient T & P, Machinery, Equipment and workshop as per requirements	Yes		No	
14	(For Electrical) a) Does the applicant possess valid electrical license	Yes		No	
	b) Do the permanent electricians employed by contractor possess valid license	Yes		No	
15	a) Whether already enlisted with CPWD, PWDs or any other Central Govt. Ministry/ Department	Yes	No		
	b) If "Yes" give details:- i) Name of the Department				
	ii) Class & category				
	iii) Registration Authority & address				
	iv) Registration No. & date				
	v) Date of validity				
	vi) Tendering Limit				
16	Is any person working with the applicant a near relative of the official of DST? If yes, give details	Yes		No	
17	Details of works completed, in progress and secured during the last three years to be filled in Proforma as given in <b>Annexure III</b> . This list should include all works whose gross amount of work done is more than the required magnitude for which registration is required.				
18	Certificates from clients in original or attested copy as per the Proforma given in <b>Annexure IV</b> for all eligible works				
19	Certificates				
	a)	I/ we (including all partners) certify that I/ we have read the rules of registration of contractors in DST and shall abide by them			
	b)	I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong, I/ we are liable to be debarred.			
	c)	I/ we certify that I/ we will not get myself/ ourselves registered as contractor (s) in the Department under more than one name.			
	d)	I/ we certify that I/ none of the partners or directors did not retire from any capacity from Govt of India during the last one year. I also certify that I have neither such a person under my employment nor shall I employ any such person within one year of his retirement except with the prior permission of the Government.			

Signature (s) of the applicant (s)

Sl No.	Name	Signature	Address	Date

**-09-**  
**Annexure II**

**Department of Science & Technology**  
**Admin II (B) Section**

**Application for registration as contractor**  
**(Documents attached for enlistment)**

Sl No.	Documents Attached	Yes	No
01	a) In case of sole proprietorship/ HUF : an affidavit executed before 1 <sup>st</sup> class Magistrate that the applicant is the sole proprietor of the firm/ karta of HUF b) In case of partnership firm (submit attested copies) i) Partnership Deed attested by Notary Public ii) In case of private/ public limited company Article of Association duly attested by Notary Public		
02	Power of attorney, if any attested by Notary Public		
03	Banker's/ working capital certificate in original from scheduled bank in the Proforma. The certificate should be on the bank's letter head and in sealed cover.		
04	Technical Staff i) List of full time technical staff with qualification and experience of each ii) Attested copies of the degree/ diplomas of the technical staff iii) Declaration from the technical staff that they are employed with the applicant iv) Documents like PF Subscription, IT returns with IT Deptt, Sales Tax registration, Address proof, VAT registration (Onus of submitting adequate proof lies with the applicant)		
05	List of M/C, T&P i/c steel centering & shuttering possessed by the applicant		
06	Attested copies of valid electrical licenses		
07	List of near relatives working in DST, including their addresses		
08	Original or attested copies of certificates for works done from concerned clients		
09	Attested copies of award letters for works		
10	Attested copy of PAN Details		
11	Attested copy of VAT registration Details		

**Cont'd...10/-**

**-10-**  
**Annexure III**

**Department of Science & Technology**  
**Admin II (B) Section**

**Application for registration as contractor**

**List of works completed, in progress & secured during the last three years**  
**(Attach additional sheets, if necessary)**

Sl No.	Description	Details
01	Name of work & Agreement No.	
02	Date of start	
03	Date of completion	Stipulated
		Actual
04	Reasons for delay & compensation levied, if any	
05	Tendered amount	
06	Gross amount of the work	
07	Net amount received	
08	Name & Designation & complete address of the authority for whom the work was done	

**Contractor's signature**

**Cont'd....11/-**

**Annexure IV**

**Department of Science & Technology  
Admin II (B) Section**

**Application for registration as contractor**

**Client's certificate reg. performance of contractor**

Name & address of the client:.....

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Details of work executed by Shri/ M/s.....

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Sl No.	Description	Details
01	Name of work with brief particulars	
02	Agreement No. & date	
03	Agreement amount	
04	Date of commencement of work	
05	Stipulated date of completion	
06	Actual date of completion	
07	Details of compensation levied for delay, if any	
08	Gross amount of the work completed and paid	
09	Name & address of the authority under whom works executed	
10	Whether the contractor employed qualified engineer/ overseer during execution of work	
11	i) Quality of work (indicate grading) ii) Amount of work paid on reduced rates, if any	i) Outstanding/ very good/ good/ satisfactory/ poor ii)
12	ii) Did the contractor go for arbitration iii) If yes, total amount of claim iv) Total amount awarded	
13	Comments on the capabilities of the contractor v) Technical proficiency ii) Financial soundness iii) Mobilization of adequate T & P iv) Mobilization of manpower v) General behavior	i) ii) iii) iv) v)

Note: All columns should be filled in properly by means of outstanding/ very good/ good/ satisfactory/ poor.

**Countersigned**

Signature of the reporting officer with office seal

- Officer of the rank of Superintending engineer/ Under Secretary or equivalent

**Cont'd...12/-**

