

**IRRIGATION DEPARTMENT
UTTAR PRADESH**

**RULES REGARDING ENLISTMENT OF
ALL CATEGORIES OF CONTRACTORS
&
APPLICATION FORM**

1986

कार्यालय
मुख्य अभियंता (शारदा सहायक),
सिंचाई विभाग, उत्तर प्रदेश,
लखनऊ

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IRRIGATION DEPARTMENT UTTAR PRADESH

Rules for Classification and Enlistment of Contractors

Rule-1

The rules will govern the classification and enlistment of contractors in the Irrigation Department, U.P. of only those contractors will be considered for any work in the Irrigation Department who are entitled to tender for that work according to their enlistment. However, these rules shall not apply to specialised type of work for which open tenders shall be invited.

Contractor enlisted under A A, A& B classes will be on all Uttar Pradesh State basis, in other words contractors under these classes would be permitted to tender for any work in Irrigation Department any where in U.P. Contractors enlisted in class C, D and E will be for jurisdiction of Circles and Divisions, whose head-quarters are in that particular commissioner/District respectively.

Rule-2

1. Enlistment of contractors will be made separately for the following categories:-

(a) Civil works.

(b) Electrical/Mechanical works.

2. Each category of contractors will be further classified in classes A A, A, B, C, D and E as in Appendix 'A' according to the upper financial limit of the works for which a contractor enlisted in the particular class can tender.

Rule-3 **WHO ARE TO** **BE ENLISTED**

Enlistment to all classes will be open to all individuals firms registered under the Indian Partnership Act & Public or Private Limited companies.

PROVIDE that an applicant will be enlisted only in that class to which found entitled in accordance with these rules by the authority prescribed herein for the purpose.

Rule-4 **QUALIFICATION** **ENLISTMENT**

An applicant for enlistment to particular class should have a minimum solvency as mentioned in Appendix 'B' FOR Technical staff as mentioned in Appendix 'C' and should have minimum machinery, Tools and plants as mentioned in Appendix 'C-1' or 'C-2' as the case may be. He should have satisfactorily executed at least two works, whose individual value should at least be as mentioned in Appendix 'D' and should not have been previously convicted of an offence involving moral turpitude.

However if a contractor does not have the past experience as required in Appendix 'D' but fulfils all other conditions for enlistment, he will be enlisted provisionally under class-D category for a period of two years. This period of probation can be extended by one year of special grounds by Superintending Engineer concerned. For class E category no previous experience is necessary.

Rule-5
PROOF OF
APPLICANTS'
SOLVENCY.

1. In case individuals/firm proof of the solvency of the applicant will consist of a certificate signed by the Dist. Magistrate concerned or a certificate reference of Scheduled Bank. The aforesaid certificate of District Magistrate or Scheduled bank should be supported by the applicant giving full details of movable and immovable property of the individual/firm. Movable and immovable property of individual/ firm should not be less than the minimum and if at any time it falls short of minimum prescribed, he shall inform authority concerned by registered post.

2. In the case of a private or public limited company the proof of the company's solvency will be its last balance sheet audited and certified by a Chartered Accountant or a certificate reference of a Scheduled Bank. In case certificate of Scheduled Bank is attached, it should be supported by an affidavit (duly attested by Public Notary) of movable and immovable property as provided in Sub-clause (1) above.

Rule-6
PROOF OF
EMPLOYMENT OF
TECHNICAL STAFF.

Proof of employment of the required technical staff will consist of a declaration by the applicant in the following form in the presence of a Notary public giving full particulars of the required staff.

I.....S/O.....
R/O/Karta/Partner.....of.....
applicant for enlistment as a contractor in the Irrigation Department, U.P. do hereby declare that the following persons are in my/our regular employment on the post and from the dates mentioned against them.

I undertake if any of the post falls vacant and is left unfilled for more than one month, I/we shall inform the authority to whom the application for enlistment is being made.

Sl. No.	Name Address	& Technical Qualification	Post held	Date of regular continuous employment
---------	--------------	---------------------------	-----------	---------------------------------------

1	2	3	4	5
---	---	---	---	---

Declared in my
Presence

SEAL (Notary Public)

Sd-

.....
Applicant

Rule-7
PROOF OF
EMPLOYMENT OF
TECHNICAL STAFF.

Proof of possession of required machinery tools and plants will consist of a declaration by the applicant in the following form made in the presence of stipendiary Magistrate, giving full particulars of the equipment or an affidavit for the same verified by a Notary.

I.....son ofresident of
.....Karta/Partner.....of
.....applicant for enlistment as a
contractor in the Irrigation Department, U.P. do hereby
declare that I/we possess the following reduction in this
equipment below the limit required I/we will inform the
authority to whom application for enlistment is being made.

Particulars of machinery etc.	Estimated cost	Approximate age.
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Rule-8
PROOF OF PREVIOUS
APPLICANTS'
SOLVENCY.

Evidence of satisfactory execution of two works of the required value will consist of certificate from the Engineer in-Charge of the works not below the rank of an Executive Engineer.

Rule-9

1. The application for enlistment will be made in the form given in Appendix 'E' accompanied by receipt of the Division/Sub-Division of the application fee separate application will have to be moved for different class of categories.

2. The application fee shall be as under:-

Class AA	Rs. 200/-
Class A	Rs. 100/-
Class B	Rs. 80/-
Class C	Rs. 50/-
Class D	Rs. 30/-
Class E	Rs. 20/-

and it shall not be refunded.

3. Every application shall be accompanied by the following document:-

- (i) Proof of solvency of the applicant.
- (ii) Proof of employment of the required technical staff.
- (iii) Proof of possession of required machinery, tools and plants.
- (iv) Proof of execution of two works of the required value.

(v) In case of a firm duly certified copy of partnership deed and registration certificate in case of a company, the deed for Articles of Association.

4. In case of any change in solvency, Technical Staff as mentioned in Rule-2 above, or the change in partners of constitution of a firm or Articles of Association/Constitution of a company, as mentioned in Rule (9) (3) above, the same shall be intimated to the authority competent for enlistment within 7 days such change and an acknowledgement of the same shall be obtained.

Rule-10.
OFFICERS
AUTHORISED
TO ENLIST.

An application for enlistment to a particular class of contractors will be presented to the authority mentioned in the Appendix 'F' read with appendices F-1 & F-2, who will be the final authority in the matter subject to the provisions of appeal and review made thereafter.

Enlisting authority will verify from the District Magistrate the antecedents of the contractor in Appendix 'E-1'. He will also make enquiries from the two references given by the contractor in his application form and on after his full satisfaction, if he deems it fit, he will issue orders regarding enlistment of the contractor in the category applied for.

Rule-11.
AREAS IN WHICH
THE ENLISTED
CONTRACTOR
CAN WORK.

Enlistment will entitle the contractor to tender for works within the jurisdiction as mentioned in Rule-1.

Rule-12.

1. The authority to whom an application for enlistment is presented may such enquiry held as he considers necessary before passing the final orders, the authority is satisfied that the applicant is suitable for being enlisted in class applied for he will pass an order to this effect. This order will, however be provisional and will become final only after the contractor has deposited the security provided below in Rule-13. If the authority is not so satisfied, will pass an order rejection application giving reasons therefore and intimate the applicant in writing within one month of such rejection/acceptance or. The applicant can, thereafter, file an appeal against the rejection of before the concerned next higher authority who will dispose it off finally within three months.

2. All application shall, ordinarily, be disposed of within three months of date of presentation.
3. A contractor whose application for enlistment has been rejected shall not be entitled to apply afresh for enlistment within one year of the date of the order passed in the case.

Rule-13.
GENERAL
SECURITY.

1. A general security as mentioned in Appendix 'G' shall be deposited by contractor within one month of the receipt of the orders of enlistment or within such period, not exceeding three months, as may be extended by the authority ordering enlistment. If no such security is deposited, the order of enlistment will be deemed to have lapsed and the matter will be finally closed. The general security for enlistment will not be considered/adjusted against earnest money/security for any individual tender.
2. The general security may be in one of the forms as specified in Para 613 to 614 of Financial Hand Book Volume VI as amended from time to time.
3. The contractor will then become entitled to tender for works allowed by Rule-11 read with Rule-1 above. Earnest money with each tender shall be deposited by such contractors as provided for in the notice for invitation of tenders. The earnest money shall be in one of the forms as per Rule-13 (2) above.
4. The general security may be refunded to the contractor on the expiry of a period of 6 months from the removal of his name from the register of classified contractors.

Rule-14.
TECHNICAL STAFF
AT SITE OF WORK

1. The contractor shall have the staff at the site of work as Appendix 'C' attached.
2. If the contractor fails to comply with sub-rule (1), the Engineer-in-Charge of the work shall report the matter to the enlisting authority of the contractor who after giving the contractor such opportunity to explain as may be considered necessary order the removal of the contractor's name from the register of classified contractors. This may be in addition to any action which may be taken against the contractor in terms of his contract for the work.

Rule-15.
REMOVAL OF
CONTRACTOR'S
NAME FROM
REGISTER OF

1. The authority competent to enlist a contractor or any higher authority having jurisdiction may order the removal of a contractor's name from the register of enlisted contractors for the reasons to be mentioned in the order and communicated to the contractor. Before such order is passed

CLASSIFIED CONTRACTORS

the contractor shall be served with a show-cause notice giving reasons for proposed removal and given a reasonable opportunity to explain, amongst other, the reasons may be:-

- (i) Unsatisfactory execution after tender is accepted.
- (ii) Failure to commence work when tender is accepted.
- (iii) Failure to maintain required capital, technical staff, machinery, tools and plants.
- (iv) Failure to maintain required amount of general security.
- (v) Conviction of an offence involving moral turpitude.
- (vi) Any other action which in the judgement of the authority competent to order the removal of the name from the list, is undesirable or amounts to misconduct.

2. The officer ordering the removal will inform all officers concerned who will make a note to this effect against the name of the contractor in their register.

Rule-16. APPEAR/REVIEW.

An applicant for enlisted contractor who feels aggrieved by any order passed under these rules, may file an appeal to the next higher authority within a period of one month of receipt of intimation of such order and the order passed by such authority after holding such enquiry as it may consider necessary, shall be final, Such appeals shall ordinarily be disposed off within a period of two months.

Rule-17. REGISTER OF CLASSIFIED CONTRACTORS.

1. All authorities competent to enlist contractors and all other concerned Superintending Engineer/Executive/Assistant Engineers shall maintain a register of classified contractors in form mentioned in Appendix 'H'. Separate registers will be maintained for different categories. Under each category separate pages will be allotted for contractors of different classes.

2. In this register names of the contractors will be entered under the class in which the contractor is ordered to be enlisted either by the authority maintaining the register or by any higher authority having jurisdiction.

For this purpose orders of enlistment which have become final after deposit of general security shall be communicated by the enlisting authority to all concerned officers.

Rule-18.

1. The authority competent to enlist a contractor to a particular class will issue a certificate of enlistment to the contractor in the form mentioned in Appendix 'I' after the order of enlistment has become final on deposit of general security. The enlisting authority shall also inform all the

concerning officers about registration of contractor by endorsing the above order.

2. The enlistment will be valid for a period of three years and the year will be reckoned from 1st July to 30th June even if the registration is made in any of the calendar month such as if the registration is made in the month of October, 1986, the validity of registration will be from the date of issue of the order to June, 1989.

3. At least two months before the expiry of certificate the contractor will apply for renewal of the certificate to the authority competent to enlist a contractor of that class and having jurisdiction in the form mentioned in Appendix 'J'. The authority concerned will then issue a fresh certificate of enlistment valid till the end of the next three years.

4. Duplicate certificates of registration may be issued in case where they are lost or destroyed due to an accident or any other valid reason. The application for a duplicate copy should be resented within a week from the date on which it has been lost. The following fee to be deposited in Division/Sub-Division will be charged for the issue of the duplicate copies.

AA Class Contractors	Rs. 60.00
A Class Contractors	Rs. 50.00
B Class Contractors	Rs. 40.00
C Class Contractors	Rs. 30.00
C Class Contractors	Rs. 20.00
E Class Contractors	Rs. 10.00

5. In case of a firm and private and public limited company, an individual should be authorised to deal with the department of their behalf on production to power of attorney.

Rule-19.

1. All the enlisted contractors are required to apply to the Income Tax Officer of the area in which they are assessed for grant of Income Tax clearance certificate in the month of May every year.

Tax-clearance certificate in original should be submitted to the authority competent to enlist a particular class of contractors by the end of June every year.

2. The Contractors who will fail to submit the Tax-clearance certificate or fails to show any justifiable reasons for non-supply of the Income Tax clearance certificate, their registration is liable to be cancelled.

3. Contractors will be required to certify that they will not get themselves registered under more than one name.

4. No Engineer of Gazetted rank or other Gazetted Officer employed in the Irrigation Department, U.P. is allowed to work as Contractor or as employee of a contractor for a period of two years of his retirement from Govt. service without the prior permission of Govt. U.P. If subsequently, either the contractor or any of his employee is found any time to be such a person who had not obtained the permission of Govt. of U.P. his registration is liable to be cancelled.

5. Contractors who are near relative of Divisional Act or Engineer Officer between the grades of Superintending Engineer and Assistant Engineer of the Irrigation Department, U.P. will not be allowed to tender for works in the circle where their near relative is working.

Note- A relative will include wife, husband, parents, children and grand children, brothers and sisters, uncles, aunts and their corresponding in-laws.

6. The registered contractor will also intimate the change in their permanent address, if any in future. In case they fail to intimate such changes to the officers who registered them, their name will be removed from list of registered contractors.

APPENDIX 'A'

(Rule-2-1)

Contractor enlisted in a particular class will be entitled to tender for works of value not exceeding the amount mentioned below:-

Categories	Class AA	Class A	Class B	Class C	Class D	Class E
1. Civil work (all civil works e.g. construction of dams, barrages and appurtenant works. Guide bundhs, afflux bundhs, earth work in canals, dykes, minors, bridges, regulators, drainage, siphons etc. Buildings sanitary & water supply fittings etc.)	<i>Any</i>	Up to 5.00 Crores.	Up to 1.00 Crore	Up to 20.00 Lakh.	Up to 2.00 Lakh.	Up to 0.20 Lakh.
2. Electrical/Mechanical works (Manufacture & erection of gates, installation of pumps in pump houses etc.)	Above 3.00 Lakh	Up to 3.00 Lakh.	Up to 1.00 Lakh.	Up to 0.25 Lakh.

APPENDIX 'B'

Minimum Solvency required for enlistment in each class

Figures in Rs. Lakh

Category	Class AA	Class A	Class B	Class C	Class D	Class E
1. Civil work (as per details given in Appendix A)	25.00	10.00	3.00	1.00	0.50	0.0
2. Electrical/ Mechanical works (as per details given in Appendix A)	1.00	0.25	0.10

APPENDIX 'C'

Minimum Technical Staff required for enlistment in each class

Category	Class AA	Class A	Class B	Class C	Class D	Class E
1. Civil works (Details as per Appendix A).	Two <i>degree</i> holders and four Diploma holders in Civil Eng.	One degree holders in Civil Eng.	One Diploma holders in Civil Eng.	One Diploma holders in Civil Eng.
<u>(For Electrical)</u>						
2. Electrical/ Mechanical works (Details as per Appen- dix A).	One Diploma holder in Electrical Eng. and a licensed Electrician	One licensed Electrical	One licensed Electrical
<u>(For Mechanical)</u>						
		One Diploma holder in Mech. Eng. & a mechanic qualified from I.T.I. or with equivalent qualification.	One mechanic qualified from some I.T.I. or with equivalent qualification.	One mechanic qualified from some I.T.I. or with equivalent qualification.	One mechanic trained in Work- shop.

APPENDIX 'C-1'

Minimum machinery tools and plants required for enlistment in each class

Sl. No.	Name of Equipment	Class AA	Class A	Class B	Class C
1.	Concrete Mixers 14/10 cft.	3	2	1	1
2.	Vibrators (surface).	4	3	2	1
3.	Vibrators (Pin).	3	2	1	1
4.	Pumps Diesel/Electric 5 H.P.	8	8	1	1
5.	Diesel winches 70 tonne capacity.	4	2	1
6.	Excavating grabs 1/2 to 1m ³ .	4	4	2
7.	Diesel Generation sets 25 KW.	2	1	1
8.	Tractors (for roads & embankments only)	2	1
9.	Sheepfoot rollers (for roads & embankments)	3	2	1
10.	Compressors.	4	2	1
11.	Drilling equipment.	3	1	1
12.	Trucks for material handling at site.	4	2
13.	Transformer panels.	4
14.	Construction workshop with all the required equipment.	1
15.	Batching Plant minimum 50 cu m. per hour.	1
16.	Dozers D-8 or equivalent.	1

For hydro-mechanical works, the contractor should have requisite workshop facilities determined by Engineer-in-Charge on the nature of work.

Desirable qualifications:-

1. Owning Transport.
2. Owning quarries.

Note- For class D and E contractors no minimum machinery, tools and plants are specific for registration but they should have necessary equipment as required for the works.

APPENDIX 'C-2'

(Rule-4)

**Minimum machinery tools and plants required for enlistment in each class for
Electrical/Mechanical works defined in Appendix 'A'**

Sl. No.	Name of Equipment	Class 'A'		Class 'B'		Class 'C'	
		Mech.	Elec.	Mech.	Elec.	Mech.	Elec.
1.	Lathe Machine	1	1	1
2.	Diesel welding set	1
3.	Electric welding set	1	1	1	1	1	1
4.	Drilling Machine (Elect)	1	1	1	1	1
5.	Portable Electrical Grinder	1	1	1	1	1	1
6.	Riveting Tool & Accessorises.	1	1
7.	Crab Winch Machine	1
8.	Chain Tackle	1	1	1
9.	Crane	1
10.	Megger	1	1	1
11.	Tong Tester	1	1	1
12.	Set of Hand Tools	1	1	1	1	1	1
13.	Gum Boots & hand Gloves	1	1	1

For specific works the contractor should have requisite workshop facilities as determined by Engineer-in-Charge on the type/nature of work.

Desirable qualifications:-

1. Owning Transport.
2. Owning Certificate.

For D class of contractors no minimum machinery, tools and plants are specific for registration but they should have necessary equipment as required for the works.

APPENDIX 'D'

Minimum value of each of the two works that should have been executed satisfactorily for enlistment in each category.

Figures in Rs. Lakh.

Category	Class AA	Class A	Class B	Class C	Class D	Class E
1. Civil work (Details as given in Appendix A)	50.00	10.00	5.00	1.00	0.25
2. Electrical/ Mechanical works (Details as given in Appendix A)	0.50	0.25	0.10

APPENDIX 'E'

APPLICATION FOR ENLISTMENT AS A CONTRACTOR IN THE IRRIGATION DEPARTMENT, UTTAR PRADESH.

From:

.....

.....

To

.....

.....

.....

Photo of Contractor/a
person holding power
of attorney attested by
a Gazetted Officer to
be pasted here.

Sir,

I/We have the honour to apply for enlistment as class

AA	A	B	C	D	E
----	---	---	---	---	---

Contractor in Irrigation Department, Uttar Pradesh.

2. A Sum of Rs.....being the fee in respect of this application has
been deposited in the Division/Sub-Divn. and the receipt No.....
Dated.....is enclosed.

3. The required particulars are given below:-

(A) FOR INDIVIDUALS

(i) Name of the applicant

(ii) Date of birth

(iii) Place of birth

(iv) Father's Name

(v) Permanent address

(vi) Present address (Essential to
intimate by Registered post to
all relater officers for change of
address.

(vii) Education/Technical Qualification.....

.....

(viii) Name & address of two references who know the applicant personally.

(a) Name.....Address.....

.....

(b) Name.....Address.....

.....

(ix) Have you ever been convicted
of any offence? If yes, give
particulars

(B) FOR COMPATIES

(i) Name of the Company & address,
(Certificate of Registration of
Company and true attested copy
to be attached.)

(iii) Name and Permanent address of
the partners f the partners of the
Company (Enclose copy of
partnership deed.)

Sl. No.	Name of Partner	Permanent address	Telegraphic address and Telephone No
---------	-----------------	-------------------	--------------------------------------

1

2

3 and so on.

(iii) Authorised capital

(iv) Paid up capital

(v) Name and address of

person holding power of

attorney (attach copy of

power of attorney.

(C) FOR INDIVIDUALS & FIRMS BOTH

- (i) Present profession/nature of
 business and place of business
 (How long this profession/busi-
 ness is being done?)
- (ii) Certificate of income-tax clea-
 rence (If falls in this category
 then attach certificate)
- (iii) Sales Tax registration Number.
- (iv) Whether applicant is already enlisted in Irrigation Deptt. and with any
 other Department? Give details in the following from:-

Sl. No.	Name of Deptt. office & address	Year of registration No	Class for which registered
1	2	3	4

(v) Details of Movable and Immovable Property.

Sl. No.	Name Item	Present market (Rs.)	Other details.
	(a) Immovable Property		
	(b) Movable Property (Bank deposits, shares etc. and Tools & Plants and machinery details.)		
TOTAL			

- Note:- (1) Certificates should be attached for support of above details.
- (2) Certificate of District Magistrate/Registered Property Dealers for
 Improper ties.

- (vi) Have you ever been black listed in any Deptt? Or have you ever been from approved list of contractors for tendering? If yes, then give details.

.....

- (vii) Area in which contractor wants to work.

.....

- (viii) Experience of Engineering works.

Year of execution	Name of Deptt. for which work executed.	Particulars of the work executed.	Amount of work executed.	Any details
1	2	3	4	5

Note:- Original or attested copies of certificates if any, may be encored.

- (ix) Resources of the contractor.

- Details of technical staff employed with technical qualification and experience.
- Details of tools and plants, machinery, transport etc in working condition.
- Details of workshop, if any, with location.

- (x) Whether the applicant is Diploma holder of qualified Civil or Electrical/ Mech. Engineer or has any other technical qualifications.

(attested copy of the Diploma or Degrees to be attached)

CERTIFICATE

1. I/We certify that I/We will not get myself/ourselves registered as contractor in the Irrigation Department under more than one name.
2. I/We agree to notify the officer accepting this application and enlisting my/our name on the Irrigation Department's list of contractor of any changes in the forgoing particulars as they occur and to verify and confirm these particulars.
3. I/We certify that above particulars are correct and that should it have been that I/we have given a false certificate or that if I/we fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, my/our contract that I/we may be holding at the time is liable to be rescinded and my/our security deposit forfeited.
4. Certified that no work shall be started by me/us unless I/we possess a written order/work order/Agreement from the authorised person of the Department.

Signature of the Applicant & address

Important Notes:-

1. All relevant certificates should be attached with the application.
2. Application for enlistment in Civil works, Electrical/Mechanical works should be submitted on separate forms.
3. Income-tax clearance certificate for the latest assessment year should be sent along with the application. Without the Income-tax clearance certificate, the enlistment will not be considered.
4. Application form shall be filled in duplicate.
5. Enclosures as per check list shall be enclosed with each application form.

- (xi) Whether the applicant is a share holder of any firm enlisted in this department or any other department (give full details).
- (xii) (a) For how many years has the applicant's organisation been in business as a general contractor under the present business name.
- (b) Have the applicant ever failed to execute any work awarded to him, if so where and why?
- (xiii) (A) Names and address of relatives working/employed in irrigation Deptt. U.P./Name and address of partner's relatives in case of a Company. (Strike which ever is not applicable.)

Sl. No.	Name of Partner's relation working in Irrigation Deptt.U.P.	Contractor/ Relationship	Where working Designation etc.	Present Address
1	2	3	4	5
1				
2				
3				

(B) I/We.....Contractor, son of.....resident of.....hereby declare that none of my relatives are working in Irrigation Deptt. U.P. e. g. Father/Mother/Sister/Brother/Sons Daughter/Father-in-Law/Mother-in-Law/Daughter-in-Law/Nephew/Wife/Brother-in-Law/niece.

- (xiv) Amount of Security deposit Rs.....(in figures and words is enclosed here with which is in the following form pledged to the Officer entitled for the enlistment of the contractor/firms etc.
1. Post Office Saving account.
 2. National Saving Certificates.
 3. Fixed Deposit Receipts of a Scheduled Bank.
 4. Other form of security approved by the Irrigation Department.
- (Strike out which is not applicable)

(Signature of Contractor)

APPENDIX E-1APPLICATION FOR ANTECEDANT VERIFICATION

From:

.....

Passport size
 photograph of the
 Contractor duly
 attested by a
 Gazetted Officer to
 be pasted here.

TO,

The District Magistrate,

Sir,

Shri.....son of Shri.....
 date of birth.....resident of.....
(give full address) has submitted an application for
 enlistment/registration for working as Contractor in the Irrigation/Department, U.P.

You are requested to kindly verify his character and antecedents by police
 enquiry and send the required certificate. Two extra copies of pass port size
 photograph of the Contractor are enclosed herewith.

Enc:-As above.

Yours faithfully

Signature of
 Applicant contractor.

(Registration Officer)
 Office seal

APPENDIX-F

(Rule-10)

Officers authorised to enlist the Contractors under each category.

Sl.No.	Category	Class AA & A	Class B	Class C	Class D	Class E
1.	Civil Works (Details as given in Appendix-A)	Chief Engineer (Level-II) as per AppendixF-1	Chief Engineer (Level-II) as per AppendixF-1	Superintending Engineer as per AppendixF-1	Executive Engineer as per AppendixF-1	Executive Engineer as per AppendixF-1
2.	Electrical & Mechanical works (Details as given in Appendix-A)	Chief Engineer (Level-II) as per AppendixF-2	Superintending Engineer as per AppendixF-2	Executive Engineer as per AppendixF-2	Executive Engineer as per AppendixF-2	

APPENDIX-F-1

(Rule-10)

List of Officers authorised to register contractors

FOR CIVIL WORKS

Sl. No.	Name of Commissioner	Name of District	Executive Engineer authorised to register class D & E category of Contractors for Division headquartered in the district	Superintending Engineer authorised to register class C category of Contractors for Circles headquartered in the	Chief Engineer (Level-II) authorised to register class AA, A & B category of Contractor for all U.P.
1	2	3	4	5	6
1.	Meerut	1. Meerut 2. Saharanpur 3. Muzaffarnagar 4. Gaziabad 5. Bulandshahar	1. Meerut Divn. Ganga Canal, Meerut 2. Upper Divn. Eastern Yamuna Canal Saharanpur. 3. Muzaffarnagar Divn. Ganga Canal, Muzaffarnagar Muzaffarnagar 4. Irrigation Constn. Divn. Gaziabad 5. Bulandshahar Divn. Ganga Canal, Bulandshahar	I st Circle, Irrigation Works, Meerut.	Chief Engineer (Ganga) Meerut.
2.	Agra	6. Agra 7. Mathura 8. Aligarh 9. 10.	1. Lower Divn, Agra Canal, Agra 2. Upper Divn, Agra Canal, Mathura 3. Aligarh Divn, Agra Canal, Aligarh	III Circle, Irrigation Works, Agra	-do-

1	2	3	4	5	6
3	Jhansi	11. Jhansi 12. Lalitpur 13. Jalaun 14. Hamirpur 15. Banda	Jhansi Divn. Betwa Canal, Jhansi Irrigation Constn. Divn. I, Lalitpur Betwa Canal Divn. I Orai Modha band contn. Divn. Hamirpur Ken Canal Divn. Banda.	IV Circle, Irrigation Works, Jhansi.	Chief Engineer (Betwa) Jhansi.
4	Bareilly	16. Bareilly 17. Snabjahanpur 18. Pilibhit 19. Badaun	Head works Divn. Sharda Canal, Bareilly Snabjahanpur Divn. Sharda Canal, Snabjahanpur Sharda Sagar Divn. Pilibhit Ruhelkhand Canal Divn., Bareilly	V Circle, Irrigation Works, Bareilly.	Chief Engineer (sharda) Lucknow.
5	Moradabad	20. Moradabad 21. Bijnor 22. Rampur	Afzalagrh Irrig. Divn. Moradabad Madhya-Canga Canal Constn. Dn 5, Bijnor Rampur Canal Divn., Rampur	Irrigation Works Circle, Moradabad	Chief Engineer (North) Haldwani.
6	Lucknow	23. Lucknow 24. Unnao 25. Hardoi 26. Lakhimpur Kheri 27. Rae-Bareli 28. Sitapur	Lucknow Divn. Sharad Canal, Lucknow Unnao Divn. Sharad Canal, Unnao Hardoi Divn. Sharad Canal, Hardoi Irrigation Divn. I, Lakhimpur Kheri Irrigation Divn. Rae-Bareli Sitapur Divn. Sharad Canal, Sitapur	VI Circle, Irrigation Works, Lucknow.	Chief Engineer (Sharda Sahayak) Lucknow.
7	Faizabad	29. Faizabad 30. Gonda 31. Behraich 32. Sultanpur 33. Pratapgarh 34. Barabanki	Irrigation Divn. Faizabad Irrigation Divn. Gonda Irrigation Divn. Behraich Irrigation Divn. Sultanpur Irrigation Divn. Pratapgarh Barabanki Divn. Sharad Canal, Barabanki	XI Circle, Irrigation Works, Faizabad.	Chief Engineer (Saryu) Faizabad.

1	2	3	4	5	6
8	Allahabad	35. Allahabad 36. Kanpur City 37. Kanpur (Dehat) 38. Fatehpur 39. Farrukhabad 40. Etawah	Belan Canal Divn. Allahabad Kanpur Divn. Lower Ganga Canal, Kanpur Kanpur Divn. Lower Ganga Canal, Kanpur Fatehpur Divn. Lower Ganga Canal, Fatehpur Kanpur Divn. Lower Ganga Canal, Kanpur Etawah Divn. Lower Ganga Canal, Etawah	Irrigation Works Circle, Allahabad	Chief Engineer (Ramganga), Lucknow.
9	Varanasi	41. Varanasi 42. Jaunpur 43. Mirzapur 44. Gazipur 45. Balia	Chandra Prabha Divn. Varanasi Irrigation Division, Jaunpur Mirzapur Canal Divn. Mirzapur Devkli Canal Divn. I, Gazipur Irrigation Division I st , Balia.	Irrigation Works Circle, Varanasi	Chief Engineer (Sone) Varanasi
10	Gorakhpur	46. Gorakhpur 47. Deoria 48. Basti 49. Azamgarh	Irrigation Division I, Gorakhpur Irrigation Division I, Deoria Irrigation Division I, Basti Irrigation Division, Azamgarh	Gandak Canal Constn Circle-I, Gorakhpur	Chief Engineer (Gandak), Gorakhpur
11	Garhwal	50. Pauri Garhwal 51. Tehri-Garhwal 52. Uttarkashi 53. Chamoli 54. Dehradun	Garhwal Irrigation Division, Lansdowne Irrigation Division I st , Tehri-Garhwal Irrigation Division II st , Uttarkashi Irrigation & Planning Dn. Chamoli Irrigation Division, Dehradun	Irrigation Works Circle, Dehradun	Chief Engineer (Yamuna), Dehradun
12	Kumaun	55. Nainital 56. Almora 57. Pithoragarh	Tarai Irrigation Division, Nainital Kumaun Irrigation Division, Almora Irrigation Constn. Divn. Pithoragarh	Irrigation Constn. Circle, Almora	Chief Engineer (Nort), Haldwani.

- Note:-1. For registration of Contractors of Categories AA, A & B, the nominated Chief Engineer will form a committee of three Chief Engineers, if other two Chief Engineers are locally available, otherwise a committee with himself as Chairman and two Superintending Engineers, preferably of other Chief ship be formed.
2. For registration of Contractors of Categories B, C & D, the nominated Superintending Engineers/Executive Engineer should form a committee of three Superintending Engineers/ Executive Engineers with himself as Convener and select contractors as per rules.
3. The same above committees will do the weeding also as per Rule-15.

APPENDIX-F-2

(Rule-10)

List of Officers authorised to register contractors for Electrical & Mechanical works.

Sl. No.	Name of Commissioner	Name of District	Executive Engineer authorised to register class C & D category of Contractors of Division headquartered in the district	Superintending Engineer authorised to register class B category of Contractors for headquartered in the Commissionery.	Chief Engineer (Level-II) authorised to register class A category of Contractors for all U.P.
1	2	3	4	5	6
1.	Meerut	1. Meerut 2. Saharanpur 3. Muzaffarnagar 4. Gaziabad 5. Bulandshahar	Tube-Well Divn (East). Meerut Tube-Well Divn. Saharanpur. Tube-Well Constn Divn. Muzaffarnagar Public-Well Constn. Divn. Gaziabad. Tube-Well Divn.(North) Bulandshahar.	Tube-Well Circle, Meerut	Chief Engineer (Tube-Well West) Meerut.
2.	Agra	6. Agra 7. Mathura 8. Aligarh 9. Etah 10. Mainpuri	Tube-Well Divn, Agra Tube-Well Divn, Agra Tube-Well Divn, I, Aligarh Tube-Well Divn, Etah Tube-Well Divn, Mainpuri	Tube-Well Circle, Agra	-do-
3	Jhansi	11. Jhansi 12. Lalitpur 13. Jalaun 14. Hamirpur 15. Banda	Lift Irrigation Divn. Orai. Tube-Well Divn, Hamirpur Lift Irrigation Divn. Banda	Tube-Well Circle, Jhansi.	Chief Engineer (Tube-Well Central), Lucknow

1	2	3	4	5	6
4	Bareilly	16. Bareilly 17. Snabjahanpur 18. Pilibhit 19. Badaun	Tube-Well Divn., Bareilly Tube-Well Divn., Snabjahanpur Tube-Well Divn. I, Badaun	Tube-Well Circle, Bareilly.	-do-
5	Moradabad	20. Moradabad 21. Bijnor 22. Rampur	Tube-Well Divn. I, Moradabad Tube-Well Divn. Bijnor Tube-Well Divn. I, Moradabad	Tube-Well Circle, Moradabad	Chief Engineer (Tube-Well West) Meerut.
6	Lucknow	23. Lucknow 24. Unnao 25. Hardoi 26. Lakhimpur Kheri 27. Rae-Bareli 28. Sitapur	Tube-Well Divn., Lucknow Tube-Well Divn. Hardoi Tube-Well Divn. Lakhimpur Kheri Lift Irrig. Dn. Rae-Bareli Tube-Well Divn. Sitapur	Tube-Well Circle, Lucknow.	Chief Engineer (Tube-Well Central), Lucknow.
7	Faizabad	29. Faizabad 30. Gonda 31. Behraich 32. Barabanki 33. Sultanpur 34. Pratapgarh	Tube-Well Divn. I, Faizabad Tube-Well Constn Dn. I, Gonda Tube-Well Divn. Behraich Tube-Well Divn. II, Faizabad Tube-Well Divn. Sultanpur Tube-Well Divn. Pratapgarh	Tube-Well Circle, Faizabad.	Chief Engineer (Tube-Well East), Lucknow.
8	Allahabad	35. Allahabad 36. Kanpur City 37. Kanpur (Dehat) 38. Fatehpur 39. Etawah 40. Farrukhabad	Tube-Well Divn. I st , Allahabad Tube-Well Divn., Kanpur Tube-Well Divn., Fatehpur Tube-Well Divn., Etawah Tube-Well Divn., Farrukhabad	Tube-Well Circle, Allahabad	Chief Engineer (Tube-Well Central), Lucknow.

1	2	3	4	5	6
9	Varanasi	41. Varanasi 42. Jaunpur 43. Mirzapur 44. Gazipur 45. Balia	Tube-Well Divn.I, Varanasi Tube-Well Divn., Jaunpur Lift Irrig. Divn. Mirzapur Tube-Well Divn., Gazipur Tube-Well Divn., Balia.	Tube-Well Circle, Varanasi	Chief Engineer (Tube-Well East), Lucknow.
10	Gorakhpur	46. Gorakhpur 47. Deoria 48. Basti 49. Azamgarh	Tube-Well Divn., Gorakhpur Tube-Well Costn. Dn., Deoria Tube-Well Costn. Dn., Basti Tube-Well Divn., Azamgarh	Tube-Well Circle, Gorakhpur	-do-
11	Garhwal	50. Pauri Garhwal 51. Tehri-Garhwal 52. Uttarkashi 53. Chamoli 54. Dehradun	Tube-Well Costruction. Divison, Muzaffarnagar. n	Tube-Well Circle, Meerut	Chief Engineer (Tube-Well West), Meerut
12	Kumaun	55. Nainital 56. Almora 57. Pithoragarh	Tube-Well Costruction. Divison, Haldwani.	Tube-Well Circle, Bareilly	Chief Engineer (Tube-Well Central), Lucknow.

- Note:-1. For registration of Contractors of Categories A the nominated Chief Engineer will form a committee of three Chief Engineers, if other two Chief Engineers are locally available, otherwise a committee with himself as Chairman and two Superintending Engineers, preferably of other Chief ship be formed.
2. For registration of Contractors of Categories B, C & D, the nominated Superintending Engineers/Executive Engineer should form a committee of three Superintending Engineers/ Executive Engineers with himself as Convener and select contractors as per rules.
3. The same above committees will do the weeding also as per Rule-15.

APPENDIX 'G'**(Rule-13)**

**Amount of General Security for enlistment (Security should be pledged to the
Officer authorised to enlist the Contractor)**

Figures in Rs.

Category	Class AA	Class A	Class B	Class C	Class D	Class E
1. Civil work (Details as given in Appendix A)	50,000.00	30,000.00	15,000.00	7,500.00	2,500.00	500.00
2. Electrical/ Mechanical works (Details as given in Appendix A)	20,000.00	10,000.00	2,000.00	1,000.00

APPENDIX 'H'

(Rule-17)

Category:-Civil Works/Electrical & Mechanical Works.

RIGISTER OF CLASSIFIEN CONTRACTORS

Sl. No.	Name of Contractor	Full Address	Reference to Number & date and authority of enlistment	Full Signature of officer Maintaining	Reference to No-&date of order & authority passing the order for removing the name of Contractor	Amount of General Security & mode of deposition	Signature of officer maintaining the register	Remarks
1	2	3	4	5	6	7	8	9

APPENDIX 'I'

(Rule-18-I)

Certificate of Enlistment

Certified that Shri/M/S.....

.....

address.....

.....

is/are enlisted as Class.....

Photo to be attested
by a Gazetted
Officer.

Contractors in the Irrigation Department, U.P.

He/they has/have submitted the required general security in the form of.....
.....for Rs.....

He is entitled to tender of Civil/Mech./Elect. works in entire U.P./Jurisdiction of
circle's headquartered in.....Commissionary/jurisdiction
Divisions headquartered in.....District for a period of three
years from.....to 30th June.....

Officer of

Signature of enlisting

.....area.....

officers (SEAL)

No...../ Date.....

Copy forwarded to the following for information and necessary action:-

1. All Chief Engineers (level-I & II) and all Superintending Engineers for Class AA, A, & B Contractors (In turn S. Es. will inform their Executive Engineers/Assistant Engineers).
2. All concerned Superintending Engineers/Executive Engineers/Assistant Engineers of the Commissionery/District (For class C, D & E Contractors).

APPENDIX 'J'

(Rule-18-(3))

Application of Renewal of Certificate of Enlistment.

To,

.....

Sir,

I/We hereby apply for the renewal of my/our certificate of enlistment dated.....
as a Class.....Contractor of.....
which expires on 30th June, 19.....

2. It is hereby declared that I/We still possess the solvency, machinery, tools and plants and employ technical staff required for enlistment above and that I/we am/are otherwise also qualified for such enlistment.
3. It is understood that the enlistment is liable to be cancelled if the above declaration is found to be wrong.

Sd/-.....

Applicant

CHECK LIST OF APPLICATION FORM FOR REGISTRATION OF
CONTRACTORS IN IRRIGATION DEPARTMENT, U.P.

		To be filled by the applicant		To be filled by registration officer	
		Yes	No	Yes	No
1. Application form (2 copies)	Enclosed	()	()	()	()
2. Amount of Security	Enclosed	()	()	()	()
3. Four nos. passport size photographs of the contractor duly attested by a Gazetted Officer.	Enclosed	()	()	()	()
4. Income-Tax clearance certificate	Enclosed	()	()	()	()
5. (i) If applicant is a Company then attested true copy of the Registration (ii) Attested true copy of the constitution of the Company	Enclosed	()	()	()	()
6. Attested true copy of certificates where the contractor/Company is registered in other office.	Enclosed	()	()	()	()
7. Certificate of Movable and Immovable property	Enclosed	()	()	()	()
8. Sales Tax registration number	Given	()	()	()	()
9. Certificate of experience of works (Nos.)	Enclosed	()	()	()	()
10. Application for verification of antecedents by police in duplicate.	Enclosed	()	()	()	()

Note-For 'Yes' mark (✓) and for 'No'(X).

Signature of Contractor

Signature of Registration authority