

11.0 Earnest Money Deposit -Contractors desiring enlistment shall be required to deposit earnest money with each tender as prescribed in the tender documents.

12.0 Security Deposit - The security deposit will be collected by deductions from the running bills of the contractors specified in the tender documents and the earnest money, if deposited at the time of tender, will be treated as part of security deposit.

13.0 Employment of Technical Staff - Contractors enlisted in class I-A, I-B, II, III and IV under below mentioned categories shall be required to employ technical staff of respective branch whenever they execute works in the department as follows:

CATEGORIES

Buildings (BLDGS)

Roads, Bridges and Land Development (RBLD)

Water Supply and Waste Water Disposal (WS & WWD)

Water Resources Works, including Hydraulics & Marine Works (WR)

Sr. No.	Work Category	Eligibility
i	For works costing over Rs. 10 lakhs	One graduate in Civil Engineering
ii	For works costing more than Rs. 5.00 lakhs but less than Rs. 10 lakhs	One qualified Diploma Holder in Civil Engineering having experience of not less than 3

		years.
iii	For works costing more than Rs. 2.50 lakhs but less than Rs. 5 lakhs	One qualified Diploma Holder in Civil Engineering

Electrical Category

Contractors enlisted in all classes for Electrical Works shall employ the following technical staff whenever they execute works in this department

S. No.	Work Category	Eligibility
i	For works costing over Rs. 5 lakhs	One qualified Engineer possessing a University Degree in Electrical Engineering and having experience of not less than 3 years or a recognized Diploma Holder in Electrical Engineering with not less than 7 years experience
ii	For works costing more than Rs 2.00 lakhs and less than Rs 5.00 lakhs	One qualified Diploma Holder in Electrical Engineering and having experience of not less than 3 years or a Graduate Engineer in Electrical Engineering with 2 years experience.
iii	For works costing more than Rs 1.00 lakh	One qualified Diploma Holder in

	and less than Rs 2.00 lakhs	Electrical Engineering and having experience of not less than 3 years
iv	For works costing more than Rs 15,000/- and less than Rs 1,00,000/-	One Licensed Supervisor having experience less than 3 years

14.0 Enlistment Fee

The Contractor shall pay Registration / Renewal fees (non-refundable) for enlistment as Contractors in Public Works Department/Water Resources Department, Goa for different classes of contractors, as shown in the schedule below:

Class of Registration	Fees for fresh registration / upgradation (Reg. Validity for 5 years)	Fees for Renewal (Reg. Validity for 5 years)
I-A	Rs. 25,000.00	Rs. 12,500.00
I-B	Rs. 20,000.00	Rs. 10,000.00
II	Rs. 10,000.00	Rs. 5,000.00
III	Rs 6,000.00	Rs. 3,000.00
IV	Rs. 4,000.00	Rs. 2,000.00
V	Rs. 2,000.00	Rs 1,000.00a

Note: The Registration and the Renewal fees in respect of Class I Electrical/Furniture Contractors shall be the same as prescribed in the above table for Class I-A Contractors.

15.0 Income Tax Clearance

The Contractor shall produce a copy of the Permanent Account Number (PAN) issued by Income Tax Department along with his application for enlistment. In case of individual contractors the PAN shall be in their own name and in case of Partnership Firm/Company the PAN shall be in the name of the Firm/Company. After enlistment, he shall have to file his Annual Income Tax Returns with the Income Tax Department every year and submit the copy of the same to the enlistment authority by the end of December every year. Failure to do so without any justifiable reason will render the Contractor liable to be removed from the approved list of Contractors. In case of partnership firms, Income Tax Returns shall be filed in the name of firm and in case of a Company in the name of the Company.

16.0 Electrical License The Contractors of Electrical category shall have to produce valid electrical license from the competent authority in the name of the contractor/partnership firm/Company. 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.

17.0 Change in Constitution of Firm The Contractor/Firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of the enlistment authority. Such proposal, if any, shall be submitted in advance giving full details of the intended partnership/sole proprietorship along with the draft Partnership Deed/Affidavit and documents as per [Annexure –VI](#). Any change

in status of the contractor as an “Individual” or in constitution of the firm without prior approval of the enlistment authority will render the Contractor/firm liable to be removed from the approved list of Contractor.

17.1 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 for the enlistment afresh on the basis of work experience gained as a separate entity.

17.2 If new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 4.0

17.3 If the number of original partners of a firm reduces to less than half due to any reason including death of partner(s), the enlistment of the firm shall be withdrawn

18.0 Change in Address (a) While applying for enlistment, the Contractor should mention address of his registered office as well as Head Office, if different. All documents, i.e. PAN Card, Income Tax Returns, Solvency Certificate, Working Capital Certificate, Electrical license, etc., should bear one of the above addresses, otherwise the same shall not be accepted. (b) The contractor shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change. Failure to do so may result in removal of his name from the approved list of Contractors

19.0 Near Relatives Working in PWD/WRD, Goa Contractors whose near relatives are Divisional Accountants or Engineering Officers between the grades of Superintending Engineer and Assistant Engineer (both inclusive) in the Public Works Department (PWD) / Water Resources Department (WRD) will not be

allowed to tender for works if the circle is responsible for award and execution of contract is the one where the near relative is working. For this purpose, a near relative shall mean wife, husband, parents, children, brothers, sisters and their corresponding in laws

20.0 Review of approved list of contractors

Contractors shall be liable to be weeded out for non-observance of enlistment rules. For this purpose, the enlistment authority shall have the power to periodically review the approved list of contractors.

21.0 Renewal of Enlistment

The validity of initial enlistment of the Contractor shall be for a period of 5 years. It shall however, be renewed on merits if desired by the Contractor.

21.1 Only the contractor who has secured at least one work of the quantum equivalent to the tendering limit of the next lower class from Goa State Government departments/Organizations/Autonomous Bodies/Corporations in the respective category viz. BLDGS/RBLD/WS & WWD/WR/ELECT/FURN during the period of enlistment or last renewal period of enlistment, as the case may be considered for renewal.

In case they fail to secure any work, they should at least produce three certificates each of quantum equivalent to the tendering limit of the next lower class in the prescribed Proforma ([Annexure - X](#)) from Goa State Government departments/Organisations/Autonomous Bodies/Corporations in the respective category viz. BLDGS/RBLD/WS & WWD/WR/ELECT/FURN during the period of enlistment, as the case may be, certifying therein that they have participated in tendering and submitted their valid tenders with EMD and other necessary

requisites. Based on such documentary proof, their registration shall be considered for renewal.

22.0 Application for Renewal

22.1 The Contractor shall apply for renewal of his enlistment in the prescribed form ([Annexure - VIII](#)) along with all documents as per [Annexure-IX](#), so as to reach the enlistment authority at least 2 months before expiry of his enlistment.

22.2 The Contractor should submit a list of all works secured by him during the last five years in the proforma as given in Annexure – III.

22.3 The renewal application with all documents shall however, be accepted up to the date of expiry of enlistment with late fee, which shall be 50% of the normal renewal fees.

22.4 For delay beyond the date of expiry of registration, the existing registration shall be treated as cancelled and the contractor will have to apply for fresh registration on payment of prescribed registration fee, subject to fulfillment of eligibility conditions for fresh registration.

23.0 Performance Reports

For all civil works executed by the contractor costing over Rs. 10.00 lakhs, the Divisional Engineer shall submit Confidential Reports in Appendix 54 of CPWD Manual Vol. II to the next higher authority for assessment ([Annexure - VIII](#))

24.0 Contractor's Obligation

The Contractor should fulfill all his obligations under these rules in time and manner as specified, failing which he shall be liable for the action as mentioned therein. Some of the obligations are summarized below.

- a. Prior approval shall be obtained from the enlisting authority before changing the constitution of the firm/company
- b. Intimation of change of address should be given in advance or within one month.
- c. He should obtain valid electrical license for the state in which he wants to tender.
- d. He should secure at least one work/participate in tendering of three works of specified magnitude during the period of enlistment/renewal as per Clause 21.1/21.2
- e. He shall abide these rules.
- f. He should not indulge in unethical practices
- g. He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.

25.0 Disciplinary Actions

The Contractor shall have to abide all the rules of enlistment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works satisfactorily on time and with good quality. The enlisting authority shall have the right to demote a Contractor to a lower class, suspend business with him for any period, debar him or remove his name from the approved list of Contractors after issue of Show Cause Notice. Decision of the Enlistment Authority shall be final and binding on the Contractor. The following actions of the Contractor shall, in general, make him liable to disciplinary actions.

25.1 Demotion to a lower class

Unless otherwise decided for reasons to be recorded in writing, the Contractor shall be liable to demotion to a lower class, by the enlisting authority, if he:

- a. no longer has adequate equipment, technical personnel or financial resources; or
- b. is litigious by nature; or
- c. violates any important condition of contract, or
- d. is responsible for a conduct which may justify his demotion to a lower class.

25.2 No contractor, who is demoted to lower class shall be eligible for a minimum period of five years from the date of such demotion

25.3 Suspension of business

The enlistment authority may suspend business with a Contractor for indefinite period where, pending full enquiry into the allegations, the enlistment authority is prima facie of the view that the contractor is guilty of an offence in relation to business dealings which, when establishment would result in his removal/banning business and it is not considered desirable to entrust new works or continue business with the Contractor.

25.4 Removal from the approved list.

Unless otherwise decided for reasons to be recorded in writing, the name of the Contractor may be removed from the approved list of Contractors, by the enlisting authority, if he:

- a. has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or
- b. is proved to be responsible for constructional defects in two or more works; or
- c. persistently violates any important conditions of the contract; or
- d. fails to abide by the conditions of enlistment; or
- e. is found to have given false particulars at the time of enlistment; or
- f. has indulged in any type of forgery or falsification of records; or

- g. changes constitution of the firm or individual without prior approval of the enlistment authority; or
- h. changes permanent address/business address without intimation to the enlistment authority; or
- i. is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- j. persistently violates the labour regulations and rules; or
- k. is involved in complaints of serious nature received from other departments which prima facie appear to be true; or
- l. is at default in settlement of tax dues like Income Tax, Contract Tax, Sales Tax, Octroi, Duties etc.

25.5 If the name of the contractor is removed from the approved list by the Enlistment Authority under any of the sub-clauses (a) to (i) of Clauses 25.4 above the contractor shall not be entitled for re-enlistment.

26.0 Revision of the Rules :- The Enlistment Authority PWD/ WRD may modify, add, delete and/ or change any of the above rules and the same shall be binding on all the enlisted contractors.

27.0 Removal of doubts :- If any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Principal Chief Engineer, PWD, who shall decide the same.