

**PROCEDURE, RULES, TERMS & CONDITIONS**  
**FOR REGISTRATION OF CONTRACTORS FOR**  
**CIVIL WORKS UNDER DHBVN.**

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1. **Procedure for registration:** The contractor shall submit an application in the prescribed proforma to the concerned authority together with necessary documents in support of his application. The authority competent to register the contractor will take action to verify the credentials and antecedents of the Contractor and issue “Contractor Registration Card” to the Contractor in eligible Class and for the Item of work applied.

<b>a) Civil Works:</b> Construction of various types of Residential & non residential buildings, Roads, Water supply & Sewerage system, Repair and mtc. of bldgs. etc. etc.	Cost of application form Rs. 500/-each
Plus additional Card fee Rs. 100/- towards Contractor Registration Card.	

**Registration fees:**

Class-I	Rs.5000/-
Class-II	Rs.4000/-
Class-III	Rs.3000/-
Class-IV	Rs.1000/-
Class-V	Rs.500/-

In case of re-issue after validity period, the fee leviable will be the same.

The consolidated fee plus card fee is to be paid alongwith the application form by way of crossed Demand Draft of any scheduled bank drawing in favour of the Xen Civil Works DHBVN

The fee once paid shall not be refunded in any circumstances. The registering authority reserves the right to cancel/change the item of work depending on the relevant eligibility criteria for the item of work. A Contractor already registered and seeks to have the registration card may submit the application alongwith the card fee of Rs. 100/-.

**b) Class of Registration :**

The class of Registration will be accorded as detailed below:

Class	Eligible monetary limits for tendering of works	Amount for which Solvency certificate required	Requirement of previous experience/ Value of works done previous
Class-I	Upto any limit	Rs. 25.00 Lacs	Completed atleast 2 works costing more than 1crores each during past 3 yrs
Class-II	Upto Rs. 50.00 Lacs	Rs. 15.00 Lacs	Completed atleast 5 works costing more than 30 Lacs each during past 3 yrs
Class-III	Upto Rs. 20.00 Lacs	Rs. 5.00 Lacs	Completed atleast 5 works costing more than 10 Lacs each during past 3 yrs
Class-IV	Upto Rs. 5.00 Lacs	Nil	Completed atleast 5 petty works costing more than 2 Lacs each during past 3 yrs
Class-V	Upto Rs. 1.00 Lac	Nil	--

**c) Processing Time:**

The Contractor Registration Card shall be issued within a 30 days from the date of receipt of application.

**d) Delivery of Contractor Registration Card:**

The Contractor Registration Card shall be delivered only to the Contractor or dispatched by Registered post acknowledgement due or by courier to the address given in the application form.

e) The Registered contractors are enlisted in the Nigam’s website [www.dhbvn.com](http://www.dhbvn.com). The details of all contractors will be made available and the information will be updated regularly.

2) Rules for registration: The Registration of the contractors of various categories shall be done as under:-

Class-I	A Committee headed by C.E/PD&C, SE(Const.) & SE/Civil or Xen/Civil
Class-II	A Committee headed by C.E/PD&C, SE(Const.) & Xen Civil Works.
Class-III	A Committee headed by SE(Const.) & Xen Civil Works.
Class-IV	Xen Civil Works.

- a) Registration of the Contractor once done in a class and for the Item of work shall be in force for three (3) years in that particular class and for the particular Item of work. The contractor shall register himself afresh every (3) years thereafter.
- b) All type of registration viz. New, Renewal, Change of class etc. shall be done through out the year.
- c) A contractor shall not apply for registration in his name and also in the name of partnership firm/company, which runs in his name.
- d) Contractor of other Companies/Discoms shall get themselves registered in DHBVN before offering their tender for Civil works.
- e) A Contractor already registered can form partnership firm/ company only by a separate registration foregoing his individual registration.
- f) In the case of partnership Firms/Companies any changes in the Partners/Directors shall be reported to the registering authorities within one month of the date of such change.
- g) The name, address and other particulars of the Contractors/Firm/Company should exactly match with those mentioned in all the Licenses/Registrations/Certificates issued by various authorities. It is Contractor's responsibility to keep all the Licenses / Registrations/ Certificates issued by various authorities in live. Contractor should produce all the renewed Licenses/ Registrations/ Certificates to the registering authority well before their expiry.
- h) Contractor should be well acquainted with all existing Acts, Rules, Regulations, Orders and Byelaws including all statutory Amendments and Enactments of State or the Central Government or local authority and including the following:

**Labour & Services Regulations:**

- Bonded Labour system (Abolition) Act, 1976 along with Rules, 1976
- Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 along with Cess Act, and Rules.
- Child Labour (Prohibition and Regulation) Act, 1986 along with Rules, 1988 and Children (Pledging of Labour ) Act, 1933.
- Contract Labour (Regulation and Abolition) Act, 1970 along with Rules, 1971.
- Employees' Provident Funds and Miscellaneous Provisions Act, 1952 alongwith E.P.F. Scheme, 1952 with allied Schemes, Rules and Forms.
- Employees' State Insurance Act, 1948 alongwith Central Rules, 1950 and Regulation, 1950.
- Equal Remuneration Act, 1976 alongwith allied Rules
- Factories Act, 1948
- Fatal Accidents Act, 1855.
- Industrial Disputes Act, 1947 alongwith (Central) Rules, 1957 and allied Rules.
- Industrial Employment (Standing Orders) Act, 1946 alongwith Rules, 1946.
- Inter state Migrant Workmen (Regulation of employment and Conditions of Service) Act, 1979 alongwith Rules, 1980.
- Maternity Benefit Act, 1961 alongwith Rules 1963
- Minimum Wages Act, 1948 with State Amendments alongwith Central Rules, 1950.
- Motor Transport Workers Act, 1961
- Payment of Bonus Act, 1965 alongwith Rules, 1975.
- Payment of Gratuity Act, 1936 alongwith (Procedure) Rules, 1937.
- Public Provident Fund Act, 1968
- Trade Unions Act, 1926 alongwith Central Trade Unions Regulations, 1938.
- Weekly Holidays Act, 1942
- Workmen's Compensation Act, 1923 alongwith allied Rules.

3) **Terms & Conditions of registration:**

- (a) The area of operation is entire DHBVN
- (b) The registration is not transferable
- (c) The registration will not confer any special rights or privileges.
- (d) The registration will be valid for a period of Three (3) years and upto month/ year indicated in the Contractor Registration Card.
- (e) The registration is valid for the Item of works mentioned in the certificate.
- (f) Application for reissue of Contractor Registration Card if desired should be submitted before one month of date of expiry of validity of registration.
- (g) This registration card cancels all previous registration certificates granted earlier to the contractor.
- (h) The registration is liable to revocation or cancellation if it is found at any time that the particulars furnished by the Contractor are false.
- (i) The registering authority reserves the right to cancel or demote or suspend from business or black list without any notice and without assigning any reasons thereof.

i. **Removal from the approved list:** The Registering authority on specific reasons/ remarks from Circle/Xen offices and with the approval of Nigam may remove the name of a contractor from the approved list, if a contractor-

- Has on more than one occasion failed to execute a contract or has executed it unsatisfactorily (or)
- Fails to abide by the conditions of Registration or is found to have given false particulars information at the time of registration (or)
- Persistently violates any important condition (s) of the contract (or)
- Is proved to be responsible for executing the works with defects in a number of cases (or)
- Is declared or in the process of being declared bankrupt or insolvent, or wound up or dissolved or partitioned (or)
- Persistently violates the labour regulations and rules.

ii. **Demotion of contractors:** The registering authority on specific reasons/remarks from Circle/Xen offices and with the approval of Nigam may demote a Contractor to a lower class, if a Contractor:

- Fails to execute contract or executes it unsatisfactorily or is proved to be responsible for constructional defects (or)
- Has no longer adequate equipment, technical personnel or financial resources (or)
- Violates any important conditions of contract (or)
- Is responsible for any other matter which may justify his demotion to a lower class (or)
- Is litigious by nature

iii. **Suspension of business:** The registering authority on specific persons/remarks from Circle/ Xen offices and with the approval of Board may suspend the business with a Contractor for any indefinite period pending full enquiry into the allegations, if the registering authority is prima facie of the view that it is not desirable to continue business with the Contractor as he is guilty of an offence in relation to the business dealings, which if established would result in removal or black listing.

The registering authority may order suspension of business with a Contractor for a specific period when the Contractor is responsible for minor technical offence(s).

- iv. **Black listing:** The registering authority on specific reasons/remarks from Circle / Zonal offices and with approval of Board may black list a Contractor where :
- There are sufficient and strong reasons to believe that the Contractor or his employee has been guilty or malpractice (s) such as irregular practices including formation of ring, bribery corruption and fraud including substitution and in tenders smuggling, pilfering of unauthorized use of disposal of Department materials issued for specific work (or)
  - Contractor continuously refuses to pay Department dues without showing adequate reasons (or)
  - Contractor or his partner or his representative has been convicted by a court of law for offence involving moral turpitude in relation to business dealing (s) (or)
  - Security considerations including suspected disloyalty to the Department so warrant.
  - Contractor continuously refuses to pay Department dues without showing adequate reasons (or)
  - Contractor or his partner or his representative has been convicted by a court of law for offence involving moral turpitude in relation to business dealing (s) (or)
  - Security considerations including suspected disloyalty to the Department so warrant.

*Copies of the orders together with the specific reasons for removal/ demotion /suspension/ blacklisting a Contractor should be furnished to the corporate office by the concerned Superintending Engineer and through Chief Engineer wherever zonal offices exist.*

*In all the above cases, the reasons for removal/demotion/ suspension/ blacklisting shall be intimated to the contractor and two weeks time shall be given to him to offer his explanation. If the explanation is not satisfactory action for removal / demotion/ suspension/ blacklisting will be taken. The cases, which are doubtful and marginal may be referred for advice to the Law Department before taking the decision.*

The EMD, if any, shall also be forfeited.

In case of contractors registered for more than one Item of work, the orders regarding removal/ demotion/ suspension/ blacklisting would apply to all the items of works.

The registering authority shall be responsible for keeping up to date list of removed/ demoted /suspended /suspended /blacklisted contractors.

- v. **Restoration:** The registering authority on specific reasons/ remarks from Circle/Zonal offices and with the approval of Nigam may consider at an appropriate time on the merits of each case and revoke the removal/demotion/suspension/ blacklisting orders, if
- In respect of the same offence, the accused has been honorably acquitted by a court of law.
  - On review, the Board is of the opinion that the punishment already undergone is adequate in the circumstances of the case.



**DAKSHIN HARYANA BIJLI VITRAN NIGAM**

**CONTRACTOR REGISTRATION APPLICATION FORM**

**(For New/Reissue/Duplicate/Change of Class /Inclusion of additional item of work)**

Please tick (√) type of registration required and strike whichever is not applicable.

**Please read the information Booklet carefully before filling the form**

Fee amount	Bank	Branch	D.D.No.	Date

a)	Name of the Contractor/Firm/Company (As it should appear in the Contractor Registration Card)	:	
b)	Address for communication		
	House/Flat/Plot No.		
	Floor/Street/No.		
	Apartment/Village Name		
	Area/Mandal Name		
	City/Town/District		
	PIN		
	Telephone No.		
	Mobile/Cell No.		
	Email Address		

c) Status of the Contractor/Firm Please tick (√) whichever is applicable.

Individual property	Unregistered Partnership Firm/Co.	Registered Partnership Firm/Co.	Private Limited Company	Public Limited company	Societies/ Co-operatives	Govt. / Quasi Govt.	Others

1)	If Individual or Proprietary firm/Company or Societies	
	i) Technical Qualification, if any Tick ( / ) whichever is applicable & strike whichever is not applicable. If yes, enclosed copy of engineering degree certificate issued by recognized University	Yes / No
	ii) Social Status of the Contractor (Tick ( / ) whichever is applicable and strike whichever is not applicable. If SC/ST enclose copy of community certificate.	SC/ ST/ Others

2)	i. If Partnership firm/Limited company/Societies/Cooperatives			
	S.No	Name of Partners/ Directors	S.No	Name of Partners/ Directors
	1		1	
	2		2	
	3		3	

Tick ( / ) against the person who is authorized to represent the firm /company to sign the documents and furnish copies of certificate of registration from Registrar of Firms/Companies partnership deed, memorandum of articles of association.

ii. Does the Firm/ Company comes under purview of Industrial Act? : Yes / No  
If yes, enclose a copy of certificate of registration issued from the Department of Industries

Registration/ License No.	Date of registration	Type of industry tick (√) whichever is applicable				
		SSI	Authority	SSSBE	Tiny	Others

d)	Item of work: <b>Civil Works</b>	
e)	Class of Registration applied for	Class-I/ Class-II/ Class-III/ Class-IV
f)	Are you already registered in DHBVN/ other companies? If Yes, furnish the following details	Yes / No

	S.N	Name of Organization	Registration No	Class of registration	Monetary limits	Validity period

g)	Detail of Solvency				
	Issuing Authority	Name of Bank/ MRO	Issue date	Amount of Solvency	Validity period
	Bank/MRO				

h) Details of Experience									
	S.N	Name of work	Place of experience	Agt. No.& date	Value of Agreement entered	Period in which actually completed			
i) T&P details enclosed					:Yes / No				
j) No. of vehicles available									
	S.N	Vehicle Particulars		Month & year of Mfg	Validity period of				
		Type	Number		R.C	Insurance	Certificate of fitness	Permit	Pollution under control
k) Other details of Contractor /Firm / Company									
	S.N	License/Registration	Details						
	1	Sales Tax Registration	Registration No. Valid period						
	2	Central Excise Registration details under Service Tax Law.	Registration No. Validity period Turnover Tax						
	3	VAT Registration under Haryana VAT Act, 2005.	Tax Identification No. Validity period						
	4	Income Tax	PAN No.						
l. Whether the Contractor or representatives of the Firm/Company do have any relatives in DHBVN? If yes, please furnish the details									
	S.N	Name of officer/Employee	Designation and place of working			Relationship			
m. Have you at any time been Removed/Demoted/Suspended/Black listed? Yes/No If yes, give details									
	SN	Name of organization	Registration No.	Class	Date and period of Removal/demotion/suspension/Blacklisted			Remarks	

**DECLARATION**

I/We Declare that the particulars given in this application are true to the best of my/our knowledge and belief and understand that it is liable for cancellation of registration if proved, otherwise.

Place:

Date:

Signature of contractor  
Name:

Authority:

Note: This form shall be signed by the person competent as detailed below:

- a) Proprietorship firm      Individual/ Sole Proprietor of the firm
- b) Partnership firm        By the partner who holds general power of attorney authorizing him to sign for and on behalf of the firm in contractual obligations (power of attorney with certified copy thereof to be enclosed )
- c) Companies                By Managing Director or any Director who holds general power of attorney in his favour from the firm giving him authority to do so (power of attorney with certified copy there of to be enclosed )



**List of enclosures with the application form**

Description of enclosure	Tick (√) if enclosed		Tick (√) if enclosed
D.D.		Copies of Certificate of registration issued by other companies.	
Copy of Engineering degree certificate		Solvency Certificate in original	
Copy of Community certificate		Experience Certificate in original	
Copy of certificate of registration from register of Firms/Companies		T&P Certificate	
Copy of Articles of Association		Copy of vehicle RC book	
Copy of Certificate of Incorporation		Copy of Insurance policy	
Copy of Memorandum of Firm		Copy of State Permit	
Copy of Memorandum of Articles		Copy of License (Form VI) issued by Labour Department	
Copy of Partnership deed		Copy of Sales Tax Registration.	
Power of attorney for authorized persons of the contractor to sign contract documents		Copy of Central Excise Registration	
Copy of certificate for permanent registration from the Department of Industries		Copy of VAT registration	
Original expired certificate of registration issued by APCPDCL		Copy of Income Tax PAN	

**For Office use**

Application is verified and proposed to accord

- a) New /Reissue Registration as Class I/II/III /IV for a period of three years from \_\_\_\_\_ to \_\_\_\_\_
- b) Duplicate Registration Card.
- c) Change of Class from Class I/II/III to Class I/II/III
- d) Inclusion of additional item of works viz \_\_\_\_\_
- e) Rejection on reasons \_\_\_\_\_

Contractor's particulars are entered in register vide Sr. No. \_\_\_\_\_

AE/AEE

HDM

Divl.Acctt.

Xen(C/W)

SE/Const.

Proceedings No. \_\_\_\_\_ dt. \_\_\_\_\_

i) The Registration No. assigned \_\_\_\_\_

ii) Contractor's particulars entered /updated on \_\_\_\_\_

iii) Registration Certificate/Rejection letter sent to Contractor vide D.No. \_\_\_\_\_ dt \_\_\_\_\_