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.

   a) Civil Works:
   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:

<table>
<thead>
<tr>
<th>Class</th>
<th>Class I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class I</td>
<td>Rs. 5000/-</td>
</tr>
<tr>
<td>Class II</td>
<td>Rs. 4000/-</td>
</tr>
<tr>
<td>Class III</td>
<td>Rs. 3000/-</td>
</tr>
<tr>
<td>Class IV</td>
<td>Rs. 1000/-</td>
</tr>
<tr>
<td>Class V</td>
<td>Rs. 500/-</td>
</tr>
</tbody>
</table>

   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:

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

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

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

   a) Class-I: A Committee headed by C.E/PD&C, SE(Const.) & SE/Civil or Xen/Civil
   b) Class-II: A Committee headed by C.E/PD&C, SE(Const.) & Xen Civil Works.
   c) Class-III: A Committee headed by SE(Const.) & Xen Civil Works.
   d) 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.
- Equal Remuneration Act, 1976 alongwith allied Rules
- Factories Act, 1948
- Fatal Accidents Act, 1855.
- Inter state Migrant Workmen (Regulation of employment and Conditions of Service) Act, 1979 alongwith Rules, 1980.
- Maternity Benefit Act, 1961 alongwith Rules 1963
- Motor Transport Workers Act, 1961
- 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 up to 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)
   - Violets 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 blacklist 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 count of law for offence involving moral turpitude in relation to business dealing (s) (or)
  - Security considerations including suspected disloyalty to the Department so warrant.

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- 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 concern Superintending Engineer and through Chief Engineer wherever zonal offices exists.

*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.

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

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

<table>
<thead>
<tr>
<th>Fee amount</th>
<th>Bank</th>
<th>Branch</th>
<th>D.D.No.</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Individua l property</th>
<th>Unregistered Partnership Firm/Co.</th>
<th>Registered Partnership Firm/Co.</th>
<th>Private Limited Company</th>
<th>Public Limited company</th>
<th>Societies/Co-operatives</th>
<th>Govt. / Quasi Govt.</th>
<th>Others</th>
</tr>
</thead>
</table>

1) If Individual or Proprietary firm/Company or Societies
   i) Technical Qualification, if any
      Yes / No
   ii) Social Status of the Contractor
      SC/ ST/ Others

2) i. If Partnership firm/Limited company/Societies/Cooperatives
   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

   Type of industry tick (✓) whichever is applicable
   Registration/ License No. | Date of registration | SSI Authority | SSSBE | Tiny | Others |
   S.No | Name of Partners/ Directors |

   d) Item of work: Civil Works

c) Class of Registration applied for
   Class-I/ Class-II/ Class-III/ Class-IV

f) Are you already registered in DHBVN/other companies?
   Yes / No
   If Yes, furnish the following details

   | 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

<table>
<thead>
<tr>
<th>S.N</th>
<th>Name of work</th>
<th>Place of experience</th>
<th>Agt. No.&amp; date</th>
<th>Value of Agreement entered</th>
<th>Period in which actually completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

i) T&P details enclosed: Yes / No

j) No. of vehicles available

<table>
<thead>
<tr>
<th>S.N</th>
<th>Vehicle Particulars</th>
<th>Month &amp; year of Mfg</th>
<th>R.C</th>
<th>Insurance</th>
<th>Certificate of fitness</th>
<th>Permit</th>
<th>Pollution under control</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

### k) Other details of Contractor /Firm / Company

<table>
<thead>
<tr>
<th>S.N</th>
<th>License/Registration</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sales Tax Registration</td>
<td>Registration No.</td>
</tr>
<tr>
<td></td>
<td>Central Excise Registration details under Service Tax Law.</td>
<td>Registration No.</td>
</tr>
<tr>
<td></td>
<td>Income Tax</td>
<td>PAN No.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SN</th>
<th>Name of officer/Employee</th>
<th>Designation and place of working</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### l. Whether the Contractor or representatives of the Firm/Company do have any relatives in DHBVN? If yes, please furnish the details

<table>
<thead>
<tr>
<th>S.N</th>
<th>Name of officer/Employee</th>
<th>Designation and place of working</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### m. Have you at any time been Removed/Demoted/Suspended/Black listed? Yes/No

<table>
<thead>
<tr>
<th>SN</th>
<th>Name of organization</th>
<th>Registration No.</th>
<th>Class</th>
<th>Date and period of Removal/demotion/suspension/Blacklisted</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### 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)

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

**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 __________