

Appendix 'E'

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

From,

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To,

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.....

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 Contractor in Irrigation Department, Uttar Pradesh.

AA	A	B	C	D	E
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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

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(ii) Date of birth

.....

(iii) Place of birth

.....

(iv) Father's Name

.....

(v) Permanent address

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

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(vii) Educational/Technical Qualification.

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

(1)

(2)

(a) Name.....

Address

(b) Name.....

Address

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

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(B) For Companies

(i) Name of the Company & address

(Certificate of Registration of Company and true attested copy of constitution of the Company is to be attached.)

(ii) Name and Permanent address of the partners of the Company

(Enclose copy of partnership deed.)

Sl. No.	Name of Partners	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) Persent profession/nature of business and place of business (how long this profession/bussiness is being done?)

(ii) Certificate of income-tax clearence (If falls in this category than 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 and No.	Class for which registered
1	2	3	4

(v) Details of Movable Immovable Property

Sl. No.	Name of Item	Present Market value (Rs.)	Other details
(a)	Immovable Property		
(b)	Movable Property (Bank deposites, shares etc. and Tools & Plants and machinery details.)		
Total			

Note:-

- (1) Certificates should be attached for support of above detail.
- (2) Certificate of District Magistrate/Registered property Dealers for Immovable properties.

(vi) Have you ever been black-listed in any Deptt.? Or Have you even been debarred 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 other details
1	2	3	4	5

Note :- Original or attested copies of certificates if any may be enclosed :

(ix) Resources of the contractor.

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

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

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

(xi) Whether the applicant is a share holder of any firm enlisted in this department or any other department give this details).

(xii) (a) For how many years 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 Contractor/Partner's relation working in Irrigation Deptt. U.P.	Relationship	Where working Designation etc.	Present Address
1	2	3	4	5
1.				
2.				
3. and so on				

(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-in-Law/Mother-in-Law/Son-in-Law/Daughter-in-Law/Nephew/Wife/Brother-in-Law/Niece.

(xiv) Amount of Security deposit Rs. _____ (in figures and words) is enclosed herewith which 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)

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 list of contractor of any changes in the following particulars as they occur and to verify and confirm these particulars.
3. I/We certify that the above particulars are correct and that should it have been that I/We have given a false certificate or that it I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, my/our name is liable to be removed from the Irrigation Department's list of contractors and any 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 on separate forms.
3. Income-tax clearance certificate for the latest assessment year should be sent allong with the application. Without the Income 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.