



8. (a) Name of person holding power of attorney.  
(b) Nationality Indian.....Other.....  
(c) Liabilities
9. Name of Bankers with address .....
10. Place of business .....
11. Full time technical staff in applicant's employ:  
(a) to (e) for Civil, Electrical,(f) for Furniture.
- |  |          |
|--|----------|
| (a) Graduate Engineers with minimum 5 years' experience                                    | Nos..... |
| (b) Graduate Engineers with minimum 3 years' experience<br>{excluding (a) above}           | .....    |
| (c) Graduate Engineers with less than 3 years' experience<br>{excluding (a) and (b) above} | .....    |
| (d) Diploma Engineers with minimum 3 years' experience                                     | .....    |
| (e) Diploma Engineers with less than 3 years' experience                                   | .....    |
| (f) Furniture/Furnishing Designers.  | .....    |
12. Does the applicant have sufficient T & P Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class and category applied for (Attested details on separate sheet). Yes.....No.....
13. Does the applicant possess valid Electrical License (For Electrical) Yes.....No.....
14. (a) Whether already enlisted with Goa PWD/WRD or any other Dept. Yes.....No.....
- (b) If Yes, give details:
- |  |       |
|--|-------|
| (i) Name of department                 | ..... |
| (ii) Class and category                | ..... |
| (iii) Enlistment authority and address | ..... |
| (iv) Enlistment No. and date           | ..... |
| (v) Date of validity                   | ..... |
| (vi) Tendering limit                   | ..... |
15. Is any person working with the applicant a near relative of the officer/official of Goa PWD/WRD (see Rule 19 of the Enlistment Rules) Yes.....No.....
- If answer to above is Yes, give details.
16. Details of Works completed and in progress (which were secured during the last 5 years)(to be filled in proforma as given in Annexure -III). This list should include all works done whose gross amount of work done is more than the required magnitude for the class in which registration is required
17. Certificates from clients in original as per proforma given in Annexure IV for all eligible works.

18. Certificates:

- (i) I/We (including all partners) certify that I/We have read the Rules of enlistment of Contractors in Goa PWD/WRD as amended up-to-date and shall abide by them.
- (ii) I/We Certify that I/We will not get myself/ourselves registered as Contractor(s) in the Department under more than one name.
- (iii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am/we are liable to be debarred.
- (iv) (a)I certify that I did not retire as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in any Engineering Department of the Government of Goa during the last two years. I also certify that I have neither such a person under my employment nor shall I employ any such person within two years of his retirement except with the prior permission of the Government. (For individuals seeking enlistment in their own names).  
 (b)We certify that none of the Partners/ Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last two years. We also certify that we neither have under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies).

(Strike out whichever is not applicable)

Signature(s) of applicant(s):

<b>Name</b>	<b>Signature</b>	<b>Address</b>
1.....		
2.....		
3.....		
4.....		
5.....		
6.....		

Date:-

No. of documents attached .....

## ANNEXURE – II

### DOCUMENTS ATTACHED FOR ENLISTMENT

Sl. No.	Document	Yes	No
1.	Proof of constitution (Sl. No. 5): (a) In case of sole proprietorship/HUF: an affidavit executed before a 1 <sup>st</sup> Class Magistrate that the applicant is the sole proprietor of the Firm/Karta of HUF. (b) In case of partnership firm ( submit attested copies ).		
	(i) Partnership deed attested by Notary Public.		
	(ii) Form “A” or equivalent form issued by Registrar of Firms.		
	(iii)Form “B” or equivalent form issued by Registrar of Firm.		
	(iv)Form “C” or equivalent form issued by Registrar of Firms.		
	(c) In case of Private/Public Ltd., Co., Article of Association duly attested by Notary Public.		
2.	Power of attorney, if any (Sl.No.8), attested by Notary Public.		
3.	Solvency Certificate/Working Capital Certificate from scheduled bank in the proforma given in Annexure-V-A/V-B. The Certificate should be on the bank’s letterhead and in sealed cover and shall be addressed to the concerned Enlistment Authority (Sl.No.9)		
4.	Technical Staff: ( Sl. No.11)		
	(i) List of full time technical staff/Designers with qualification and experience of each. (ii) Attested copies of the degrees/diplomas of the technical staff/Designers. (iii) Declaration from the technical staff/Designers that they are employed with the applicant.		
5.	List of M/C, T & P i.e. steel centering and shuttering, possessed by the applicant. Full details and location of workshop including details of Machines and Equipment provided and proof of sufficient stock of materials as required for furniture category. (Sl. No. 12)		
6.	Attested copy of valid Electrical License (Sl. No.13)		
7.	Attested copy of Enlistment order (Sl.No.14)		
8.	List of all near relatives working in PWD/WRD, including their addresses (Sl.No.15). See also Rule 19.0 of Enlistment Rule.		
9.	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in Annexure – IV.		
10.	Attested copies of award letters for works included in Annexure – III.		
11.	Valid and attested copy of Permanent Account Number.		





## ANNEXURE – IV

### CLIENT’S CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

Name and address of the Client

.....  
.....  
...

Details of Works executed by Shri/

M/s.....

.....  
...

Sl. No.	Particulars	Performance
1	Name of works with brief particulars	
2	Agreement No. And date	
3	Date of commencement of work	
4	Stipulated date of completion	
5	Actual date of completion	
6	Details of compensation levied for delay, if any	
7	Tendered amount	
8	Gross amount of the work completed	
9	Name and address of the Authority under whom works executed	
10	Whether the contractor employed qualified Engineer/Overseer during execution of work?	
11	(i) Quality of work (indicate grading) (ii) Amount of work paid on reduced rate basis, if any.	Outstanding/V.Good/Good/Poor
12	(i) Did the Contractor go for arbitration? (ii) If yes, total amount of claim. (iii) Total amount awarded.	
13	Commencements on the Capabilities of the Contractor. (a) Technical Proficiency. (b) Financial Soundness. © Mobilization of adequate T & P. (d) Mobilization of manpower. (e) General behavior.	Outstanding/V.Good/Good/Poor

“ Countersigned”

Signature of the  
Reporting Officer with Official seal

**Officer of the rank of Superintending  
Engineer or equivalent**



**ANNEXURE – V-A**

**PROFORMA FOR SOLVANCY CERTIFICATE  
CLASS I-A/I –B**

**SOLVANCY CERTIFICATE**

This is to certify that to the best of our knowledge and information  
M/s..... having  
partner/Directors..... having marginally noted  
address, a customer of our Bank are respectable and can be treated as  
good for any engagement up to a limit of Rs.....( Rupees  
.....)

Bank Seal

(Signature with rubber stamp)  
Of the Branch Manager.

**NOTE:** In case of partnership firm, certificate to include names of all  
partners as recorded with the Bank

**ANNEXURE – V-A**

**PROFORMA FOR SOLVANCY CERTIFICATE  
CLASS I-A/I –B**

**SOLVANCY CERTIFICATE**

This is to certify that to the best of our knowledge and information  
M/s..... having  
partner/Directors..... having marginally noted  
address, a customer of our Bank are respectable and can be treated as

good for any engagement up to a limit of Rs.....( Rupees  
.....)

Bank Seal

(Signature with rubber stamp)  
Of the Branch Manager.

**NOTE:** In case of partnership firm, certificate to include names of all partners as recorded with the Bank

**ANNEXURE – V-B**

**PROFORMA FOR WORKING CAPITAL CERTIFICATE  
CLASS II/III/IV/V**

**WORKING CAPITAL CERTIFICATE**

Certified \_\_\_\_\_ that  
Shri/Smt./M/s..... S/o  
W/o.....and resident of .....has/have  
been maintaining a Saving Bank Account/Current account/Fixed  
Deposit Account with this branch of Bank since .....and an  
amount not less than Rs.....(Rupees.....) has been  
available to the credit in his/her/their Account No..... for the  
last six months.

Bank Seal

(Signature with rubber Stamp)  
for the Bank

**ANNEXURE – V-B**

**PROFORMA FOR WORKING CAPITAL CERTIFICATE  
CLASS II/III/IV/V**

**WORKING CAPITAL CERTIFICATE**

Certified \_\_\_\_\_ that  
Shri/Smt./M/s..... S/o  
W/o.....and resident of .....has/have

been maintaining a Saving Bank Account/Current account/Fixed Deposit Account with this branch of Bank since .....and an amount not less than Rs.....(Rupees.....) has been available to the credit in his/her/their Account No..... for the last six months.

Bank Seal

(Signature with rubber Stamp)  
for the Bank

