

**Draft Rules for Enlistment of Contractors in RIMS, Imphal, 2023**

**1.0 Title, extent and commencement**

1.1 These rules may be called the Rules for Enlistment of Contractors in RIMS, Imphal, 2023.

1.2 They shall hereinafter be referred to as Enlistment Rules, 2023 for the sake of brevity.

1.3 They shall come into force with effect from July, 2023.

**2.0 Definitions**

In these rules, unless the context otherwise requires:

2.1 "building" means a residential or non-residential structure consisting of foundation, walls, floors, roofs, and finishing, civil and electrical services, executed under a single contract.

2.2 "building work" means any of following –

- (i) construction of a residential or non-residential structure (consisting of foundation, walls, floors, roofs, finishing, civil and electrical services, complete),
- (ii) Construction of balance work of a residential or non-residential structure in case of incomplete contract like foreclosed/rescinded contract,
- (iii) addition of additional floors,
- (iv) construction of boundary wall,
- (v) repair, maintenance, additions, alterations, renovations, up-gradations,
- (vi) SITC electrical/E&M services and installations like roof top solar plants, oxygen plants etc.,
- (vii) Construction of underground sump,
- (viii) Construction of parking,
- (ix) Construction of sewage treatment plant,
- (x) Construction of water treatment plants,
- (xi) Construction of effluent treatment plant,
- (xii) Construction of overhead tank,
- (xiii) water supply works,
- (xiv) sewerage works,
- (xv) drainage works.

Any one of the above work or combination of above works shall be deemed as building work. but excluding –

- (i) standalone works of supply of materials,
- (ii) any works involving labour component only like housekeeping, sweeping, care taking, watch & ward, operation and maintenance of electrical and mechanical services through original equipment manufacturers.

2.3 "category" means category of enlistment under these rules. These categories are B&R (Buildings & Roads) and Electrical.

2.4 "class" means class of enlistment, in each category, under these rules.

2.5 "contractor" means an individual, partnership firm, limited liability partnership or company executing or intending to execute the work under a contract.

2.6 "enlistment" means enlistment of contractors in accordance with these rules.



- 2.7 “infra-structure work” hereinafter referred as “road works” means any one or more of the following works: construction of road including re-carpeting and road maintenance, culvert, other cross drainage works etc. but excluding standalone earth filling, supply of earth, supply of road metal, supply of other constituent construction materials like cement, steel, asphalt, stone chips etc.
- 2.8 “tendering limit” means the upper limit determined by the estimated cost put to tender of a work of specified category, up to which an enlisted contractor can tender, subject to the eligibility conditions specified in the notice inviting tenders.
- 2.9 “work” means the work contracted with the owner to be executed under a single contract.

### 3.0 General Rules

- 3.1 The object of enlistment of contractors is to have a ready list of suitable and competent contractors for RIMS works so as to minimize the requirement of verification of their credentials at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in RIMS and perform satisfactorily.
- 3.2 The enlistment of a contractor in RIMS shall only entitle him to participate in the tenders, subject to the conditions of each notice inviting tender. It does not confer any right or claim on him to qualify him or to award work to him.
- 3.3 These rules may be revised or repealed by new rules. The enlistment of a contractor shall be governed by the revised or new rules existing at the relevant time, if any, and not by the rules prevailing at the time of enlistment
- 3.4 The enlisted contractors can tender within their tendering limit.
- 3.5 The contractors enlisted in a particular category are not allowed to participate in tenders of other categories.

### 4.0 Repeal and savings

- 4.1 All existing rules regarding enlistment and revalidation of contractors in RIMS are hereby repealed.
- 4.2 Notwithstanding such repeal, the contractors already enlisted on the basis of rules hitherto in force shall continue to enjoy the status of enlisted contractors of RIMS till the period of validity of such enlistment, including revalidation or extension granted before coming into effect of the Enlistment Rules, 2023. However, all other conditions of enlistment shall be applicable as per the Enlistment Rules, 2023.  
**Since, the already enlisted contractors of RIMS have made deposits earlier they are to deposit a refundable balance amount in the form of Demand Draft drawn in the favour of the Director, RIMS as per their classes. Please refer Rule 15.2 for calculation of the balance amount.**

### 5.0 Enlistment categories, classes and tendering limit

The contractors shall be enlisted in the categories and classes mentioned in Rules 5.1 to 5.2.

#### 5.1 Buildings & Roads category

Various classes of enlistment in this category are Special, I, II, III, and IV Those contractors who have works experience as defined for “building work” and/or “road

work” and satisfy the prescribed criterion corresponding to the class can be enlisted in the said class under this category. Enlisted contractors can bid up to the tendering limit given in Table1.

### 5.2 Electrical category

The classes of enlistment in electrical category are Class I, II, III and IV. Those contractors who have works experience as defined for “electrical work” and satisfy the prescribed criterion corresponding to the class can be enlisted in the said class under this category. Enlisted contractors can bid up to the tendering limit given in Table1.

### 5.3 Tendering limit

The enlisted contractors shall be eligible to bid for specified category works where the estimated cost put to tender is not more than their tendering limit, without pre-qualification or eligibility bid, but subject to bidding capacity, unless otherwise specified in the bid document. The tendering limits of all categories and classes of contractors are given below in Table1. These tendering limits may be revised or changed from time to time.

**Table1: Tendering limits of enlisted contractors in Rs. lakhs**

S. No.	Class	Buildings & Roads	Electrical
1.	Special	Any Amount	Not Applicable
2.	I	300.00	Any amount
3.	II	100.00	50.00
4.	III	50.00	30.00
5.	IV	10.00	10.00

### 6.0 General Criteria for enlisted Contractor (BUILDING & ROAD)

1. Contractors enlisted under the Classes- Special, Class-I, Class-II, Class-III, Class-IV would be permitted to tender for any work in RIMS, Imphal.
2. Enlistment of contractors of all the Classes will be done by the Director, RIMS on recommendation of a committee to be constituted from time to time by the Director, RIMS.
3. Contractors enlisted in Special Class, Class-I, Class-II will be required to employ technical staff whenever they execute works in the Institute as under:
  - i. For works costing more than 75 lakhs and above - One graduate engineer or Diploma holder with 5 years experience.
  - ii. For works costing more than 30 lakhs but less than 75 lakhs -One qualified Diploma holder (Overseer) with 3 years experience.

### 6.1 SPECIAL CLASS:

The eligibility criteria for registration of contractors in Special Class (B&R) inter alia is as under:

- i. The applicant should have satisfactorily completed at least five works each costing not less than ₹.300.00 lakhs (gross value) during the last five years on the date of application under the Central, State or/and Public Sector Undertaking.
- ii. The applicant should furnish a solvency certificate for not less than ₹.300.00 lakhs on prescribed pro forma in a sealed envelope from his bankers.
- iii. The applicant should possess adequate machinery and equipment as prescribed under CPWD/PWD Manual and also permanent engineering organization to deal with works costing more than ₹.300.00 lakhs.

### 6.2 CLASS- I:

The eligibility criteria for registration of contractors in Class- I (B&R) inter alia is as under:

- i. The applicant should have satisfactorily completed at least five works each costing not less than ₹.100.00 lakhs (gross value) during the last five years on the date of application under the Central, State or/and Public Sector Undertaking.
- ii. The contractor or Firm having no past experience of Building & Road work is also eligible for enlistment in this class provided the working capital is not less than ₹.100.00 lakhs. The individual or one of the partners of the Firm should however, be a qualified graduate engineer with not less than 10 year experience.
- iii. The applicant should furnish a solvency certificate for not less than ₹.50.00 lakhs on prescribed pro forma in a sealed envelope from his bankers.

### 6.3 CLASS- II:

The eligibility criteria for registration of contractors in Class- II (B&R) inter alia is as under:

- i. The applicant should have satisfactorily completed at least five works each costing not less than ₹.50.00 lakhs (gross value) during the last five years on the date of application under the Central, State or/and Public Sector Undertaking.
- ii. The contractor or Firm having no past experience of Building & Road work is also eligible for enlistment in this class provided the working capital is not less than ₹.30.00 lakhs. The individual or one of the partners of the Firm should however, be a qualified graduate engineer with not less than 10 year experience.
- iii. The applicant should furnish a solvency certificate for not less than ₹.25.00 lakhs on prescribed pro forma in a sealed envelope from his bankers.

#### 6.4 CLASS- III:

The eligibility criteria for registration of contractors in Class- III (B&R) inter alia is as under:

- i. The applicant should have satisfactorily completed at least five works each costing not less than ₹.30.00 lakhs (gross value) during the last five years on the date of application under the Central, State or/and Public Sector Undertaking.
- ii. The contractor or Firm having no past experience of Building & Road work is also eligible for enlistment in this class provided the working capital is not less than ₹.15.00 lakhs. The individual or one of the partners of the Firm should however, be a qualified graduate engineer with not less than 5 year experience.
- iii. The applicant should furnish a solvency certificate for not less than ₹.15.00 lakhs on prescribed pro forma in a sealed envelope from his bankers.

#### 6.5 CLASS- IV:

- i. As this Class of contractors will include petty suppliers as well as those who may be carrying out petty repair works, it is not necessary to specify any qualifications for the recruitment of this class of contractors.
- ii. The contractor or Firm is eligible for enlistment in this class provided that the working capital of the individual or the Firm is not less than ₹.5.00 lakhs.

#### **General Criteria for enlisted Contractor (ELECTRICAL)**

1. Contractors enlisted under Class- I (Elect) would be permitted to tender for any electrical works in RIMS, Imphal.
2. Enlistment of contractors of all the Classes will be done by the Director, RIMS on recommendation of a committee to be constituted from time to time by the Director, RIMS.
3. Contractors desiring enlistment in Class-I (Elect) should possess a valid Electrical Licence and should have permanent Engineering Organization capable of dealing with large works in all their stages. They should employ from tendering stage onwards one Graduate Engineer having an experience of not less than 3 years or a Diploma qualified Engineer with not less than 7 years experience. They should submit with their applications for enlistment full details about their Engineering Organization, if any.

Licence, in addition, whenever they execute works in the Institute, they must employ the following technical staff whenever carrying out such works:

i.	For works costing over ₹.50.00 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 ₹.30.00 lakhs and less than ₹.50.00 lakhs.	One qualified Diploma Holder (Overseer) in Electrical Engineering with not less than 3 years experience or a Graduate Engineer.
iii.	For works costing more than ₹.10.00 lakhs and less than ₹.50.00 lakhs.	One qualified Diploma Holder (Overseer) in Electrical Engineering with not less than 3 years experience.
iv.	For works costing less than ₹.10.00 lakhs.	One licensed Supervisor having experience of not less than 3 years.

### 6.6 CLASS-I (ELECT)

- i. Contractors desiring enlistment in this class should possess a valid Electrical Licence and have an office capable of preparing estimates and submitting bills regularly for work done, provided for in the contract. Their Office should have sufficient technical personnel for preparing estimate and submitting tenders in an intelligent manner and for supervision of works.
- ii. Contractors or Firms desiring enlistment in this Class should have satisfactorily executed at least 3 works of not less than ₹.50.00 lakhs each during the last five years on the date of application under Central, State or/and Public Sector Undertaking.
- iii. Contractors or Firms having no past experience of Electrical Works are also eligible for enlistment in this Class provided the working capital is not less than ₹.30.00. The individual or one of the partners of the Firm should be a qualified Engineer possessing a University Degree in the Electrical Engineering and having experience not less than 7 years. The Engineer should have executed satisfactorily in a responsible capacity works as mentioned in para (ii) above.

### 6.7 CLASS-II & III (ELECT):

- i. Contractors desiring enlistment in this class should possess a valid Electrical Licence
- ii. Contractors or Firms desiring enlistment in this Class should have satisfactorily executed at least 3 works of not less than ₹.30.00 lakhs each during the last five years on the date of application under the Central, State or/and Public Sector Undertaking.
- iii. Contractors or Firms having no past experience of Electrical Works are also eligible for enlistment in this Class provided the working capital is not less than ₹.15.00 lakhs. The individual or one of the partners of the Firm should be a qualified Engineer possessing a University Degree in the Electrical Engineering and having experience not less than 5 years or a recognized Diploma holder Engineer with not less than 15 year experience. The Engineer

should have executed satisfactorily in a responsible capacity works as mentioned in para (ii) above.

#### **6.8 CLASS-IV (ELECT):**

- i. As this Class of Contractors will include petty suppliers as well as those people who may be carrying out petty repair works, it is not necessary to specify any qualifications for enlistment to this class.
- ii. They must possess a valid Electrical Licence.

**7.0** The status of an applicant for enlistment as a contractor in RIMS may be one of the following.

- (a) An individual, who is a citizen of India.
- (b) Sole proprietorship
- (c) Partnership firm
- (d) Limited liability partnership
- (e) Private limited company
- (f) Public limited company

**7.1.** No individual or firm, limited liability partnership, private or public limited company having such individual as one of its partners or directors, who is a dismissed government servant; or demoted to a lower class of enlistment; or removed from the enlistment; or having business banned by any government department or public sector undertaking or local body or autonomous body in the past; or convicted by a court of law, shall be entitled for enlistment. However, enlistment may be considered where disciplinary action was taken against the contractor for a specified period and such period is already over.

**7.2** No engineer or any other official employed in engineering or administrative duties in any engineering department of the Government of India/State Government /Central and State PSUs is allowed to work in RIMS either as a contractor or as an employee of a contractor for a period of one year after his retirement from service unless he has obtained prior permission of his employer Government to do so.

**7.3** A partner of a firm or a director of a company enlisted as a contractor cannot be a partner or director in any other firm/company in that category in RIMS.

**7.4** A contractor is permitted to have enlistment in more than one category but not in more than one class in the same category.

**7.5** A contractor is not permitted to have enlistment in more than one name in a category.

#### **8.0 Validity of enlistment**

The enlistment shall be valid for a period of **5 (five) years** from the date of issue of order or as mentioned in the enlistment order. The enlistment shall be open to review by the enlisting authority and liable to suspension, cancellation, or any other such action at any time, if considered necessary by the enlisting authority, after issue of show causes notice.

**9.0 Change of name, address, constitution, and status of enlisted entities**

**9.1** The contractors enlisted cannot change their name, constitution, and status for the period of first enlistment. They can, however, change their address as per Rule 9.3 below for which they may apply in Annexure VII.

**9.2** The change in the name of an enlisted entity is permissible with the prior approval of the enlisting authority. After obtaining such prior approval, the contractor shall proceed to get the name of the entity changed from all other authorities concerned. He shall then intimate the changed name of the entity to the enlisting authority not later than one month of such change along with acknowledgement of noting down of such change in name from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the enlistment. The application for change in the name shall be made in Annexure VII.

**9.3** The change in the addresses of an entity is permissible. The contractor shall intimate the change in the addresses of registered office or head office not later than one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the enlistment.

**9.4 Change in constitution of a partnership firm or company**

**9.4.1** The enlisted partnership firm or LLP firm shall not modify the existing partnership or enter into partnership with new partners without the prior approval of the enlisting authority. If new partners are taken in an enlisted partnership firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 6.1 of these Enlistment Rules. Application for such prior approval shall include full details of the intended modifications along with draft partnership deed. After obtaining prior approval of enlisting authority, the change in constitution of the firm shall be intimated to the member secretary within one month of the registration with the Registrar of Firms, failing which the firm is liable to be debarred for a period of minimum six months from tendering in RIMS. Based on prior approval and documents received as mentioned in annexure-VII, Part-B, the Director, RIMS, shall issue final order of note of change in constitution.

**9.4.2** The enlisted company shall not modify the existing directors or appoint new directors without prior approval of the enlisting authority. If new directors are taken in an enlisted company, each new director shall have to satisfy the eligibility conditions mentioned in Rule 7.1 of these Enlistment Rules. Application for such prior approval shall include full details of the intended modifications along with draft memorandum of articles. After obtaining prior approval of enlisting authority, the change in constitution of the company shall be intimated to the Director RIMS within one month of record of such changed constitution, failing which the firm is liable to be debarred for a period of minimum six months from tendering in RIMS. Based on prior approval and documents received as mentioned in annexure-VII, Part-B the Director, RIMS, shall issue final order of note of change in constitution.

**9.4.3** The application for change in constitution shall be made in Annexure VII with supporting documents as mentioned in the Annexure-VII.

**9.5 Change in status (see Rule 7.1)**

**9.5.1** An enlisted entity (other than those covered by Rule 9.1 above) may apply to the enlisting authority for prior approval for change in its status.



**9.5.2** The application for change in the status shall be made in Annexure VI along with supporting documents mentioned therein.

**9.6 Merger and disassociation of enlisted entities**

**9.6.1** Merger and disassociation of enlisted entities is permitted, for which the enlisted entities shall apply in Annexure VII for prior approval of the enlisting authority.

**9.6.2** Merger of an entity, whether enlisted or not, in to an existing enlisted entity would entail change in constitution of the existing enlisted entity (ies). If the merger is between two enlisted entities, the continuing entity shall apply for prior approval of the enlisting authority, stating clearly that the assets and liabilities of the other have been taken over by it. If the merger is between an enlisted and a non-enlisted entity, the enlisted entity shall apply in Annexure VII.

**9.6.3** In the case of disassociation of an enlisted entity into two or more entities by a legally valid agreement / board resolution, the existing enlisted entity, shall be deemed to have change in its constitution and shall apply for prior approval in Annexure VII. New entities formed after disassociation can seek fresh enlistment, within 365 days of such disassociation, by applying in Annexure I with works experience of original enlisted entity, prior to disassociation, and with financial experience proportionate to the shareholding of partners/directors in the original enlisted entity, migrating to new entity.

**9.6.4** The work experience and financial experience gained only during the term of the originally enlisted entity before its merger / disassociation can be carried forward by its individuals / sole-proprietors/partners/directors, and that too only once.

**9.7 Death of partner/director** - In case of death of any partner/director, surviving partners/directors shall fill up Annexure-VII afresh for removal of the deceased partner / director from the constitution of the firm / company preferably within three months of the death of the partner / director. Filling up of fresh Annexure VII shall be deemed as approval to change of constitution. The Director, RIMS, shall issue change of constitution order within one month of receipt of application by the surviving partner(s)/ director(s). If the information provided is proved wrong, forged or illegal, criminal proceedings shall be initiated by the Enlisting Authority after giving an opportunity to explain the delinquent discharge by the surviving partner(s)/director(s).

**10.0 Contractor's near relatives working in RIMS**

The contractors whose near relatives are employed in any capacity in the Engineering Department, RIMS will not be allowed to tender for works where the near relative is working. For this purpose of this Rule, a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.

**11.0 Review of enlistment**

The contractors are expected to bid for works of appropriate magnitude during the enlistment period. Their application for re-validation / fresh enlistment shall be rejected if they fail to bid for any RIMS works during the enlistment period of 5 years.

## 12.0 Enlisted contractor's obligations

The contractor shall fulfil all his obligations under these Rules in the prescribed manner, failing which he shall be liable for disciplinary action as mentioned therein. Some of the obligations are summarized below.

- (a) An enlisted entity shall not change its status without the prior approval of the enlisting authority.
- (b) The enlisted partnership firm shall not modify the existing partnership or enter into fresh partnership without the prior approval of the enlisting authority.
- (c) An enlisted entity shall not change its name without the prior approval of the enlisting authority.
- (d) Intimation of change of address should be given within one month of such change along with acknowledgement of noting down such change from Bank, Income Tax, GST authorities, etc.
- (e) If the contractor does not possess electrical license in his own name, he shall associate an agency having valid electrical license of appropriate voltage in its name issued by the State Government under Section 45 of the Indian Electricity Rules, 1956 as amended from time to time, wherever required for execution of electrical works.
- (f) He is expected to bid for and secure works of appropriate magnitude during the enlistment period.
- (g) He shall abide by the Enlistment Rules and amendments issued by the competent authority.
- (h) He shall not indulge in unethical practices and maintain good conduct.
- (i) He shall execute the works awarded to him with due diligence and strictly as per the conditions of the contract and specifications.
- (j) He shall submit the performance report of each work executed by him in the approved form at duly filled with all the required details to the respective Executive Engineer within 3 months of completion of the work.
- (k) He shall have obligation to rectify construction or structural defects observed after completion of work for a period of minimum 5 years from the date of completion of the work.

## 13.0 Disciplinary action

13.1 The contractor shall abide by all the rules of enlistment, and also by the terms and conditions of notice inviting tenders and contract. He shall execute the works with due diligence and strictly as per the contract conditions and specifications. Where the contractor has made himself liable for disciplinary action, the enlisting authority shall have the right to debar the defaulting contractor from participating in tender process for a period not exceeding two years based on the recommendations of the Committee. The Chairman may co-opt one or more members as per requirement. The enlisting authority may change the composition of the Committee for administrative reasons, and his decision shall be final and binding upon all concerned. The EC shall complete its report within three months.

13.2 The enlisting authority shall initiate disciplinary case against an enlisted contractor either suo moto or on the receipt of a written request from an officer not below the rank of Executive Engineer, and forward it to the Committee for consideration. The Committee shall consider the disciplinary case on the basis of documents, facts, and circumstances, shall issue a show cause notice to the contractor, and allow him personal hearing if necessary, and forward its recommendations to the enlisting

authority. The enlisting authority shall take a decision on the basis of the recommendations of the Committee. The decision of the enlisting authority shall be final and binding on the contractor.

13.3 Where disciplinary action has been taken against a contractor, the order shall be uploaded immediately on RIMS website so that the field offices have access to the information across the country.

13.4 The disciplinary action against an enlisted contractor may lead to penalties mentioned in Rule 13.6 and 13.7.

13.5 Consequent to imposition of any penalty under Rule 13.6, the contractor shall be debarred from any enlistment with RIMS for a period not exceeding two years.

13.6 **Grounds for Debarment of contractor**

The contractor may be debarred if any of the following is established by enquiry:

- (a) Fails to execute a contract or executes it unsatisfactorily; or
- (b) Violates any conditions of the contract; or
- (c) Fails to abide by the conditions of enlistment; or
- (d) Is found to have given false particulars at the time of enlistment; or
- (e) Has indulged in any type of forgery or falsification of records; or
- (f) Changes constitution of the firm without the prior approval of the enlisting authority; or
- (g) Changes the name of the entity without the prior approval of the enlisting authority; or
- (h) Changes permanent address/business address without intimation to the enlisting authority; or
- (i) Is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- (j) Violates the labour regulations and rules; or
- (k) Is involved in complaints of serious nature received from any source, which have been proved; or
- (l) Defaults in settlement of tax dues like income tax, GST, etc.; or
- (m) Ceases to fulfil eligibility criteria based on which enlistment was done; or
- (n) Is considered as not required to be in list of RIMS contractors for any other reason considered fit by the enlisting authority; or
- (o) Does not start the work after the same is awarded to him on two occasions; or
- (p) Fails to rectify construction/structural defects within a reasonable time not exceeding 2 months, pointed out to him by the engineer-in-charge during the period of 5 years from the date of completion of works; or
- (q) Converts his individual enlistment into any other status before a period of three years from the date of enlistment, where the enlistment was done on the basis of him being an unemployed or retired engineer or architect; or
- (r) Breach of code of integrity as per Rule 175 of GFR-2017; or
- (s) Supply of sub-standard material, non-supply of material, abandonment of works, substandard quality of works; or
- (t) Misbehaviour, direct or indirect involvement in threatening, making false complaints, filing legal suites for frivolous reasons, or any behavioural act, omission or commission damaging the reputation of department/officer.

### **13.7 Debarment of contractor**

Whenever, any type of complaint listed at Sl. No 13.6 (a) to (t), is received from any officer of RIMS not below the rank of Executive Engineer against an enlisted contractor and is considered serious by the enlisting authority, he shall be served with suitable show cause notice by the enlisting authority, and thereafter action for debarment of contractor may be taken by the enlisting authority, as deemed fit. The enlisting authority shall issue order for debarment of contractor for a period (not less than six months and not more than two years) if any of the charges are established on enquiry by the Committee. The debarment of contractors would entail ban on participation in the tendering process and award of contract for works during the period of debarment, however, running contracts shall, though, remain unaffected by this debarment.

### **13.8 Revocation of Orders**

1. An order for debarment passed shall be deemed to have been automatically revoked on the expiry of that specified period and it will not be necessary to issue a specific formal order of revocation.
2. A debarment order may be revoked before the expiry of the Order, by the Director, RIMS, if it is of the opinion that the disability already suffered is adequate in the circumstances of the case or for any other reason.

### **13.9 Other Provisions**

1. No contract of any kind whatsoever shall be placed to debarred firm including its allied firms after the issue of a debarment order by the department. Bids from only such firms shall be considered for placement of contract, which are neither debarred on the date of opening of tender (first bid, normally called as technical bid, in case of two packet/two stage bidding) nor debarred on the date of contract. Even in the cases of risk purchase, no contract should be placed on such debarred firms.
2. In case, any debarred firm has submitted the bid, the same will be ignored. In case such firm is lowest (L-1), next lowest firm shall be considered as L-1. Bid security submitted by such debarred firms shall be returned to them.
3. Contracts concluded before the issue of the debarment order shall, not be affected by the debarment orders.
4. The Debarment shall be automatically extended to all its allied firms. In case of joint venture/ consortium is debarred all partners will also stand debarred for the period specified in Debarment Order. The names of partners should be clearly specified in the "Debarment Order".
5. Debarment in any manner does not impact any other contractual or other legal rights of the procuring entities.
6. The period of debarment shall start from the date of issue of debarment order.
7. The order of debarment will indicate the reason(s) in brief that led to debarment of the firm.
8. Ordinarily, the period of debarment should not be less than six months.

#### 14.0 Re-validation

The enlisted contractor may apply for re-validation before the expiry of the current enlistment. Enlisted contractors are advised to apply for re-validation in Annexure I with works executed by them, six months prior to expiry of their enlistment order. Re-validation shall be effective from the date of expiry of existing enlistment or date of re-validation whichever is later. Rules for re-validation are same as that for enlistment.

#### 15.0 Registration fee:

The applicants (Enlistment & Re-validation) shall have to pay the processing fee prescribed below in favour of "Director, ". The processing fee is **non-refundable**. The applicants are, therefore, advised to ensure that they fulfil the prescribed eligibility requirements of enlistment before applying and making the payment. Successful applicants will have to deposit a re-fundable fee prescribed below in the form of Demand Draft in favour of "Director, ". **Applicants' documents submitted without the non-refundable enlistment fee will be rejected.**

#### 15.1 Non-refundable Processing Fee:

##### Building and Roads:

1. Special Class	-	Rs. 20.00 thousand
2. Class-I	-	Rs. 15.00 thousand
3. Class-II	-	Rs. 10.00 thousand
4. Class-III	-	Rs. 07.50 thousand
5. Class- IV	-	Rs. 05.00 thousand

##### Electrical:

1. Class-I	-	Rs. 15.00 thousand
2. Class-II	-	Rs. 10.00 thousand
3. Class-III	-	Rs. 7.00 thousand
4. Class- IV	-	Rs. 5.00 thousand

**15.2 RATES OF REGISTRATION FEE REFUNDABLE:** (Successful applicants will be issued with a Provisional Enlistment Order (Annexure VIII) and up on making the payment of refundable registration fee in the form of Demand Draft in favour of the Director, RIMS, Enlistment Order (Annexure IX) will be issue.)

**Building and Roads**

1. Special Class-		Rs. 2.00 lakhs
2. Class-I	-	Rs. 1.50 lakhs
3. Class-II	-	Rs. 1.00 lakhs
4. Class-III	-	Rs. 0.75 lakhs
5. Class-IV	-	Rs. 0.25 lakhs

**Electrical:**

1. Class-I	-	Rs. 1.00 lakhs
2. Class-II	-	Rs. 0.75 lakhs
3. Class-III	-	Rs. 0.50 lakhs
4. Class-IV	-	Rs. 0.25 lakhs

DIRECTOR, RIMS, IMPHAL.

**REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR  
APPLICATION FOR ENLISTMENT AS CONTRACTOR**

[The applicant should study carefully the Rules of Enlistment and the list of documents to be annexed with the application form before filling the form. Applications found deficient in any respect are liable to be rejected without any further correspondence]

**CLASS**  **CATEGORY:**

- 1 Name of applicant Shri/M/s.....
- 2 Nationality Indian  Other
3. Address  
 Regd Office.....  
 .....  
 .....  
 Head Office.....  
 .....  
 .....
- 4 Telephone Number - Fax No. -
5. Constitution Individual  Sole Proprietorship Concern   
 Partnership Firm  Public Ltd. Company   
 Private Ltd. Company
6. If partnership firm, names of the partners/ 1.....  
 If Company, name of directors along with 2.....  
 Passport photos. 3.....  
 4.....  
 5.....  
 6.....
7. Is the individual/sole proprietor/any partner/directors of company:  
 (a) Dismissed Government Servant Yes  No   
 (b) Removed from approved list of contractors Yes  No   
 (c) Demoted to a lower class of contractors Yes  No   
 (d) Having business banned/suspended by any government in the past Yes  No   
 (e) Convicted by a court of law Yes  No

(f) Retired engineer/official from engineering Department of RIMS within last two years Yes  No

(g) Director or partner of any other company/firm enlisted with PWD or any other department Yes  No

(h) Member of Parliament or any State Legislative Assembly Yes  No

If answer to any of the above is 'Yes', furnish details on a separate sheet

8. (a) Name of person holding power of attorney .....

(b) Nationality Indian  Other

(c) Liabilities

9. Name of Bankers with full address .....

10. Place of business .....

11. Full time technical staff in applicant's employ:

(a) Graduate engineers with minimum 3 years' experience Nos.

(b) Diploma engineers with minimum 5 years' experience

12. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class applied for [Attach details on separate sheet] Yes  No

13. (a) Whether already enlisted with PWD or any other department Yes  No

(b) If yes, give details :

(i) Name of department .....

(ii) Class & category .....

(iii) Enlistment authority & address .....

(iv) Enlistment No. & date .....

(v) Date of validity

(vi) Tendering limit .....

14. Is any person working with the applicant is a near relative of the officer/official of RIMS [As per Rule of the Enlistment Rules] If yes, give details Yes  No



15. Enlistment fee enclosed:

Draft No.	Date	Amount	Issuing Bank & Branch	Branch drawn upon	In whose favour drawn

16. Details of Works completed and in progress during the last 5 years (to be filled in pro forma as given in Annexure -III. This list should include all works 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 pro forma 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 RIMS as amended upto-date and shall abide by them.

(ii) 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 liable to be debarred.

(iii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name.

(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 Regional Institute of Medical Sciences 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 name** )

(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 have neither 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):

Name

Signature

Address

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Date :

No. of Documents attached

## Check List for Documents attached for enlistment

S.No.	Document	Yes	No
1.	Proof of constitution: a) (In case of sole proprietorship: an affidavit executed before a 1 <sup>st</sup> Class Magistrate that the applicant is the sole proprietor of the firm)	<input type="checkbox"/>	<input type="checkbox"/>
	b) In case of partnership firm: (Submit attested copies)		
	i) Partnership deed	<input type="checkbox"/>	<input type="checkbox"/>
	ii) Form "A" or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	iii) Form "B" or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	iv) Form "C" or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	c) In case of Private/Public Ltd Co. Article of Association duly attested	<input type="checkbox"/>	<input type="checkbox"/>
2.	Power of attorney, if any .	<input type="checkbox"/>	<input type="checkbox"/>
3.	Solvency certificate from scheduled bank in the proforma given in Annexure-VI. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Technical Staff : (i) List of full time technical staffs 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.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.	List of machineries, T&P i/c I centering & shuttering, possessed by the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Attested copy of Enlistment order	<input type="checkbox"/>	<input type="checkbox"/>
7.	List of all near relatives working in RIMS, including their addresses.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Demand Draft for Enlistment Fee	<input type="checkbox"/>	<input type="checkbox"/>
9.	Original or attested copies of certificates for works done, from concerned clients, in pro forma as given in annexure-IV	<input type="checkbox"/>	<input type="checkbox"/>
10.	Attested copies of award letters for works included in Annexure-III	<input type="checkbox"/>	<input type="checkbox"/>



ANNEXURE – IV

CLIENT'S CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

Name & address of the Client ..... Details of Works  
 executed by Shri/M/s .....

1. Name of work with brief particulars	
2. Agreement No. and date	
3. Agreement amount	
4. Date of commencement of work	
5. Stipulated date of completion	
6. Actual date of completion	
7. Details of compensation levied for delay (indicate amount) if any	
8. Gross amount of the work completed and paid	
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) Amt. of work paid on reduced rates, if any.	Outstanding/Very Good/Good/Poor
12. i) Did the contractor go for arbitration? ii) If yes, total amount of claim iii) Total amount awarded	

Name & address of the Client .....

Details of Works executed by Shri/M/s .....

Name of Work: ..... (Mention of name of work is mandatory and should be same as mentioned on page 1 of Annexure IV)

13. Comments on the capabilities of the contractor.	
a) Technical proficiency	Outstanding/Very Good/Good/poor
b) Financial soundness	Outstanding/Very Good/Good/Poor
c) Mobilization of adequate T&P	Outstanding/Very Good/Good/Poor
d) Mobilization of manpower	Outstanding/Very Good/Good/Poor
e) <u>General behaviour</u>	Outstanding/Very Good/Good/Poor

Note: All columns should be filled in properly

"Countersigned"

Reporting Officer with Office Seal

Signature of the

Officer of the rank of Superintending Engineer or equivalent

ANNEXURE – V

FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK

(Applicable only for Class I, II, III & V relevant category of unemployed Degree/Diploma engineers)

Certified that Shri/Smt./M/s ..... S/o/W/o ..... and resident(s) 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.

This certificate is issued on the request of Shri/Smt./M/s ..... for obtaining enlistment/revalidation of Enlistment in RIMS in ..... (Name of category) Class.....

Signature  
For the Bank

- Note: 1) Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to enlistment authority.  
2) In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

ANNEXURE – VI

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

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

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

This certificate is issued on the request of Shri/Smt./M/s ..... for obtaining enlistment/revalidation of Enlistment in RIMS in ..... (Name of category) Class.....

(Signature)  
For the Bank

- Note: 1) Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to enlistment authority.  
2) In case of partnership firm, certificate to include names of all partners as recorded with the Bank.
-

**Annexure- VII**  
(Refer to Rule 9.0)

**Application for change of name, address, constitution and status (see Rule 7.1), merger and disassociation of enlisted entity (Please fill in the applicable parts and strike out inapplicable parts) Part A Details of enlistment of the exiting entity**

1. Name .....
2. Address .....  
 (a) Registered office .....
- (b) Head office .....
3. Contact details .....
- (a) Phone number .....
- (b) Mobile number .....
- (c) e-mail account .....
4. Status (individual/sole proprietorship/ partnership firm/limited liability partnership/ company) .....

5. Name (s) of the individual/partners/directors of the entity

S. No.	Name	Share	Aadhar Number last four digit only	PAN
1				
2				
3				
4				
5				

- Category of enlistment.....
6. Class of enlistment.....
  7. PAN.....
  8. GST Registration number.....



**Part B**

**Application for prior approval for change of constitution or status (See Rule 7.1) of the existing entity**

(Give details of the proposed entity)

Prior approval required for: Change of status Yes/No or Change of constitution Yes/No

1. Name .....
2. Address .....
  - (a) Registered office.....
  - (b) Head office.....
3. Contact details.....
  - (a) Phone number.....
  - (b) Mobile number.....
  - (c) e-mail account.....
4. Status .....
5. PAN.....

6. Names of the partners/directors of the proposed entity

S. No.	Name	Share	Aadhar Number last four digit only	PAN
1				
2				
3				
4				
5				

7. Is any partner/director of the proposed entity
  - (a) Dismissed government servant : Yes ..... No .....
  - (b) Removed from approved list of contractors : Yes ..... No .....
  - (c) Demoted to a lower class of contractors : Yes ..... No .....
  - (d) Having business banned/suspended by any government organization in the past: Yes .....No .....

- (e) Convicted by a court of law : Yes ..... No .....
- (f) Retired official from Government of India within last one year : Yes ..... No .....
- (g) Director or partner of any other company/firm enlisted with RIMS or any other organization : Yes ..... No .....
- (h) Member of Parliament or any State Legislative Assembly : Yes ..... No .....

If answer to any of the above is yes, furnish details on a separate sheet.

8. (a) Name of the person holding power of attorney (if any) .....
- (b) Nationality .....
- (c) Liabilities (if any) .....

9. PAN.....

10. Names of the partners/directors of the proposed entity

S. No.	Name	Share	Aadhar Number last four digit only	PAN
1				
2				
3				
4				
5				

11. Is any partner/director of the proposed entity
- (a) Dismissed government servant : Yes ..... No .....
- (b) Removed from approved list of contractors : Yes ..... No ..... (c) Demoted to a lower class of contractors : Yes ..... No .....
- (i) Having business banned/suspended by any government organization in the past : Yes ..... No .....
- (j) Convicted by a court of law : Yes ..... No .....
- (k) Retired official from Government of India within last one year: Yes ..... No .....
- (l) Director or partner of any other company/firm enlisted with RIMS or any other organization : Yes ..... No .....

(m) Member of Parliament or any State Legislative Assembly : Yes .....No .....

If answer to any of the above is yes, furnish details on a separate sheet.

12. (a) Name of the person holding power of attorney (if any) .....

(b) Nationality .....

(c) Liabilities (if any) .....

13. (a) Name of the bank .....

(b) Phone number .....

(c) e-mail account .....

5. (a) Is any person working with the applicant a near relative of RIMS official (See Rule10.0) (b) If yes, give details (name, designation, PIMS ID)

6. Certificates (strike out whichever is not applicable):

(a) I/We (including all partners) certify that I/we have read the Rules for Enlistment of Contractors in RIMS as amended upto date and shall abide by them.

(b) I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled. (c) I/We certify that

(i) I/none of the partners/directors have retired from Government service during the last one year.

(ii) I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.

Signature(s)of  
applicant(s): in case of  
individual or sole  
proprietor

In case of partnership firm or limited liability partnership or company all partners or either all Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

S. No.	Name	Address	Mobile number	Aadhar Number last four digit only	PAN	Signature	Date
1							
2							
3							
4							
5							

List of documents:

- (a) To be submitted along with application for prior approval
  - (i) Copy of proposed partnership deed/proposed memorandum of articles, duly signed.
  - (ii) An affidavit sworn before a First Class Magistrate/ Executive Magistrate by all the partners/ directors to the effect that the new entity shall take over all the assets and liabilities of the existing entity.
  - (iii) Consent of retiring partners/death certificate of partner.
- (b) To be submitted after obtaining prior approval of the enlisting authority.
  - (i) Copy of registered partnership deed/memorandum of articles.
  - (ii) Certificate from the banker indicating new status or constitution.
  - (iii) Acknowledgment from the Income Tax and GST Departments for having noted the change.

**Part C Application for prior approval for change in the name of an entity**

1. Name as per enlistment order.....
2. Proposed name .....

List of documents

- (a) To be submitted along with application for prior approval None
- (b) To be submitted after obtaining prior approval of the enlisting authority.

An affidavit sworn before a First Class Magistrate/ Executive Magistrate by the individual/ all the partners or directors to the effect that the entity has changed its name from

..... to .....

- (i) Copy of registered partnership deed/memorandum of articles with the new name.
- (ii) Acknowledgment from the banker for having noted the change in name.
- (iii) Acknowledgment from the Income Tax and GST Department for having noted the change in name.

Signature(s) of applicant(s):

On this line in case of individual or sole proprietor: .....

In the following table in case of partnership firm or limited liability partnership or company all partners or either all Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

S. No.	Name	Address	Mobile number	Signature	Date
1					
2					
3					
4					
5					

# ANNEXURE - VIII

No.

Dated:

## Provisional Enlistment Order

With reference to his/her application, ..... (Enlistment Authority)  
..... is pleased to enlist provisionally the following applicant as contractor.

### Details of enlisted contractor

Details of enlisted contractor	
	1. Name ..... of ..... contractor
Photo of the Individual with printed name	2. Status of entity- Individual
	3. Address .....
Signature	4. Category .....
	5. Class .....
Aadhaar card number last four digit only	6. Tendering ..... limit
	7. Enlistment valid upto .....
	8. Email: .....
	9. Mobile: .....
	10. Landline number .....
	11. PAN No. ....
	12. GST Registration number.....

### Terms and Conditions of Enlistment

This provisional enlistment order is subjected to verification of the documents submitted by the applicant. In case any misinformation is found in the documents submitted by applicant, during subsequent verification/scrutiny, the provisional enlistment shall be cancelled and the applicant shall be debarred for 2 years.

The firm shall be eligible to tender for RIMS Works up to the tendering limit as mentioned in this order or as amended from time to time or latest Enlistment Rules.

The enlisted contractor shall abide by all the rules mentioned in Enlistment Rules – 2022 as amended from time to time or latest Enlistment Rules.

The enlisted Contractor shall abide by the terms and conditions of the NIT/Contract/Agreement.

### Note

- (i) Enlistment order and communication letter shall be sent by speed post.

(Name and designation of the Member Secretary)

To

Name and address of the applicant

Copy to :

The Director RIMS

No.

Dated:

Enlistment Order

With reference to his/her application, ..... (Enlistment Authority)  
 ..... is pleased to enlist the following applicant as contractor.

**Details of enlisted contractor**

1. Name of contractor.....
2. Status of entity.....
3. Address .....
4. Category .....
5. Class .....
6. Tendering limit .....
7. Enlistment valid upto .....
8. Email .....
9. Mobile .....
10. Landline number .....
11. PAN No. ....
12. GST registration number.....

Photo of the Individual / partner / director/ sole proprietor with printed name	Photo of the Individual / partner / director/ sole proprietor with printed name.	Photo of the Individual / partner/ director/ sole proprietor with printed name.
Signature	Signature	Signature
Aadhaar card number*	Aadhaar card number*	Aadhaar card number*

\* last four digit only



**Terms and Conditions of Enlistment**

The firm shall be eligible to tender for RIMS Works up to the tendering limit as mentioned in this order or as amended from time to time or latest Enlistment Rules.

The enlisted contractor shall abide by all the rules mentioned in Enlistment Rules – 2022 as amended from time to time or latest Enlistment Rules.

Contractor shall abide by the terms and conditions of the NIT/Contract/Agreement.

The earlier enlistment order number..... of the contractor issued by ..... for class ..... category ..... shall stand cancelled w.e.f. the date of issue of this order. (Strike out if not applicable).

**Note**

(i) Enlistment order and communication letter shall be sent by speed post.

(Name and designation of the Member Secretary)

To

Name and address of the applicant

Copy to :

The Director, RIMS