

**BHARAT SANCHAR NIGAM LIMITED,**  
(A GOVERNMENT OF INDIA ENTERPRISE)  
**(CIVIL WING)**

**Rules for Enlistment of Contractors' 2016**  
**in Bharat Sanchar Nigam Limited**

**1. GENERAL:**

- 1.1 These rules shall be called the "Rules for Enlistment of Contractors in Bharat Sanchar Nigam limited, 2016" (Herein after referred as "Enlistment Rules-2016"). and shall come in to force with effect from 01.04.2016.
- 1.2 Enlistment in Bharat Sanchar Nigam Limited, (herein after referred as BSNL) will be done for **BUILDING WORKS** category in various classes as per details given in Table-I.

**2. Applicability:**

- 2.1 BSNL enlists contractors who intend to work with the Company. It is done to have a ready list of suitable and competent contractors for BSNL works so as to minimize requirement of verification of credentials of contractors at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in BSNL and perform well.
- 2.2 Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited company is entitled to get enlistment as a contractor in BSNL under these rules provided the eligibility criteria and other conditions are satisfied. The enlisted contractors have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.
- 2.3 No individual, or a firm/company having such individual as one of the partners/Director(s), who is a dismissed Government servant; or removed from the approved list of contractors; or having business banned/suspended by any Government department in the past; or convicted by a court of law shall be entitled for enlistment.
- 2.4 No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Government of India/State Government or PSUs is allowed to work in BSNL either as a contractor or as employee of a contractor for a period of one year after his retirement from the service unless he has obtained prior permission of Government of India/State Government or concerned PSU to do so. Even after enlistment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors.
- 2.5 A Contractor is not permitted to have enlistment in more than one name. However the contractor is permitted to have enlistment in more than one category, under more than one Enlistment Authority, but not in more than one class of the same category in BSNL.
- 2.6 A partner of a firm or a Director of a company enlisted as a contractor cannot be a partner / director in any other enlisted firm / company in BSNL.

- 2.7 A contractor will not be enlisted if it was enlisted in any category or class earlier but had remained inactive in BSNL during its previous enlistment period.

### **3.0 Territorial Jurisdiction:**

The jurisdiction in which contractors enlisted in various classes shall be permitted to tender shall be as given in Table-I.

### **4.0 Scope of Enlistment**

- 4.1 The Contractors enlisted with BSNL shall only entitle him for being considered for issue of tender papers subject to the terms & conditions of individual Notice Inviting Tender for each specific work. It shall not confer any right on the contractor either to be necessarily issued tenders or award of work.
- 4.2 The contractors enlisted in appropriate class shall be allowed to tender for and execute the Building Works and other infrastructural works as per terms and conditions of the respective Notice Inviting Tenders, subject to their fulfilling the requirements.
- 4.3 Contractors are required to deposit **Earnest Money** as prescribed in the Tender Documents. The earnest money deposit shall be converted as part of Security Deposit on acceptance of tenders.
- 4.4 The **Security Deposit** shall be collected by deduction from the running bills of contractor as prescribed in the Tender Documents. The **Performance Guarantee** shall have to be furnished in the manner prescribed in the Tender Documents.
- 4.5 Contractors in various classes will be required to employ **technical staff** from the respective Civil Engineering Stream for the supervision of works as provided for in the respective Contracts. They will be required to intimate any change in their engineering staff as and when any such changes are made.
- 4.6 The Company may at any time impose restriction on maximum number of works to be simultaneously undertaken by any enlisted contractor and also the amount of work in hand simultaneously.

### **5.0 Tendering limit:**

Tendering limit for different classes as per "Enlistment Rules 2016", shall be as per details given in Table-I and will be applicable to all contractors, whether enlisted after or prior to 01.04.16

### **6.0 Application Forms:**

The application forms may be purchased from the office of the Executive Engineer(C) BSNL at a Cost of Rs. 250/- plus Taxes as applicable. The application form can also be downloaded from the BSNL web site ([www.bsnl.co.in](http://www.bsnl.co.in)). In case the contractor down loads the form, he would have to submit the Cost of Form along with the application.

### **7.0 Qualification for Enlistment:**

- 7.1 All contractors are expected to keep abreast with Enlistment/Revalidation Rules as modified from time to time. The contractors desiring enlistment shall have to satisfy

the minimum qualifying criteria as specified in Table–I, before they can be considered for enlistment.

- 7.2 The criterion for work experience, in case of enlistment, shall be the satisfactory completion of requisite number of building works, as the case may be, of prescribed nature and magnitude executed on independent contract basis or as a builder, during the last five years w.e.f the date of receipt of application for enlistment by appropriate authority. The works should have been executed in the same name and style in which the enlistment is sought.
- 7.3 Enlistment of an individual in corresponding classes may also be done based on his Technical Qualification, in lieu of experience of completion of works in last 5 years, if provision exists in Table I of the Rules. For the firms where the criteria of experience of graduate engineer / diploma holder of a partner of the firm has been considered for enlistment, his share should not be less than 25%.
- 7.4 The work completion certificate/Performance report for a work shall be evaluated as per details given in annexure "XB". For consideration of works to have been satisfactorily completed, the applicant should have secured 50% marks ( overall average of all works ) .
- 7.5 For enlistment at least one work should have been executed in Central / State Govt. or Public Sector Undertaking. Other works may be executed with reputed Private Organizations also.
- 7.6 The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for enlistment.
- 7.7 **"Building Works"**, shall mean construction of Administrative/Technical Buildings and Staff quarters in R.C.C. frame construction and/or load bearing construction including related sanitary installation/Water Supply Installation works, Road works, Compound walls, multi-way Cable duct works etc.. Cable duct works executed in BSNL/MTNL will be considered as building works for enlistment. Construction of tower foundation, tower supply and erection, addition/alteration / repairs to the buildings, construction of compound wall, execution of sanitary & water supply installations, road work and environmental works, etc, if executed independently, shall not be treated as building work for enlistment in Class I.
- 7.8 For enlistment in Category of Class II, III, IV and V, Construction of Tower Foundations/Tower Foundations with Tower Erection, Additions/Alterations/Repairs to Buildings, Construction of Compound walls, execution of Sanitary & water supply installation works, Road works and Environmental works etc shall also be considered in the quantum of work for eligibility.
- 7.9 Experience of contractors shall be reckoned upto the date of receipt of the application in the designated office. For works done, original or attested copies of certificates from the officers, not below the rank of Executive Engineer or equivalent, under whom works were carried out should be enclosed in prescribed proforma, as per 8.0 below.
- 7.10 The financial soundness shall be judged on the basis of the Banker's Certificate or the Working Capital Certificate, as the case may be, issued by the Bankers of the contractors on the format prescribed in Annexure V. Such certificate shall be issued by a scheduled bank and shall be submitted, in original in a sealed cover, addressed to the authority to whom the application for enlistment is to be submitted.

7.11 The technical staff with suitable complementary staff required to be employed by various classes of contractors shall be as per Table-I.

7.12 The criteria for enlistment/revalidation shall be as applicable on date of enlistment/revalidation.

## **8.0 Performance Reports:**

### **8.1 Performance Report For New Enlistment:**

8.1.1 The contractor should fill up the details of works of appropriate magnitude, completed or in progress during last five years, in the Proforma as given in "Annexure III".

8.1.2 The Performance report in respect of the completed works shall be submitted in the Proforma as given in Annexure-IV.

### **8.2 Performance Report For Revalidation:**

8.2.1 The contractor should fill up the details of each work, of appropriate magnitude, secured by him during the last revalidation / enlistment period, in the Proforma as given in "Annexure VIII".

8.2.2 The list should include all works secured by him during the above mentioned period. In case, the contractor hides any information, his revalidation will be liable to be cancelled.

8.2.3 The contractor should fill up the details in the Proforma as given in "Annexure XA", in duplicate. For each work, separate Proforma should be filled. One copy of all the Proforma should be submitted to the reporting officer and the acknowledgement obtained on the second copy of the Proforma. This 2<sup>nd</sup> copy should then be submitted to the enlisting authority along with the application.

8.2.4 A certificate in Proforma as given in Annexure IX, if required, shall be submitted.

## **9.0 Enlistment Procedure:**

9.1 The contractor shall have to submit the application in a prescribed form (Annexure-I) to the authority as indicated in Table-I, complete with all documents as per Annexure -II.

9.2 The name(s) & address(es) of the applicant(s) appearing in various documents should be consistent.

9.3 In case of incomplete applications or if the applications are not accompanied with necessary documents the same are liable to be rejected by the authority receiving the enlistment application.

9.4 All verification, submission of reports etc. are to be pursued by the applicant. Any delay on account of delay in verification, submissions of reports, replies etc will not entitle applicant for any type of enlistment.

9.5 Subject to the eligibility criteria and other conditions laid down in the Enlistment Rules' 2016, if the decision regarding enlistment is not conveyed within six months of date of receipt of application, for any reason not attributable to the contractor, a **provisional enlistment** for one year may be granted to the contractor. Such provisional enlistment may be cancelled without any notice if the contractor is found unfit for enlistment in BSNL.

9.6 The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get works done by the contractor inspected and/or to get such other reports as may be considered necessary.

- 9.7 If the enlistment authority finds the contractor suitable for enlistment, it shall issue the enlistment order and, otherwise, send a letter of rejection of the application to the contractor. The decision of the enlistment authority shall be final and binding on the contractor.
- 9.8 The enlisting authority reserves right to limit number of contractors to be enlisted in any class or category on All India / Regional /State/Location basis or any other manner decided by the department.
- 9.9 Enlistment of contractors in BSNL may be closed at any point of time. No fresh application shall be received by any authority after issue of orders for closing the Enlistment process. However, all pending cases before the issue of orders shall be decided on merits.

#### **10.0 Application Processing Fee:**

- 10.1 The contractor shall have to pay a non-refundable processing fee by crossed Demand Draft drawn in favour of the Accounts Officer concerned. For various categories and classes of enlistment, the fee is prescribed in Table-I. This fee is to be submitted alongwith application form to the designated authority as per Table-I.

#### **11.0 Location of contractor's Registered office:**

Only those contractors shall be enlisted whose registered office is situated in the Territorial jurisdiction for the class mentioned in Table-I for which enlistment is sought.

#### **12.0 Period of Validity of Enlistment:**

The enlistment shall be valid for a period of five years. The enlistment can, however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of five years from the date of expiry of the previous enlistment/revalidation. The enlistment shall be opened to review by the enlistment authority and liable to termination, suspension or any other such actions at any time, if considered necessary, by the enlistment authority, after issue of show cause notice.

#### **13.0 Revalidation of enlistment:**

The enlistment shall be revalidated on merits, if desired by the contractor.

- 13.1 For contractors, already enlisted with the BSNL, who apply for renewal, the experience of three works of requisite magnitude may be relaxed to one work completed satisfactorily in last five years in BSNL.
- 13.2 In case the enlisted contractors fail to secure even one building work during five consecutive years, in the BSNL, they shall render themselves liable to be removed from the approved list of contractors of the BSNL.
- 13.3 In case the enlisted contractors fail to secure even one building work but quoted for works for at least on five occasions, during five consecutive years in the BSNL, their enlistment may be extended by a period of one year. In case they secure at least one work during the extended period and perform satisfactorily, their application for renewal of enlistment shall be entertained. Information on this matter shall be submitted in Annexure-IX.

#### 14.0 Application for Revalidation:

- 14.1 The contractor shall apply for revalidation for his enlistment in the prescribed form "Annexure VI" along with all documents as per "Annexure VII" so as to reach the Enlistment Authority at least 6 months before expiry of his enlistment.
- 14.2 The revalidation application with all documents shall however be accepted up to the date of expiry of enlistment or even after date of expiry of enlistment / revalidation, but within three months of expiry with late fee as below. However, the applications received thereafter shall not be accepted and contractor should apply for fresh enlistment, as per rules.

S.No	Class	Application Processing Fee.		
		At least Six months before the expiry of the period of enlistment.	From six months & upto date of expiry of the enlistment.	Upto three months after date of expiry of the enlistment.
1.	Class-I	NIL	30,000/-	60,000/-
2.	Class-II	NIL	1,5000/-	30,000/-
3.	Class-III	NIL	15,000/-	30,000/-
4.	Class-IV	NIL	7500/-	15,000/-
5.	Class-V	NIL	3000/-	6,000/-

- 14.3 On receipt of application for revalidation, complete in all respect and with all necessary documents, provisional extension up to six months from the date of expiry of enlistment / date of issue of order, which ever is later, may be issued, if required.

#### 15.0 No Change in Status of firm Without Prior Approval:

- 15.1 Enlisted contractors shall not enter into any fresh partnership or change their constitution without the prior approval of the enlisting Authority. In case they wish to enter into any fresh partnership or change their constitution, they must intimate in advance full details of the intending partnership along-with the draft partnership deed and other documents as per details given in Annexure-XI. Any change in status of the Contractor as an individual or in the constitution of firm, will render the contractor liable to be removed from the approved list of contractors of BSNL. This will also be applicable to the contractors enlisted as a Private/Public Company.
- 15.2 If a firm is converted into two or more firms by way of dissolution by partners, the new firm shall have to apply for enlistment afresh on the basis of work experience gained as a separate entity. However, the proportionate value of the work experience, gained in the dissolved firm, may be attributable to various partners of the firm, while considering their application for fresh enlistment.
- 15.3 If any contractor(s) already enlisted in BSNL, join together to form a new firm, upon getting enlisted in BSNL, their separate enlistment shall cease to exist.
- 15.4 If new partners are taken in firm, each new partner shall have to satisfy the eligibility condition under clause 2 of the BSNL Enlistment Rule- 2016.

- 15.5 If the number of original partners of a firm reduces less than half, due to any reason including death of the any partner (s), the enlistment of the firm shall be withdrawn.

**16.0 Change of Permanent Address to be Intimated Within One Month:**

- 16.1 While applying for enlistment, the contractor should mention address of his registered office as well as Head Office, if different. All documents i.e. Banker's Certificate, experience certificate etc. should bear one of the above addresses, otherwise the same shall not be accepted.
- 16.2 The contractor shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, Sales Tax authorities etc. Failure to do so may result in removal of his name from the approved list of contractors.

**17.0 Near Relatives Working in BSNL:**

- 17.1 The Contractor (the Company or firm or any other person) shall not be permitted to tender for works in BSNL Civil Zone in which his near relative (s) (directly recruited or on deputation in BSNL) is/are posted in any capacity either non-executive or executive employee. Any breach of this condition by any contractor would be sufficient to debar him from enlistment.
- 17.2 Govt. of India/Financial Institutions nominees and independent non-official part-time Directors appointed by Govt. of India or the Governor of the State are excluded from the purview of submission of certificate in regard to employment of near relatives working in the BSNL while submitting tenders by the limited companies. The full time Directors of PSUs both State and Central are excluded from the purview of above provisions.
- 17.3 Note: - The near relatives for this purpose are defined as (a) Members of a Hindu Undivided Family, (b) they are husband and wife, (c) the one is related to the other in the manner as father, mother, son(s) and son's wife (daughter-in-law), daughter(s) and, daughter's husband (son-in-law), brother(s) and brother's wife, sister (s) and sister's husband (brother-in-law).

**18.0 Disciplinary Action / Disqualification:**

- 18.1 The Contractor shall abide by the Rules of Enlistment, and, by the terms & conditions of the Contract including Notice Inviting Tenders etc. The Contractor shall timely and satisfactorily execute the works.
- 18.2 The Enlisting Authority shall have right to take action against the Contractor, after the issue of Show Cause notice. The decision of the BSNL shall be final and binding on the Contractor. Following actions of the Contractor shall make him liable for the following disciplinary actions.

**A. Demotion to a lower class:**

The name of contractor may be demoted to a lower class, if the contractor:

- i. fails to execute a contract, or executes it unsatisfactorily, or, is proved to be responsible for constructional defects, or,

- ii. is no longer in possession of adequate equipments, technical personnel or financial resources or,
- iii. is litigious by nature, or,
- iv. violates any important conditions of contract, or,
- v. has adverse Performance Report, or,
- vi. is responsible for a conduct, which may justify his demotion to a lower class.

**B. Removal from Approved list:**

The name of contractor may be removed from the approved list of contractors, if the contractor: -

- i. has, on more than one occasion, failed to execute a contract, or executes it unsatisfactorily, or,
- ii. is proved to be responsible for constructional defects, on more than two works, or,
- iii. has failed to abide by the conditions of Enlistments, or,
- iv. is found to have given false particulars at the time of Enlistment, or
- v. has changed constitution of the firm without approval of the Enlistment Authority, or,
- vi. has changed Permanent Address/ Business Address of the firm without intimation to the Enlistment Authority, or,
- vii. is declared or is in the process of being declared bankrupt/insolvent, winding up, dissolved or partitioned, or ,
- viii. persistently violates the labour regulations and rules, or,
- ix. persistently defaults in settlement of Statutory Taxes such as Income Tax, Work Contract Tax, Sales Tax, Octroi duties etc. or
- x. has indulged in any type of forgery or falsification of records, or,
- xi. has quoted for a tender under two or more firms where he is a Partner/Director/Owner.

**C. Suspension of Enlistment:**

- i. In case there are allegations against a Contractor of a nature such that the Enlistment Authority is of the view that the Contractor may be guilty of an offence, which when established would result in his removal/ banning business, the Enlistment Authority, pending full enquiry, may debar a Contractor for a specified period. In case the Enlistment Authority is of the view that the Contractor is guilty of an offence, which when established would result in his removal/ banning business and it is not considered desirable to entrust new works or continue business with him, the Enlistment Authority, pending full enquiry, may debar a Contractor for an indefinite period.
- ii. The contractor shall be debarred for a period of six months by Area CE(C) /SE(C) in Circle, if he does not quote for the tender consecutively for three times in a Civil Division after issue of tenders to him.



## 19.0 Weeding out of Contractors:

- 19.1 Consequent up to review by the Enlistment Authority if a contractor is found guilty of malpractice, criminal misconduct or nonobservance of enlistment rules the contractor shall be liable to be weeded out from the approved list of BSNL contractors.

## 20.0 Repeal and Saving:

- 20.1 All rules regarding enlistment/ revalidation of contractors in BSNL existing before coming into force of Enlistment Rules, 2016 are repealed.
- 20.2 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 BSNL till the period of such enlistment, including revalidation/extension granted before coming into effect of the Enlistment Rules, 2016, expires. However, in regard to all other matters and further revalidation of their enlistment/revalidation, they shall be governed by the Enlistment Rules, 2016.
- 20.3 Applications received for enlistment/revalidation prior to coming into force of Enlistment Rules-2016, shall be processed on the basis of existing enlistment rules, 2009.
- 20.4 Provision under para 20.3 above i.e. cases to be processed as per Enlistment Rules 2009 relate only to eligibility criteria for Enlistment. All other provisions like tendering limit, late fee, disciplinary action etc. shall be applicable as per Enlistment Rules' 2016.

## 21.0 Revision of Rules:

BSNL may modify, add, and/or delete and/or change any of the above Rules without any notice and the same shall be binding on the contractors enlisted with BSNL.

- 22.0 The enlistment to the Class II category shall be done by PCE(C)/CE(C) on the regional basis by the Designated Pr. Chief Engineer (c) / Chief Engineers -to be notified by PGM(BW)

Region	Pr.Chief Engineer (C)/CE(C)	States covered in the Region *
North	Pr. Chief Engineer(C)/CE(C)	Delhi, Haryana, Punjab, J & K, Himachal Pradesh, U.P. Uttaranchal, Rajasthan
East	Pr. Chief Engineer(C)/CE(C)	West Bengal, Bihar, Orissa, Jharkhand, North-Eastern States.
West	Pr. Chief Engineer(C)/CE(C)	Maharashtra, M.P. Chattisgarh, Gujarat, Goa.
South	Pr. Chief Engineer(C)/CE(C)	Tamil Nadu, Andhra Pradesh, Kerala, Karnatka.

\*The Union Territories falling within the jurisdiction of Chief Engineers shall also be covered along with the states.

**BHARAT SANCHAR NIGAM LIMITED**  
(A GOVT. OF INDIA ENTERPRISE)  
(CIVIL WING)

Serial No.

**APPLICATION FORM FOR ENLISTMENT OF CONTRACTORS**  
(BUILDING WORKS)

(Valid for three months from the date of issue)

Issued to \_\_\_\_\_ on \_\_\_\_\_

Issued by \_\_\_\_\_

To be submitted to \_\_\_\_\_  
(To be filled by the Executive Engineer)

Signature of Executive Engineer  
With name & address

**INSTRUCTIONS**

- (a) Please read the rules for enlistment for the desired class carefully.
- (b) All relevant certificates in the prescribed Form should be attached with the application.
- (c) No column should be left blank.

**ACKNOWLEDGEMENT**

(To be retained with the applicant)  
BHARAT SANCHAR NIGAM LIMITED  
(A Government of India Enterprise)

OFFICE OF THE \_\_\_\_\_

1. Name of the applicant \_\_\_\_\_
2. Class/Category of the contractor applied for: \_\_\_\_\_

RECEIPT NO. DATED SIGNATURE OFFICE SEAL
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APPLICATION FORM FOR ENLISTMENT OF CONTRACTOR								
Supporting documents be annexed with the application forms(Applications found deficient in any respect are liable to be rejected without further correspondence)								
Class Applied For: I / II / III / IV / V (BW)								
1)	Name of the applicant,					SPACE FOR PHOTOGRAPH		
2)	Nationality. (Indian/Others)							
3)	Full address Note: Attach separate papers for addresses of other offices, if any.	Regd office				SPACE FOR PHOTOGRAPH		
		Head office						
4)	Telephone Number.	Office						
		Fax						
		Mobile						
		E-mail						
5)	Constitution of Firm (In case the firm is private or public Limited concern or a registered partnership firm, attach Attested copy of Deeds or Articles of Association)(Please tick whichever is applicable)	1	Individual		2	Sole Proprietorship		
		3	Private Ltd. Co					
		4	Partnership Firm		5	Public Ltd. Co		
	If the firm is private or public Limited concern or a registered partnership firm, names of Partners/ If Company, names of Directors	1						
		2						
		3						
		4						
		5						
		6						
6)	Name of person holding Power of Attorney( Enclose copy)							
7)	Does the applicant has permanent Engineering Organisation capable of dealing with works in all stages as per requirement given in table-I for various classes ? (Full details of organisation duly verified by the Executive Engineer(C) to be enclosed)							
8)	Does the applicant has sufficient machinery and tools and steel centering & shuttering etc. at his disposal (Full details of machinery and tools duly verified by the Executive Engineer(C) to be enclosed)							
9)	Details of enlistment, if already	a) Name of the Department						
		b) Class of enlistment						

	enlisted with BSNL Civil Wing or any other Department?	c) Enlisting Authority & Address			
		d) Enlistment Ref no.			
		e) Validity up to			
		f) Tendering Limit			
10)	Details of application processing fee				
	Draft No.	Date	Amount	Issuing branch & bank	In whose favour drawn
11)	Whether the applicant fulfills the requirements of minimum work experience as given in Table-I (Enclose List of works completed, in progress and secured, shown separately, during last 5 years, as per the prescribed Form Annexure-III. Further also enclose certificates from clients, in original or attested copy as per Proforma given in Annexure IV).				
12)	Whether any person working with the applicant who is his near relative (s) (directly recruited or on deputation in BSNL) is/are posted in any capacity either non-executive or executive employee in the BSNL Civil Zone / Region in which the applicant is seeking enlistment? If yes, details thereof.				
13)	A list of those persons who are working with the applicant in any capacity and who are near relative to any Gazetted Officer/Executive in the BSNL /Department of Telecom/Post or in the Ministry of Communications should be submitted.				
14)	Whether the applicant i.e. individual/ Sole proprietor/ any partner / Director of Company				
	a) Is a partner/director of any firm enlisted in the BSNL?			(YES / NO)	
	b) Is a Member(s) of the Indian Parliament or of any State Legislature?			(YES / NO)	
	c) Is/are dismissed Government Servant(s)? Has under his employment a dismissed Government Servant?			(YES / NO)	
	d) Has been black listed by any Department in the past?			(YES / NO)	
	e) Has been removed from the approved list by any Department in the past?			(YES / NO)	
	f) Has been demoted to lower class by any Department in the past?			(YES / NO)	
	g) Has been banned / suspended from business by any Department in the past?			(YES / NO)	
	h) Has been convicted by a court of law?			(YES / NO)	
	i) Has retired Civil Engineer/ Engineering official from Govt. of India/CPSU within last one year under his employment?			(YES / NO)	
	If answer to any of the above queries is YES, annex the details separately				

#### CERTIFICATE

- I. I/We certify that I/We have read the rules for Enlistment of Contractors, 2016 and am/are prepared to abide by them as amended from time to time.
- II. I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the BSNL

under more than one name.

- III. I/We certify that the information given in the Application form is true. I/We also understand that in case any information is found wrong, I/we am /are liable for cancellation of enlistment and to be debarred for enlistment in future.
- IV. I certify that I did not retire / We certify that none of the partners/directors retired as an Engineer of Gazetted rank or as any Gazetted officer employed or equivalent executives in any CPSU in Engineering or Administrative duties in Engineering Department of the Govt. of India during the last one years. I / We also certify that we have neither under our employment any such person nor shall we employ any person within one years of his retirement except with the prior permission of the Government/CPSU.

Delete whichever is not applicable

Signature of the Applicant(s)/partners/directors		
Name	Signature	Address
Dated:		Place:
No. of Documents Attached(See Annexure-II):-		

Signature(s) of applicant/Director or person holding power of attorney in case of a company/ partners in case of partnership firm.

1. Name : \_\_\_\_\_
- Designation : Signature

## List of Documents to be submitted for Enlistment

Sl. No	Document	
1	Proof of constitution (Annexure-I,S.No.5)	Yes /No /NA
	(a) In case of Sole proprietorship / HUF	
	i) Affidavit executed before a 1st 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 / B / 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 along with Annual Report of company for last three years	
2	Power of attorney, if any, attested by Notary Public along with Board Resolution authorizing such official	
3	Banker's certificate/ Working Capital Certificate from scheduled bank (addressed to the designated enlistment authority) in the given proforma (Annexure. V(i)/ Annexure V(ii))	
4	Details of Technical Staff (Annexure-I, Sl. No. 7) (Onus of submitting adequate proof lies with the applicant)	
	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	
	(iv) Documents like PF subscription, copy of ITR with IT Form 16 etc conclusively proving employment with the applicant. <b>Note:-</b> The documents at iv will not be required in case details at (i) and (iii) are in the shape of affidavits sworn in before Magistrate/Notary public by the concerned parties	
5	List of M/C, T&P, i/c. steel centering & shuttering, possessed by the applicant. (Annexure-I, Sl. No. 8)	
6	Attested copy of Enlistment order (Annexure-I, Sl. No. 9)	
7	List of all near relatives working in BSNL, including their addresses ( Annexure-I Sl. No. 12 & 13)	
8	Demand Draft for Enlistment Fee, as per Cl.10.1. In case the application form is downloaded from the website than the requisite application fee is also required to be submitted as per cl.6.0.	
9	Original or attested copies of certificates for works done(Annexure-III), from concerned clients, in the given proforma (Annexure –IV)	
10	Attested copies of award letters for works included in Annexure –III	
11	Valid & attested copy of PAN Card of the individual , partners and the firm	
12	Two Sets of recent passport size photographs of all partners/authorized persons holding power of attorney along with their signatures	
13	Character and Antecedent Certificate from the Magistrate or Gazetted Officer not below the rank of Executive Engineer as per annexure-XII.	

**WORKS COMPLETED AND IN PROGRESS DURING THE LAST FIVE YEARS**

Sl. No.	Name of Work	Date of Start	Date of Completion		Reasons for delay & compensation levied, if any	Tendered Cost	Actual Cost	Name, Address of Client
			Stipulated	Actual				

( Signature of the Contractor alongwith stamp)

**CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR**

Name, Address & Phone no of the Client		
Name of Contractor		
1.	Name of work	
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 Work executed	
10.	Whether the contractor employed qualified Engineer during execution of work?	
11.	(i) Quality of work (indicate grading)(ii) Amount of work paid on reduced rate basis, if any	Outstanding/Very Good / Good / Satisfactory/ Poor
12.	(i) Did the contractor go for arbitration? (ii) If yes, total amount of claim (iii) Total amount awarded	
13.	Comments on the Capabilities of the contractor	
	(a) Technical Proficiency	Outstanding/Very Good / Good / Satisfactory/ Poor
	(b) Financial Soundness	Outstanding/Very Good / Good / Satisfactory/ Poor
	(c) Mobilisation of adequate T&P	Outstanding/Very Good / Good / Satisfactory/ Poor
	(d) Mobilisation of manpower	Outstanding/Very Good / Good / Satisfactory/ Poor
	(e) General Behaviour	Outstanding/Very Good / Good / Satisfactory/ Poor

Date:-

Signature of the reporting officer with Seal  
(Should not be of Rank below Executive Engineer)

Counter signed



**Annexure-V (i)**

FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK  
**(To be addressed to the designated enlistment authority)**

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

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

Signature with seal  
For the Bank

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

\*\*\*\*\*

**Annexure-V(ii)**

FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK  
**(To be addressed to the designated enlistment authority)**  
(For Class IV Contractors)

Certified that Shri/ M/s.....  
S/o/D/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.

Signature with seal  
For the Bank

APPLICATION FORM FOR REVALIDATION OF ENLISTMENT OF CONTRACTOR							
DETAILS OF VALID ENLISTMENT WITH BSNL							
Class				I / II / III / IV / V			
Enlistment Ref. & Date							
Enlisting Authority							
Class Applied For: I / II / III / IV / V (BW)							
1.	Name of the applicant,					SPACE FOR PHOTOGRAPH	
2.	Nationality. (Indian/ Others)						
3.	Full address Note: Attach separate papers for addresses of other offices, if any.	Regd office				SPACE FOR PHOTOGRAPH	
		Head office					
4.	Telephone Number.	Office					
		Fax					
		Mobile					
		E-mail					
5.	Constitution of Firm (In case the firm is private or public Limited concern or a registered partnership firm, attach Attested copy of Deeds or Articles of Association) (Please tick whichever is applicable)	1	Individual		2	Sole Proprietorship	
		3	Private Ltd. Co		5	Public Ltd. Co	
	If the firm is private or public Limited concern or a registered partnership firm, names of Partners/ If Company, names of Directors	1					
		2					
		3					
		4					
		5					
		6					
6.	Name of person holding Power of Attorney ( Enclose copy)						
7.	Does the applicant has permanent Engineering Organisation capable of dealing with works in all stages as per requirement given in table-I for various classes)? (Full details of organisation duly verified by the Executive Engineer(C) to be enclosed)						
8.	Does the applicant has sufficient machinery, tools and steel centering and shuttering etc. at his disposal (Full details of machinery, tools and steel centering and shuttering duly verified by the						

	Executive Engineer(C) to be enclosed)				
9.	Details of enlistment, if already enlisted with BSNL Civil Wing or any other Department?	a) Name of the Department			
		b) Class			
		c) Enlisting Authority & Address			
		d) Enlistment Ref			
		e) Validity up to			
		f) Tendering Limit			
10	Details of late fee if applicable				
	Draft No.	Date	Amount	Issuing branch & bank	In whose favour drawn
11	Whether the applicant fulfills the requirements of minimum work experience as given in Table-I (Enclose List of works completed, in progress and secured, shown separately, during last 5 years, as per the prescribed Form Annexure-III. Further also enclose certificates from clients, in original or attested copy as per Proforma given in Annexure IV).				
12	Whether any person working with the applicant is his near relative (s) (directly recruited or on deputation in BSNL) is/are posted in any capacity either non-executive or executive employee in the BSNL Civil Zone / Region in which the applicant is seeking enlistment? If yes, details thereof.				
13	A list of those persons who are working with the applicant in any capacity and who are near relative to any Gazetted Officer/Executive in the BSNL /Department of Telecom/Post or in the Ministry of Communications should be submitted.				
14	Whether the applicant i.e. individual/ Sole proprietor/ any partner / Director of Company				
	a) Is a partner/director of any firm enlisted in the BSNL?			(YES / NO)	
	b) Is a Member(s) of the Indian Parliament or of any State Legislature?			(YES / NO)	
	c) Is/are dismissed Government Servant(s)? Has under his employment a dismissed Government Servant?			(YES / NO)	
	d) Has been black listed by any Department in the past?			(YES / NO)	
	e) Has been removed from the approved list by any Department in the past?			(YES / NO)	
	f) Has been demoted to lower class by any Department in the past?			(YES / NO)	
	g) Has been banned / suspended from business by any Department in the past?			(YES / NO)	
	h) Has been convicted by a court of law?			(YES / NO)	
	i) Has retired Civil Engineer/ Engineering official from Govt. of India/CPSU within last one year under his			(YES / NO)	

	employment?	
If answer to any of the above quarries is YES, annex the details separately		

**CERTIFICATE**

- I. I/We certify that I/We read the rules for Enlistment of Contractors, 2016 and am/are prepared to abide by them as amended from time to time.
- 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 in the Application form is true. I/We also understand that in case any information is found wrong, I/we am /are liable for cancellation of enlistment and to be debarred for enlistment in future.
- IV. I certify that I did not retire / We certify that none of the partners/directors retired as an Engineer of Gazetted rank or as any Gazetted officer employed in Engineering or Administrative duties in Engineering Department of the Govt. of India or equivalent executives in any CPSU during the last one years. I / We also certify that we have neither under our employment any such person nor shall we employ any person within one years of his retirement except with the prior permission of the Government/CPSU

Delete whichever is not applicable

Signature of the Applicant(s)/Partners/Directors		
Name	Signature	Address
Dated:		Place:
No. of Documents Attached(See Annexure-VII):-		

Signature(s) of applicant/Director or person holding power of attorney in case of a company/ partners in case of partnership firm.

1. Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_ Signature

**Annexure-VII**

**List of Documents to be submitted for Revalidation of Enlistment**

Sl. No.	Document	Yes/ No/ NA
1	Proof of constitution	
	(a) In case of Sole proprietorship / HUF	
	i) Affidavit executed before a 1st Class Magistrate that the applicant is the Sole Proprietor of the firm / Karta of HUF	
	b) In case of partnership firm (Submit attested Copy)	
	i) Partnership deed attested by Notary Public	
	ii) Form "A / B / 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 alongwith Annual Report of company for the last three years	
2	Power of attorney, if any, attested by Notary Public alongwith Board Resolution authorizing such official	
3	Banker's certificate/ Working Capital Certificate from scheduled bank (addressed to the designated enlistment authority) in the given proforma (Annexure V(i) & Annexure V(ii))	
4	Details of Technical Staff, in case there is change from the list submitted at the time of Enlistment (Annexure-I, Sl. No. 7) (Onus of submitting adequate proof lies with the applicant)	
	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/c. steel centering & shuttering, possessed by the applicant. in case there is change from the list submitted at the time of Enlistment (Annexure-I, Sl. No. 8)	
6	Attested copy of Enlistment order (Annexure-I, Sl. No. 9)	
7	Attested copies of award letters for works included in Annexure-VIII	
8	Details of works for which tenders issued and/or submitted(Annexure-IX)	
9	Contractor's Performance Report (Annexure-XA)	
10	Valid & attested copy of PAN Card of the partners and the firm	
11	Two Sets of photographs of all partners along with their signatures	
12	Character and Antecedent Certificate from the Magistrate or Gazetted Officer not below the rank of Executive Engineer as per annexure-XII.	
13	Demand Draft for Application Processing Fee for revalidation , if any	

**WORKS COMPLETED AND IN PROGRESS IN BSNL DURING THE LAST FIVE YEARS**

Sl. No.	Name of Work	Date of Start	Date of Completion		Reasons for delay & compensation levied, if any	Tendered Cost	Actual Cost	Name, Address and Phone no of Engineer in Charge
			Stipulated	Actual				

**( Signature of the Contractor)  
along with stamp**

**Proforma for certificate regarding tenders issued and/or submitted by the Contractor**

Sl. No	Name of Work	Date of Tender		Estimated Cost put to tender	Position of Tender
		Issued	Submitted		

Signature of Executive Engineer  
With Full Address  
And Seal

**Annexure-XA**  
**Performance Report of works.**  
**FOR WORKS COMPLETED OR IN PROGRESS**  
**PART-I**

(To be filled in by the contractor in duplicate in respect of each work cost of which falls within the range prescribed for eligibility as per para 8.2 of Enlistment Rules -2016 read with Table-I. One copy be submitted to Reporting Officer and other, containing acknowledgement of receipt and seal of office of reporting officer, be submitted to enlisting authority).

1. Period
2. Name & Address of contractor.
3. Class, Category and Enlistment No.
4. Name & Address of enlisting authority.
5. Name of work.
6. Agreement No.
7. Name & Address of BSNL Division.

S.No.	Item	
8.1	Estimated Cost/Tender amount	
8.2	Stipulated date of commencement & completion.	
8.3	Percentage progress with date/actual date of completion.	
8.4	Gross amount of final bill/work done	
8.5	Amount of compensation levied, if any.	
8.6	Amount of reduced rate items, if any.	
8.7	Did the contractor go for arbitration?	
8.8	If yes, total amount claimed and amount awarded.	

Signature of the contractor

**PART- II**  
**(To be filled by the Department)**

- 9.0 Certified that details given by the contractor in Part-I have been verified and found to be correct/have been corrected wherever necessary.

Delay is partly/not/fully attributable to contractor.

Signature of Divisional/Sub-Divisional Engineer

10.0 Note: After submission of Annexure-VII by contractor, reporting officer shall write the Report and forward to Reviewing officer within a week's time. Reviewing officer shall then forward the report to the Enlisting authority within a week's time.

Class	I	II	III	IV	V
Reporting Officer	EE	EE	EE	AE	AE
Reviewing Officer	SE	SE	SE	EE	EE
Report to be sent to O/O	PGM(BW)	PCE(C)/CE(C) (Refer para-22) of Enlistment Rule	CE	CE	SE/CE if there is no SE



### Part-III

(Serial 1 to 7 are repeat information for proper linkage)

1. Period.
2. Name & Address of contractor.
3. Class, Category & Enlistment No.
4. Name & Address of enlisting authority.
5. Name of work
6. Agreement No.
7. Name & Address of BSNL Division.

11.1	Quality of work	Outstanding/Very Good/Good/ Satisfactory/Poor
11.2	Comments on capability of contractor.	
11.2.1	Technical proficiency	Outstanding/Very Good/Good/ Satisfactory/Poor
11.2.2	Financial soundness	Outstanding/Very Good/Good/ Satisfactory/Poor
11.2.3	Mobilizations of adequate T&P	Outstanding/Very Good/Good/ Satisfactory/Poor
11.2.4	Mobilizations of man power	Outstanding/Very Good/Good/ Satisfactory/Poor
11.2.5	General behaviour	Outstanding/Very Good/Good/ Satisfactory/Poor

#### Reporting Officer(Designation & Address)

12.1	Quality of work	Outstanding/Very Good/Good/ Satisfactory/Poor
12.2	Comments on capability of contractor.	
12.2.1	Technical proficiency	Outstanding/Very Good/Good/ Satisfactory/Poor
12.2.2	Financial soundness	Outstanding/Very Good/Good/ Satisfactory/Poor
12.2.3	Mobilizations of adequate T&P	Outstanding/Very Good/Good/ Satisfactory/Poor
12.2.4	Mobilizations of man power	Outstanding/Very Good/Good/ Satisfactory/Poor
12.2.5	General behaviour	Outstanding/Very Good/Good/ Satisfactory/Poor

#### Reviewing Officer (Designation & Address )

## ANNEUXRE–XB

### Calculation Sheet For Evaluation of Contractor's Performance in BSNL for works completed or in progress for enlistment/Revalidation

Name of Contractor :

Name of Work

Item No.	Parameter	Calculation for points	Score	Max Marks
1.	Time over run TOR	Stipulated Time ST; Actual Time AT : TOR = AT / ST	20 if TOR = 1.0; 10if TOR = 2.0; 0 if TOR 3.0	20
	Levy of compensation	Compensation levied for delay = C Tendered Amount = E Then B = (C x 100/E)	(+) 20 if B = 0 (+) 10 if B = 5 0 if B = 10 (+) 15 if compensation is not decided	20
2	Quality	Quality	Outstanding = 40 Very Good = 30 Good = 20 Satisfactory = 10 Poor = 0	40
3	Capability	Confidential Performance Report i) Technical Proficiency	Outstanding = 4 Very Good = 3 Good = 2 Satisfactory = 1 Poor = 0	4
		ii) Financial soundness	---do----	4
		iii) Mobilization of Adequate T & P	---do----	4
		iv) Mobilization of Man Power	---do----	4
		v) General Behavior	---do----	4
			Grand Total = P	100

**Note1:** - Marks for values in between the stage is to be determined by straight line variation.

**List of Documents to be submitted/ Information Required  
for Change in Constitution of the Firm**

<b>Sl. No.</b>	<b>Document to be submitted</b>	<b>Reply/ Comments/ Position</b>
1	Copy of Proposed Partnership deed duly signed/ Proposed Memorandum of Articles duly signed	
2	An undertaking sworn before a 1st Class Magistrate by all partners to the effect that the new firm will take over all assets and liabilities.	
3	Dissolution deed / Consent of retiring partners / Death certificate, in case of death of a partner	
4	Attested copies of Valid PAN Card of each of the proposed partners	
5	Two sets of Passport size photographs of each of the proposed partners	
Following details in respect of each partner with whom the Contractor's firm already enlisted now wants to enter in to partnership, may be furnished		
i)	Is the new partner/director enlisted with BSNL/ CPWD/ Railways/ MES/ any other state Government Department?	
ii)	Is the new partner/director already a partner/director of a firm enlisted with BSNL/ CPWD/ Railways/ MES/ any other state Government Department?	
iii)	Is the new partner/director a dismissed / removed Government Servant or retired Government Servant in the last one year?	
iv)	Is the new partner/director a Member(s) of the Indian Parliament or of any State Legislature?	
v)	Has the new partner/director been black listed/ removed from the enlisted list/ demoted to lower class / banned or suspended from business by any Department in the past?	
vi)	Whether he has any civil/ criminal case pending in any court in India, if yes, give details	
vii)	Whether he has any of his near relative (s) (directly recruited or on deputation in BSNL) is/are posted in any capacity either non-executive or executive employee in the BSNL Civil Zone / Region in which the applicant is seeking enlistment? If yes, details thereof.	
viii)	Certificates as required in the enlistment application form from new partners.	
	Documents to be submitted after the proposal is agreed in principle by the competent authority	
	1) Copy of the partnership deed duly attested by the notary public	
	2) Certificate from banker of the contractor indicating new constitution	
	3) Form A,B& C or equivalents the case may be	
	4) Acknowledgement from the Income tax/Sales tax department for having noted the change	

**CHARACTER / ANTECEDENT CERTIFICATE  
(For Individual/ Proprietorship firm)**

**TO WHOMSOEVER IT MAY CONCERN**

Certified that Shri/Smt.....s/o(d/o).....having its office at....., is engaged in the business of .....He/ She is known to me for the last.....years.  
(Period of acquaintance should not be less than three years)

He/She bears a good moral character.

There is nothing adverse against him/her for which he/she may be considered unsuitable for enlistment as a contractor in Bharat Sanchar Nigam Ltd.

Shri / Smt. ....is not related to me.

(Note: To be issued by Magistrate or Gazetted Officer not below the rank of Executive Engineer)

**CHARACTER / ANTECEDENT CERTIFICATE  
(FOR PARTNERSHIP FIRMS)**

**TO WHOMSOEVER IT MAY CONCERN**

This is certified that M/s .....having its registered office at....., are engaged in the business of..... . The General Business and day-to-day affairs are managed by the following Partners.

S. No.	NAME	Father's Name	Address

The aforesaid Partners are known to me for last.....years. They are men of repute and bear good Moral Character.  
(Period of acquaintance should not be less than three years)

There is nothing adverse against M/s.....which renders it unsuitable for enlistment as a contractor in Bharat Sanchar Nigam Limited.

The undersigned is in no way related with M/s.....and also said Partners are not related to me.

(Note: To be issued by Magistrate or Gazetted Officer not below the rank of Executive Engineer)

**CHARACTER / ANTECEDENT CERTIFICATE  
(FOR LIMITED COMPANY)**

**TO WHOMSOEVER IT MAY CONCERN**

This is certified that M/s .....Ltd. having its registered office at....., are engaged in the business of..... The General Business and day-to-day affairs are managed by the following Directors.

S. No.	NAME	Father's Name	Designation	Address

The aforesaid Directors are known to me for last.....years. They are men of repute and bear good Moral Character.

(Period of acquaintance should not be less than three years)

There is nothing adverse against M/s.....Ltd., which renders it unsuitable for enlistment as a contractor in Bharat Sanchar Nigam Limited.

The undersigned is in no way related with M/s.....Ltd. and also said Directors are not related to me.

(Note: To be issued by Magistrate or Gazetted Officer not below the rank of Executive Engineer)

**Constitution of Inspection Committee and Advisory / Enlistment Committee**

- a. For the purpose of considering the application and recommending to Enlistment Authority, and, for inspection of works, the Constitution of Committees shall be as under:-
- i. **The Inspection Committee** may inspect works of other departments and report of Quality of Construction, workmanship, reputation of the contractor, etc, to the Enlistment Authority. The Inspection Committee may, in doubt or other wise get the details submitted by the Applicant verified, by any Executive Engineer of BSNL or any other authority so nominated. The Works executed in BSNL need not be, ordinarily inspected.
  - ii. The **Advisory Committee** shall assist the Enlistment Authority in scrutinizing cases; make recommendations regarding suitability of Contractors for Enlistment.
  - iii. The Advisory Committee shall also advice the Enlisting Authority for weeding out and revalidation of Enlistment of Contractors.
  - iv. The Advisory Committee shall also assist the Enlistment Authority to evaluate annual performance reports.

Class	Enlistment Authority	Inspection Committee	Advisory Committee in the matters of Class I Contractors/ Enlistment Committee in other categories
I	PGM (BW)	1. Zonal CE to be nominated by PGM(BW) 2. One area CE/SE in the zone to be nominated by zonal CE.	Chairman:- PGM(BW) Member:- PCE(C )/Zonal CE to be nominated by PGM(BW) Member: - DGM(civil) Member Secy.: - FO to PGM(BW)
II	PCE(C )/ C.E(C) to be nominated by PGM(BW)	1. CE (C) of the Zone to which the contractor belongs. 2. One CE/ SE in the Region to be nominated by Regional CE	Chairman:- PCE(C )/I CE nominated by PGM(BW) Member:-Zonal CE to which the contractor belongs. Member: - SE(P&A)/SE© O/O Regional CE Member Secy.: - FO to Regional CE
III & IV	Zonal CE	1. One CE/ SE in the Zone to be nominated by Zonal CE 2. One EE in the Zone to be nominated by Zonal CE	Chairman: - Zonal CE Member: - CE/ SE to be nominated by Zonal CE Member: - SE (P&A)/ EE(P&A) of ZCE Member Secy.: - FO to ZCE
V	SE/CE (In case there is no SE with CE)	1. EE of the Division nominated by SE/CE 2. One SDE to be nominated by SE/CE	Chairman:- SE/CE Member:- EE to be nominated by SE/CE Member:- AO of the Division nominated by SE/CE Member Secy.: - EE(P&A), if not, then SDE(P&A) of the SE/CE

- b. At stations where there are more than one Officers of the Rank of the Enlisting Authority, the next higher authority shall nominate the Officer for the required purpose.

<b>BHARAT SANCHAR NIGAM LIMITED</b>					
<b>TABLE - I - ENLISTMENT RULES' 2016</b>					
Description of item	Class				
	Class-I	Class-II	Class-III	Class-IV	Class-V
<b>Tendering Limit</b>	Upto Rs.20.00 Crores	Upto Rs.5.00 Crore	Upto Rs. 150.00 Lacs	Upto Rs.60.00 Lacs	Upto Rs. 15.00 Lacs
<b>Application Processing fee (Non-refudable)</b>	Rs.30,000/-	Rs.15,000/-	Rs.15,000/-	Rs.7,500/-	Rs.3,000/-
<b>Enlisting Authority</b>	PGM(BW)	PCE(Civil)/CE(Civil)	CE(Civil)	CE(Civil)	SE(C) or CE(C) if there is no SE with CE
<b>Application to be submitted to</b>	Zonal CE (C)	SE(C) or CE(C) if there is no SE with CE, in the region	SE(C) or CE(C) if there is no SE with CE, in the zone	SE(C) or CE(C) if there is no SE with CE, in the zone	EE(C)
<b>Territorial Justification</b>	All India	All India	Jurisdiction of Regional CE(C) & Adjacent zonal CE s	Jurisdiction of zonal CE(C) & Adjacent CE(C)	Jurisdiction of zonal CE(C)
<b>Solvency / working capital requirement</b>	Banker's certificate of Rs.14 Crores.	Banker's certificate of Rs.3.50 crore	(A) Banker's certificate of Rs.105 lacs or (B) Sum of annual financial turnover on construction work of the firm in the last three years should be at least equal to amount of bankers certificate	(A) Banker's certificate of Rs.42 Lac or (B) Sum of annual financial turnover on construction work of the firm in the last three years should be at least equal to amount of bankers certificate Or (In case of unemployed graduate engineer (Civil) Bankers certificate of Rs 42 lakhs or certificate of working capital of Rs 3 Lakhs for at least six months	Banker's certificate of Rs.10.50 Lac
<b>Technical Staff with suitable complementary staff requirement</b>	One Graduate Civil Engr. With 5 yrs experience, one diploma engineer (Civil) with 5 years experience and one diploma engineer (civil) with 2 years experience	One Graduate Civil Engineer. With minimum experience of 5 yrs and one Diploma engineer (civil) with at least 5 years experience.	One Graduate Civil Engr. With minimum experience of 3 yrs	One Diploma Civil engineer with minimum experience of 3 years	--Nil--



<b>Work Exp. Requirement</b>	Satisfactorily executed at least three building works of Rs 4 crore each Or Two building works of Rs 6 crores each Or One building work of Rs 12 crore in last five years	Satisfactorily executed at least three building works of Rs 1 crore each Or Two building works of Rs 1.50 crore each Or One building work of Rs 3 crore in the last five years	Satisfactorily executed at least three building works of Rs 30 lakhs each Or Two building works of Rs 45 lakhs each Or One building work of Rs 90 lakhs in the last five years	Satisfactorily executed at least three building works of Rs 12 lakhs each  Or Two building works of Rs 18 lakhs each Or One building work of Rs 36 lakhs in the last five years  Or Unemployed graduate engineer (Civil)	No work experience required.
<b>T &amp; P requirement</b>	1.Total Station – 1 no. 2.Builders hoist / tower crane – 2 nos. 3.Concrete mixer of full bag capacity – 5 nos. 4.Steel shuttering 4000 sqm with minimum of 1600 sqm procured during last two years 5. Steel props for 12000 m3 space with minimum of 4800 m3 space procured during last two years. 6.Mortar Mixer – 2 nos. 7. Needle vibrator – 10 (5 oil, 5 electric) 8. Plate vibrator – 4 nos. 9.Shuttering vibrator – 6 nos 10.Vibro	1.Steel shuttering 3000 sqm with minimum of 1000 sqm procured during last two years 2.Steel props for 9000 m3 space with minimum of 3000 m3 procured during last two years. 3. Concrete mixer of full bag capacity – 2 nos. 4.Mortar mixer – 2 nos 5. Needle vibrator – 6 (3 oil, 3 electric) 6. Plate vibrator – 3 nos. 7. Shuttering vibrator – 4 nos. 8.Vibro compactor – 1 no. 9. Fully automatic batching plant (min 6 cum capacity) with pump 1 no.	1 .Steel shuttering 1000 sqm with minimum of 500 sqm procured during last two years 2.Steel props for 3000 m3 space with minimum of 1500 m3 procured during last two years. 3. Concrete mixer of full bag capacity – 2 nos. 4.Mortar mixer – 1 nos 5. Needle vibrator – 3 (2 oil, 1 electric) 6. Shuttering vibrator –2 nos. 7. Plate vibrator – 1 no.	1.Concrete mixer of full bag capacity -1 no. 2.Mortar mixer- 1 no. 3.Nedle vibrator -2 (1 oil, 1 electric) 4.Plate vibrator – 1 no.	Nil

	compactor – 1 no. 11. Fully automatic batching plant (min 10 cum capacity) with pump 1 no.				
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**Notes:**

(1) At stations where there are more than one Officers of the Rank of the Enlisting Authority, the next higher authority shall nominate the Officer for the required purpose.

(2) For the firms where the criteria of experience of graduate engineer / diploma have been taken as partner, his share should not be less than 25%.

(3) For enlistment in any class at least one work should have been executed in Central / State Govt. or public sector under taking. Other works may be executed with reputed private Organization.

(4) The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for enlistment.



## FAQs

### ENLISTMENT OF CIVIL CONTRACTORS

1. [Where to get the application form?](#)

The Application form for enlistment can be obtained from any of the BSNL Civil Divisions situated in Karnataka by payment of the requisite Application fee of **Rs. 287.50** (Rs. **250.00+ 15% tax** or as prescribed from time to time) and appropriate Application Processing fee prescribed for different category of enlistment.

OR

Can be downloaded from the website and in such cases the cost of Application Form i.e. **Rs. 287.50** (Rs. **250.00+ 15% tax** or as prescribed from time to time) should be paid by the way of demand draft/banker's cheque/pay order in favour of the **Accounts Officer(Cash) BSNL, payable at Bangalore.**

2. [Where the Enlistment Application Form is to be sent after filling the same with all documents required?](#)

The completely filled up Application Form along with all the required documents is to be sent to the below mentioned address;

**Deputy General Manager (CPC),**  
Office of Chief General Manager Telecom,  
Room no. 21, Ground Floor-Annex, New Admin Building,  
No.1, Swami Vivekananda Road,  
HALASURU, BENGALURU-560 008.

3. [Proforma of Solvency certificate /Banker's certificate](#)

**Annexure: -V (i)**

FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK

**(To be addressed to the designated enlistment authority)**

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

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

(PAN NO.....)

Date: -

Signature with seal

For the Bank

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

**Annexure:-V(ii)**

FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK

**(To be addressed to the designated enlistment authority)**

(For Class IV Contractors)

Certified that Shri/ M/s.....  
S/o/D/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.

PAN NO(S) .....

Date: -

Signature with seal

For the Bank

4. [Standard proforma for Affidavit](#)

## **SPECIMEN FORMAT FOR AFFIDAVIT FOR SOLE PROPRIETOR**

I, ----- Son/Daughter/Wife of ----- aged ----years, (Address) ---  
-----, do hereby solemnly affirm & state on oath on--  
---- (date) --- at--- (place) ---- as follows:

1. I, hereby certify that I am the Sole Proprietor of the Firm bearing (Name & Address)----- .
2. I, hereby certify that I will not get myself registered as Contractor(s) in Bharat Sanchar Nigam Limited (A Govt. of India Enterprise) in more than one name.
3. I, hereby certify that I did not retire as an Engineer of Gazetted Rank or as any Gazetted Officer employed in Engineering or Administrative duties in Engineering Department of Bharat Sanchar Nigam Limited (A Govt. of India Enterprise) during the last one year. I, also hereby certify that I have neither such a person under my employment nor shall I employ any such a person within one year of his retirement except with the prior permission of Bharat Sanchar Nigam Limited (A Govt. of India Enterprise).
4. I, hereby declare that I am not a Shareholder or a Partner of any Firm enlisted in Bharat Sanchar Nigam Limited (A Govt. of India Enterprise).
5. I, hereby declare that I am not a Member of the Indian Parliament or any State Legislature.
6. I, hereby declare that I am neither a dismissed Government/Public Servant nor employed any dismissed Government/Public Servant under me.
7. I, hereby declare that I have not being / been blacklisted or removed from the approved list of Contractors or demoted to a lower class or orders passed banning/suspending business with the Applicant etc., by any Department in the past.
8. I, hereby declare that none of my relatives (By the term near relative is meant wife, husband, parents and grandparents, children & grand children, brothers and sisters, uncles & aunts and cousins and their corresponding in-laws) are working in Bharat Sanchar Nigam Limited (A Govt. of India Enterprise).

9. I, hereby declare that I have read the Rules of Bharat Sanchar Nigam Limited (A Govt. of India Enterprise) for Enlistment of contractors and I shall be bound by them as amended from time to time.
10. I, do hereby affirm & declare that what are all stated in the above paragraphs are true & correct to the best of my knowledge, information & belief.

Identified By Me

Deponent

Advocate

Sworn to before me

Date:

Place:

(Note: Affidavit shall be sworn before 1<sup>ST</sup> Class Magistrate/ Notary)

**SPECIMEN FORMAT FOR AFFIDAVIT FOR PRIVATE LIMITED**  
**COMPANY**

We, the following Share Holders/Directors of the Company bearing Name-----  
---Address----- do hereby solemnly affirm & state on oath on----- (date) ---  
at--- (place) ---- as follows:

- i) ----- Son/Daughter/Wife of ----- aged ----years,  
(Address) -----,
- ii) ----- Son/Daughter/Wife of ----- aged ----years,  
(Address) -----,
- iii) ----- Son/Daughter/Wife of ----- aged ----years,  
(Address) -----,

1. We, hereby certify that we are the Directors/Share Holders of the Company bearing (Name & Address)----- .
2. We, hereby certify that none of us will get ourselves registered as Contractor (s) in Bharat Sanchar Nigam Limited (A Govt. of India Enterprise) in more than one name.
3. We, hereby certify that none of the Directors have retired as an Engineer of Gazetted Rank or as any Gazetted Officer employed in Engineering or Administrative duties in Engineering Department of Bharat Sanchar Nigam Limited (A Govt. of India Enterprise) during the last one year. We, also hereby certify that we have neither such a person under our employment nor shall we employ any such a person within one year of his retirement except with the prior permission of Bharat Sanchar Nigam Limited (A Govt. of India Enterprise).
4. We, hereby declare that none of us are Shareholders or Partners/Directors of any Firm/Company enlisted in Bharat Sanchar Nigam Limited (A Govt. of India Enterprise).
5. We, hereby declare that none of us are Member(s) of the Indian Parliament or any State Legislature.

6. We, hereby declare that none of us are either dismissed Government/Public Servant (s) or have employed any dismissed Government/Public Servant under us.
7. We, hereby declare that none of us have being/been blacklisted or removed from the approved list of Contractors or demoted to a lower class or orders passed banning/suspending business with the Applicant etc., by any Department in the past.
8. We, hereby declare that none of our relatives (By the term near relative is meant wife, husband, parents and grandparents, children & grand children, brothers and sisters, uncles & aunts and cousins and their corresponding in-laws) are working in Bharat Sanchar Nigam Limited (A Govt. of India Enterprise).
9. We, hereby declare that each of us has read the prevailing Rules of Bharat Sanchar Nigam Limited (A Govt. of India Enterprise) for Enlistment of Contractors and each of us shall be bound by them as amended from time to time.
10. We, do hereby affirm & declare that what are all stated in the above paragraphs are true & correct to the best of our knowledge, information & belief.

Identified By Me	Deponents
	i)
Advocate	ii)
Place:	iii)
Date:	Sworn to before me

**(Note: Affidavit shall be sworn before 1<sup>ST</sup> Class Magistrate/ Notary)**



## SPECIMEN FORMAT FOR AFFIDAVIT FOR PARTNERSHIP

### FIRM

We, the following Partners of the Firm bearing Name-----Address----- do hereby solemnly affirm & state on oath on----- (date) --- at--- (place) ---- as follows:

- i) ----- Son/Daughter/Wife of ----- aged ----years,  
(Address) -----,
- ii) ----- Son/Daughter/Wife of ----- aged ----years,  
(Address) -----,
- iii) ----- Son/Daughter/Wife of ----- aged ----years,  
(Address) -----,

1. We, hereby certify that we are the Partners of the Firm bearing (Name & Address)----- .
1. We, hereby certify that none of us will get ourselves registered as Contractor (s) in Bharat Sanchar Nigam Limited (A Govt. of India Enterprise) in more than one name.
2. We, hereby certify that none of the Partners have retired as an Engineer of Gazetted Rank or as any Gazetted Officer employed in Engineering or Administrative duties in Engineering Department of Bharat Sanchar Nigam Limited (A Govt. of India Enterprise) during the last one year. We, also hereby certify that we have neither such a person under our employment nor shall we employ any such a person within one year of his retirement except with the prior permission of Bharat Sanchar Nigam Limited (A Govt. of India Enterprise).
3. We, hereby declare that none of us are Shareholders or Partners/Directors of any Firm/Company enlisted in Bharat Sanchar Nigam Limited (A Govt. of India Enterprise).

4. We, hereby declare that none of us are Member(s) of the Indian Parliament or any State Legislature.
5. We, hereby declare that none of us are either dismissed Government/Public Servant (s) or have employed any dismissed Government/Public Servant under us.
6. We, hereby declare that none of us have being/been blacklisted or removed from the approved list of Contractors or demoted to a lower class or orders passed banning/suspending business with the Applicant etc., by any Department in the past.
7. We, hereby declare that none of our relatives (By the term near relative is meant wife, husband, parents and grandparents, children & grand children, brothers and sisters, uncles & aunts and cousins and their corresponding in-laws) are working in Bharat Sanchar Nigam Limited (A Govt. of India Enterprise).
8. We, hereby declare that each of us has read the prevailing Rules of Bharat Sanchar Nigam Limited (A Govt. of India Enterprise) for Enlistment of Contractors and each of us shall be bound by them as amended from time to time.
9. We, do hereby affirm & declare that what are all stated in the above paragraphs are true & correct to the best of our knowledge, information & belief.

Identified By Me		Deponents
	i)	
Advocate	ii)	
Place:	iii)	
Date:		Sworn to before me

(Note: Affidavit shall be sworn before 1<sup>ST</sup> Class Magistrate/ Notary)