

**INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS**

RULES FOR ENLISTMENT

**INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS**

1. TITLE

These rules shall be called 'Rules of Enlistment of Contractors in IISER TVM, 2023'.

2. SHORT TITLE

Hereinafter these rules shall be referred as 'Enlistment Rules, 2023'

3. APPLICABILITY

Enlistment of contractors is done to have a ready list of suitable and competent contractors for IISER TVM works. Enlistment minimizes the time required for verification of documents and credentials of contractors, when tenders are called for. Any contractor interested in carrying out works in IISER TVM can apply for enlistment. However, only those contractors who remain active, follow ethical practices, complete works in the prescribed time and whose work meets the quality requirements of IISER TVM, will qualify to be on the list of Enlisted Contractors.

Contractors are liable to be removed from the approved list, if found to be inactive and or whose performance in quality and time is not up to the expectations of IISER TVM or does any malpractice.

Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited company, or a Private Limited Company may apply for enlistment as a contractor in IISER TVM under these rules, provided all other eligibility criteria and conditions are satisfied. All enlisted contractors have to abide by the rules made herein, and as amended from time to time, during the currency of their enlistment.

- a. No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Unit of IISER TVM is allowed to work in IISER TVM, either as a contractor or as an employee of a contractor, for a period of two years from the date of retirement/leaving from the service of IISER TVM, unless he / she has obtained prior permission of IISER TVM to do so. If it is found, even after enlistment, that the contractor or any of the employees of the contractor are persons who haven't sought prior permission from IISER TVM, the name of the contractor shall be removed from the list of enlisted contractors.
- b. A contractor is not permitted to have enlistment in more than one class in one category (Civil/ Electrical/ HVAC)
- c. A contractor is not permitted to have enlistment in more than one name / address.
- d. A partner of a firm or a Director of a company enlisted as a contractor with IISER TVM in a particular category, cannot be a partner / director in another firm / company that is enlisted with IISER TVM, in the same category.

4. SCOPE OF ENLISTMENT

The enlistment in IISER TVM will entitle the contractor to be considered for issue of tender documents subject to other conditions that may be stipulated in the Notice Inviting Tenders

**INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS**

(N I T). However, it shall not confer any right on the contractor either to be necessarily issued with the tender documents or for award of work.

5. ENLISTMENT PROCEDURE

- a. The “Application for Enlistment as Contractor” is given in Annexure I. Contractors are requested to submit their application in this prescribed format. The List of documents to be submitted is given in Annexure II.
- b. Incomplete applications and applications without prescribed documents are liable to be rejected.
- c. IISER TVM will have the right to independently verify the details furnished by the contractor, inspect and / or obtain reports for the works completed by the contractor, as may be considered necessary. For this purpose, IISER TVM may constitute necessary inspection team(s)
- d. IISER TVM may constitute necessary advisory committee (s) to go into the details furnished by the contractor, reports of the inspection teams and advise the suitability of contractors for registration.
- e. If IISER TVM finds a contractor suitable for enlistment, the contractor will be issued an ‘enlistment order’. Contractors not meeting the conditions of enlistment, will be informed by a letter of ‘rejection of the application’. The decision of the IISER TVM shall be final and binding on the contractor.
- f. IISER TVM reserves the right to limit the number of contractors to be enlisted in any class or category.
- g. Even though enlistment could be a continuing activity, IISER TVM may close the same at the end of February 2023, and freeze the enlistment list.

6. VALIDITY OF ENLISTMENT

The enlistment will be valid for a period of two years from the date of enlistment. At the end of 2 years, the enlistment may be revalidated, in accordance with the rules of revalidation. Each revalidation shall be for a period of one year from the date of expiry of previous enlistment / revalidation. The enlistment shall be open for review by IISER TVM at any time, and liable to termination, suspension, or any other such action, if considered necessary, by IISER TVM, after issue of due notices to the contractor(s)

7. CATEGORIES AND CLASSES

The enlistment shall be done in the categories and classes mentioned in Table – 1

8. TENDERING LIMITS

The tendering limits up to which the enlisted contractors are eligible to tender shall be as given in Table – 1. These limits are liable to be changed at any time without notice. The contractors are bound by the modified limits, irrespective of those being in variance with what was mentioned at the time of enlistment.

9. ELIGIBILITY CRITERIA

The contractors should satisfy the minimum eligibility criteria specified in Table – 1 before they can be considered for enlistment. All contractors are expected to keep abreast with enlistment / revalidation rules from time to time.

**INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS**

- a. The criteria for experience, shall be the completion of requisite number of works of prescribed nature and magnitude, executed on independent contract basis, or, as a builder, during the last 5 years. The works should have been executed in the same name and style in which the enlistment is sought.
- b. The financial soundness shall be judged on the basis of the Banker's certificate, issued by the Bankers of the contractor on the format prescribed in Annexure– V. Such certificate shall be issued by a scheduled bank and shall be submitted in original in a bank's sealed cover addressed to the Project Engineer, Engineering Unit, IISER TVM.
- c. The criteria for enlistment shall be as applicable on the date of enlistment. After processing / verification of the application, the applicant will be intimated that the application is under consideration. The application will be decided within 60 days of such intimation.

11. PROCESSING FEES

The contractors shall have to pay a non – refundable processing fee by crossed demand draft drawn in favor of IISER TVM. The fees are prescribed in Table – 1 of the application. This fee has to be submitted along with the application form.

12. PAN NUMBER OF INCOMETAX DEPARTMENT

A duly attested photocopy of the PAN number allotted by the Income Tax Department should accompany the application.

13. ELECTRICAL LICENSE

The contractors who apply for registration under 'Electrical' category must produce a valid electrical contract license not less than class B category from the competent authority, issued in the name of the contractor. The license shall be kept valid throughout the period of enlistment by renewals at suitable intervals and an attested copy of the same must be submitted to IISER TVM. In the event of discontinuity in validity of electrical license of the contractor, the enlistment and the authority to submit tenders shall cease to be valid. In the case of works that are in progress the same are liable to be terminated.

14. CHANGE IN CONSTITUTION OF FIRM

The enlisted contractor/firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of IISER TVM. Such a proposal, if any, shall be submitted in advance giving full details of the intended changes, and drafts of documents like partnership deed, articles of association etc. as applicable, as per Annexure – VI. Any change in the status of the contractor without prior approval, will render the contractor to be removed from the approved list of contractors.

- a. If a firm is converted to two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his / her / their individual / joint capacity shall have to apply for the enlistment afresh on the basis of work experience gained as a separate entity. The experience of the firm in which he / she / they were partners will not be considered.

**INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS**

- b. If new partners are taken in a firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 4.0

15. CHANGE OF ADDRESS

While Applying for enlistment the contractor should mention his address or address of his registered office. All documents viz. Banker's certificate, Electrical license etc. should bear one of the addresses, otherwise the same shall not be accepted.

- a. The contractor shall intimate the change, if any, in any of the addresses mentioned in the original documents, in advance or within one month of such change, along with acknowledgement of noting down of such change in address from the Bank, Income Tax authorities, Sales Tax authorities etc. Failure to do so may result in removal from the approved list of contractors.

16 SUBMISSION OF TENDERS

An enlisted contractor shall take part in the tendering process of IISER TVM. Contractors are liable to be removed from the approved list if they do not secure works in IISER TVM / do not take part in the tendering process. For this purpose the approved list shall be periodically reviewed with reference to the number of tenders received for the various works.

**INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS**

17 CONTRACTOR'S OBLIGATIONS

The contractor should fulfill all his obligations specified under these rules within the time and in the manner as specified. Some of the obligations are

- a. Prior approval shall be obtained before modifying the constitution of the firm/ company.
- b. Intimation regarding change of address should be given in advance or within one month along with documentary proof bankers, Income Tax Department, Sales Tax Department etc.
- c. For electrical works enlistment, a valid electrical contractor license of appropriate voltage shall be possessed during the period of enlistment / revalidation.
- d. An enlisted contractor shall take part in the tendering process as mentioned in para 17
- e. An enlisted contractor shall maintain good conduct while carrying out work and shall not indulge in unethical practices.
- f. The works awarded should be executed strictly as per terms and conditions of contract.
- g. Top priority should be accorded for safety at site of work, quality of material and workmanship and protecting the environment of the IISER TVM campus.

18. DISCIPLINARY ACTIONS

The contractor must abide by all the rules of enlistment, and also by the terms and conditions of the contract and Notice Inviting Tenders. He shall have to execute the works as per the contract, on time, and with good quality. IISER TVM shall have the right to demote a contractor to a lower class, suspend business with him for any period, debar or remove the name from the enlist of contractors indefinitely or for a period as decided by IISER TVM, after issue of a show cause notice. Decision of IISER TVM shall be final and binding on the contractor.

18.1 Demotion to a lower class

The following shall make the contractor liable for demotion to a lower category;

- a. fails to execute a contract, or executes it unsatisfactorily, or is proved to be responsible for construction defects (or)
- b. no longer possess adequate equipment, workers or financial resources (or)
- c. is litigious by nature (or)
- d. violates any important condition of contract (or)
- e. the contractor or the staff of the contractor misbehaves with IISER TVM officials (or)
- f. fails to take part in the tenders invited by IISER TVM (or)
- g. any other reason, which in the view of IISER TVM, calls for disciplinary action.

18.2 Suspension of business

IISER TVM may suspend business with the contractor for a period, decided by it, pending full enquiry into the allegations, if IISER TVM is, prima facie of the view that the contractor is guilty of an offense in relation to business dealings, which when established would result in his removal / banning business, and, it is not considered desirable to entrust new works or continue business with the contractor. IISER TVM may also suspend business with a registered contractor for a period decided by it, if the contractor fails to start a work awarded to the agency.

**INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS**

18.3 Removal from enlistment

The name of the contractor may be removed from the approved enlistment of contractors by IISER TVM, if the contractor

- 18.3.1 has on more than one occasion, failed to execute a contract or has executed it unsatisfactory; (or)
- 18.3.2 is proved to be responsible for constructional defects in two or more works; (or)
- 18.3.3 persistently violates any important conditions of contract; (or)
- 18.3.4 fails to abide by the conditions of enlistment; (or)is found to have given false particulars at the time of enlistment; (or)has indulged in any type of forgery or falsification of records; (or)
- 18.3.5 changes the constitution of the firm or individual without prior approval of IISER TVM; (or)
- 18.3.6 changes permanent address / business address without intimation to IISER TVM; (or)
- 18.3.7 is declared or is in the process of being declared as bankrupt, insolvent, wound up, dissolved or partitioned; (or)
- 18.3.8 persistently violates labour regulations and rules; (or)
- 18.3.9 is involved in complaints of serious nature received from other departments which prima facie appear to be true; (or)
- 18.3.10 default in settlement of tax dues like income tax, contract tax, sales tax, octroi, duties etc; (or)
- 18.3.11 has already been demoted for other reasons; (or)
- 18.3.12 ceases to fulfill eligibility criteria based on which enlistment / revalidation was done; (or)
- 18.3.13 is considered not required to be in the approved list for any other reason considered by IISER TVM.

**INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS**

Table – 1 Enlistment Rules 2023

Civil Works

Class	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T & P Machinery	Enlistment processing fee
1	Rs.5 - 10 Lakhs	One work of value not less than Rs.8 lakhs or two works of value not less than Rs.6 lakhs or three works of value not less than Rs.4 lakhs	Certificate for working capital of at least Rs.3 lakh for the last 3 months, GST and PAN	Should have a registered office in Kerala	Self-certification to be submitted for tools and machineries	Rs.1000/-
2	Rs.0 - 5 Lakhs	One work of value not less than Rs.4 lakhs or two works of value not less than Rs.3 lakhs or three works of value not less than Rs.2 lakhs	Certificate for working capital of at least Rs.1 lakh for the last 3 months, GST and PAN	Should have a registered office in Kerala.	Self-certification to be submitted for tools and machineries	Rs.1000/-

**INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS**

Electrical & HVAC Work

Class	Tendering limit	Past experience of completed works in last 5 years	Financial soundness	Engineering Establishment	T & p Machinery	Enlistment processing fee
1	Rs.5 - 10 Lakhs	One work of value not less than Rs.8 lakhs or Two works of value not less than Rs.6 lakhs or Three works of value not less than Rs.4 lakhs	Certificate for working capital of at least Rs.3 lakhs for the last 3 months, GST and PAN	Should have a registered office in Kerala & Should have valid at least Class B electrical contractor license (for electrical works only)	Self-certification to be submitted for tools and machineries	Rs.1000/-
2	Rs.0 - 5 Lakhs	One work of value not less than Rs.4 lakhs or two works of value not less than Rs.3 lakhs or three works of value not less than Rs.2 lakhs	Certificate for working capital of at least Rs.1 lakh for the last 3 months, GST and PAN	Should have a registered office in Kerala & Should have valid at least Class C electrical contractor license (for electrical works only)	Self-certification to be submitted for tools and machineries	Rs.1000/-

**INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS**

**ANNEXURE-I
APPLICATION FOR ENLISTMENT AS CONTRACTOR**

Supporting Documents be annexed with the application form. (Applications found deficient in any respect are liable to be rejected without further correspondence)

TYPE OF ENLISTMENT:

CLASS:

CATEGORY:

1. Name of the Applicant (Individual/Firm/Company):

2. Nationality:

3. Address:

i) Registered Office:

ii) Head Office:

4. Contact Details:

(i) Telephone Number:

(ii) Fax Number:

(iii) Mobile Number:

(iv) Website URL (If any):

(v) Email Id

5. PAN Number (Individual / Firm / Company):

6. Passport size photo of the Individual(s) / Partner(s) / Director(s) (Size of photo should be 2.5 X 3.5 cm)

1	2	3	4
Paste Photo	Paste Photo	Paste Photo	Paste Photo

**INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS**

Name	Name	Name	Name
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7. Is the Individual / Sole Proprietor / any Partner / Director of company:

a) Dismissed Government Servant :	Yes	No.....
b) Removed from approved list of contractors :	Yes	No.....
c) Having business banned/suspended by any Government in the past :	Yes	No.....
d) Convicted by Court of Law :	Yes	No.....
e) Retired Engineer/official from Engineering Department of Government of India within last one year :	Yes	No.....
f) 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 (if any):

b) Nationality:

c) Liabilities (if any):

9. Name of the Banker with full address:

10. Place of Business:

11 . Is any person working with the applicant a near relative of a regular employee of IISER TVM

Yes No.....

If yes, give details:

i) Name of Employee :

ii) Employee code :

**INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS**

- iii) Designation :
- iv) Department :
- v) Date of joining :

Enlistment Processing Fee Enclosed Details:

Draft Number:

Draft Date:

Amount:

Branch:

Branch Drawn Upon:

Whose Favour:

14. Details of works completed, in progress and secured during the last 5 years (to be filled in the Pro-forma as given in Annexure-III). This list should include all works whose gross amount of works done is more than the required magnitude ,as per Table-I.

15. Certificates from clients in original or attested copy as per Pro-forma given in Annexure-IV for all eligible works:

Number of documents attached:

**INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS**

ANNEXURE-II

Documents Attached for Enlistment
Your Application No.

SI No.	Annexure	Document Description	Yes	No
1	I	APPLICATION FOR ENLISTMENT AS CONTRACTOR		
2	V(A) & V(B)	Banker's/ Working capital certificate in original from scheduled bank in the Performa given in Annexure-V(A) and Annexure V(B). The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority		
3		Attested copy of Enlistment order ,if any.		
4		Demand Draft for processing fee. (See Table -I).		
5	IV	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in Annexure-IV		
6	III	Attested copies of award letters for works included in Annexure-III		

**INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS**

ANNEXURE-III

(1) In case of enlistment- Works completed, in progress & secured during the last five years

S. No.	Name of work & Work Order No.	Date of start	Date of completion Stipulated	Actual	Reasons for delay & compensation levied, if any	Tendered Amount	Gross Amount of the completed work	Name, designation & complete address of the authority for whom the work was done

Contractor's Signature(s)

**INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS**

ANNEXURE – IV

Name & address of the Client

Details of Works executed by Shri/M/s

1. Name of work with brief particulars	
2. W.O. No. and date	
3. W.O 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. Quality of work (indicate grading)	
11.i) Did the contractor go for arbitration? ii) If yes, total amount of claim iii) Total amount awarded	
12. Comments on the capabilities of the contractor. a) Technical proficiency b) Financial soundness c) Mobilization of adequate T&P d) Mobilization of manpower e) General behaviour	

**INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS**

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Note: All columns should be filled in properly

Signature of Client with office seal

INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS

ANNEXURE – V (A)

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 of Construction & Maintenance at IISER TVM

(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.

INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH, THIRUVANANTHAPURAM
ENLISTMENT OF CONTRACTORS

ANNEXURE – V (B)
FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK

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 of Construction & Maintenance at IISER TVM.

(Signature)
For the Bank