

GRAMS: DRYLAND
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Central Research Institute for Dryland Agriculture
Santoshnagar, Said bad Post, Hyderabad – 500 059

INVITATION FOR ENLISTMENT OF CONTRACTORS (CIVIL & ELECTRICAL)

Form No. : Date :
Cost of Form : ₹ 200/- Bank :
DD No. : Branch:

To _____

Dear Sir,

On behalf of the Director, Central Research Institute for Dryland Agriculture, I invite you for enlistment with this Institute for undertaking Civil works. If you are interested for enlistment as contractors at CRIDA, please submit your application in the prescribed form.

The complete set of application consisting of serially numbered pages from 1 – 10 in original may be submitted to the undersigned after filling and signing on all pages by the applicant. Kindly enclose DD for ₹ 1000/- (Rupees One thousand only) drawn infavour of **“ICAR Unit Account, CRIDA”** towards Registration charges.

D.D.No. _____ Dated: _____ Amount ₹ 1000/-

Name of the Bank _____ Branch _____

Yours faithfully,

Administrative Officer

CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE
SANTOSH NAGAR, HYDERABAD – 500 059

Application for enlistment of Contractors (Civil)

1. Name of applicant : Shri/M/s.....

2. Nationality : Indian Others

3. Mailing Address with PIN CODE

Regd. Office

.....

.....

.....

Head Office.....

.....

.....

4. Telephone Number Mobile No.....

5. STD Code

6. Constitution	Individual	:	Yes/No
	Partnership Firm	:	Yes/No
	Private Ltd. Company	:	Yes-No
	Sole Proprietorship Concern:		Yes/No
	Public Ltd. Company	:	Yes/No

Signature of applicant : _____

7. If partnership firm Names of the Partners/ If company, name of Directors

8. Is the individual/sole proprietor/ any partner/ Directors of company.

a) Dismissed Government servant : Yes/No

b) Removed from approved list of contractors : Yes/No

c) Demoted to a lower class of contractors : Yes/No

d) Having business banned/ suspended : Yes/No

e) Convicted by a court of law : Yes/No

f) Retired engineer / official from engineering : Yes/No
department of Govt. of India within last two years

g) Member of parliament or any state
Legislative Assembly : Yes/No

9. If answer to any of the above is Yes' furnish details separate sheet.

a) Name of person holding power of attorney

b) Nationality Indian..... Other.....

10. a) Bank Account & other RTGS Details

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

b) Name of Banker with full address

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

11. Place of business with mailing address :

Signature of Applicant:.....

12. Full time technical staff in applicant's employment Nos
- (a) No of Graduate engineers
- (b) No of Diploma engineers
- (c) No. of Furniture / Furnishing / Designers.....

(Enclose list indicating Name, Education
Qualification & experience)

13. Does the applicant have sufficient T&P, Machinery, Equipment and workshop etc. for timely completion Of work Yes/No
14. Does the applicant possess valid Electrical License) Yes/No
(for Electrical works)(Enclose copy of License)
15. (a) Whether already enlisted with CPWD/PWD/MWS/A.P.Govt.
or any other department (Enclose the copies)

(b) if yes, give details:

- (i) Name of department :
- (ii) Class & category :
- (iii) Enlistment authority/& address :
- (iv) Enlistment No. & Date :
- (v) Date of validity :
- (vi) Tendering limit :

16. Is any person working with the applicant is a near
Relative of the officer/official of CRIDA, If yews, details Yes/No

Signature of Applicant:_____

**Enlistment fee enclosed : (₹ 1000-00) DD should be drawn in favour of
“ICAR Unit Account CRIDA, Hyderabad”**

Draft No.	Date	Amount	Issuing Bank & branch
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17. Details of work completed and in progress during the last 5 year (to be filled in proforma as given under. This list should include all works whose gross amount of work one is more than one lakh magnitude).

Satisfactory performance:

Year	Client Name	Name of work	Value of work
2008-2009			
2009-2010			
2010-2011			
2011-2012			
2012-2013			

18. Certificates from clients may please be enclosed

Certificates:

I/We (including all partners) certify that I/We have read the Rules of Enlistment of contractors in CRIDA and shall abide by them.

I/We certify that the information given above is true to the best of our knowledge.

I/We also understand that if any of the information is found wrong, I am/ we are liable to be debarred.

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

Signature of Applicant:_____

- (b). I certify that I did not retire as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in any engineering Department of the Government of India during the last two years. I also certify that I have neither such a person under my employment nor shall I employ any such Person within two years of his retirement except with the prior permission of the Government (for individual seeking enlistment in their own name).
- (c). I/We certify that none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies).

(Strike out whichever is not applicable)

19. PAN No.: (copy of pan card)
20. I.T. clearance for the last three years.

Signature Of the Applicant:_____

CRIDA TERMS AND CONDITIONS FOR ENLISTMENT OF CONTRACTORS

1. Enlistment with CRIDA does not guarantee for any minimum quantity of work.
2. This office observes 6 day week with working hours from 0930 to 1630 hours. All the men and material being used in execution of the work in question shall invariably be moved through the main gate and security check.
3. The CRIDA reserves the right to remove the name of the contractor/firm from the list of contractors at any stage in case it comes to the notice of CRIDA at a later date that any information provided by the contractor at the time of enlistment was not factually correct or due to unsatisfactory performance of the contractor
4. This enlistment does not confer any right on enlisted contractor to claim award of work nor does it give any guarantee for awarding any work to the contractor.
5. Enlisted contractor shall produce the certificate of clearance of Income Tax and Sales Tax obtained from the approved Government Authorities annually to this office. Failing which registration will be temporarily suspended and the suspension will be revoked after remitting a sum of ₹ 1000/- (Rupees One thousand only) and producing the required details.
6. This Institute shall review the list of contractors annually and remove the name of contractors who have not participated in quotations/tenders during the past year.
7. The enlistment shall be cancelled if you not submit the tender after purchasing tender forms in five consecutive tenders. Hence requested to strictly follow the above instructions without fail. Any failure in this regard will result in cancellation of enlistment without any prior information and should again register your name as per rules in force.
8. Enlisted contractor is requested to intimate this office about change in address, if any.
9. The enlisted contractor can participate in all tenders invited by the CRIDA without any ceiling on the cost of works

Signature Of the Applicant:_____

10. As enlisted contractor has not deposited the Standing Security Deposit with the Director, CRIDA, he/they has/have to pay the required Earnest Money Deposit each time as indicated in the Tender/Quotation form.
11. The Enlisted contractor desirous of renewing the Registration shall submit the application for renewal before THREE (3) months of expiry of the validity of enlistment.
12. As on the date of this office observes 6 day week. All the men and material being used in execution of the work in question shall invariably be moved through the main gate and security check/through gate pass issued by the undersigned.
13. Penalty shall be imposed @ 0.25% per month subject to a maximum of 2.5% of the total cost of the work if work is not completed within stipulated time.
14. Materials to be purchased and used for various items of work to be carried out shall be as per CPWD/State PWD specifications/ISI/BIS Standards/approved by the Director, CRIDA.
15. On demand, records relevant to measurements, financial progress, test contract, purchase of materials etc. should be made available for inspection.
16. Performance Guarantee: The performance guarantee at 5% of contract amount shall be required to be submitted as Bank Guarantee, Govt. Securities, FDR within a 7 days period from the date of receipt of letter of intent to award the work along with agreement on ₹ 100/- (Rupees one hundred only) worth Non-judicial stamp paper, the cost to be borne by the contractor.
17. The Security Deposit @ 5 % shall be deducted from the bills. EMD is being adjusted in security deposit. The Security Deposit shall be refunded on completion of one year guarantee period reckoned from the date of satisfactory completion of work and certification thereof.
18. Appropriate Income Tax shall be deducted at source by the DDO, CRIDA at the time of payment of Bill.
19. 2% charges for water, electricity if provided by the Institute will be charged from the enlisted contractors.
20. The enlisted contractor who has been awarded the work will be the principal employer for the labour force. The CRIDA will have no liability in this regard.
21. Chairman, IWC will inspect the works under the over all control of Director, CRIDA. The requisite certificate regarding quality and quantity of work and its satisfactory completion or otherwise as per the specifications shall be recorded by him or his nominee and he shall also maintain or caused to maintain Measurement Book and other relevant records.

Signature Of the Applicant:_____

22. The payment shall be arranged within 4-5 weeks from the date of submission of bill/and/or quality approval of the work done. All local payments shall be arranged on SBI, Edibazar, Hyderabad by means of RTGS Transfer or of crossed cheque / DD and all out station payments shall be arranged by means of Demand Draft. The cheques/DDs shall be sent by post only.
23. Arbitration for all disputes between enlisted contractor and the Institute, in connection with the works shall be referred to be sole arbitrator to be appointed by Council. The decision of the sole Arbitrator so appointed shall be final and binding on both the parties.
24. All disputes arising out of this enlistment shall be subject to jurisdiction of courts located in Hyderabad only.

Accepted the terms and conditions

Signature of the Applicant

CHECK LIST ENCLOSURES WITH APPLICATION

1. Original application duly filled and signed.
2. Enclose DD for ₹ 200-00 if the application downloaded from website towards cost of application.
3. Enclose DD for ₹ 1000-00 towards registration fee. (Both the DDs should be drawn in favour of **“ICAR Unit A/c. CRIDA, Hyderabad”**).
4. Enclose the copy of registration certificate issued by the concerned organization.
5. Enclose the copy of applicant's valid licence.
6. Enclose the copy of partnership deed if any.
7. Enclose copies of already registered with CPWD/PWD/MES/A.P. Govt./ or any other reputed organizations.
8. Enclose the copy of PAN card.
9. Enclose the copy of IT clearance certificate.
10. Enclose the copies of experience/works done in reputed organizations.
11. Any other copies of relevant documents in support of application.

Signature Of the Applicant:_____