

**DELHI JAL BOARD : GOVT OF NCT OF DELHI
OFFICE OF THE EXECUTIVE ENGINEER (PLG) COLONY
ROOM NO. 104: VARUNALAYA PHASE-I: KAROL BAGH
DELHI-110005**

No. DJB/EE(PLG)COLONY/2023/287 To 339

Dated: 24.02.2023

Circular

Subject: Implementation of Rules for Enlistment of Contractors in Delhi Jal Board- 2023.

The Competent Authority has approved the Rules for Enlistment of Contractors in Delhi Jal Board- 2023 for Civil & E&M Contractors and are applicable with immediate effect. These rules are available on the DJB website. All eligible Firms/ Contractors may apply in the office of CE(P&D)/ EE(Plg)Colony, Room No. 104 & 106A, First Floor, Varunlaya Phase-I, Karol Bagh, New Delhi-110005 for enlistment in various Classes and Categories except Probationary Class (P-Class) in accordance with the latest enlistment rules.

This circular is issued with the approval of CE(P&D), DJB.


(O.P. Chachra)
EE (Plg) Colony

Copy for kind information to:

1. Sect. to Hon'ble Minister (Water)
2. Sect. to Hon'ble Vice Chairman, DJB
3. Sect to CEO, DJB
4. All Members/CVO
5. All Pr. CEs/ CEs
6. CE(SDW) S&E: Along with a copy of above rules.
7. All Directors/ Joint Directors/ Dy. Directors
8. All ACEs with request to send the copy to all Dy. SEs/EEs/ AEEs working under them.
9. EE(EDP) to upload the circular and rules for enlistment of contractors in DJB-2023 on DJB website.
10. Notice Board
11. Contractors Association
12. Office Copy


EE (Plg) Colony

DELHI JAL BOARD



Rules for Enlistment of Contractors in DJB 2023

Rules	Sub-Rules	Rules for Enlistment of Contractors in DJB 2023
1.0	Title, extent and commencement	
	1.1	These rules may be called the Rules for Enlistment of Contractors in DJB, 2023 .
	1.2	They shall hereinafter be referred to as Enlistment Rules, 2023 for the sake of brevity
	1.3	They shall come into force with effect from the date of issue of circular on approval from the Competent Authority.
2.0	Definitions:- In these rules, unless the context otherwise requires	
	2.1	“WTP” means a Water Treatment Plant, “WWTP” means a Wastewater Treatment Plant, “SPS” means a Sewage Pumping Station, “BPS” means a Booster Pumping Station, “UGR” means an Under Ground Reservoir, “GW” means General Works - All works of Water/Sewer Infrastructure and Other CIVIL/E&M Works.
	2.2	“Category” means category of enlistment under these rules. These categories are: Treatment Plants (TP), SPS, UGR & BPS i.e. Pumping Stations (PS), Water/Sewer Line Works (W&S), Trenchless Rehabilitation of Water/Sewer Line Works (TRB), General Works (GW) Civil, and General Works (GW) E&M.
	2.3	“Class” means class of enlistment, in each category, under these rules.
	2.4	“Contractor” means an Individual, Partnership Firm, Limited Liability Partnership or Company executing or intending to execute the work under a contract.
	2.5	“Enlistment” means enlistment of contractors in accordance with these rules.
	2.6	“Tendering Limit” means the upper limit determined by the estimated cost put to tender of a work of Specified Class and Category, up to which an enlisted contractor can tender, subject to the eligibility conditions specified in the notice inviting tenders.
	2.7	“Work” means the work contracted to be executed under a single contract.
3.0	General	
	3.1	The object of enlistment of contractors is to have a ready list of suitable and competent contractors for DJB works so as to minimize the requirement of verification of their credentials at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in DJB and perform satisfactorily.
	3.2	The enlistment of a contractor in DJB shall only entitle him to participate in the tenders, subject to the conditions of each notice inviting tender. It does not confer on him any right or claim to qualify him or to award work to him.
	3.4	These rules may be revised or repealed by new rules. The enlistment of a contractor shall be governed by the revised or new rules existing at the relevant time, if any, and not by the rules prevailing at the time of enlistment.
	3.5	The term DJB means Delhi Jal Board.
	3.6	The firm should have registered with the department of GST, in possession of valid GST Number filling upto date returns and will maintain the same throughout the period of enlistment.
	3.7	The firm should have proper established office.
4.0	Repeal and savings	
	4.1	All existing rules regarding enlistment and revalidation of contractors in DJB are hereby repealed.
	4.2	Notwithstanding such repeal, the contractors already enlisted on the basis of rules hitherto in force shall continue to enjoy the status of enlisted contractors of DJB till the period of validity of such enlistment, including revalidation or extension granted before coming into effect of the Enlistment Rules, 2023. However, all other conditions of enlistment shall be applicable as per the Enlistment Rules, 2023.

	4.3	The validity of enlistment of all existing contractors of all categories and classes, already stands extended up to 31.03.2023 or validity date whichever is later. Accordingly, all the Existing Contractors in DJB shall continue to be enlisted in the appropriate class upto the validity of their Enlistment.
	4.4	The applications already received shall be processed as per the enlistment rules prevailing on the date of receipt of the application i.e. DJB enlistment rules 2022. However, if any of the contractors who have already submitted his documents wants to apply in the New Enlistment Rules - 2023 for Civil & E&M Contractors, he may submit his consent and documents accordingly. The fee already deposited shall be valid.
5.0	Enlistment classes, categories and tendering limit The contractors shall be enlisted in the classes and categories mentioned in Rules 5.1 to 5.6	
	5.1	WWTP and WTP i.e. Treatment Plants (TP) The classes of enlistment in Treatment Plants category are Class-I Super (TP), IA (TP) and I (TP). The contractors enlisted in this category can bid for treatment Plant (TP) works, up to the tendering limit given in Table-1. This category includes all works/composite works related to Wastewater Treatment Plants (WWTP) and Water Treatment Plants (WTP).
	5.2	SPS, UGR & BPS i.e. Pumping Station (PS) The classes of enlistment in this category are; I Super (PS), IA (PS), I (PS) and II (PS). The contractors enlisted in Pumping Station category can bid for all works/composite works related to Pumping Station works, up to the tendering limit given in Table-1. This category includes all works/composite works related to Sewage Pumping Station (SPS), Under Ground Reservoir (UGR) and Booster Pumping Station (BPS).
	5.3	Water / Sewer Line Works (W&S) The classes of enlistment in Water and Sewer Line Works (W&S) are Class-I Super (W&S), IA (W&S), I (W&S) and Class-II (W&S). Contractors enlisted in Water and Sewer Line Works (W&S) category can bid for all works/ composite works related to Water and Sewer Line works up to the tendering limit given in Table-1.
	5.4	Trenchless Rehabilitation of Water/Sewer Lines (TRB) The classes of enlistment in Trenchless Rehabilitation of Water and Sewer Lines Works are Class I Super (TRB), IA (TRB), I (TRB) and II (TRB). Contractors enlisted in Trenchless Rehabilitation of Water and Sewer Line Works (TRB) category can bid for all Trenchless Rehabilitation for Water and Sewer Line works/composite works of rehabilitation up to the tendering limit given in Table-1.
	5.5	General Works (GW)- Civil & E&M category. The classes of enlistment in General Works category (GW) are Class III, IV, V and P-class. This category includes all works/composite works of Civil and E&M of any nature. Contractors enlisted in General Works category (GW) can bid for all Civil and E&M according to their category and tendering limit given in Table-1. Under General Works category separate enlistment for Civil & E&M categories will be done.

5.5.1	<p>General Category –GW(CIVIL)</p> <p>The classes of enlistment in this category are III, IV, V and Probationary Class (P-Class). Contractors enlisted in General category can bid for all Civil works up to the tendering limit given in Table-1. The existing Civil contractors of DJB shall be adjusted/considered under this category according to their existing class with new tendering limits as per the Enlistment Rules 2023.</p>																																																														
5.5.2	<p>General category-GW(E&M)</p> <p>The classes of enlistment in this category are III, IV, V and Probationary Class (P-Class). Contractors enlisted in General Category can bid for all E&M works according to their Sub-category to the tendering limit given in Table-1. The existing E&M contractors of DJB shall be adjusted/ considered under this category according to their existing class with new tendering limits as per the Enlistment Rules 2023.</p>																																																														
5.5.3	<p>Probationary Category (P-Class)</p> <p>This is an entry class of contractors under General category (Rule 5.5). No work experience is required for registration in this class.</p> <ul style="list-style-type: none"> • A security Deposit of Rs. 1,00,000/- (Rs. One Lakh) have to be deposited by the agency. • This security Deposit of Rs. 1,00,000/- (Rs. One Lakh) will be refunded to the agency after up-gradation in higher class in DJB. • This security Deposit of Rs. 1,00,000/- (Rs. One Lakh) will be forfeited; if Agency failed to get up-graded in higher class only in DJB. • The registration in Probationary class is a temporary measure and is notified for a limited period as and when required by the department. 																																																														
5.6	<p>Tendering limit</p> <p>The enlisted contractors shall be eligible to bid for specified category works where the estimated cost put to tender is not more than their tendering limit, without pre-qualification or eligibility bid, but subject to bidding capacity, unless otherwise specified in the bid document. The tendering limits of all categories and classes of contractors are given below in Table-1. These tendering limits may be revised or changed from time to time.</p> <p style="text-align: center;">Table-1 Tendering limits of various class of enlisted contractors</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="text-align: center;">Category</th> <th colspan="8" style="text-align: center;">Class with Tendering Limit</th> </tr> <tr> <th style="text-align: center;">I(Super)</th> <th style="text-align: center;">I (A)</th> <th style="text-align: center;">I</th> <th style="text-align: center;">II</th> <th style="text-align: center;">III</th> <th style="text-align: center;">IV</th> <th style="text-align: center;">V</th> <th style="text-align: center;">P</th> </tr> </thead> <tbody> <tr> <td>WWTP and WTP i.e. Treatment Plant (TP)</td> <td style="text-align: center;">650 Crore</td> <td style="text-align: center;">100 Crore</td> <td style="text-align: center;">50 Crore</td> <td style="text-align: center;">-</td> </tr> <tr> <td>SPS, UGR & BPS i.e. Pumping Station (PS)</td> <td style="text-align: center;">650 Crore</td> <td style="text-align: center;">100 Crore</td> <td style="text-align: center;">50 Crore</td> <td style="text-align: center;">15 Crore</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Water/Sewer Line Works (W&S)</td> <td style="text-align: center;">650 Crore</td> <td style="text-align: center;">100 Crore</td> <td style="text-align: center;">50 Crore</td> <td style="text-align: center;">15 Crore</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Trenchless Rehabilitation of Sewer/Water lines (TRB)</td> <td style="text-align: center;">650 Crore</td> <td style="text-align: center;">100 Crore</td> <td style="text-align: center;">50 Crore</td> <td style="text-align: center;">15 Crore</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> <tr> <td>General Works GW(Civil) and GW(E&M)</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">5 Crore</td> <td style="text-align: center;">130 Lac</td> <td style="text-align: center;">40 Lac</td> <td style="text-align: center;">10 Lac</td> </tr> </tbody> </table>	Category	Class with Tendering Limit								I(Super)	I (A)	I	II	III	IV	V	P	WWTP and WTP i.e. Treatment Plant (TP)	650 Crore	100 Crore	50 Crore	-	-	-	-	-	SPS, UGR & BPS i.e. Pumping Station (PS)	650 Crore	100 Crore	50 Crore	15 Crore	-	-	-	-	Water/Sewer Line Works (W&S)	650 Crore	100 Crore	50 Crore	15 Crore	-	-	-	-	Trenchless Rehabilitation of Sewer/Water lines (TRB)	650 Crore	100 Crore	50 Crore	15 Crore	-	-	-	-	General Works GW(Civil) and GW(E&M)	-	-	-	-	5 Crore	130 Lac	40 Lac	10 Lac
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		<p>NOTE:-</p> <ol style="list-style-type: none"> i. The firms registered in TP category shall also be eligible for PS, W&S and GW category works. Similarly, the firms registered in PS category shall also be eligible for W&S & GW works. Firms registered in W&S works shall also be eligible for GW works. ii. Sub-contractors who meet the criteria of enlistment as per the relevant class and submit experience certificates from the principal employers shall also be eligible for enlistment. iii. The Technical & Financial evaluation for DJB registered Firms will not be carried out for the works which are within the tendering limits of their registered category. However, in case of unregistered firms and in respect of works more than Rs. 500 Crore, the detailed evaluation of the bids will be carried out as per the Technical & Financial eligibility criteria specified in the bid documents of respective tender. Approving authority may add Technical Eligibility Criteria specific to work as per requirements to allow quality agency to participate. iv. In case of Joint Venture (JV); Exemption from Technical and financial eligibility criteria will be considered only when the lead partner is a DJB registered firm, in appropriate category. v. In case of ongoing works of water /sewer line, including Trenchless Rehabilitation of sewer/water line, the part completion experience will be consider to the extent of cost of such work components completed by the Firms subject to submission of certificate from the clients specifically mentioning the cost of completed component of the works. vi. In case more than one contracts package are emanating against one work in the categories i.e. Water/Sewer Line Works (W&S) and Trenchless Rehabilitation of Sewer/Water Lines (TRB), combined experience of all such individual works/contract packages being executed by single Firm shall be considered for meeting the experience criteria. vii. The provisions of DJB registered firms will be applicable to all DJB projects including External Aided Projects (EAP) funded by JICA, ADB & other International Funding Agencies. viii. Contractors other than the enlisted in DJB shall also be eligible to participate provided they meet the eligibility criteria required for the work category. ix. All the existing enlisted firms in DJB shall be eligible in the proposed new tendering limits in their respective class under Water/Sewer line Works (W&S) and General Works (GW) (Civil) and GW (E&M) categories upto the validity of their current enlistment. However, they will have to apply for enlistment in other categories, if they meet the eligibility criteria of these new categories. <p>The enlistment of the new firms in the proposed categories will be valid for a period for 5 years from the date of enlistment. Any eligible firm can apply for enlistment at any time throughout the year. The enlistment Committee will have meetings in the month of January and July of every year to evaluate all the new enlistment cases, received during the corresponding period of last 6 months.</p>
6.0	Eligibility criteria for enlistment	
	6.1	<p>The status of an applicant for enlistment as a contractor in DJB may be one of the following.</p> <ol style="list-style-type: none"> (a) An individual, who is a citizen of India (b) Sole proprietorship (c) Partnership firm (d) Limited liability partnership (e) Private limited company (f) Public limited company

	6.1.1	No individual or any firm, limited liability partnership, private or public limited company having such individual as one of its partners or directors, who is a dismissed government servant; or demoted to a lower class of enlistment; or removed from the enlistment; or having business banned by any government department or public sector undertaking or local body or autonomous body in the past; or convicted by a court of law, shall be entitled for enlistment. However, enlistment may be considered where disciplinary action was taken against the contractor for a specified period and such period is already over.
	6.1.2	No engineer or any other official employed in engineering or administrative duties in any engineering department of the Government of India is allowed to work in DJB either as a contractor or as an employee of a contractor for a period of one year after his retirement from Government service unless he has obtained prior permission of Government of India to do so.
	6.1.3	A partner of a firm or a director of a company enlisted as a contractor cannot be a partner or director in any other firm/company in that category in DJB.
	6.1.4	A contractor is permitted to have enlistment in more than one category but not in more than one class in the same category.
	6.1.5	A contractor is not permitted to have enlistment in more than one name in a category.
	6.1.6	Opportunity to unemployed engineers and architects : Engineer or architect in any stream of engineering / architecture from a recognized Institution or University [degree (B.E/B.Tech)/ diploma] having annual income not more than Rs. 4 lakh per year (income certificate to be obtained from the authorized State Government Authority), but excluding those employed with Central/State Government Departments or Undertakings or Central/State Government Institutions or Autonomous bodies can directly apply as individual for enlistment. Individual engineers / architects already enlisted as contractor in any PSUs/State/Central Govt. Department are eligible in this category subject to fulfillment of other prescribed criteria like annual income criteria etc. The work experience criterion and financial soundness shall not be applicable for them if they are seeking enlistment for the first time. Diploma holder shall be eligible for enlistment in class-V and degree holder shall be eligible for enlistment in class-IV.
	6.1.7	For retired Central Government/State Government/Central or State PSU engineers or architects seeking enlistment for the first time as individual, after one year of their retirement or voluntary retirement from service, enlistment can be considered in Class-V (GW), Class-IV (GW) and Class III(GW) only without work experience but with prescribed financial soundness, subject to his holding a valid PPO in case of government servant and equivalent document in case of PSU employee. Such individuals applying for enlistment should neither be empanelled nor working as arbitrator or consultant in any Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body.

6.2	<p>Work experience</p> <p>The criterion for work experience shall be considered for completed works, as given in Rule 6.2.1 to 6.2.5 of these rules, of the prescribed nature and magnitude executed on independent contract basis during the period of last 7 years (works executed on labour rate contracts will not be considered). The value of works executed during this period shall be brought to current value by enhancing the actual cost of work at simple rate of 7.0% per annum, calculated from the date of completion of work to the date of submission of application. The works should have been executed in the same name and style in which the enlistment is sought by the applicant.</p> <p>If an applicant is constituent of a JV in same name and style in which enlistment is sought then proportionate work experience amount shall be considered for enlistment. JV can be among companies, individuals, firms, LLP etc. or combination thereof.</p> <p>Foreclosed contracts shall be considered as work experience for enlistment with gross amount of work done. Due to work exigencies if a contract is split into two parts viz, main agreement and supplementary agreement, (i) Main agreement shall be considered, if it is completed. (ii) Both agreements (Main and supplementary) shall be considered combinedly as one work if supplementary agreement is also completed</p> <p>Further, sub-contractors who meet the criteria of enlistment as per the relevant class and submit Experience certificate from the principle employers shall also be eligible for enlistment.</p> <p>Experience for the purpose, in respect of an associate contractor, subcontractor or those executing work on subletting may be allowed only if the conditions of sub-contract / sub-letting have been incorporated in the original agreement between the client/owner and first agency and the experience certificate is jointly issued by first agency and owner/client.</p> <p>Only part of work is allowed to be sub-contracted or executed through associate contractor. The experience for such part work executed by sub-contractor/ associate contractor shall be considered both for original contractor and subcontractor/ associate contractor for the purpose of enlistment.</p> <p>The contractor's performance of the completed works shall be evaluated on the basis of parameters given in Annexure-IV. The nature and amount of work experience required for different categories and classes of enlistment is given in 6.2.1.</p>
6.2.1	<p>The nature and magnitude of work experience required for Treatment Plants (TP) category, class I Super (TP), IA(TP) , and I(TP) are given in Table 2 below.</p>

Table 2				
Nature and magnitude of work experience for (TP) category.				
Category: Waste Water Treatment Plants (WWTP)/Water Treatment Plants (WTP) :- Class I (TP), IA (TP), I Super (TP)				
(Magnitude in Rs. Crore)				
CLASS	I Super (TP)	IA(TP)	I(TP)	
Experience of construction and successful commissioning of WWTP/WTP				
Three works each costing not less than	70	11	4	
Or				
Two works each costing not less than	105	16	6	
Or				
One work costing not less than	210	32	12	
AND				
Successful Operation and Maintenance (O&M) of any WWTP/WTP at least One year i/c DLP is required for all classes				
Note:- Above work should have been completed in the last 7 Years.				
6.2.2	The nature and magnitude of work experience required for firms for Pumping Station category (PS) for SPS, UGR and BPS.			
Table 3				
Nature and magnitude of work experience for SPS, UGR & BPS (PS) category.				
Category: (PS) for SPS, UGR & BPS				
(Magnitude in Rs. Crore)				
CLASS	I Super(PS)	IA(PS)	I(PS)	II(PS)
Experience of construction and successful commissioning of SPS, UGR&BPS				
Three works each costing not less than	70	11	4	1.1
Or				
Two works each costing not less than	105	16	6	1.6
Or				
One work costing not less than	210	32	12	3.2
AND				
Successful Operation and Maintenance (O&M) of any SPS/UGR/ BPS at least one year i/c DLP is required for all classes				
Note:- Above work should have been completed in the last 7 Years				
6.2.3	The nature and magnitude of work experience required for firms for Water/Sewer line works (W&S)			

Table 4					
Nature and magnitude of work experience for category for Water/Sewer line (W&S)					
Category: Water/Sewer line works (W&S)					
(Magnitude in Rs. Crore)					
CLASS	I Super (W&S)	IA (W&S)	I (W&S)	II (W&S)	
Experience of construction and water/sewer lines					
Three works each costing not less than	70	11	4	1.1	
Or					
Two works each costing not less than	105	16	6	1.6	
Or					
One works costing not less than	210	32	12	3.2	
Above work should have been completed in the last 7 Years					
6.2.4	The nature and magnitude of work experience required for firms for Trenchless Rehabilitation of water and sewer lines (TRB).				
	Table 5				
	Nature and magnitude of work experience for category for Trenchless Rehabilitation of Water/Sewer line Works (TRB)				
	Category: Trenchless Rehabilitation of Water/Sewer line Works (TRB)				
	(Magnitude in Rs. Crore)				
	CLASS	I Super (TRB)	IA(TRB)	I(TRB)	II(TRB)
	Experience of rehabilitation works of water/sewer lines				
	Three works each costing not less than	70	11	4	1.1
	Or				
	Two works each costing not less than	105	16	6	1.6
Or					
One work costing not less than	210	32	12	3.2	
Above work should have been completed in the last 7 Years					

6.2.5	The nature and magnitude of work experience required for General category (GW), class III, IV, and V are given in Table 6 below.																																
Table 6 Nature and magnitude of work experience for Civil/E&M General category(GW) Works; Class-III, IV & V																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 55%; text-align: center;">Category: General Class III, IV and V</th> <th colspan="3" style="text-align: center;">Magnitude in Rs. Lakh</th> </tr> <tr> <th style="text-align: center;">CLASS</th> <th style="text-align: center;">III</th> <th style="text-align: center;">IV</th> <th style="text-align: center;">V</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 506 911 716"> <ul style="list-style-type: none"> Three works of Civil/E&M of value each. At least two works of Civil and E&M as the case may be, should be related to water/sewer infrastructure for class III. </td> <td style="text-align: center; vertical-align: middle;">35</td> <td style="text-align: center; vertical-align: middle;">10</td> <td style="text-align: center; vertical-align: middle;">3</td> </tr> <tr> <td colspan="4" style="text-align: center;">Or</td> </tr> <tr> <td data-bbox="370 758 911 926"> <ul style="list-style-type: none"> Two works of Civil/E&M of value each. Both works of Civil and E&M as the case may be, should be related to water/sewer infrastructure for class III. </td> <td style="text-align: center; vertical-align: middle;">50</td> <td style="text-align: center; vertical-align: middle;">15</td> <td style="text-align: center; vertical-align: middle;">4</td> </tr> <tr> <td colspan="4" style="text-align: center;">Or</td> </tr> <tr> <td data-bbox="370 968 911 1157"> <ul style="list-style-type: none"> One work of works of value each This work of Civil or E&M as the case may be, should be related to water/sewer infrastructure for class III. </td> <td style="text-align: center; vertical-align: middle;">100</td> <td style="text-align: center; vertical-align: middle;">30</td> <td style="text-align: center; vertical-align: middle;">8</td> </tr> <tr> <td colspan="4" data-bbox="370 1178 911 1241"> Note:- Above works should have been completed in the last 7 years </td> </tr> </tbody> </table>		Category: General Class III, IV and V	Magnitude in Rs. Lakh			CLASS	III	IV	V	<ul style="list-style-type: none"> Three works of Civil/E&M of value each. At least two works of Civil and E&M as the case may be, should be related to water/sewer infrastructure for class III. 	35	10	3	Or				<ul style="list-style-type: none"> Two works of Civil/E&M of value each. Both works of Civil and E&M as the case may be, should be related to water/sewer infrastructure for class III. 	50	15	4	Or				<ul style="list-style-type: none"> One work of works of value each This work of Civil or E&M as the case may be, should be related to water/sewer infrastructure for class III. 	100	30	8	Note:- Above works should have been completed in the last 7 years			
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Note:- Above works should have been completed in the last 7 years																																	
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Table 7 Probationary Class

Work Experience required for Probationary Class

No work experience is mandatory for Probationary class

NOTE:-

1. Probationary class enlistment is opened for a limited period whenever needed by the department.
2. After successful completion of 5 DJB works, the P- Class firm shall be automatically eligible for enlistment in Class V with the approval of CE(P&D) in Civil and CE(SDW)S&E in E&M. However the firm will have to apply with processing fees along with requisite documents to get registered in Class-V (GW).

Registration for General Works category will be done separately for Civil and E&M. The E&M categories will have further following sub-categories as per the existing rules given in Table-8.

TABLE-8

GW (E&M) - Sub Category	Description
GW (E&M) – A	Supply of Electrical & Mechanical Items/Equipments
GW (E&M) –B	Electrical & Mechanical Job
GW (E&M) –C	Operation & Maintenance of Water & Sewerage Treatment Plant/Pumping Stations & Allied Equipments.

GW (E&M) –A:Supply of electrical and Mechanical Items/Equipments:

1. The contractors enlisted under this category shall be eligible for the work of Sale/Supply of Electrical/Mechanical/Instrumentation items/equipments.

a. Technical criteria/Qualification required.

2. The firms should have dealt in similar supplies works requirements as per enlistment criteria in respective class as given in table -6.

a. GW (E&M) –B:ELECTRICAL & MECHANICAL JOBS:

3. The firm(s) enlisted under this category shall be eligible to contest for/undertake the repair/rehabilitation/overhauling/installation jobs related to Electrical, Mechanical and Instrumentation equipment etc. Including the works of Wiring, Cabling and Electrification.

a. Technical criteria/Qualification required.

4. Requirements of the Work experience as per enlistment criteria in respective class as given in Table-6

GW (E&M)–C:Operation & Maintenance of water and sewage treatment plants, pumping stations and allied equipment:

5. Firms enlisted under this category shall be eligible to contest for/undertake work of Operation, Maintenance of Water and Sewage Treatment Plants, Pumping Stations and allied Electrical, Mechanical Equipments and Instrumentation.

Technical criteria/Qualification required.

6. The firms seeking enlistment under this category, must have experience in executing the works of 'Operation and Maintenance' of water and sewage treatment plants, pumping stations and allied equipments as per required enlistment criteria for various class as given in table -6.
7. The firms applying for enlistment under this Category in Class V to Class III must have must possess valid Electrical License issued by the competent Govt. Department in the firm's name. If the E&M firms/applicant does not possess electrical license in his own name, he shall submit an undertaking in the application form to associate an agency having valid electrical license of appropriate voltage in its name issued by the State Government concerned under Section 45 of the Indian Electricity Rules, 1956 as amended from time to time, for execution of work which requires such a license. Such associate agency shall keep valid electrical license throughout the period of execution of work by getting it renewed at suitable intervals. In the event of any default on the part of the contractor in this regard, his enlistment is liable to be cancelled

6.3	Financial Soundness
6.3.1	<p>The financial soundness of the applicant shall be judged on the basis of:</p> <ol style="list-style-type: none"> I. For Class-I Super, Class IA, Class I, Class II of all categories. Banker's Certificate of the value prescribed in Table 9. or Net Worth Certificate of the value prescribed in Table 9 and Average Annual Turnover Certificate on construction works prescribed in Table 9 during the last three financial years from a Chartered Accountant. II. For Class III, IV and V of all categories. Banker's Certificate of the value prescribed in Table 9 or Net Worth Certificate of the value prescribed in Table 9. or Average Annual Turnover Certificate on works prescribed in Table 9 during the last three financial years from a Chartered Accountant. III. Post Graduate/Graduate Engineers/Architects and Diploma Engineers/Architects Post graduate or graduate engineers or architects, diploma engineers, (excluding those employed with Central or State Government Organizations or PSUs) seeking enlistment for the first time in Class IV or V General category, are not required to submit the Banker's Certificate or Net-worth Certificate or Average Annual Turnover Certificate. IV. For enlistment under Rule 6.1.7 only Banker's Certificate is required. V. Average Annual Turnover Certificate shall be in the format prescribed in Annexure V-2. This certificate shall be duly signed and issued by the certified Chartered Accountants on their letterhead. The relevant year shall be the financial year ending on 31st March of the year preceding the calendar year of application or 31st March of last financial year if audited balance sheet is submitted. This certificate shall be verified by DJB officers using UDIN website. The value of annual turnover figures shall be brought to current value by enhancing the actual turnover figures at simple rate of 7% per annum. VI. Illustration 1: Date of application is 21.05.2022 with unaudited balance sheet of last financial year. Relevant year of turnover shall be 2020-21, 2019-20, 2018-19. Figures of turnover of 2020- 21 shall be enhanced by 7%. Figures of turnover of 2019-20 shall be enhanced by 14%. Figures of turnover of 2018-19 shall be enhanced by 21%. VII. Illustration 2: Date of application is 21.05.2022 with audited balance sheet of last financial year available. Relevant year of turnover shall be 2021-22, 2020-21, 2019-20. Figures of turnover of 2021-22 shall not be enhanced. Figures of turnover of 2020-21 shall be enhanced by 7%. Figures of turnover of 2019-20 shall be enhanced by 14%.
6.3.2	<ol style="list-style-type: none"> I. Banker's Certificate shall be issued by a Scheduled Bank on its letter head addressed to the Enlistment Authority in the format prescribed in Annexure V-1, and shall be submitted in original. The Banker certificate shall not be more than 3 months old on the date of application. II. Average Annual Turnover Certificate shall be in the format prescribed in Annexure V-2. III. The Networth Certificate shall be in the format prescribed in Annexure V-3. These certificates shall be duly signed and issued by the certified Chartered Accountants on their letter heads and submitted in original. <p>In the Net worth Certificate, the Chartered Accountant should also certify that "the net worth of the applicant has not eroded by more than 50% in the last three years ending on 31st March. The relevant year shall be the financial year ending on 31st March of the year</p>

		preceding the calendar year of application or 31st March of last financial year if audited balance sheet is submitted. Net worth certificate shall be verified by DJB officers using UDIN website. The amount of Networth Certificate is given in table 9.																									
6.3.3		The amounts of Banker's Certificate and Average Annual Turnover Certificate are given in Table 9. The amount of Net worth Certificate is given in Table 9.																									
		Table 9: Requirements of Banker's Certificate and Average Annual Turnover Certificate, amount (Rupees in Crore)																									
		Category:- Waste Water Treatment Plants/Water Treatment Plants (TP)/ Pumping Stations(PS)/ Laying Water & Sewer Lines (W&S)/ Trenchless Rehabilitation of Water & Sewer Lines (TRB)																									
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6.4		<p>Concessions to SC/ST contractors The SC/ST contractors have to submit the following concessional amount of Banker's Certificate for enlistment.</p> <p>Concessional Banker's Certificate amount for SC/ST contractors</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Class and Category</th> <th>Banker's Certificate</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Class-V (GW)</td> <td>Rs. 4.00 lakh</td> </tr> </tbody> </table> <p>Regarding cast, the SC/ST contractor has to give an affidavit on Rs. 10/- Non Judicial Stamp paper duly verified by SDM/1st Class Magistrate.</p>	S. No.	Class and Category	Banker's Certificate	1.	Class-V (GW)	Rs. 4.00 lakh																			
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6.5 Engineering establishment, tools, plants, and machinery																													
		The applicant shall submit an undertaking in the application form (Annexure-I) to hire or otherwise procure the required engineering establishment, tools, plants, and machinery, if not already available with him. In case the contractor fails to deploy the requisite engineering establishment, tools, plants, and machinery, either owned or hired as per requirement of work, then the contractor shall be liable for disciplinary action under these Enlistment Rules.																											
	6.6	All the enlisted contractors are required to possess valid GST registration on the date of application for enlistment.																											
7.0		Enlistment procedure																											
	7.1	The applicant is advised to carefully read the “Instructions for applicants” at the end of these Rules.																											
	7.2	The enlistment shall be done in the prescribed categories and classes by the enlistment authorities specified in Rule 7.4.																											
	7.3	<p>Processing fee The applicant shall have to pay via electronic mode (RTGS / NEFT) the processing fee prescribed in Table 10 below in favour of “Delhi Jal Board, Delhi”. The processing fee is non-refundable. The applicants are, therefore, advised to ensure that they fulfill the prescribed eligibility requirements of enlistment before applying and making the online payment. The Enlistment Authority shall not be responsible for refund of processing fees paid more than once on account of multiple transactions. The procedure for payment of online processing fee is described in “Instructions for applicants”.</p> <p>Processing fee for contractors</p>																											
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		* This security deposit 1,00,000/- will be deposited by the Probationary Class contractor and it will be refunded after up-gradation in higher Class only.																											

7.4	<p>The prescribed application form along with all supporting documents shall be submitted to the Enlistment Authority specified in Table 11 below.</p> <p style="text-align: center;">Table-11</p> <p>Enlistment authorities</p>														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Enlistment Authority</th> <th style="width: 15%;">Class/Category</th> <th colspan="2" style="text-align: center;">Officer to whom application is to be submitted</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center; vertical-align: middle;">CEO, DJB</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">All Classes and Categories</td> <td style="width: 30%;">All Classes and Categories except GW (E&M) Category.</td> <td style="width: 45%;">CE(P &D)/ EE(Plg)Colony, Room No.104 & 106A, First Floor, Varunalaya Phase-I Delhi Jal Board,Karol Bagh, New Delhi-110005.</td> </tr> <tr> <td>GW (E&M) Category.</td> <td>CE (SDW)S&E KILOKARI SPS, Delhi Jal Board , Jal Vihar, Lajpat Nagar,Delhi-110024</td> </tr> <tr> <td colspan="4">Remarks: CE(P&D) and CE(SDW)S&E (E&M) have the delegated power from the Enlistment Authority i.e. CEO,DJB for up gradation of Probationary (P) Class enlisted contractors into Class-V (GW) Civil and Class-V (GW) E&M, respectively. Their Up-gradation /Enlistment will be valid for further period for 5 years.</td> </tr> </tbody> </table>	Enlistment Authority	Class/Category	Officer to whom application is to be submitted		CEO, DJB	All Classes and Categories	All Classes and Categories except GW (E&M) Category.	CE(P &D)/ EE(Plg)Colony, Room No.104 & 106A, First Floor, Varunalaya Phase-I Delhi Jal Board,Karol Bagh, New Delhi-110005.	GW (E&M) Category.	CE (SDW)S&E KILOKARI SPS, Delhi Jal Board , Jal Vihar, Lajpat Nagar,Delhi-110024	Remarks: CE(P&D) and CE(SDW)S&E (E&M) have the delegated power from the Enlistment Authority i.e. CEO,DJB for up gradation of Probationary (P) Class enlisted contractors into Class-V (GW) Civil and Class-V (GW) E&M, respectively. Their Up-gradation /Enlistment will be valid for further period for 5 years.			
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7.5	<p>Application received without processing fees shall be rejected. The applicant will be provided one opportunity to clarify and attend to short comings which shall be intimated at their given address. In the event of no response or incomplete response within one month of the issue of the letter by the Enlistment Authority seeking any clarification and/or document, the application will be rejected.</p>														
7.6	<p>The Enlistment Authority shall have the right to independently verify the details furnished by the applicant, to get completed works inspected, and to obtain such reports as may be considered necessary like inspection/performance reports of completed works, details of registration or incorporation, Form 16A (Tax Deducted at Source by Client) and/or Form 26 AS (Annual Tax Statement), PAN, etc.</p>														
7.7	<p>All verifications, submission of performance reports related to works etc. are to be pursued by the applicant. Any delay on account of such verification and reports will not make the applicant entitled for any type of relief. If applicant fails to get the work inspected, verification of works experience certificates by the concerned owner department etc., his application is liable to be rejected.</p>														
7.8	<p>If the Enlistment Authority finds the applicant eligible for enlistment, it shall issue the enlistment order. Otherwise, it shall send a letter of rejection to the applicant. Where the application is rejected, the applicant may apply for review to the Enlistment Authority within 60 days of the issue of letter of rejection. The decision of the Enlistment Authority on the review application shall be final and binding on the applicant.</p>														
7.9	<p>While applying for enlistment, the applicant should mention the address of his registered office as well as head and branch office, if different from registered office. All documents including Bankers' Certificate should bear one of the above mentioned addresses; otherwise these documents shall not be accepted.</p>														
7.10	<p>DJB reserves the right to notify the period during which no application for enlistment in any category or class will be received. DJB shall be the competent authority to make necessary amendments in these Enlistment Rules as deemed fit, and to relax any condition(s) in the eligibility criteria for enlistment in any category or class or in an individual case.</p>														

8.0		<p>Validity of enlistment</p> <p>The enlistment shall be valid for a period of five years from the date of issue of order or as mentioned in the enlistment order. The contractors may apply for fresh enlistment any time. The enlistment shall be open to review by the Enlistment Authority and liable to demotion, suspension, cancellation, or any other such action at anytime, if considered necessary by the enlistment authority, after issue of show cause notice.</p>
9.0		<p>Change in the status, constitution, name, and address</p> <p>9.1 An enlisted entity shall apply to the Enlistment Authority for change in its status (see Rule 6.1) on the basis of work experience of the original entity, if the new entity is proposed to be formed with minimum 50% of the original constituents and minimum 50% share for them. All other criteria for enlistment under these Rules shall remain the same. The application for change in the status shall be made in the form prescribed at Annexure VI along with supporting documents mentioned therein. Conversion of partnership firm to limited liability partnership and vice versa is not permissible.</p> <p>9.2 The enlisted partnership firm shall not modify the existing partnership or enter into fresh partnership without the prior approval of the enlistment authority. Application for such prior approval shall be made in the form prescribed at Annexure VI along with full details of the intended modified partnership, draft partnership deed and other documents mentioned therein. The change in the constitution of the firm shall be intimated to the Enlistment Authority within one month of the registration with the Registrar of Firms, failing which the enlistment is liable to be cancelled.</p> <p>9.3 If a firm is converted in two or more firms by any action of its partners, its enlistment shall be cancelled. The new firm(s) or any separated partner(s) may apply for enlistment afresh on the basis of work experience gained as a separate entity.</p> <p>9.4 If new partners are taken in a partnership firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 6.1 of these Enlistment Rules.</p>
		<p>9.5 The enlisted company shall not modify the existing directors or appoint new directors without prior approval of the Enlisting Authority. If new directors are taken in an enlisted company, each new director shall have to satisfy the eligibility conditions mentioned in Rule 6.1 of these Enlistment Rules. Application for such prior approval shall include full details of the intended modifications along with draft memorandum of articles. After obtaining prior approval of enlisting authority, the change in constitution of the company shall be intimated to the CE (P&D)/ CE(SDW)S&E within one month of record of such changed constitution, failing which the firm is liable to be debarred for a period of minimum six months from tendering in DJB. Based on prior approval and documents received as mentioned in Annexure-VI, final order of note of change in constitution shall be issued.</p> <p>9.6 If due to death of partner(s) or for any other reason, the number of original partners reduces to less than half of the original number, or the remaining partners have share of less than 50%, the enlistment of the partnership firm shall be cancelled. Here original partners means constituents at the time of enlistment and those partners who were added due to the change in constitution and have remained as constituent in the partnership firm for 5 years or more.</p> <p>9.7 The change in the name of an entity is permissible with the prior approval of the enlistment authority. The application for change in the name shall be made in the form prescribed at Annexure VI. The contractor shall intimate the change in the name of the entity not later than one month of such change along with acknowledgement of noting down of such change in name from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the enlistment.</p>

	9.8	The contractor shall intimate the change in the addresses of registered office or head office not later than one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the enlistment.
10.0	Contractor's relatives working in DJB	
	10.1	Restrictions of registration for close relatives of officers working in DJB: CEO, All Members, All Directors, Jt. Directors, Secretary-DJB, All Assistant Commissioners, Dy. Directors, CWAs, ACWAs, Entire engineering cadre from JE to CE (both inclusive and Entire Finance cadre from Divisional Accountant and above, themselves and their Close family members will not be allowed to be enlisted as DJB contractor in any class and will not be allowed to participate in the tenders of Delhi Jal Board during their tenure of service in DJB. For this purpose, definition of 'Close family member' shall include respective spouses, parents, children and children's spouses."
	10.2	Restrictions for near relatives: In addition to above, contractors whose near relatives are in the finance cadre in the rank of Divisional Accountant and above or Engineering Officers between the grades of Junior Engineer and Chief Engineer (both inclusive) in the Delhi Jal Board will not be allowed to tender for works if the circle responsible for award and execution of contract is the one where the near relative is working or supervising. For this purpose near relatives shall include grandparents, grandchildren, brothers, sisters, uncles, aunts, cousins, their spouses and corresponding in-laws. For the sake of clarity, it is reiterated that close relatives (respective spouses, parents, children and children's spouses and the individual himself) stand barred already as per clause.
11.0	Review of enlistment The contractors are expected to bid for works of appropriate magnitude during the enlistment period. Their application for re-enlistment may be rejected if they persistently fail to bid for any DJB works during the enlistment period of 5 years.	
12.0	The contractor shall fulfill all his obligations under these Rules in the prescribed manner, failing which he shall be liable for disciplinary action as mentioned therein. Some of the obligations are summarized below. (a) An enlisted entity shall not change its status without the prior approval of the enlistment authority. (b) The enlisted partnership firm shall not modify the existing partnership or enter into fresh partnership without the prior approval of the enlistment authority. (c) An enlisted entity shall not change its name without the prior approval of the enlistment authority. (d) Intimation of change of address should be given within one month of such change along with acknowledgement of noting down such change from Bank, Income Tax, GST authorities, etc. (e) He is expected to bid for and secure works of appropriate magnitude during the enlistment period. (f) He shall abide by the Enlistment Rules and amendments issued by the competent authority. (g) He shall not indulge in unethical practices and maintain good conduct. (h) He shall execute the works awarded to him with due diligence and strictly as per the conditions of the contract and specifications. (i) He shall submit the performance report of each work executed by him in the approved format duly filled with all the required details to the respective Executive Engineer within 3 months of completion of the work. (j) He shall have obligation to rectify construction or structural defects observed after completion of work for a period of minimum 5 years from the date of completion of the work.	
13.0	Disciplinary action	
	13.1	The contractor shall abide by all the rules of enlistment, and also by the terms and conditions of notice inviting tenders and contract. He shall execute the works with due diligence and strictly as per the contract conditions and specifications. Where the contractor has made himself liable for disciplinary action, the Enlistment Authority shall have the right to demote him to a lower class, or to suspend business with him or debar the defaulting contractor from participating in tender

		process for a period minimum 6 months and not exceeding two years or to cancel enlistment of the contractor based on the recommendations of the Debarment Committee. However, running contracts shall, though, remain unaffected by this department. The composition of Empowered and Debarment Committees shall be as given below. The Chairman may co-opt one or more members as per requirement. The Enlistment Authority may change the composition of the Empowered and Debarment Committees for administrative reasons, and his decision shall be final and binding upon all concerned.			
		Composition of the Empowered Committee where the Enlistment Authority is the CEO DJB. Empowered Committee.			
			1	Member (Dr)	Chairman
			2	CE (P&D)	Member
			3	CE (Dr)Pr-I	Member
			4	CE (W)Pr-II	Member
			5	CE (QC)	Member
			6	CE (GW)	Member
			7	CE(SDW)NW	Member
			8	CE(WW)	Member
			9	Director (F&A)	Member
			10	EE(Plg)Colony / E.O. to CE(P&D) EO to CE(SDW)SE	convener
			Debarment Committee		
			1	Member (A)	Chairman
			2	Member (Dr)	Member
			3	CE (P&D)	Member
			4	CE (Dr)Pr-I	Member
			5	CE (W)Pr-II	Member
			6	CE (QC)	Member
			7	CE(SDW)NW	Member
			8	CE(WW)	Member
			9	Director (F&A)	Member
			10	EE(Plg)Colony / E.O. to CE(P&D) EO to CE(SDW)SE	convener
13.2	The Enlistment Authority shall initiate disciplinary case against an enlisted contractor either suo-moto or on the receipt of a written request from an officer not below the rank of Superintending Engineer concerned, and forward it to the Debarment Committee for consideration. The Debarment Committee shall consider the disciplinary case on the basis of documents, facts and circumstances. Concerned division shall issue a show cause notice to the contractor and the Debarment Committee may allow him personal hearing if necessary, and forward its recommendations to the Enlistment Authority. The Enlistment Authority shall take a decision on the basis of the recommendations of the Debarment Committee. The decision of the Enlistment Authority shall be final and binding on the contractor.				
13.3	Where disciplinary action has been taken against a contractor, the order shall be uploaded immediately on DJB website so that the field offices have access to the information.				
13.4	The disciplinary action against an enlisted contractor may lead to penalties mentioned in Rule 13.5, 13.6 and 13.7.				

13.5	<p>Demotion to a lower class</p> <p>The contractor shall be liable to demotion to a lower class, if he:</p> <ul style="list-style-type: none"> (a) No longer either owns adequate equipment or technical personnel or financial resources, or deploys them on works on hire basis in accordance with the undertaking given by him at the time of enlistment; or (b) is responsible for a conduct which may justify his demotion to a lower class, for example misconduct or misbehavior by him or his staff with DJB officials.
13.6	<p>Suspension of business</p> <p>Whenever report related to adverse performance, misbehavior, direct or indirect involvement in threatening, making false complaints, filing legal suites for frivolous reasons, suppression of facts/information while bidding for works, hampering tendering process or execution of contract, or any act, omission or commission damaging the reputation of department/officer, or any other type of complaint considered serious by the Enlistment Authority is received from any officer of DJB not below the rank of Superintending Engineer against an enlisted contractor, he shall be served with suitable show cause notice by the Enlistment Authority, and thereafter action for suspension of business may be taken by the Enlistment Authority, as deemed fit, pending full enquiry into the allegations.</p> <p>The suspension of business shall automatically lapse at the end of 6 months from the date of suspension if the enquiry is not completed and final decision is not taken by the Enlistment Authority within this period.</p> <p>The Enlistment Authority shall issue order for suspension of business with the contractor for a specified period if any of the charges are established on enquiry by the Debarment Committee.</p> <p>The suspension of business would entail ban on participation in the tendering process and award of contract for works during the period of suspension. It is made clear that if the contractor stood lowest in tenders received prior to the date of suspension of business, the work shall not be awarded to him, and the tenders shall be rejected and re-invited.</p>

13.7	<p>Cancellation of enlistment of Contractors / Debarment of contractor: The enlistment of contractor may be cancelled or he may be debarred, if he:</p> <ul style="list-style-type: none"> (a) fails to execute a contract or executes or executed it unsatisfactorily; or (b) violates any important conditions of the contract; or (c) fails to abide by the conditions of enlistment; or (d) is found to have given false particulars at the time of enlistment; or (e) has indulged in any type of forgery or falsification of records; or (f) changes constitution of the firm without the prior approval of the enlistment authority; or (g) changes the name of the entity without the prior approval of the Enlistment Authority ;or (h) changes permanent address/business address without intimation to the enlistment authority; or (i) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or (j) violates the labour regulations and rules; or (k) is involved in complaints of serious nature received from any source, which have been proved; or (l) defaults in settlement of tax dues like income tax, GST, etc.; or (m) has already been demoted for other reason(s); or (n) ceases to fulfill eligibility criteria based on which enlistment was done; or (o) is considered as not required to be in list of DJB contractors for any other reason considered fit by the enlistment authority; or (p) does not start the work after the same is awarded to him on two occasions; or (q) Converts his individual enlistment into any other status before a period of three years from the date of enlistment, where the enlistment was done on the basis of him being an unemployed or retired engineer or architect or horticulturist. (r) fails to rectify construction/structural defects within a reasonable time not exceeding 2 months, pointed out to him by the engineer-in-charge during the period of 5 years from the date of completion of work; or
13.8	<p>Revocation of Orders</p> <ol style="list-style-type: none"> 1. An order for debarment passed shall be deemed to have been automatically revoked on the expiry of that specified period and it will not be necessary to issue a specific formal order of revocation. 2. A debarment order may be revoked before the expiry of the Order, by the Enlistment Authority, if it is of the opinion that the disability already suffered is adequate in the circumstances of the case or for any other reason.
14.0	<p>Re-enlistment</p> <p>The enlisted contractor may apply for re-enlistment in any class of any category at any time. Enlisted contractors are advised to apply for re-enlistment about six months prior to expiry of their enlistment order. The rules for enlistment and re-enlistment are the same. There is no provision of revalidation.</p>

INSTRUCTIONS FOR APPLICANTS:

Procedure for submission of forms

1. Please download Annexure-I and Annexure-II from the download link available on DJB web site <https://www.delhijalboard.nic.in/content/rules-enlistment-contractor-2023-0>. Fill it properly, and check it.
2. Complete application form may be sent to the Enlistment Authority prescribed in Rule 7.4, Table 11 by Speed Post/Direct in concern office, along with all required self-attested documents.

Make payment THROUGH RTGS/NEFT only. The details for transfer of funds in DJB Accounts by RTGS/NEFT are as under:-

1. **IFSC Code** : **UBIN0902641**
2. **Account No.** : **510101006097625**
3. **MICR Code** : **110026325**
4. **Beneficiary Name** : **Delhi Jal Board**
5. **Name of Bank & Address** : **Union Bank of India
2223, Hardhyan Singh Road,
Karol Bagh, New Delhi-110005.**

Procedure for obtaining prior approval for change in the status or constitution or name

Application for obtaining prior approval for change in the status or constitution or name may be made in Annexure-VI. The complete application form along with all the required self-attested documents may be sent to the Enlistment Authority prescribed in Rule 7.4, Table 12 only by Speed Post.

Rejection of application for enlistment

1. Applications received without processing fee shall be summarily rejected. The detail of online payment made and its receipts is to be enclosed with the application form.
2. **The processing fee is non-refundable.** The applicants are, therefore, advised to ensure that they fulfil the prescribed eligibility requirements of enlistment before applying and making the online payment. The Enlistment Authority shall not be responsible for refund of processing fees paid more than once on account of multiple transactions.
3. The applicants will be provided one opportunity to clarify and attend to shortcomings which shall be intimated at their given address. In the event of no response or incomplete response within one month of the issue of the letter by the Enlistment Authority seeking any clarification and/or document, the application will be rejected.

Annexure-I

Application for Enlistment in all categories and classes

(Supporting documents annexed with the application form should be listed in Annexure-II)

Class	 Delhi Jal Board Govt of NCT of Delhi			Category	
1.	a	Name of the applicant			
	b	Status of entity (Individual/Sole Proprietorship/Partnership Firm/Limited Liability Partnership/Co.)			
	c	Registration Number for Firm/LLPIN for LLP/CIN for Company			
2	Nationality				
3	Address				
	Registered Office				
		Head Office (if different from Registered office)			
4	Contact Details				
	a.	Telephone Number			
	b.	Fax Number			
	c.	Mobile Number			
	d.	Website URL (If any)			
	e.	Email Id			
5	a.	PAN (Individual / Firm / LLP/ Company)			
	b.	GST registration number			
6	Name, passport size photograph and signature of the Individual(s)/ Partner(s) / Director (s) (Size of photograph should be 2.5 X 3.5 cm having white background and printed name at bottom)				
	1.	2.	3.	4.	
	Name	Name	Name	Name	
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)	Demoted to a lower class of contractors		Yes	No
	d)	Having business banned/suspended by any Government in the past		Yes	No
	e)	Convicted by court of law		Yes	No
	f)	Retired engineer/official from Engineering Department of Government of India within last one year		Yes	No
	g)	Director or partner of any other company/firm enlisted with DJB or any other organization		Yes	No

	h)	Member of Parliament or any State Legislative Assembly	Yes	No				
		If answer to any of the above is 'Yes' furnish details on a separate sheet.						
8	a)	Name of person holding power of attorney (if any)						
	b)	Nationality						
	c)	Liabilities (if any)						
9	a	Name of the banker						
	b	Full address						
	c	Phone number						
	d	e-mail account						
10	a	Whether already enlisted with DJB or any other Department	Yes	No				
	b	If yes, give details in table below:						
		S.No.	Class/Category	Department Name	Enlistment Authority and Name	Enlistment Number and date	Validity Date	Tendering Limit (in rupees)
11	a	Is any person working with the applicant a near relative of the official of DJB (See Rule 10.0)	Yes	No				
	b	If yes, give details (Name, Designation)						
12	Enlistment processing fee details:							
		Transaction Reference Number						
		Transaction Date						
	Amount							
13	Details of completed and ongoing works secured during the last 7 years, eligible for work experience (to be filled in the Performa given in Annexure-III. This list should include required number of works with gross value of work done (including enhancement) more than the lowest required magnitude of works for the class in which registration is required.		Yes	No				
14	Certificates (Strike out whichever is not applicable):							
	a	I/We (including all partners) certify that I/We have read the Rules for Enlistment of Contractors in DJB as amended up to date and shall abide by them.						
	b	I/We certify that I/We are not registered and will not get myself/ourselves registered as contractor(s) in the Department under more than one name in the same category.						
	c	I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.						
	d	I/We certify that I. The constituents of the Firm/LLP/Company reflected in Sl. No. 1(b) and 7 above are as applicable on the date of this application which tallies with the record of the registering authority. I/none of the partners/directors retired from Government service during the last one year. II. I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.						
	e	I/We undertake that I/We will hire or otherwise arrange the tools and plants required for the works procured as a result of this enlistment, if I/We do not have our own tools and plants. I/We further undertake that I/We will hire or otherwise arrange the required Engineering Establishment required for the works procured as a result of this enlistment, if I/We have not already employed the required Engineering Establishment.						
	f	I/We undertake that, if I/We do not possess in my/our name a valid electrical license as required, I/ We shall Associate an agency having such a license for execution of work which requires such a license.						
	g	I/We undertake that the works have not been got executed through another contractor on back to back basis.						

	Signature of Applicant
--	------------------------

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

Sr.No.	Name	Address	Mob.No.	Signature	Date

Annexure-II

(Refer to S No 14(g) of Annexure-I)

List of Documents Attached for Enlistment Application should be carefully filled in.

Name of entity:

Class:

Category/sub category:

S No.	Document Description	Annexure	Whether enclosed		Page number
			Yes	No	
1.	Proof of constitution{(Annexure-I, S No.1(b)}				
a	In case of sole proprietorship /HUF: an affidavit executed before the Magistrate not below the rank of Executive Magistrate, that the applicant is the sole proprietor of the firm/Karta of HUF.	None			
b	In case of partnership firm: Certification of Registration, Partnership Deed and prescribed documents indicating change in address or constitution of Partnership Firm.	None			
c	In case of Limited Liability Partnership: Certificate of Incorporation, Partnership Deed and prescribed documents indicating change in address or constitution of LLP.	None			
d	In case of Private/Public Limited Company: Certificate of Incorporation, Articles of Association and prescribed documents indicating change in address or Constitution of Board of Directors.	None			
2.	Power of attorney, if any, Annexure-I, S No.8 (a) or Board Resolution, if any.	None			
3.	Self-attested copy of enlistment order, if any {Annexure-I, S No. 10 (a) & 10 (b)}.	None			
4.	List of all near relatives working in DJB {Annexure-I, S No. 11(a) & 11 (b)} (Seealso Rule 10.0 of Enlistment Rules)	None			
5.	List of completed works (see Rule 6.0) Completed works in Annexure-III	III			
6.	Self-attested copies of award letters and final bill for Completed works included in Annexure-III (See Rule 6.0).	None			
7.	(a) Banker's Certificate from Scheduled Bank in original in Annexure V-1) or Net Worth Certificate in original (in Annexure V-3). (b) Average Annual Turnover Certificate in original on works during the last three financial years in Annexure V-2.	V-1 V-3 V-2			

Signature of Applicant

Annexure-III (for performance of executed work in last 7 years)

CLIENT'S CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

Name & Address of the Client _____

Details of Works executed by Shri/M/s _____

1.	1. Name of work with brief particulars	
2.	2. Agreement No. and date	
3.	3. Agreement amount	
4.	4. Date of commencement of work	
5.	5. Stipulated date of completion	
6.	6. Actual date of completion	
	a. Justified extended date of completion	
7.	7. Details of compensation levied for delay (Indicate amount) if any.	
8.	8. Gross Amount of the work completed and paid	
9.	9. Name and address of the authority under Who works executed.	
10.	10. Whether the contractor employed qualified Engineer / Overseer during execution of work? (Yes or No)	
11.	(i) Quality of work indicate grading Outstanding/V. Good/Good/Poor (ii) Amount of work paid on reduced rates, if any.	
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. (i) Technical Proficiency (ii) Financial Soundness (iii) Mobilization of adequate T & P (iv) Mobilization of manpower (v) General behavior	Outstanding/V. Good/Good/Poor Outstanding/V. Good/Good/Poor Outstanding/V. Good/Good/Poor Outstanding/V. Good/Good/Poor Outstanding/V. Good/Good/Poor
14.	Successful Operation and Maintenance (O&M) for at least One Year including DLP in case of WWTP/ WTP/ SPS/ UGR/ BPS (applicable for Enlistment in TP and PS Category only).	Yes / No/ Not Applicable

Note: All columns should be filled in properly.

Signature of the Reporting Officer
With official seal

Signature of the Officer
(Officer of the rank of Superintending Engineer
or equivalent with Official Seal)

Annexure-IV

Evaluation Criteria of Contractor's Performance in DJB for Fresh Enlistment based on client's Annexure-III

Name of Contractor:

Name of Work:

Agreement No.

	DOS	DOC	Date of Actual Completion											
1.	Levy of Compensation	Compensation levied for Delay= C Tendered Amount=E $B = 100X(C/E)$	10 if B = 0 5 if B = 5 0 if B = 10 10 if C is not decided. Marks for values in between are to be determined by straight line variation.	10										
2.	Initiatives taken by contractor to compensate delay	$TOR = (AT-ST)/ST$, where AT=Actual time taken ST =stipulated time of completion plus (+) justified period of extension of time	10 if TOR = 0 5 if TOR = 0.25 0 if TOR = 0.5 or more	10										
3.	Quality	Quality	Outstanding = 40, Very Good = 30, Good = 20, Poor = 0	40										
4.	Capability	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">I</td> <td style="text-align: center;">Technical Proficiency</td> </tr> <tr> <td style="text-align: center;">II</td> <td style="text-align: center;">Financial Soundness</td> </tr> <tr> <td style="text-align: center;">III</td> <td style="text-align: center;">Mobilization of Adequate T&P</td> </tr> <tr> <td style="text-align: center;">IV</td> <td style="text-align: center;">Mobilization of Manpower</td> </tr> <tr> <td style="text-align: center;">V</td> <td style="text-align: center;">General Behavior</td> </tr> </table>	I	Technical Proficiency	II	Financial Soundness	III	Mobilization of Adequate T&P	IV	Mobilization of Manpower	V	General Behavior	Outstanding = 4, Very Good = 3, Good = 2, Poor = 0 Outstanding = 4, Very Good = 3, Good = 2, Poor = 0 Outstanding = 4, Very Good = 3, Good = 2, Poor = 0 Outstanding = 4, Very Good = 3, Good = 2, Poor = 0 Outstanding = 4, Very Good = 3, Good = 2, Poor = 0 Outstanding = 4, Very Good = 3, Good = 2, Poor = 0	4 4 4 4 4
I	Technical Proficiency													
II	Financial Soundness													
III	Mobilization of Adequate T&P													
IV	Mobilization of Manpower													
V	General Behavior													
5.	Contract Performance	Contract Performance	I. Successful Completion of Work = (+) 20 II. Determination of Contract = (-) 20 III. Part work done at the risk and cost of Contractor = (-) 15	20										
<p>Note:</p> <ol style="list-style-type: none"> 1. Marks for values in between are to be determined by Straight line variation. 2. Eligibility Criteria for Enlistment will be 70 % marks for all classes (Overall average of all works). 3. Marks obtained shall be rounded to one figure of decimal. 														

Annexure-V-1

(REFER TO RULE 6.3)

Form of Banker's Certificate from a Scheduled Bank (in sealed cover addressed to Enlistment Authority)

This is to certify that to the best of our knowledge and information Shri/Smt/M/S.....having registered address, a customer of our bank, is/are respectable and can be treated as reliable 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 in DJB in (name of category), in Class.....

(Signature)

For the Bank

Note:

1. Banker's certificates should be on the letter head of the bank, in sealed cover addressed to enlistment authority.
2. In case of partnership firm, the certificate shall include names of all partners as recorded with the bank.

Annexure-V-2
(REFER TO RULE 6.3)

Form of Certificate of Annual Turnover on works from Chartered Accountant

Certified that following is the annual turnover on works of the individual/firm/company as per returns filed with Income Tax Department for the past 3 (three) financial years.

Name and registered address of individual/firm/company:

.....

S No	Financial Year	Annual Turnover on Works in Rs. lakhs

Unique Document Identification Number (UDIN)

(Signature of Chartered
Accountant)(Name of Chartered
Accountant)Membership No. of ICAI
Date and seal

Annexure-V-3

(REFER TO RULE 6.3)

Form of Certificate of Net Worth from Chartered Accountant

It is to certify that as per the audited balance sheet and profit & loss account during the financial year....., the net worth of Shri /Smt/M/S..... (Name & Registered Address of individual/firm/company), as on.....(the date of certificate) is Rs after considering all liabilities. It is further certified that the net worth of the individual/firm/company has not eroded by more than 50% during the last three years ending on 31st March(the relevant year as per Rule 6.3). Unique Document Identification Number (UDIN)
.....

(Signature of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI

Date and seal

Note: The date of certificate shall not be older than one month of the date of payment of processing fee.

Annexure-VI

(REFER TO RULE9.0)

**Application for change of status, constitution and name of enlisted entity
(Please fill in the applicable parts and strike out inapplicable parts)**

Part-A

Detail of enlistment of existing entity

1.	Name of the applicant		
2	Address		
	Registered Office		
		Head Office (if different from Registered office)	
3	Contact Details		
	a.	Telephone Number	
	c.	Mobile Number	
	e.	Email Id	
4	Status (individual/sole proprietorship partnership firm/limited liability partnership/company)		
5	Name(s) of the individual/partners/directors of the entity		
	S.No.	Name	Share
	1.		
	2.		
	3.		
	4.		
	5.		
6.	Category of enlistment		
7	Class of enlistment		
8	PAN		
9	GST Registration number		

Part-B

Application for prior approval for change of status or constitution of the existing entity (Give details of the proposed entity)

1.	Name			
2.	Address			
	Registered Office			
	Head Office			
3	Contact detail			
	Telephone Number			
	Mobile Number			
	Email Id			
4	Status			
5	PAN			
6	Names of the partners/directors of the proposed entity			
	S.No.	Name	Share	
	1.			
	2.			
	3.			
	4.			
	5.			
7	Is any partner/director of the proposed entity			
	i)	Dismissed Government servant	Yes	No
	j)	Removed from approved list of contractors	Yes	No
	k)	Demoted to a lower class of contractors	Yes	No
	l)	Having business banned/suspended by any Government in the past	Yes	No
	m)	Convicted by court of law	Yes	No
	n)	Retired engineer/official from Engineering Department of Government of India within last one year	Yes	No
	o)	Director or partner of any other company/firm enlisted with DJB or any other organization	Yes	No
	p)	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	Name of the person holding power of attorney (if any)			
	Nationality			
	Liabilities (if any)			
9	a) Name of the bank			

	b) Phone number	
	c) e-mail account	
10	a) Is any person working with the applicant a near relative of DJB official (See Rule 10.0)	
	b) If yes, give details (name, designation, PIMS ID)	
	Certificates (strike out whichever is not applicable):	
	a) I/We (including all partners) certify that I/we have read the Rules for Enlistment Contractors in DJB as amended up to date and shall abide by them. b) I/We certify that the information given above is true to the best of my/o knowledge. I/We understand that if any information is found incorrect, o enlistment is liable to be cancelled. c) I/We certify that <ul style="list-style-type: none"> I. I/none of the partners/directors have retired from Government service during the last one year. II. I/We have neither employed nor shall we employ any person with one year of his retirement from the Government except with the permission of the Government. 	
		Signature(s) of applicant(s):

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

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

S,No	Name	Address	Mobile No	Signature	Date

List of documents:

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

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

1. Name as per enlistment order
2. Proposed name

List of documents

- (a) To be submitted along with application for prior approval None
- (b) To be submitted after obtaining prior approval of the enlistment authority.
- (i) An affidavit sworn before a First Class Magistrate by the individual/all the partners or directors to the effect that the entity has changed its name from.....to
- (ii) Copy of registered partnership deed/memorandum of articles with the new name.
- (iii) Acknowledgment from the banker for having noted the change in name.
- (iv) Acknowledgment from the Income Tax and GST Department for having noted the change in name.

Signature(s) of applicant(s):

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

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

S,No	Name	Address	Mobile No	Signature	Date

Annexure-VII (For all Classes)

(Note:- Affidavit on Rs. 10/- Non Judicial Stamp verified by SDM/1st class Magistrate.)

AFFIDAVIT

I.....S/o.....aged about.....years, resident of..... do hereby solemnly affirm and declares as under:-

That I am working in the name & style of M/sand I am sole proprietor/partner/director of the firm/company.

1. That I/we agree and undertake that I will not either directly or indirectly get myself registered as contractor in Delhi Jal Board in more than one name.
2. That I/we am/are related to Sh. Who is my near relative asand who is presently working in the DJB as

OR

That I/we am/are not related to any person employed in the DJB

3. That I/we will not bid for OR directly or indirectly take up Govt. work in a division/office of the DJB where my family member / relative are working.
4. That I/we am not debarred /black listed in any department anywhere in the country.
5. That I/we or any partner of the firm am/ is related to the contractor/firm alreadyRegistered in the DJB, the details to the related contractor is as under
:- Name of the contractor
/firm:.....
Address of the firm /contractor.....
Relation with the proprietor.....
6. That in case my firm is found to indulge in any foul practice, such as pooling etc. The Deptt. can take any disciplinary action such as debarring / cancellation of Registration as deemed fit by the Deptt.
7. That I/we am/are an Indian domicile.

Deponent

Verification

Verified at New Delhi on this Day of.....that the contents given above are true to the best of my knowledge and belief.

Deponent

Place :-

Date :-

Annexure-VIII
(Refer to Rule 6.1.6 & 6.1.7)
Affidavit of Engineers/Architects
(To be executed on Rs.10 Non-Judicial Stamp Paper before the Executive
Magistrate/First Class Magistrate.

I (Name of the applicant) age years resident of
..... (Postal address of the applicant) do hereby
solemnly affirm and declare as under:-

1. I am a Citizen of India.
 2. That I am a graduate in (name of stream) from the
..... (Full name and address of institution). I have
completed my degree on (Year).
- Or
3. That I am a diploma holder in (name of stream) from the
..... (Full name and address of institution). I have
completed my diploma on (Year).
 4. That I am executing this affidavit for purpose of applying for enlistment as contractor with DJB
in class, category
 5. My details are as follows:
 - (i) PAN number
 - (ii) Aadhaar card number
 - (iii) GST registration number
 6. Income Certificate issued by State Government is attached.
 7. Form 16/16A and 26AS is not issued as I don't have taxable income.

Or

Self-attested photocopy of my Form 16/16A & 26AS are enclosed.

8. My annual salary in last financial year has not exceeded Rs. 4 lakh per year.
That I am not employed in any Central/State Government Department or Public Sector
Undertaking or Central/State Government Institution or Autonomous body.

(Signature of the applicant)
Deponent

VERIFICATION:

Verified at on that the contents of above affidavit are true and correct to the best of my knowledge and nothing is concealed therein.

(Signature of the applicant)

Deponent

Attested/Sworn in my presence.

(Executive Magistrate/First Class Magistrate)

Annexure-IX

(Refer to Rule 6.4)

(Affidavit to be executed on Rs.10 Non-Judicial Stamp Paper before the Executive Magistrate/First Class Magistrate.)

I (Name of the applicant) age years resident of (Postal address of the applicant) do hereby solemnly affirm and declare as under:-

1. I am a Citizen of India.
2. That I belong to.....(Schedule Caste/ Schedule Tribe).
3. That I am executing this affidavit for purpose of applying for enlistment as contractor with DJB in Class- V, Category -GW
4. My details are as follows:
 - (i) PAN number
 - (ii) Aadhaar card number
 - (iii) GST registration number

(Signature of the applicant)
Deponent

VERIFICATION:

Verified at on that the contents of above affidavit are true and correct to the best of my knowledge and nothing is concealed therein.

(Signature of the applicant)
Deponent
Attested/Sworn in my presence.
(Executive Magistrate/First Class Magistrate)

Annexure-X



DELHI JAL BOARD
Govt. of NCT of Delhi
APPLICATION FORM FOR ENLISTMENT AS CIVIL/E&M CONTRACTOR WITH DJB
Probationary Class

Self attested
photo

1. Name of applicant
2. Father /Husband Name.....
3. Nationality Indian others
4. Residential Address (attach Proof-Address Proof.....
5. Office Address.....
6. PAN Number (Self Attested Copy)
7. Mob No Land Line No.
8. Constitution: Individual _____ Sole Proprietorship Concern _____ Partnership Firm _____
9. If partnership firm, Name & Address of partners.
10. Detail of Security Deposit transaction detail:-
.....
.....

Certificates: -

- I/We (including all partners) certify that I/We have read the Rules of Enlistment of contractors with DJB available on DJB website.
- 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.

Signature(s) of applicant(s) :

(In case of Partnership firm)

Name of partners Signature

1. _____
2. _____
3. _____