



# RULES FOR ENLISTMENT OF CONTRACTORS IN DDA 2021



**GOVERNMENT OF INDIA**  
**DELHI DEVELOPMENT AUTHORITY**

## Preface

The Enlistment Rules published by Delhi Development Authority is important document for enlistment of contractors. It is being used by DDA.

The Enlistment Rules, 2021 is improvement over the 2010 version in many ways.

1. These rules are compatible to enlistment available in the DDA website.
2. The changes have been made to accommodate difficulties faced in the past many years. Major changes include:-
  - (a) Provision has been made for retired govt. engineers/horticulturist for enlistment.
  - (b) Reconstitution of contractors both for constitution and status after enlistment has been clarified in detail.
  - (c) Definition and assessment on TOR has been eased.
  - (d) Enlistment fee has been reduced.
  - (d) Definition of "Building, Road, Hort. and electrical" has been made clarified.
  - (f) Verification of Certificates issued by Chartered Accountant shall be contactless using UDIN website.
  - (h) Attestation of documents can be done by either First Class Magistrate or Executive Magistrate for change of constitution.

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## Rules for Enlistment of Contractors in DDA, 2021

### 1.0 Title, extent and commencement

- 1.1 These rules may be called the Rules for Enlistment of Contractors in DDA, 2021.
- 1.2 They shall hereinafter be referred to as Enlistment Rules, 2021 for the sake of brevity.
- 1.3 They extend to the whole of DDA.
- 1.4 **They shall come into force with effect from 15<sup>th</sup> November, 2021.**

### 2.0 Definitions In these rules, unless the context otherwise requires:

- 2.1 “building” means a residential or non-residential structure consisting of foundation, walls, floors, roofs, and finishing, civil and electrical services, executed under a single contract.
- 2.2 “building work” means construction of a residential or non-residential structure, consisting of foundation, walls, floors, roofs, finishing civil works. In addition, building work shall also include boundary wall, repair and maintenance, additions, alterations, renovations, up-gradations of buildings **but excluding standalone works of supply of materials, housekeeping, sweeping, care taking, watch & ward and any other works involving labour component only.**
- 2.3 “category” means category of enlistment under these rules. These categories are Buildings, Road, horticulture and electrical.
- 2.4 “class” means class of enlistment, in each category, under these rules.
- 2.5 “contractor” means an individual, partnership firm, limited liability partnership or company executing or intending to execute the work under a contract.
- 2.6 “enlistment” means enlistment of contractors in accordance with these rules.
- 2.7 “horticulture works means any one or more of the following works: landscaping, plantation or transplantation of trees, grassing, nursery work, or maintenance of trees and lawns, floral interior / exterior decoration etc. **but excluding standalone supply of seeds, saplings, good earth, manure, fertilizer, cut flowers, horticulture tools and equipment, labour etc.**
- 2.8 “road work” hereinafter referred as “road works” means any one or more of the following works: construction of road including re-carpeting and road maintenance, bridges, flyovers, elevated road or rail corridor, road over bridge, foot over bridge, approaches of bridge or flyover, culvert, subway, underpass, tunnel, runway, sky-walk, river training work, other cross drainage works etc. **but excluding standalone earth filling, supply of earth, supply of road metal, supply of other constituent construction materials like cement, steel, asphalt, stone chips etc.**
- 2.9 “Electrical work” Internal or External including electrical installations, electrical and mechanical services of buildings.
- 2.9 “tendering limit” means the upper limit determined by the estimated cost put to tender of a work of specified category, up to which an enlisted contractor can tender, subject to the eligibility conditions specified in the notice inviting tenders.
- 2.10 “work” means the work contracted with the owner 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 DDA 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 DDA and perform satisfactorily.
- 3.2 The enlistment of a contractor in DDA shall only entitle him to participate in the tenders, subject to the conditions of each notice inviting tender. It does not confer any right or claim on him to qualify him or to award work to him.
- 3.3 These rules may be revised or repealed by new rules. The enlistment of a contractor shall be governed by the revised or new rules existing at the relevant time, if any, and not by the rules prevailing at the time of enlistment.
- 3.4 All the nursery category contractors were renamed as horticulture category Class IV contractors.

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- 3.5 The enlisted contractors can tender within their tendering limit for works.
- 3.6 The contractors enlisted in a particular category are not allowed to participate in tenders of other categories.

### 4.0 Repeal and savings

- 4.1 All existing rules regarding enlistment and revalidation of contractors in DDA 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 DDA till the period of validity of such enlistment, including revalidation or extension granted before coming into effect of the Enlistment Rules, 2021. However, all other conditions of enlistment shall be applicable as per the Enlistment Rules, 2021.
- 4.3 The applications already received shall be processed as per the enlistment rules prevailing on the date of receipt of the application or ER 2021, whichever is beneficial to the applicant. For this purpose, the date of receipt of application shall be the date of diary of application or the date of instrument of payment of enlistment fee, whichever is last. The fee already deposited shall be valid.

### 5.0 Enlistment categories, classes and tendering limit

The contractors shall be enlisted in the categories and classes mentioned in Rules 5.1 to 5.4.

#### 5.1 Buildings & Roads category

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

#### 5.2 Horticulture category

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

#### 5.3 Electrical category

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

#### 5.4 Tendering limit

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

**Table 1: Tendering limits of enlisted contractors**

Category and Tendering limit (Rs. in crore)					
S. No.	Class	Civil/Building	Road	Horticulture	Electrical
1	I	50.00	50.00	2.30	4.00
2	II	15.00	15.00	0.80	1.20
3	III	4.00	Not Applicable	0.40	0.40
4	IV	1.30		0.20	0.12
5	V	0.40		Not Applicable	Not Applicable

**6.0 Eligibility criteria for enlistment**

- 6.1 The status of an applicant for enlistment as a contractor in DDA may be one of the following.
- (a) An individual, who is a citizen of India.
  - (b) Sole proprietorship
  - (c) Partnership firm
  - (d) Limited liability partnership
  - (e) Private limited company
  - (f) Public limited company
- 6.1.1 No individual or firm, limited liability partnership, private or public limited company having such individual as one of its partners or directors, who is a dismissed government servant; or demoted to a lower class of enlistment; or removed from the enlistment; or having business banned by any government department or public sector undertaking or local body or autonomous body in the past; or convicted by a court of law, shall be entitled for enlistment. However, enlistment may be considered where disciplinary action was taken against the contractor for a specified period and such period is already over.
- 6.1.2 No engineer or any other official employed in engineering or administrative duties in any engineering department of the Government of India/State Government /Central and State PSUs is allowed to work in DDA either as a contractor or as an employee of a contractor for a period of one year after his retirement from service unless he has obtained prior permission of his employer Government to do so.
- 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 DDA.
- 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 Unemployed graduates in any stream of engineering / architecture from a recognized Institution or University can directly apply as individual for enlistment in Class V Buildings & Roads category. The work experience criterion and financial soundness shall not be applicable for them if they are seeking enlistment for the first time.
- 6.1.7 For retired Central Government/State Government / Central 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 any class in Buildings & Roads category without work experience but with prescribed financial soundness, subject to Vigilance Clearance from their cadre controlling authority.
- 6.1.8 Opportunity to unemployed agriculturist and horticulturist Unemployed persons having degree in BSc (Agriculture) or BSc(Horticulture) from a recognized Institution or University can directly apply as individual for enlistment in Class IV Horticulture category. The work experience criterion and financial soundness shall not be applicable for them if they are seeking enlistment for the first time.
- 6.1.9 For retired Central Government /State Government / Central PSU agriculturist and horticulturist seeking enlistment for the first time as individual, after one year of their retirement or voluntary retirement from service, enlistment can be considered in any class in Horticulture category without work experience but with prescribed financial soundness, subject to Vigilance Clearance from their cadre controlling authority.
- 6.1.10 Persons enlisted under Rules 6.1.6, 6.1.7, 6.1.8 and 6.1.9 cannot change status for the period of first enlistment. For re-validation, they shall have to meet the pre-requisites of the appropriate category including experience. They can change status at the time of revalidation as per prescribed provisions.

**6.2 Work experience**

- 6.2.1 The criterion for work experience shall be of completed works, as given in Rule 6.2.7 of these rules, of the prescribed nature and magnitude executed on independent contract basis during the last seven years (works executed on labour rate contracts will not be considered).The value of works executed during the last 7 years shall be brought to current value by enhancing the actual cost of work at simple rate of 7% 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, except under special circumstances as stated in these rules separately.
- 6.2.2 Experience gained by executing work on back-to-back contract basis is acceptable. Back-to-back contract means work awarded by owner to first agency and then by the first agency to the second agency. To get the weightage of experience, following conditions must be fulfilled.
- (a) Work should be actually executed by the second agency with due concurrence of the owner as tripartite agreement. It should be backed by valid agreement and experience certificate.
  - (b) Payments received by second agency should be reflected in bank accounts and income tax statements.
  - (c) Owner of the project and first agency should jointly certify the experience certificate.
- 6.2.3 Experience of a petty contractor, labour rate contractor, work shall not be accepted.
- 6.2.4 Experience for the purpose of these rules in respect of an associate contractor, sub-contractor 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.
- 6.2.5 Experience of works on foreign soil shall not be accepted.
- 6.2.6 The applicant shall furnish the list of completed works in Annexure-III. He shall also furnish award letters and copy of final bills of the works mentioned in Annexure-III. Completed works with time overrun (TOR) more than 1.0 shall not be considered for enlistment, where TOR means actual time of completion divided by the time of completion of the work stipulated in the agreement plus extended time period without levy of compensation. The contractor’s performance on the completed works shall be evaluated after physical inspection 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 below.
- 6.2.7 The magnitude of work experience required for Buildings, Roads, Horticulture and Electrical category for various classes is given in **Table 2**.

**Table 2: Magnitude of work experience for Buildings, Roads, Horticulture and Electrical category.**

S. No.	Number of Completed work	Civil /Building					Road		Hort.				Electrical			
		Class					Class		Class				Class			
		I	II	III	IV	V	I	II	I	II	III	IV	I	II	III	IV
1	Three	4.00	1.10	0.35	0.10	0.03	4.00	1.10	0.21	0.11	0.06	0.03	0.40	0.13	0.065	-
2	Or															
3	Two	6.00	1.60	0.50	0.15	0.04	6.00	1.60	0.32	0.16	0.08	0.04	0.60	0.20	0.10	0.013
4	Or															
5	One	12.00	3.20	1.00	0.30	0.08	12.00	3.20	0.64	0.32	0.16	0.08	1.20	0.40	0.20	0.040

**6.3 Financial Soundness**

**6.3.1 Buildings, Roads, Horticulture and Electrical Category**

The minimum requirements for financial soundness of the applicant shall be as per Table 3 & Table 4.

**Table 3 : Requirements of Banker's Certificate and Average Annual Turnover Certificate, amount in Rs. Crore – Buildings, Roads, Horticulture and Electrical Category**

S. No.	Class	Civil/Building	Road	Horticulture	Electrical
1	I	12.00	12.00	0.64	3.20
2	II	3.20	3.20	0.32	1.00
3	III	1.00	Not Applicable	0.16	0.30
4	IV	0.30		0.08	0.08
5	V	0.08		Not Applicable	Not Applicable

**Table 4: Requirement of Net Worth Certificate, amount in Rs. Crore Buildings, Roads, Horticulture and Electrical Category**

S. No.	Class	Civil/ Building	Road	Horticulture	Electrical
1	I	5.00	5.00	0.23	1.50
2	II	1.50	1.50	0.08	0.40
3	III	0.40	Not Applicable	0.04	0.13
4	IV	0.13		0.02	0.04
5	V	0.04		Not Applicable	Not Applicable

6.3.3 For Class I and Class II, irrespective of category, Banker's Certificate or Net worth Certificate and average Annual Turnover Certificate on works during the last three financial years from a Chartered Accountant are required.

6.3.4 For Class III,IV and V, irrespective of category, Banker's Certificate or Net worth Certificate or Average Annual Turnover Certificate on works during the last three financial years from a Chartered Accountant are required.

6.3.5 For enlistment under Rule 6.1.7 and 6.1.9 only Banker's Certificate is required.

6.3.6 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 DDA officers (member secretary etc.) 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.

*Illustration 1:* Date of application is 21.05.2021 with unaudited balance sheet of last financial year. Relevant year of turnover shall be 2019-20, 2018-19, 2017-18. Figures of turnover of 2019- 20 shall be enhanced by 7%. Figures of turnover of 2018-19 shall be enhanced by 14%. Figures of turnover of 2017-18 shall be enhanced by 21%.

*Illustration 2:* Date of application is 21.05.2021 with audited balance sheet of last financial year available. Relevant year of turnover shall be 2020-21, 2019-20, 2018-19. Figures of turnover of 2020-21 shall not be enhanced. Figures of turnover of 2019-20 shall be enhanced by 7%. Figures of turnover of 2018-19 shall be enhanced by 14%.

6.3.7 Banker's Certificate shall be issued by a Scheduled Bank on its letter head addressed to the enlisting authority in the format prescribed in Annexure V-1, and shall be uploaded after scanning from the original. The amounts of Banker's Certificate and Average Annual Turnover Certificate are given in Table 3 for Buildings & Roads and Horticulture category.

6.3.8 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. 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 preceding the calendar year of application or 31st March of last financial year if audited balance sheet is submitted.

Networth certificate shall be verified by DDA officers (member secretary etc.) using UDIN website. The amount of Networth Certificate is given in Table 4 for Buildings & Roads and Horticulture Category.

**6.4 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.

**6.5 Electrical license**

If the 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.

6.6 All the contractors are required to possess valid GST registration on the date of application for enlistment.

**6.7 Concessions to SC/ST contractors**

The SC/ST contractors have to submit the following concessional amount of Banker’s Certificate for enlistment.

**Table 5: Concessional Banker’s Certificate amount for SC/ST contractors**

S. No.	Class and Category	Banker’s Certificate
1	Class-V Civil category	Rs.4.00 lakh
2	Class-IV Electrical & Horticulture category	Rs.4.00 lakh

**6.8 Criteria for evaluation of application**

The enlistment shall be done on the basis of evaluation of performance of the applicant on the completed works listed in Annexure-III. The criteria for evaluation are given in Annexure-VII. The eligibility criteria for enlistment shall be minimum 60% marks in each parameter (work experience, contract performance, time overrun, quality of works) and minimum 70% marks overall.

**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 enlisting authorities specified in Rule 7.4. The applicant shall apply to the enlisting authority that has jurisdiction over the area where registered office of the applicant is located.

**7.3 Enlistment fee**

The applicant shall have to pay online the enlistment fee prescribed in Table 6 below in favour of “PAO(EW)DDA, Vikas Minar, New Delhi”. The enlistment 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 enlisting authority shall not be responsible for refund of enlistment fee paid more than once on account of multiple transactions. The procedure for payment of online processing enlistment fee is described in “Instructions for applicants”.

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**Table 6: Processing fee in Rs. + 18% GST (or as per GOI order)**

S No	Class	Category			
		Civil/Building	Road	Horticulture	Electrical
1	I	20,000	20,000	5,000	15,000
2	II	15,000	15,000	4,000	10,000
3	III	10,000	Not Applicable	3,000	5,000
4	IV	5,000		2,000	3,000
5	V	3,000		Not Applicable	Not Applicable

- 7.4 The prescribed application form along with all supporting documents shall be submitted to the enlisting authority specified in Table 7 below during office hours from 1000 hours to 1700 hours on all working days (except Saturdays, Sundays, and holidays).

**Table 7: Enlistment authorities and their jurisdiction**

Jurisdiction of Enlistment Authority	Enlistment Authority	Officer to whom application is to be submitted (Member Secretary)
1	2	3
<b>Class I(Super) to V of all categories (Building &amp; Road, Horticulture)</b>		
DDA	CRB/DDA	Secy./Contractor's Registration Board, Delhi Development Authority 1 <sup>st</sup> Floor, Vikas Minar, I.P. Estate, New Delhi-110002

- 7.5 Applications received without enlistment fee shall be summarily rejected. The applicants will be provided one opportunity to clarify and attend to shortcomings which shall be intimated through e-mail only. In the event of no response or incomplete response within 15 days of the issue of the letter by the Member Secretary seeking any clarification and/or document, the application will be rejected.
- 7.6 The enlisting 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.
- 7.7 All verifications, submission of inspection reports related to works etc. are to be pursued by the applicant. The applicant shall provide all the necessary documents of work and help for inspection of the work to the inspecting authority after the receipt of intimation for inspection of work from the enlisting authority and shall accompany and facilitate the team of DDA officers for inspection of work. Inspection Report containing the grading on quality and other performance parameters will be issued by the inspection team in Annexure-IV. The details of inspection team are given in paragraph 3.0 of the Guidelines for Departmental Officers. Any delay on account of such verification and reports will not make the applicant entitled for any type of relief.
- 7.8 If the enlisting 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 enlisting authority within 60 days of the issue of letter of rejection. The decision of the enlisting authority on the review application shall be final and binding on the applicant.
- 7.9 **The applications already received upto 12.11.2021 as per Enlistment Rules, 2010, shall be processed as per Enlistment Rules 2010. Applications received on or after 12.11.2021 shall be processed as per Enlistment Rules 2021. The date of receipt of the application and enlistment fee shall be reckoned as per Rule 4.4.**

- 7.10 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.
- 7.11 Engineering Member, DDA reserves the right to notify the period during which no application for enlistment in any category or class will be received on all India or regional or state or location basis or in any other manner. For any clarification or interpretation of any of the provisions of these Rules, the matter shall be referred for decision to the Engineering Member, DDA along with the comments of the enlisting authority concerned. The Engineering Member, DDA 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.

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

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 enlistment shall be open to review by the enlisting authority and liable to suspension, cancellation, or any other such action at any time, if considered necessary by the enlisting authority, after issue of show causes notice.

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

- 9.1 The contractors enlisted under Rule 6.1.6 to Rule 6.1.9 cannot change their name, constitution, and status. They can, however, change their address as per Rule 9.3 below for which they may apply in Annexure VI.
- 9.2 The change in the name of an enlisted entity is permissible with the prior approval of the enlisting authority. After obtaining such prior approval, the contractor shall proceed to get the name of the entity changed from all other authorities concerned. He shall then intimate the changed name of the entity to the enlisting authority not later than one month of such change along with acknowledgement of noting down of such change in name from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the enlistment. The application for change in the name shall be made in Annexure VI.
- 9.3 The change in the addresses of an entity is permissible. The contractor shall intimate the change in the addresses of registered office or head office not later than one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the enlistment.
- 9.4 Change in constitution of a partnership firm or company
- 9.4.1 The enlisted partnership firm shall not modify the existing partnership or enter into partnership with new partners without the prior approval of the enlisting authority. If new partners are taken in an enlisted partnership firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 6.1 of these Enlistment Rules. Application for such prior approval shall include full details of the intended modifications along with draft partnership deed. The change in the constitution of the firm shall be intimated to the enlisting authority within one month of the registration with the Registrar of Firms, failing which the enlistment is liable to be cancelled.
- 9.4.2 In the case of companies, the word "partner" in Rule 9.4.1 above shall be substituted with director.
- 9.4.3 The application for change in constitution shall be made in Annexure VI with supporting documents.
- 9.5 **Change in status (see Rule 6.1)**
- 9.5.1 An enlisted entity (other than those covered by Rule 9.1 above) may apply to the enlisting authority for prior approval for change in its status on the basis of work experience of the original entity. All other criteria for enlistment under these Rules shall remain the same.
- 9.5.2 The application for change in the status shall be made in Annexure VI along with supporting documents mentioned therein.

**9.6 Merger and disassociation of enlisted entities**

- 9.6.1 Merger and disassociation of enlisted entities is permitted, for which the enlisted entities shall apply in Annexure VI for prior approval of the enlisting authority.
- 9.6.2 Merger of an entity, whether enlisted or not, into an existing enlisted entity would entail change in constitution of the existing enlisted entity(ies). If the merger is between two enlisted entities, the continuing entity shall apply for prior approval of the enlisting authority, stating clearly that the assets and liabilities of the other have been taken over by it. If the merger is between an enlisted and a non-enlisted entity, the enlisted entity shall apply in Annexure VI.
- 9.6.3 In the case of disassociation of an enlisted entity into two or more entities by a legally valid agreement / board resolution, the existing enlisted entity, shall be deemed to have change in its constitution and shall apply for prior approval in Annexure VI. New entities formed after disassociation can seek fresh enlistment, within 365 days of such disassociation, by applying in Annexure I with works experience of original enlisted entity, prior to disassociation, and with financial experience proportionate to the shareholding of partners / directors in the original enlisted entity, migrating to new entity.
- 9.6.4 The work experience and financial experience gained only during the term of the originally enlisted entity before its merger / disassociation can be carried forward by its individuals / sole proprietors / partners / directors, and that too only once.

**10.0 Contractors' near relatives working in DDA**

The contractors whose near relatives are employed in any capacity in the Delhi Development Authority will not be allowed to tender for works if the Division or Circle or Zone responsible for award and execution of contract is the one where the near relative is working. For this purpose of this Rule, a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.

**11.0 Review of enlistment**

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

**12.0 Enlisted contractors' obligations**

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 enlisting authority.
- (b) The enlisted partnership firm shall not modify the existing partnership or enter into fresh partnership without the prior approval of the enlisting authority.
- (c) An enlisted entity shall not change its name without the prior approval of the enlisting authority.
- (d) Intimation of change of address should be given within one month of such change along with acknowledgement of noting down such change from Bank, Income Tax, GST authorities, etc.
- (e) If the contractor does not possess electrical license in his own name, he shall associate an agency having valid electrical license of appropriate voltage in its name issued by the State Government under Section 45 of the Indian Electricity Rules, 1956 as amended from time to time, wherever required for execution of electrical works.
- (f) He is expected to bid for and secure works of appropriate magnitude during the enlistment period.
- (g) He shall abide by the Enlistment Rules and amendments issued by the competent authority.
- (h) He shall not indulge in unethical practices and maintain good conduct.
- (i) He shall execute the works awarded to him with due diligence and strictly as per the conditions of the contract and specifications.

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- (j) 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.
- (k) He shall have obligation to rectify construction or structural defects observed after completion of work for a period of minimum 5 years from the date of completion of the work.

### 13.0 Disciplinary action

13.1 The contractor shall abide by all the rules of enlistment, and also by the terms and conditions of notice inviting tenders and contract. He shall execute the works with due diligence and strictly as per the contract conditions and specifications. Where the contractor has made himself liable for disciplinary action, the enlisting authority shall have the right to suspend business with him for a specified period, or to cancel his enlistment, based on the recommendations of Empowered Committee. The composition of Empowered Committee shall be as given below. The Chairman may co-opt one or more members as per requirement. The enlisting authority may change the composition of the Empowered Committee for administrative reasons, and his decision shall be final and binding upon all concerned. The EC shall complete its report within three months.

(i) Composition of the Empowered Committee where enlistment authority is Engineering Member.

(i)	CE (HQ)	Chairman(CRB)
(ii)	CE's (2 Nos.) as nominated by Engineering Member	Member
(iii)	Secy.(CRB)	Secretary(CRB)

- 13.2 The enlisting authority shall initiate disciplinary case against an enlisted contractor either suo-moto or on the receipt of a written request from an officer not below the rank of Executive Engineer, and forward it to the Empowered Committee for consideration. The Empowered Committee shall consider the disciplinary case on the basis of documents, facts, and circumstances, shall issue a show cause notice to the contractor, and allow him personal hearing if necessary, and forward its recommendations to the enlisting authority. The enlisting authority shall take a decision on the basis of the recommendations of the Empowered Committee. The decision of the enlisting authority shall be final and binding on the contractor.
- 13.3 Where disciplinary action has been taken against a contractor, the order shall be uploaded immediately on DDA website so that the field offices have access to the information in Delhi.
- 13.4 The disciplinary action against an enlisted contractor may lead to penalties mentioned in Rule 13.6 and 13.7.
- 13.5 Consequent to imposition of any penalty under Rule 13.6, the contractor shall be debarred from any enlistment with DDA in future.

### 13.6 Cancellation of enlistment

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

- (a) fails to execute a contract or executes or executed it unsatisfactorily; or
- (b) violates any conditions of the contract; or
- (c) fails to abide by the conditions of enlistment; or
- (d) is found to have given false particulars at the time of enlistment; or
- (e) has indulged in any type of forgery or falsification of records; or
- (f) changes constitution of the firm without the prior approval of the enlisting authority; or
- (g) changes the name of the entity without the prior approval of the enlisting authority; or
- (h) changes permanent address/business address without intimation to the enlisting authority; or
- (i) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- (j) violates the labour regulations and rules; or
- (k) is involved in complaints of serious nature received from any source, which have been proved; or
- (l) defaults in settlement of tax dues like income tax, GST, etc.; or
- (m) ceases to fulfill eligibility criteria based on which enlistment was done; or
- (n) is considered as not required to be in list of DDA contractors for any other reason considered fit by the enlisting authority; or

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- (o) does not start the work after the same is awarded to him on two occasions; or
- (p) fails to rectify construction/structural defects within a reasonable time not exceeding 2 months, pointed out to him by the engineer-in-charge during the period of 5 years from the date of completion of works.
- (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.

### **13.7 Suspension of business**

13.7.1 Whenever report related to misbehavior, direct or indirect involvement in threatening, making false complaints, filing legal suites for frivolous reasons, or any behavioral act, omission or commission damaging the reputation of department/officer, or any other type of complaint listed at Sl. No 13.6 (a) to (q), is received from any officer of DDA not below the rank of Executive Engineer, Dy. Director against an enlisted contractor he shall be served with suitable show caused notice by the enlisting authority, and thereafter action for suspension of business may be taken

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 enlisting authority within this period.

The enlisting authority shall issue order for further suspension of business with the contractor for a specified period (not exceeding the remaining period of enlistment and not less than 25% of the remaining period of enlistment) if any of the charges are established on enquiry by the Empowered Committee, however, for complaints listed at S. No. 13.6 (a) to (q), there shall be no suspension post establishment of charges upon enquiry by the Empowered Committee and under such eventuality the enlistment of the contractor shall be cancelled as per Rule 13.6. 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. Running contracts shall, though, remain unaffected by this suspension.

13.7.2 Relaxation for Earnest money deposit- If the agency fails to fulfill the condition mentioned in undertaking for earnest money declaration in NIT, he shall be suspended for one year and shall not be eligible to bid for DDA tenders from date of issue of suspension order. This condition shall be applicable up-to 31.12.2021 or till further order unless amended in NITs. The suspension orders shall be issued by Secy.(CRB) without any notice after receiving the recommendation from the concerned CE of the Zone. Provision of 13.7.1 shall not apply in case suspension is done under 13.7.2.

### **14.0 Re-validation**

The enlisted contractor may apply for re-validation at any time but not after the expiry of the current enlistment. Enlisted contractors are advised to apply for re-validation in Annexure I with works executed by them, six months prior to expiry of their enlistment order. Re-validation shall be effective from the date of expiry of existing enlistment or date of re-validation whichever is later. Rules for re-validation are same as that for enlistment.

**Annexure-I**

*(Refer to Rule 6.0, 7.0 and 14.0)*

**Application for Enlistment and re-validation in all categories and classes  
(Supporting documents annexed with the application form should be listed in Annexure-II)**

Class .....  
Category .....

1. (a) Name of the applicant .....
- (b) Status of entity (Individual/Sole Proprietorship/Partnership Firm/Limited Liability Partnership/Company) .....
- (c) Registration Number for Firm (LLPIN for LLP and CIN for Company).....
2. Nationality.....
3. Address
  - (a)Registered Office.....
  - (b) 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, scanned 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)

Sl. No.	Name	Photo	Signature

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7. Is the individual / sole proprietor / any partner / director of company:
- (a) Dismissed Government servant : Yes ..... No .....
- (b) Removed from approved list of contractors : Yes ..... No .....
- (c) 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 DDA 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 DDA or any other Department : Yes/No

(b) If yes, give details in table below:

S. No.	Class/Category	Department Name	Enlistment Authority and address	Enlistment number and date	Validity date	Tendering Limit (in Rs. Lakhs)

11. (a) Is any person working with the applicant a near relative of the official of DDA (See Rule
- (b) If yes, give details (Name, Designation, PIMS ID).....
- .....



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12. Enlistment fee details:

(a) Transaction Reference Number .....

(b) Transaction Date .....

(c) Amount .....

13. Details of completed works secured during the last 7 years, eligible for work experience (to be filled in the proforma 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.

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 DDA 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 have attached Annexure-II duly completed.
- (h) I/We undertake that the works have not been got executed through another contractor on back-to-back basis.
- (i) I undertake that I am unemployed engineer/ architect/ horticulturist (submit on affidavit executed before the executive magistrate/ first class magistrate/ notary)

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

S. No.	Name	Address	Mobile Number	Aadhar Number	PAN
1					
2					
3					
4					
5					

**Place  
Date**

**Signature / Digital Signature of applicant  
(Authorized Signatory)**

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**Annexure-II**

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

**List of Documents Attached for Enlistment**

**Name of entity:**

**Category:**

**Class:**

S. No.	Document description	Annexure	Whether enclosed	
			Yes	No
1.	Proof of constitution {(Annexure-I, S No 1(b)}			
1)	In case of sole proprietorship: an affidavit executed before the Magistrate not below the rank of Executive Magistrate/ First class Magistrate that the applicant is the sole proprietor of the firm.	None		
2)	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 DDA {Annexure-I, S No 11(a) & 11 (b)} (See also Rule 10.0 of Enlistment Rules)	None		
5.	List of completed works (see Rule 6.0) in Annexure-III	Annexure-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 Networth Certificate in original (in Annexure V-3). b) Average Annual Turnover Certificate on works during the last three financial years in Annexure V-2.	V-1 V-3  V-2		

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**Annexure-III**

(Refer to Rule 6.0)

**Details of Completed Works:** Eligible works completed during the last seven years

1.	Name of work/Project & Location	
2.	Name of Agency	
3.	Agreement number, date	
4.	Agreement amount	
5.	Gross value of completed work	
6.	Stipulated date of start	
7.	Date of Completion a. Stipulated date of completion b. Actual date of completion c. Justified extended date of completion, if any	
8.	Details of services included (a) Civil (water supply, sanitary installation, drainage and water proofing work, etc) (b) Electrical (internal electrical installation, firefighting, fire alarm, HVAC, lift, electrical substation and DG set, etc) (c) Number of storey constructed.	
9.	Amount of compensation levied for delayed completion if any a. Whether case of levy of compensation for delay has been decided or not Yes/No b. If decided, amount of compensation levied for delayed completion, if any	
10.	Details of litigation/arbitration, if any	
11.	Details of owner	
	(a) Name	
	(b) Address	
	(c) Phone	
	(d) e-mail	

Certificate: This is to certify that no adverse action has been taken by the department concerned against me/us. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

Self-attestation by Applicant

Owner's Signature with seal and designation  
(Project Manager or Executive Engineer or Equivalent)

Notes:- 1. This proforma shall be filled up separately for all three (maximum) eligible works proposed for works experience.

Applicants are requested to take photocopies of this proforma as per requirement.

**Annexure-IV**

(To be filled in by inspection team in reference to rule 3.0 and 3.2 in Guidelines for departmental officers)

**Assessment of quality certificate of completed work (Inspection report)**

1. Name of work/project & location
2. Name of Agency
3. Agreement number
4. Agreement amount
5. (a) Gross value of completed work (approx.)  
(b) Gross amount of work paid  
(c) Amount of work done but not paid
6. Stipulated date of start
7. Date of completion
  - a. Stipulated date of completion
  - b. Actual date of completion
  - c. Justified extended date of completion if any
8. Type of building and number of storeys including basement, stilt
9. Road/ bridge lane length
10. Details of services included with amount.
  - a. Civil (water supply, sanitary installation, drainage, and water proofing work etc.)
  - b. Electrical (internal electric installation, firefighting, fire alarm, HVAC, lift, electrical substation and DG set etc.)
11. Amount of compensation levied for delayed completion, if any
  - a. Whether case of levy of compensation for delay has been decided or not Yes/No
  - b. If decided, amount of compensation levied for delayed completion, if any
12. Detail of litigation/Arbitration, if any..
13. Details of owner

Sl. No.	Details	Civil	Electrical	Architecture	Horticulture
a)	Name of division/circle/zone				
b)	Address of division				
c)	Phone				
d)	e-mail				

11. Inspection report by inspecting officer.
  - a. Civil work (Building)

S No	Description	Marks
Quality of components of work		
1	Cement concrete and reinforced cement concrete	
2	Stonework	
3	Woodwork	
4	Flooring	
5	Roofing	

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6	Finishing of walls	
7	Water supply and sanitary installations	
8	Aluminum and steel work	
9	Bulk services like road, sewage treatment plant, tube well sump etc.	
10	Steel structure work	
11	Retaining wall and Reinforced Earth Wall	
12	Expansion joint	
13	Seepage and leakage	
14	Lines and levels	
15	Structural defects and distress	
16	Quality of works inside shaft	
17	Quality of works in wet areas like toilet, kitchen , labs etc.	
18	Elevation of building	
19	Green features in the building	
20	Workmanship in general	
21	Special technology used, if any	
	Total marks	

b. Civil work (Road)

S No	Description	Marks
Quality of components of work		
1	Cement concrete and reinforced cement concrete	
2	Stonework	
3	Steel structure work	
4	Retaining wall and Reinforced Earth Wall	
5	Bituminous work	
6	Finishing of road surface	
7	Shoulders	
8	Footpath	
9	Cross drainage/surface drainage work	
10	Quality of protection works in hill roads	
11	Crash barrier, central verge	
12	Road marking	
13	Road signage	
14	Expansion joint	
15	Profile and surface of flyover/bridge	
16	Seepage and leakage	

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17	Lines and levels	
18	Structural defects and distress	
19	Workmanship in general	
20	Special technology used, if any	
	Total marks	

c. Electrical & Mechanical Works (Building)

S No	Description	Marks
Quality of components of work		
1	Internal Electrical installation	
3	Fire alarm and firefighting systems	
4	Lifts and escalators	
5	Air conditioning work	
6	Outdoor street lighting	
7	Bulk services like underground cabling etc.	
8	Substation equipment like transformer, HT&LT panel and , DG set.	
9	Fitting, fixtures, switchboards etc.	
10	Metering location layout of fittings and cables	
11	Earthing	
12	Lightening arrester	
13	SCADA system	
14	EPBAX, Sound, CCTV, LAN System	
15	Building Management System	
16	E&M defects	
17	Workmanship in general	
18	Special technology used, if any	
	Total marks	

d. Electrical & Mechanical Works (Road).

S No	Description	Marks
Quality of components of work		
1	Lifts and escalators	
2	Air conditioning work	
3	Street lighting	
4	Feeder pillars	

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5	Electric Poles	
6	Bulk services like underground cabling etc.	
7	Substation equipment like transformer, HT&LT panel and DG set	
8	Earthing	
9	Lightening arrester	
10	SCADA system	
11	E&M defects	
12	Workmanship in general	
13	Special technology used, if any	
	Total marks	

e. Horticulture work (Building/Road/horticulture)

S No	Description	Marks
Quality of components of work		
1	Development of lawns and gardens (general layout, slope for drainage of water)	
2	Tree plantation (general layout, spacing, choice of species)	
3	Plantation of shrubs (general layout, spacing, choice of species)	
4	Hedge/edge/plants (general layout, spacing, choice of species)	
5	Flowerpots/Indoor foliage plants	
6	Irrigation facilities – Sprinkle/drip	
7	Drainage of area	
8	Composting and disposal of organic waste	
9	General health of plants	
10	Pest /insets/disease control measures	
11	Vertical wall/terrace/hanging/water/bog/zen garden	
12	Hydroponics	
13	Automation of garden	
14	Cacti and succulents	
15	Type of plantation, collection of plants, varieties and diversity	
16	Quality of existing garden features of lawn, trees, shrubs, hedges/edges, etc.	

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17	Whether any water logging found in the garden area	
18	Technical proficiency	
19	Horticulture and landscaping	
20	Workmanship in general	
	Total marks	

Notes:

1. Each attribute shall be assessed on maximum marks of 10. Those attributes which are not applicable, will not be considered for calculating marks. Relevant documents and photographs must be attached along with the inspection report.
2. Work with TOR of more than 1 shall not be considered for enlistment. TOR means actual time of execution divided by time of completion stipulated in the agreement plus extended time period without levy of compensation.
3. Inspecting authority may modify the above attributes by addition/deletion depending upon nature of the work being inspected.

Signature of the inspecting officer(s)

(Name, Date & Seal)



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**Annexure-V-1**

*(Refer to Rule 6.3)*

**Form of Banker's Certificate from a Scheduled Bank**

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 DDA 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 work 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 31<sup>st</sup> March \_\_\_\_\_(the relevant years as per Rule 6.3.6)

Unique Document Identification Number (UDIN) .....

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

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**Annexure-VI**

*(Refer to Rule 9.0)*

**Application for change of name, address, constitution and status (see Rule 6.1), merger and disassociation of enlisted entity**

**(Please fill in the applicable parts and strike out inapplicable parts)**

**Part A**

**Details of enlistment of the exiting entity**

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

S. No.	Name	Share	Aadhar Number	PAN
1				
2				
3				
4				
5				

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

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**Part B**

**Application for change of name, address, constitution and status (see Rule 6.1) of enlisted entity**  
(Give details of the proposed entity)

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

1. Name .....
2. Address .....
- (a) Registered office .....
- (b) Head office .....
3. Contact details .....
- (a) Phone number .....
- (b) Mobile number .....
- (c) e-mail account .....
4. Status .....
5. PAN .....
6. Names of the partners/directors of the proposed entity

S. No.	Name	Share
1		
2		
3		
4		
5		

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

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8. (a) Name of the person holding power of attorney (if any) .....
- (b) Nationality .....
- (c) 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 DDA official (See Rule 10.0)
- (b) If yes, give details (name, designation, PIMS ID)
11. 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 DDA 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/our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.
- (c) I/We certify that
- (i) I/none of the partners/directors have retired from Government service during the last one year.
- (ii) I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.

Signature(s) of applicant(s):

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	Share
1		
2		
3		
4		
5		

## Delhi Development Authority

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 number	Signature	Date
1					
2					
3					
4					
5					

Delhi Development Authority

Annexure-VII  
(Refer to Rule 6.8)

Criteria for evaluation of contractors' performance for enlistment

**Name of the applicant:**

Category:

Class:

S No	Parameter and evaluation criteria	Maximum marks	Marks obtained
1	<b>Work experience</b> 18 marks for minimum eligible value 30 marks for twice the minimum eligible value or more Marks for intermediate values shall be determined by straight line variation	30	
2	<b>Contract performance</b> 30 marks for completion of work without litigation 18 marks for completion of work with litigation Zero mark for rescission of contract	30	
3	<b>Time over Run</b> TOR= Actual time for completion/stipulated period of completion of work plus extended time period without levy of compensation. In case, levy of compensation is not decided, extended time period without levy of compensation shall be nil. 10 marks if $TOR \leq 0.8$ 8 marks if $0.8 > TOR < 1$ 6 marks if TOR is = 1 Zero mark if TOR is $> 1$	10	
4	<b>Quality of completed works</b>	30	

Notes:

1. If the work experience consists of more than one completed works, the marks under each parameter shall be worked out separately for each work, and average marks shall be considered for final evaluation.
2. The eligibility criteria for enlistment shall be minimum 60% marks in each parameter and minimum 70% marksoverall.



**GUIDELINES FOR DEPARTMENTAL OFFICERS FOR ENLISTMENT OF CONTRACTORS  
(As per DDA 2021)**

**1.0 General**

The enlistment of contractors in various classes and categories shall be regulated as per Enlistment Rules, 2021 unless otherwise stated in these Rules.

**2.0 Horticulture category.**

Nursery category had been merged with Horticulture category. There is no need to re-issue enlistment order for such re-named and merged categories until their original validity.

The process of revalidation has been restored. The enlisted agencies may seek re-validation of their enlistment any time before the end of validity period of existing enlistment.

**3.0 Inspection team for DDA outside works**

**3.1 Inspection teams**

The eligible completed and ongoing works of the applicant shall be inspected by a team consisting of DDA officers who have jurisdiction over the area where the site of work is located. They shall inspect the works and furnish the report on quality of work and performance of the contractor within 21 days of the request received from the enlistment authority. The composition of inspection team is given below.

**For Class I & II Category in NCR Areas**

\* CE(EZ) for Noida & Greater Noida

\* CE(NZ) for Ghaziabad

\* CE(SZ) for Faridabad

\* CE(Rohini) for Sonapat & Panipat

\* CE(DWK) for Rohtak & Gurgaon

Beyond NCR inspection officer to be nominated by EM/DDA

**For Class-I & II(Hort.) Category in NCR Areas**

Dir.(Hort.) to be nominated by CE(HQ), Chairman CRB

**For Class- III Category in NCR Areas**

SE(Civil), SE(Elect.) and Dir.(Hort.) to be nominated by CE(HQ), Chairman CRB

**For Class IV & V categories.**

Executive Engineer/Dy. Director(Hort.) to be nominated by Secy.(CRB)

**3.2 Inspection Reports**

- (a) The inspection team shall inspect the site and submit the inspection report to the enlistment authority. It shall make categorical comments and recommendations in the prescribed format (Annexure-IV).
- (b) Inspecting officers will also ascertain from the copy of agreement, architectural/structural drawings, and other documents like Form 16A (Tax Deducted at Source by Client) and/or Form 26AS (Annual Tax Statement for applicant's PAN) that the work being inspected has actually been done by the applicant contractor.
- (c) It will be obligatory on the part of inspecting officer to send the inspection report to enlistment authority immediately, but not later than 21 days of the request received from the enlistment authority.
- (d) Scanned copy of inspection report can be submitted to member secretary(CRB).

**4.0 Advisory Committee**

The advisory committee shall assist the enlistment authority in scrutinizing the cases, evaluate performance reports of contractors, inspection reports of DDA officers, and make recommendations regarding eligibility of the contractor for enlistment. The Member Secretary shall carryout all the documentation/correspondence with the applicants, bank, Chartered Accountant, different departments, etc. Its composition is given below.

Jurisdiction of Enlistment Authority	For all Class & Categories	Enlistment Authority	
		Enlistment Approving Officer	Advisory Committee (CRB)
DDA	a) For class I, & II for (Building, Road and Electrical)	EM/DDA	CE(HQ) - Chairman (CRB) 2 CE's – Member (to be nominated by EM/DDA on yearly basis) Secy/SE. – Member (Secy)
DDA	b) For Class III, IV & V (Building, and Electrical)	EM/DDA	CE(HQ) - Chairman (CRB) SE(HQ) – Member (to be nominated by CE(HQ)/Chairman(CRB) on yearly basis) Secy/SE. – Member (Secy)
DDA	c) For All classes and categories of Hort.	EM/DDA	CE(HQ) - Chairman (CRB) 1 Dir.(Hort.)/NW – Member 1 Dir(Hort.)/SE – Member Secy/SE. – Member (Secy)
DDA	d) For disciplinary cases	EM/DDA	For Road, Civil & Elect. CE(HQ) - Chairman (CRB) 2 CE's – Member (to be nominated by EM/DDA on yearly basis) CE concern of the Zone-Member Secy/SE. – Member (Secy)  For Hort. Works CE(HQ) - Chairman (CRB) 1 Dir.(Hort.)/NW – Member 1 Dir(Hort.)/SE – Member Secy/SE. – Member (Secy)

**5.0 Change in status, constitution and name of enlisted entities**

The prior approval for change of status, constitution and name of enlisted entities shall be issued by the enlistment authority within 60 days from the date of receipt of request from the contractor provided the requisite documents as per Annexure-VI are in order. Similarly, the order accepting the change of status or constitution or name shall be issued by the Secy. (CRB) enlistment authority within 60 days from date of receipt of the application provided requisite documents as per Annexure-VI are in order.

**6.0 Performance reports**

6.1 Under the Enlistment Rules, it is mandatory for the contractor to submit the performance report for each work executed by him. The reporting officer (engineer-in-charge) shall write the

performance report and forward to his reviewing officer (next higher authority) who shall forward it to the enlistment authority after review.

- 6.2 The performance report must be sent to the enlistment authority latest within two months of completion of work. In case the contractor has not applied for performance report, the EE shall initiate the performance report on his own. Scanned copy of the performance report may be sent by e-mail to the member secretary.

### **7.0 Scrutiny of cases**

As soon as an application is received from the contractor for enlistment, it should be scrutinized and if some document/information is missing, the applicant shall be intimated of the deficiencies within 15 days. 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. If all the documents are complete, an acknowledgment shall be issued to the contractor within 15 days of receipt of complete application. No application received without the prescribed processing fee or without Annexure-I shall be processed, and the applicant shall be intimated accordingly within 15 days of receipt of application. The enlistment process shall be completed maximum within 3 months of the receipt of application.

### **8.0 Register of enlisted contractors**

Each enlistment authority shall maintain register showing the enlistment of various contractors in different classes and categories. Whenever contractors are demoted, temporarily suspended, or removed from the list of approved contractors, a remark shall be made in the register against the contractors concerned. All enlistment authorities must ensure to fill up details of enlisted/suspended contractors on the DDA website.

Each Division, Circle and Zonal Office should maintain a register for circulars imposing penalty of one kind or the other on the contractors in the following format.

1. Serial Number
2. Name of the Contractor.
3. Category and Class of Registration.
4. Warnings issued.
5. Suspension of business for ..... years.
6. Demoted from Class ..... to Class .....
7. Enlistment cancelled.
8. No. & Date of Office Circular.
9. Remarks