


**ANNEXURE-I**  
**DELHI DEVELOPMENT AUTHORITY**  
**APPLICATION FOR ENLISTMENT AS CONTRACTOR**  
 Supporting Documents be annexed with the application form. (Applications found deficient in any respect are liable to be rejected without further correspondence)

CLASS  I  IV Category  ELECTRICAL

1. Name of applicant SMT-SUMAN SHARMA  
 2. Nationality Indian  Other   
 3. Address i) Regd office 42C - 41G FLAT, RAMPURA  
 ii) Head Office LAWRANCE ROAD - DELHI  
 (Attach separate paper for addresses of other offices)  
 4. Telephone Number                  Fax No.

- E-mail address \_\_\_\_\_  
 5. Constitution: Individual  Sole Proprietorship Concern   
 Partnership Firm  Public Ltd. Company  Private Ltd. Company

6. Furnish names and paste photograph(s) (of size 2.5 X 3.5 cm having white background) of individual / sole proprietor / all partners / all directors against his / their names.

 Smt SUMAN SHARMA सुमन शर्मा	2.	3.	4.
	Paste photo	Paste photo	Paste photo
	Name	Name	Name
5.	6.	7.	8.
Paste photo	Paste photo	Paste photo	Paste photo
Name	Name	Name	Name

*Suman Sharma*

7. Is the individual/sole proprietor/any partner/director of company:

- (a) Dismissed DDA/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 a court of law Yes  No
- (f) Retired engineer/official from engineering deptt. of DDA/Govt. of India within last One year Yes  No
- (g) Director or partner of any other Company/firm enlisted with DDA or any other department 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 Shri. DIGENDER SHARMA

(b) Nationality Indian  Other

(c) Liabilities

9. Name of Bankers with full address UNION BANK OF INDIA

NARIANA VIHAR DEHI

10. Place of business

11. Full time technical staff in applicant's employment (Refer Table I & fill up the columns below in respect of requisite trade and experience only)

(a) Graduate engineers with minimum ----- years' experience

(b) Graduate engineers with minimum ----- years' experience [excluding (a) above]

(c) Diploma engineers with minimum' experience ----- years

(d) Diploma engineers with minimum experience ----- years (excluding (c) above)

(e) Furniture/Furnishing Designers of minimum.....years experience

(f) Graduate in Agricultural Sciences of minimum.....years experience

(g) Post Graduate in Agricultural Science of minimum.....years experience

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12. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class & category applied for [Attach details on separate sheet] Yes  No

✓ 13. [For Electrical]  
i) Does the applicant possess valid Electrical License Yes  No

ii) Do the permanent electricians employed by contractor possess valid license Yes  No

14. (a) Whether already enlisted with DDA or any other department Yes  No

(b) If yes, give details:

(i) Name of department .....

(ii) Class & category .....

(iii) Enlistment authority & address .....

(iv) Enlistment No. & date .....

(v) Date of validity

(vi) Tendering limit .....

15. Is any person working with the applicant is a near relative of the officer/official of DDA [See Rule 17 of the Enlistment Rules] If yes, give detail Yes  No

16. Enlistment Processing fee enclosed:-

Draft No.	Date	Amount	Issuing Bank & Branch	Branch drawn upon	In whose favour drawn
		2000/-	SBI. NEW RASINDER NY		

17. Details of Works completed, in progress and secured during the last 5 years (to be filled in proforma as given in Annexure -III). This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.

18. Certificates from clients in original or attested copy as per proforma given in Annexure-IV for all eligible works.

19. Certificates :

(i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in DDA as amended upto-date and shall abide by them.

(ii) 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.

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

(iv) (a) I certify that I did not retire as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in any engineering Department of the Government of India or DDA during the last One year. I also certify that I have neither such a

सुमन शर्मा

person under my employment nor shall I employ any such person within One year of his retirement except with the prior permission of DDA . (For individuals seeking enlistment in their own name )

(b) We certify that none of the partners/Directors retired as an Engineer/officer of DDA (equivalent to Gazetted rank) or as any Gazetted Officer employed on Engineering or Administrative duties in last one year. We also certify that we have neither under our employment any such person nor shall we employ any person within one year of his retirement except with the prior permission of the DDA. (For partnership firms and limited companies).

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Name MRS - SUMAN SHARMA Signature

1. SHARMA सुमन शर्मा  
2.  
3.  
4.  
5.

Address 42C - LIG FLAT  
RAMPURA - DEHLI

Date :

No. of Documents attached

सुमन शर्मा