

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 IV

Category B&R civil

- 1. Name of applicant Seema M/s SUMAIYA ENTERPRISES
- 2. Nationality Indian Other
- 3. Address i) Regd office G-96 ABUL FIZAL ENCLAVE JAMIA NAGAR
ii) Head Office D-301, Jaitpur, Part-II, Indraprastha, Okhla N. Delhi-25
Bistar Rd. ND
(Attach separate paper for addresses of other offices)

4. Telephone Number 9891862841 Fax No.

E-mail address

- 5. Constitution: Individual Sole Proprietorship Concern
Partnership Firm Public Ltd. Company Private Ltd. Company

- 6. If partnership firm, names of the partners/ If Company, name of directors
1..... 2..... N.A
3..... 4.....
5..... 6.....

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

- (a) Dismissed Government /DDA 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 Yes No
from engineering deptt. of Govt. of India or
DDA within last two years (one year in case of retired Group "A" Officers)
- (g) Director or partner of any other Yes No
Company/firm enlisted with DDA or any other department
- (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 Seema
- (b) Nationality Indian Other
- (c) Liabilities

Seema

9. Name of Bank (with full address)
issuing Banker's certificate or
Working Capital Certificate

Vijaya Bank

B-14 Chirag Garden
Nehru place,
N. Delhi

10. Place of business

N. Delhi

11. Full time technical staff of relevant field in applicant's employment

- (a) Graduate Engineers with minimum 5 years experience
- (b) Graduate Engineers with minimum 3 years experience [excluding (a) above]
- (c) Graduate Engineers with minimum 2 years experience [excluding (a) and (b) above]
- (d) Diploma Holder Engineers with minimum 10 years experience
- (e) Diploma Holder Engineers with minimum 5 years experience [excluding (d) above]
- (f) Diploma Holder Engineers with minimum 3 years experience [excluding (d) and (e) above]
- (g) Diploma Holder Engineers with minimum 2 years experience [excluding (d), (e) & (f) above]
- (h) Post Graduate in Agricultural Sciences
- (i) Graduate in Agricultural Sciences with minimum 5 years exp.

Nos.

NA

12. Does the applicant have sufficient T&P, Machinery and Equipment as per requirements mentioned in the Enlistment Rules for the Class & Category applied for [Attach details on separate sheet]

Yes No

NA

13. [For Electrical]

i) Does the applicant possess valid Electrical License

Yes No

NA

ii) Do the permanent electricians employed by contractor posses 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 17.0 of the Enlistment Rules] If yes, give detail

Yes No

Sainu

16. Enlistment Processing fee enclosed:-

Draft/Pay Order No.	Date	Amount	Issuing Bank & Branch	Branch drawn upon	In whose favour drawn
846955	06/11/08	1000	Vijaya Bank		

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.

Detail checked

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

19. Certificates :

Saima

(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. *yes I certify*

(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. *yes I certify*

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

(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 two years (one year in case of retired Group "A" Officers). I also certify that I have neither such a person under my employment nor shall I employ any such person within aforesaid period of his retirement, as applicable, except with the prior permission of the parent department. (For individuals seeking enlistment in their own name) *yes I certify*

Saima

(b) We certify that none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last two years (one year in case of retired Group "A" Officers). We also certify that we have neither under our employment any such person nor shall we employ any person within aforesaid period of his retirement, as applicable, except with the prior permission of the parent department. (For partnership firms and limited companies).

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Name *Saima* Signature

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Address **SUMAIYA ENTERPRISES**
D-301, Jaitpur Part-II,
Kalindikunj Bistar Road,
New Delhi - 110044

For SUMAIYA ENTERPRISES

Saima
Proprietor

Date : *10.11.08*

No. of Documents attached