

**DELHI DEVELOPMENT AUTHORITY  
CONTRACTOR'S REGISTRATION BOARD,  
1ST FLOOR, VIKAS MINAR, NEW DELHI-110002.**

No. F4(8)72/Misc./Pt.IV/V/Secy./CRB/R/ 544

Date: 11-7-11


**OFFICE ORDER NO. 82 /2011(Civil)**

With reference to their application, Contractor's Registration Board, DDA is pleased to renew the enlistment of the following firm(s)/contractor(s) in **Class-V(Civil)** category of this Department.

S.No.	Name & Address of the agency/firm	File No.	Enlistment order No.
1.	MS. SHOKEEN CONSTRUCTION CO. Village & PO- Chhawla, Street Kaba, New Delhi-110071 Sole Prop.: Sh. Raghuvinder Singh	F.4/(8)68/11/2006/ V (B&R) /Secy.	F.4(8)72/Misc./Pt.IV/ V/ Secy./CRB/363 dt. 11.07.2006

2. They/he shall be eligible to submit tenders for **Civil Works** upto **Rs. 10.00 Lacs (Rs. Ten Lacs only)** in this department.
3. a) They shall be required to deposit earnest money with each tender as per terms and conditions of the Notice Inviting Tenders.  
b) Security Deposit will be recovered from their/his bills in accordance with the rules in force from time to time.
4. They shall have to abide by the terms and conditions of the NIT/contract/agreement as they stand or as may be altered from time to time.
5. They shall have to apply to the Works Contract Cell of the area in which they are assessed for grant of Sales Tax Clearance Certificate. The copy of said STCC duly attested by a Gazetted Officer or a Notary Public issued at his registered office/head office address should be submitted to this office after its receipt within a month every year. If they fail to submit the STCC, their names shall be liable to be removed from the approved list of contractors. In case of partnership firms, the names of all the partners should be mentioned in the STCC.
6. They shall not modify the existing partnership or enter into any fresh partnership without prior approval of the enlistment authority. Such proposal, if any, shall be submitted in advance giving full details of the intending partnership/sole proprietorship alongwith the draft partnership deed/affidavit and documents as required. Any change in status of the contractor as an individual or in constitution of the firm without prior approval of the enlistment authority will render the contractor/firm liable to be removed from approved list of contractors.
7. They shall be issued tender on production of valid ITCC/STCC in the name and style in which they are registered bearing the name/names of sole proprietor/partners as notified in the enlistment order.

8. They shall not be permitted to tender for works in DDA Zone responsible for award and execution of contract in which their near relative is posted as Divisional Accountant or as an Officer between the grade of Chief Engineer & Junior Engineer (both inclusive). They shall also intimate to the Department, the names of persons who are working with them and who are near relatives of any Gazetted/First Class Officer in DDA. Any breach of the condition by the contractor shall render them liable to be removed from the approved list of contractors in the Department.
9. The enlistment notified in this order is **valid for a period of 5 (FIVE) years from the date of expiry of previous registration i.e. valid upto 09.07.2016**. The contractors will be required to apply for revalidations of their enlistment in the prescribed form along with all required documents so as to reach the enlistment authority at list 6 month before the date of expiry of the enlistment.
10. They are required to secure works of appropriate magnitudes in the Department. In case they fail to complete the work of specified magnitude during the period of enlistment, the contractor is liable to be not revalidated.
11. They shall also intimate the change in their address (registered /head office) if any, in future. In case they fail to intimate such change to the Department, their name shall liable to be removed from the approved list of contractors.
12. They shall be bound by the enlistment rules of the Department as amended from time to time.
13. The firm shall be got registered under registration act of G.N.C.T.D. before expiry of enlistment and a copy of same shall be deposited with Secretary, CRB as early as possible.

  
Secretary (CRB)  
DDA  
8/7/11

Copy to:-

1. All CEs, Dirs.(Hort.) N&S, Project Manager (Flyover) Group I&II and Directors (M.M.) They are requested to circulate the said orders among, SEs, EEs (Civil & Elect.) and Dy. Directors (Hort.)
2. All C.A.U's., DDA.
3. A.O. (works) I,II,III,/DDA
4. Tender issuing clerks, Vikas Minar and Vikas Sadan, DDA
5. Commissioner Income Tax, New Delhi.
6. Income Tax Office, Contractor Circle, New Delhi
7. Commissioner STCC, New Delhi
8. Commissioner Labour, New Delhi
9. Concerned contractor/agency  
**M/S SHOKEEN CONSTRUCTION CO.**

  
Assistant Engineer (CRB)  
DDA  
8/7/11