

BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
(Electrical Wing)

BSNL ENLISTMENT RULES 2012-ELECTRICAL

1.0 GENERAL:

- 1.1. Enlistment in Bharat Sanchar Nigam Limited (herein after referred as BSNL), will be done for Electrical Works category in various classes as per details given in Table-I .
- 1.2. These rules shall be called the “Rules for Enlistment of Contractors in BSNL, 2012” (Herein after referred as “**BSNL Enlistment Rules 2012-Electrical**”) and shall come in to force with effect from 01.10.2012. The scope of these rules shall cover both enlistment as well as revalidation .
- 1.3. Contractor means “An Individual/Sole proprietorship /Partnership firm/Private LtdCompany/Public Ltd Company”.

2.0 APPLICABILITY:

- 2.1 Any BSNL enlisted are contractors who intend to work with the BSNL. It is done to have a ready list of suitable and competent contractors for BSNL works so as to minimize requirement of verification of credentials of Contractors at the time of individual tenders. At the same time, only those contractors are allowed to continue in the list that remain active in BSNL and perform well.
- 2.2. Any Contractor is entitled to get enlistment in BSNL under these rules provided the eligibility criteria and other conditions are satisfied. The enlisted contractors have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.
- 2.3 Any Contractor having such individual as one of the partners/ Director(s), who is dismissed as Government servant; or whose enlistment have been cancelled , demoted to lower class, or having business banned/suspended by any Government Department in the past or convicted by a court of law shall not be entitled for enlistment.
- 2.4 Any Engineer or other official employed in Engineering or Administrative duties in the Engineering Department of the Government of India/State Government or central/State PSUs is not allowed to work in BSNL either as a contractor or as employee of a

contractor for a period of one year after his retirement from the service unless he has obtained prior permission of government of India/State Government or concerned PSU to do so. Even after enlistment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors.

- 2.5 A Contractor is not permitted to have enlistment in more than one name.
- 2.6 A partner of a firm or a Director of a company enlisted as a contractor cannot be a partner / director/employee/GPA holder in any other enlisted firm / company in BSNL.
- 2.7 A contractor will not be enlisted if it was enlisted in any category or class earlier but had remained inactive in BSNL during its previous enlistment period.

3.0 TERRITORIAL JURISDICTION:

- 3.1 The jurisdiction in which contractors enlisted in various classes shall be permitted to participate in the tender process is as given in Table-I.

4.0 SCOPE OF ENLISTMENT

- 4.1 The Contractors enlisted with BSNL shall only entitle him for being considered for issue of tender documents subject to the terms & conditions of individual Notice Inviting Tender for each specific work. It shall not confer any right on the contractor either to be necessarily issued tenders or award of work.

5.0 TENDERING LIMIT :

- 5.1 Tendering limit for different classes as per “ BSNL Enlistment Rules 2012-Electrical” shall be as per details given in Table-I and will be applicable to all contractors whether enlisted after or prior to enforcement of these rules.

6.0 APPLICATION FORMS:

- 6.1 The application forms for Enlistment/Revalidation shall be downloaded from BSNL Web site (www.electrical.bsnl.co.in).

7.0 QUALIFICATION FOR ENLISTMENT:

- 7.1** Contractors are expected to keep abreast with Enlistment/Revalidation Rules as modified from time to time. The contractors desiring enlistment shall have to satisfy the minimum qualifying criteria as specified in Table-I, before they can be considered for enlistment.
- 7.2** The criterion for work experience, in case of enlistment, shall be the satisfactory completion of requisite number of electrical works, as the case may be, of prescribed nature and magnitude executed on independent contract basis during the last three years w.e.f the date of receipt of application for enlistment by appropriate authority (refer Table-I). The works should have been executed in the same name and style in which the enlistment is sought.
- 7.3** For enlistment , electrical work should have been executed in BSNL, MTNL and external/PMC works undertaken by BSNL as specified in Table-I. "Electrical Works" means only item of work related to Electrical installations including substation but excluding Air Conditioning, Engine Alternator, Fire Fighting , Fire detection works etc.
- 7.4** The Comprehensive maintenance (with or without operation) works will be considered only if they have at least one of the following component.
- a) Electrical Installations.
 - b) Sub Station
- 7.5** Experience of contractors shall be reckoned upto the date of receipt of the application in the designated office. For works done, original or attested copies of certificates from the officers, not below the rank of Executive Engineer or equivalent, under whom works were carried out should be enclosed in prescribed Performa. In case of photo copy, the same shall be attested (in original) by contractor.
- 7.6** The financial soundness shall be judged on the basis of the Banker's Certificate (solvency) as the case may be, issued by the Bankers of the contractors on the format prescribed in *Annexure-V*. Such certificate shall be issued by a scheduled bank and shall be submitted, in original in a sealed cover, addressed to the authority to whom the application for enlistment is to be submitted.
- 7.7** The technical staff with suitable complementary staff required to be employed by various classes of contractors shall be as per Table - I.

- 7.8 The criteria for enlistment/revalidation shall be as applicable on date of enlistment/revalidation.

8.0 **ENLISTMENT PROCEDURE :**

- 8.1 The contractor shall have to submit the application in a prescribed form (Annexure-I) complete with all documents as listed in (Annexure-II) in the o/o the Executive Engineer (Elect).
- 8.2 The name(s) , address(es) of the applicant(s), telephone numbers, & email-ids shall be mandatory and their appearing in various documents should be consistent.
- 8.3 In case of incomplete applications or if the applications are not accompanied with necessary documents the same are liable to be rejected by the authority receiving the enlistment application.
- 8.4 All verification, submission of reports etc. are to be pursued by the applicant. Any delay on account of delay in verification, submissions of reports, replies etc will not entitle applicant for any type of enlistment.
- 8.5 If the enlistment authority finds the contractor suitable for enlistment, it shall issue the enlistment order and otherwise, send a letter of rejection of the application to the contractor. The decision of the enlistment authority shall be final and binding on the contractor.
- 8.6 The enlistment authority reserves the right to limit number of contractors to be enlisted in any class or category on All India / Regional / State/ Location basis or any other manner decided by the department.
- 8.7 Enlistment of contractors in BSNL may be closed at any point of time. No fresh application shall be received by any authority after issue of orders for closing the Enlistment process. However, all pending cases before the issue of orders shall be decided on merits.

9.0 **ENLISTMENT / REVALIDATION FEE :**

- 9.1. The contractor shall have to pay a *non-refundable* enlistment/revalidation fee by crossed Demand Draft in favour of “**The Accounts Officer**” of the division concerned drawn on Scheduled Bank guaranteed by RBI. For various categories and classes of enlistment, the fee is prescribed in Table-I. This fee is to be submitted along with application form to the designated authority.

10.0 REVALIDATION OF ENLISTMENT :

- 10.1** The contractor shall apply for revalidation of the enlistment in the and / or prescribed form along with all documents & Fee at least six months before the expiry of the enlistment. Application received thereafter shall not be accepted and contractor should apply for a fresh enlistment, as per rules.
- 10.2** For contractors, already enlisted with the BSNL, who apply for revalidation should have satisfactorily completed at least one work in BSNL of requisite magnitude in last three years from the date of enlistment.
- 10.3** In case the enlisted contractors fail to secure even one electrical work during three consecutive years, in the BSNL, they are liable to be removed from the approved list of contractors of the BSNL.

11.0 ELECTRICAL LICENSE:

- 11.1** The contractors of Electrical Category shall have to produce valid electrical license from the competent authority in the name of contractor. They shall keep valid license throughout the period of enlistment by getting it renewed at suitable intervals and submit an attested copy of the same to the enlistment authority after each renewal. In event of any discontinuity in validity of electrical license , the enlistment and authority to work in BSNL will also ceased to be valid. For applying tenders for a work in any state they shall have to possess electrical license of appropriate voltage issued by any State Govt under Clause 45 of Compilation of Indian Electricity Rules 1956 or as amended from time to time.

12.0 PERIOD OF VALIDITY OF ENLISTMENT :

- 12.1** The enlistment shall be valid for a period of three years. The enlistment can, however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of three years from the date of expiry of the previous enlistment/revalidation. The enlistment shall be opened to review by the enlistment authority and liable for termination, suspension or any other such actions at any time, if considered necessary, by the enlistment authority, after issue of show cause notice.

13.0 PERFORMANCE REPORT:

- 13.1** The contractor should fill up the details of works of appropriate magnitude, completed during last five years, in the Performa as given in "*Annexure III*".
- 13.2** The performance report in respect of the completed works shall be submitted in the Performa as given in *Annexure-IV*..

14.0 CHANGE IN STATUS OF FIRM WITHOUT PRIOR APPROVAL

- 14.1** Enlisted contractors shall not enter into any fresh partnership or change their constitution without the prior approval of the enlistment authority. In case they wish to enter into any fresh partnership or change their constitution, they must intimate in advance full details of the intending partnership along with the draft partnership deed and other documents as per details given in *Annexure-II*. Any change in status of the Contractor as an individual or in the constitution of firm, will be liable to be removed from the approved list of contractors of BSNL. This will also be applicable to the contractors enlisted as a Private/Public Company.
- 14.2** If a firm is converted into two or more firms by way of dissolution by partner, the new firm shall have to apply for enlistment afresh on the basis of work experience gained as a separate entity. However, the proportionate value of the work experience, gained in the dissolved firm, may be attributable to various partners of the firm, while considering their application for fresh enlistment.
- 14.3** If any contractor(s) already enlisted in BSNL, join together to form a new firm, upon getting enlisted in BSNL, their separate enlistment shall cease to exist.
- 14.4** If new partners are taken in firm, each new partner shall have to satisfy the eligibility condition under clause 2 of the "BSNL Enlistment Rules 2012-Electrical."
- 14.5** If the number of original partners of a firm reduces less than half, due to any reason including death of the any partner(s), the enlistment of the firm shall be withdrawn. (Original partner means constituent at the time of enlistment and those who have remained as constituent for more than 5 (five) years.

15.0 INTIMATION REGARDING CHANGE OF PERMANENT ADDRESS

- 15.1** While applying for enlistment, the contractor should mention address of his registered office as well as Head Office, if different. All documents i.e. Banker's Certificate, experience certificate etc. should bear one of the above addresses, otherwise the same shall not be accepted.
- 15.2** The contractor shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change along with acknowledgement of noting down of such change *in address from the Bank, Income Tax, Sales Tax authorities etc.* Failure to do so may result in removal of his name from the approved list of contractors.

16.0 INTIMATION REGARDING NEAR RELATIVES WORKING IN BSNL :

- 16.1** The Contractor shall not be permitted to tender for works in telecom circle in which his near relative (s) (directly recruited or on deputation in BSNL) is/are posted in any capacity *either non-executive or executive employee in that Circle*. Any breach of this condition by any contractor would be sufficient to debar from enlistment.

Note:- The near relatives for this purpose are defined as (a) Members of a Hindu Undivided Family, (b) they are husband and wife, (c) the one is related to the other in the manner as father, mother, son(s) wife (daughter-in-law), daughter(s) and, daughter's husband (son-in-law), brother(s) and brother's wife, sister(s) and sister's husband (brother-in-law).

- 16.2** The certificate shall be given by the proprietor in respect of proprietorship firm, by all the partners in respect of partnership firm and in respect of a limited company by all directors of the company. Govt. of India/ Financial Institutions nominees and independent non-official part time Directors appointed by Govt. of India or the Governor of the State and full time Directors of PSUs both State and Central are excluded from the purview of the above provisions.

17.0 DISCIPLINARY ACTION / DISQUALIFICATION :

- 17.1** The Contractor shall abide by the Rules of Enlistment, and, by the terms & conditions of the Contract including Notice Inviting Tenders etc. The contractor shall timely and satisfactorily execute the works.
- 17.2** The Enlistment Authority under his/her discretion may appoint the committee to inspect the list of works submitted alongwith the application with regard to quality, timely and satisfactorily completion

etc. and shall have right to take action against the Contractor, after the issue of Show Cause Notice. The decision of the BSNL shall be final and binding on the Contractor. The following disciplinary actions shall be taken against the Contractor:

17.2.1 REMOVAL FROM APPROVED LIST :

The name of contractor may be removed from the approved list of contractors, if the contractor has:-

- A. on more than one occasion, failed to execute a contract, or executes it unsatisfactorily, or,
- B. proved to be responsible for technical defects, on more than two works, or,
- C. failed to abide by the conditions of Enlistments, or,
- D. found to be given false particulars at the time of Enlistment/tender submission, or
- E. changed constitution of the firm without approval of the Enlistment Authority, or,
- F. changed permanent / business address of the firm without intimation to the Enlistment Authority, or,
- G. declared or is in the process of being declared bankrupt/insolvent, winding up, dissolved or partitioned, or,
- H. persistently violated the labor regulations and rules, or,
- I. persistently defaulted in settlement of Statutory Taxes such as Income Tax, Work Contract Tax, Sales Tax, Octroi duties, Service Tax, EPF etc. or
- J. indulged in any type of forgery or falsification of records, or,
- K. quoted for a tender under two or more firms where he is a Partner/Director/Owner/GPA holder.

17.2.2 DEMOTION TO A LOWER CLASS:

The name of contractor may be demoted to a lower class, if the contractor :

- A. fails to execute a contract, or executes it unsatisfactorily, or
- B. is proved to be responsible for technical defects, or
- C. is no longer in possession of adequate tools /instruments, technical personnel or financial resources or,
- D. is litigious by nature, or,
- E. violates any important conditions of contract, or,
- F. has adverse Performance Report, or,
- G. is responsible for a conduct, which may justify his demotion to a lower class.

17.2.3 SUSPENSION OF ENLISTMENT :

In case, there are allegations against a Contractor of a nature such that the Enlistment Authority is of the view that the Contractor may be guilty of an offence, which when established would result in his removal / banning business, the Enlistment Authority, pending full enquiry, may debar a Contractor for a specified period. In case the Enlistment Authority is of the view that the Contractor is guilty of an offence, which when established would result in his removal/ banning business and it is not considered desirable to entrust new works or continue business with him, the Enlistment authority, pending full enquiry, may debar a Contractor for an indefinite period.

18.0 REPEAL AND SAVING:

- 18.1.** All existing rules regarding enlistment/ revalidation of contractors in DoT/BSNL before coming into force of “BSNL Enlistment Rules 2012-Electrical” are repealed by “BSNL Enlistment Rules 2012-Electrical”.
- 18.2** Notwithstanding such repeal , the contractor already enlisted on the basis of Existing rules in force shall continue to enjoy the status of enlisted contractor of BSNL till the validity of Enlistment including revalidation / extension granted before coming into effect of the “BSNL Enlistment Rules 2012-Electrical”. However, in regard to all other matters and further revalidation of their enlistment/ revalidation shall be governed by the ‘BSNL Enlistment Rules 2012-Electrical”.
- 18.3** Applications received for Enlistments prior to coming into the force of BSNL Enlistment Rules 2012-Electrical, shall be processed on the basis of the existing Enlistment rules, 1998.
- 18.4** Provision under Para 18.3 above i.e. cases to be processed as per Enlistment Rule 1998 related only to eligibility criteria for Enlistment. All other provision like tendering limits, disciplinary action etc. shall be applicable as per “BSNL Enlistment Rule 2012-Electrical”.

19.0 REVISION OF RULES :

19.1 BSNL reserve the right to modify, add, and/ or delete and / or change either whole or part of the BSNL Enlistment Rule 2012- Electrical without any notice and the same shall be binding on the contractors enlisted with BSNL.

20.0 JURISDICTION

The enlistment of contractor shall be done on the regional basis by the designated Chief Engineers (Electrical) as under

<i>Region</i>	<i>PCE(E), Sr.CE(E), CE(E)</i>	<i>States/UT covered in the Region *</i>
North	New Delhi, Chandigarh Lucknow, Meerut, , Shimla, Ambala, Dehradun, Jammu	J&K ,Delhi, Punjab, Haryana, H.P, Uttarakhand, U.P
East	Kolkata (CTD), Kolkata(WB), Dimapur, Guwahati, Patna ,Ranchi, Bhubaneswar	West Bengal, Assam, North Eastern States, Orissa, Bihar, Jharkhand, Andaman& Nicobar Islands
West	Ahmedabad, Mumbai, Nagpur, Bhopal, Raipur, Jaipur	Gujarat, Maharashtra, Chhattisgarh, M.P, Rajasthan
South	Hyderabad, Chennai(TN), Chennai CTD), Thiruvananthapuram , Bengaluru	Tamil Nadu ,Andhra Pradesh ,Kerala, Karnataka
<i>*The Union Territories falling within the jurisdiction of Chief Engineers shall also be covered along with the states.</i>		

21. COMPOSITION OF ENLISTMENT COMMITTEE

The composition of enlistment committee shall be as under

Class	Composition of Committee	Enlistment Authority
I(E)	i) PGM(E)--Chairman ii) PCE(E)/Sr.Chief Engineer(Elect)/ Chief Engineer(Elect)--Member iii) Addl. G.M (EW-QC)/DGM(EW-QC)-- Member iv) Financial member not below the rank of CAO--Member	PGM(E)

Class	Composition of Committee	Enlistment Authority
II(E) III(E)	i) PCE(E) /Sr.CE(E)/CE---Chairman ii) Addl. CE(E)/ SE (E)---Member iii) SW(E)/EE(E)- -Member iv) Financial member not below the rank of CAO---Member	PCE(E)/ Sr.CE(E)/C E
IV(E)	i) Addl. CE(E)/ SE (E)---Chairman ii) EE(E)/SW(E)--Member iii) SDE(EP)/E – Member iv) Financial member the rank of SrAO / AO of Divn. ---Member	Addl. CE(E)/ SE (E)

ANNEXURE-I

**APPLICATION FORM FOR ENLISTMENT/REVALIDATION OF CONTRACTOR
IN BSNL-ELECTRICAL WING.**

(Documents specified in Annexure-II to be annexed with the form. The incomplete application is liable to be rejected without further correspondence)

1)	Class applied for: I(E)/II(E)/III(E)/IV(E)		
2)	Name of Applicant (in Block letters)		
3)	Nationality: Indian/others		
4)	Postal Address (Note: attach separate papers for addresses of other offices if any)		
5)	Contact Nos.	Office	
		Fax	
		Mobile	
		E-mail	
6)	Constitution of firm (in case the firm is private or public Limited concern or a registered partnership firm, attach attested copy of deeds or Articles of Association (please tick whichever is applicable)	please tick (✓) appropriately): 1. INDIVIDUAL - ☐ 2. PARTNERSHIP - ☐ 3. PRIVATE LTD - ☐ 4. PUBLIC LTD - ☐ 5. OTHERS - ☐	
If the firm is private or public limited concern or a registered partnership firm ,name of partners/if company ,names of Directors	1.		
	2		
	3		
	4		
	5		
7)	Name of person holding Power of Attorney (enclose Copy)		
8)	Does the applicant has permanent Engineering Organization capable of dealing with works in all stages as per requirement given in table-1 (full details of organization duly verified by the Executive Engineer(E) to be enclosed)		

9)	Does the applicant has sufficient tools /instruments at his disposal as per requirement. given in as per Annexure VIII (Full details of Tools/instruments duly verified by the officer not below the rank of SDE(E) in BSNL)				
10)	Details of enlistment ,if any already enlisted with BSNL Electrical wing or any other Department	a) Name of the Department			
		b)Class of enlistment			
		c)Enlistment Authority& Address			
		d)Enlistment ref. No.			
		e) Validity upto			
		f)Tendering limit			
11)	Details of application processing fee.				
	Draft No	Date	Amount	Issuing Branch & bank	Drawn in favour of
12)	Particulars to be filled			(Yes /No)	
a	Requirements of minimum work experience as given in table -I (Enclose List of works completed ,during last 3 years ,as per the prescribed Form Annexure-III. Further also enclose certificates from clients in original or attested copy as per Performa given in (Annexure-IV)				
b	Any person working with the applicant who is his near relative (S) (directly recruited or on deputation in BSNL) is /are posted in any capacity either non -executive or executive employee in the BSNL Telecom Circle in which the applicant is seeking enlistment/?If yes ,details thereof.				
c	A list of those persons who are working with the applicant in any capacity and who are near relative to any gazetted officer/Executive in the BSNL/DOT /Post or in the Ministry of Communications to be submitted				
d	Whether Contractor:				
i)	Is a partner /director of any firm enlisted in the				

	BSNL?	
ii)	Is a member (S) of the Indian Parliament or any State Legislature ?	
iii)	Is /are dismissed Government Servant(s)? Has under his employment a dismissed Government Servant?	
iv)	Has been black listed by any Department in the past?	
v	Has been removed from the approved list by any department in the past	
vi	Has been demoted to lower class by any Department in the past?	
vii	Has been banned/suspended from business by any department in the past	
viii	Has been convicted by a court of law?	
ix	Has retired Electrical Engineer /Engineering official from Govt. of India/CPSE within last one year under his employment?	
x	Has not /will not get myself /ourselves registered as contractors(S) in the BSNL under more than one name.	
xi	Has neither under his employment any such person nor shall employ any person within one years of his retirement except with the prior permission of the Government /CPSE	
xii	If answer to any of the above queries is YES ,annexe the details separately.	

CERTIFICATE

1. I/We certify that I/We have read the BSNL Enlistment Rules 2012 -Electrical and am/are prepared to abide by them as amended from time to time.
2. I/we certify that the information given in the Application form is true to the best of my/our knowledge. I/We also understand that incase any information is found wrong .I/We am /are liable for cancellation of enlistment and to be debarred for enlistment in future.

Date and place:

Signature(S)
(Authorized Signatory along with Seal)

ANNEXURE-II

LIST OF DOCUMENTS TO BE SUBMITTED FOR ENLISTMENT/ REVALIDATION

Sl No.	Document	Yes/No/NA
1.	Proof of constitution (Annexure-I, Sl.No.6)	
	A) IN CASE OF SOLE PROPRIETORSHIP /HUF	
	i) Affidavit executed before a 1 st . Class Magistrate that the applicant is the sole Proprietor of the firm/Karta of HUF	
	B) IN CASE OF PARTNERSHIP FIRM (SUBMIT ATTESTED COPIES)	
	i) Partnership deed duly registered with Registrar and attested by Notary Public	
	ii) Form “A/B/C” or equivalent form issued by Registrar of Firms	
	C) IN CASE OF PRIVATE/PUBLIC LTD Co.	
	i).Article of Association duly attested by Notary Public along with Annual Report of Company for last three years.	
2.	Power of attorney, if any, attested by Notary Public.	
3.	Banker’s solvency certificate in sealed cover on letter head of scheduled bank guaranteed by RBI in proforma given in Annexure-V addressed to the designated Enlistment Authority.	
4	Details of technical staff. Onus of submitting adequate proof lies with the contractor.	
	i) List of full time technical staff with qualification and experience of each.	
	ii) Attested copies of the degrees /diplomas of the technical staff.	
	iii) Declaration from the technical staff that they are employed by the contractor.	
	iv) Documents like PF subscription, copy of ITR with IT form 16 etc. conclusively proving employment with the applicant. Note: The documents at (iv) will not be required in case details at (i) and (ii) are in shape of affidavits sworn in before Magistrate /Notary Public by the concerned parties.	
5	List of Tools and Instruments possessed by the contractor (Annexure-VIII.)	
6.	Attested copy Memorandum of Enlistment/ Revalidation.	
7	List of all near relatives working in BSNL, including their addresses.	
8	Demand draft for Enlistment / Revalidation fee.	
9	Original/ attested copies of certificates for works done (Annexure-III) from concerned clients (Annexure-IV)	
10	Attested copy of valid PAN card of the individual ,partners and the firm.	
11	Turnover certificate issued by Chartered Accountant during last three years	

12	Two sets of recent passport size photographs of all partners /authorized persons holding power of attorney along with their signatures	
13	Character & Antecedent Certificate from the class-I Magistrate/ Class-I Gazetted Officer/ BSNL Executive not below the rank of Executive Engineer (annexure -VII)	
14	Attested copy of valid Electrical License(s).	

ANNEXURE-III

LIST OF WORKS SUCCESSFULLY COMPLETED DURING THE LAST THREE YEARS

Sl.No	Name of the work	Date of Start as per agreement	Date of Completion		Awarded Value	Actual Value of work done	Name & Address of the Client
			As per agreement	actual			

(Signature of Contractor along with Stamp)

ANNEXURE-IV

**PERFORMANCE CERTIFICATE OF CONTRACTOR ISSUED BY CLIENTS IN
R/O WORKS INDICATED IN ANNEXURE-III**

S.No.	Name of work	Date of Start as per agreement	Date of Completion as per		Awarded Value	Actual Value of work done	Levy of compensation for delay	Overall Performance (Out standing, Very Good, Good, Satisfactory and poor)
			Agreement	Actual				

Date:

**Signature of the issuing Authority
with Seal (Not below the rank of
Executive Engineer)**

**FORMAT OF BANKER'S CERTIFICATE FROM A SCHEDULED
BANK**

(To be addressed to the designated Enlistment Authority)

This is to certify to the best of our knowledge and information that M/s/Sh. -
-----having marginally noted address , a customer of our
bank are/is respectable and can be treated as good for any engagement upto a limit
of Rs -----(Rupees-----).

This certificate is issued without responsibility on the bank or any of the officers.

Signature with seal
For the Bank

*Note: In case of partnership firm, certificate to include names of all partners as
recorded with bank.*

ANNEXURE-VI

**LIST OF DOCUMENTS TO BE SUBMITTED/ INFORMATION REQUIRED FOR
CHANGE IN CONSTITUTION OF THE FIRM.**

S.No.	Document to be submitted	Reply/ Comments/ Position
1	Copy of Proposed Partnership deed duly signed/ Proposed Memorandum of articles duly signed.	
2	An undertaking sworn before a Class-I Magistrate by all partners to the effect that the new firm will take over all assets and liabilities.	
3	Dissolution deed/ consent of retiring partners / death certificate, in case of death of a partner	
4	Attested copies of valid PAN card of each of the proposed partners	
5	Two sets of passport size photographs of each of the proposed partners.	
6	Following details may be furnished in respect of each partner with whom the enlisted contractor wants to enter in to partnership.	
i)	Is the new partner/director enlisted with BSNL / any other central/ state Government department ?	
ii)	Is the new partner/director already a partner/director of a firm enlisted with BSNL/ any other central/ state Government department ?	
iii)	Is the new partner/ director a dismissed / removed Government Servant or retired Government Servant in the last one year?	
iv)	Is the new partner/ director a Member(s) of Parliament or of any State Legislature ?	
v)	Whether the new partner/director was black listed/ removed from the enlisted list/ demoted to lower class/ banned or suspended from business by BSNL / any other central/ state Govt. Department in the past?	
vi)	Whether the new partner/director has any civil/ criminal case pending in any court in India, if yes, give details.	
vii)	Whether the new partner/director has any near relative (s) (directly recruited or on deputation in BSNL) is/ are posted in any capacity either non-executive or executive employee in the BSNL Telecom Circle/ Region in which the contractor is seeking enlistment? If yes, details thereof.	
7)	Documents to be submitted by the new partners/directors after the proposal is agreed in principle by the competent authority.	
i)	Copy of the partnership deed duly attested by the Notary Public.	

ii)	Banker's certificate of the contractor indicating new constitution.	
iii)	Form A,B&C or equivalents the case may be	
iv)	Acknowledgement from the Income Tax/ Sales Tax department for having noted the change.	

CHARACTER / ANTECEDENT CERTIFICATE OF CONTRACTOR

TO WHOMSOEVER IT MAY CONCERN

Certified that Shri/ MsS/o/D/o..... having its office at
.....is engaged in the business of

He/ She is known to me for the last years.

(Period of acquaintance should not be less than three years)

He/She bears a good moral character.

There is nothing adverse against him/her for which he/she may be considered unsuitable for enlistment as a contractor in Bharat Sanchar Nigam Ltd.

Shri / Ms. is not related to me.

(Note: To be issued by Class-I Magistrate / Class-I Gazetted Officer or BSNL Executive (Not below the rank of Executive Engineer))

LIST OF TOOLS AND INSTRUMENTS

Sl.No.	Tools/Instruments	Class of Enlistment			
		I(E)	II(E)	III(E)	IV(E)
1.	Load/Power Manager Meter	✓	✓	✗	✗
2.	HT megger of 5000V	✓	✓	✗	✗
3.	LT Meggar 1000 volts,	✓	✓	✓	✓
4.	Digital Clamp Meter	✓	✓	✓	✗
5.	Digital Multimeter	✓	✓	✓	✓
6.	Hydraulically operated	✓	✓	✓	✗
7.	Hand operated crimping machines	✓	✓	✓	✓
8.	Earth tester	✓	✓	✓	✓
9.	Portable drilling machine,	✓	✓	✓	✓
10.	Luxmeter,	✓	✓	✗	✗
11.	Steel/ Aluminum I ladder 1.5 m to 8 m;	✓	✓	✓	✓
12.	Chase cutting machines,	✓	✓	✓	✓
13.	Electrical wire drawing equipment,	✓	✓	✓	✓
14.	Torque wrench for nut/bolt/screws;	✓	✓	✓	✓
15.	Conduit die set	✓	✓	✓	✓
16.	Pipe vice	✓	✓	✓	✓
17.	Bench vice	✓	✓	✓	✓
18.	Over head conduit puller	✓	✓	✓	✗

Note: Two sets of tools and instruments shall be required in r/o contractors applying for enlistment under Class- I(E).