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The Chief Administrator,
H.S.A.M. Board,
Panchkula.

To

1. All the Superintending Engineers, HSAMB
2. All the Executive Engineers,
H.S.A.M. Board in the State.

Memo No. 3886 — 3935
Dated:-

3-4-97

Sub:-

Modifications/amendments in the existing procedure
of enlistment of contractors with the Board.

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The Board vide its Resolution No.5 dated 20.8.97 has
made amendments in the existing enlistment procedure
memo No.9006 - 26 dated 6.9.95 as under:

1. The process of enlistments should remain continuous
throughout the year instead of receiving applications
on the basis of specific press notices through
papers.
2. Operation of enlistment would be effective from the
date of issue of enlistment certificate.
3. For holding meeting headed by the Chief Engineer,
presence of two SEs is necessary besides the other
members of the Committee such as C.F.A. and Convener.
Income Tax Clearance Certificate should be obtained
for enlistment above Rs. 10 lacs.
The Electrical licence issued by the Chief Electrical
Inspector, Haryana should be obtained from the contractor/
agency/desirous of getting enlistment in Electrical
category.
4. The Executive Engineer(Road) shall work as Convener
of the meetings in respect of Enlistment Committees.
Henceforth there would be five categories of Contractors
in the Board. The tendering limit of each class alongwith

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revised fee and the competency to approve enlistment in these classes shall be as under:-

Class	Tendering limit	Fee to be charged	Authority competent to enlist the contractors.
Ist	Upto one Crore only	5000/-	Committee consisting of C.E., CFA, SE(P), EE(R) as Convener and headed by the Chief Administrator Board.
IIInd	Above Rs. 20 lacs & upto Rs. 50 lacs	4000/-	Committee consisting of C.F.A, Two SEs, EE(R) as Convener and headed by Chief Engineer.
III	Above Rs. 10 lacs & upto Rs. 20 lacs	3000/-	-do-
IV	Above Rs. 2 lacs & upto Rs. 10 lacs	1500/-	By any S.E. of the Board.
V	Upto Rs. 2 lacs	1000/-	By any E.E. of the Board but enlistment in this class shall be valid in the respective Circle only.

The enlistment would be valid for two financial year from the date of issue of enlistment certificate. Applications for renewal shall be received by the concerned offices within a grace period of one month from the expiry date i.e. from 1st April to 30th. April. The renewal fee would be 50%(Fifty Percent) of the above mentioned fee and renewal shall also be valid for two financial years. Application submitted after the grace period shall be considered afresh and full fee shall be charged.

Cost of tenders form including DNIT has also been increased by the Board and shall be charged as under:-

	Cost to be charged
a) For works costing upto Rs. 5 lacs	250/-
b) For works costing between Rs. 5 lacs to Rs. 20 lacs.	500/-
c) For works costing between Rs. 20 lacs to Rs. 50 lacs.	1000/-

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- d) For works costing between Rs. 50 lacs to Rs. One Crore. 2000/-
- e) For works costing above Rs. One Crore where pre-qualifications is required. 3000/-
- f) For works of global tenders (World Bank works) 15000/-

The cost of prospectus including application form for enlistment of contractors shall be Rs.100/-.

As already directed, the Executive Engineer/ Superintending Engineers should ensure that while sending the applications for enlistment, all the documents as per instructions/ guidelines on the subject, are complete and duly recommended & verified. In view of the amendments in the existing procedure, the fresh prospectus are being got printed and will be supplied to all the SEs/EEs in the field. Necessary information will be given in due course till then necessary amendments may please be made in existing prospectus.


The above instructions should be complied with strictly with immediate effect.


CHIEF ENGINEER
for Chief Administrator.

Endst. No.:- 3889-3455 Dated:- 3-9-97

A copy of the above is forwarded for information and necessary action to:-

1. Controller, Finance & Accounts, HSAMB, Panchkula.
2. PS/Chairman and Chief Administrator for information of Chairman/Chief Administrator.
3. All the Divisional Accountants, HSAMB.


CHIEF ENGINEER
for Chief Administrator.

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