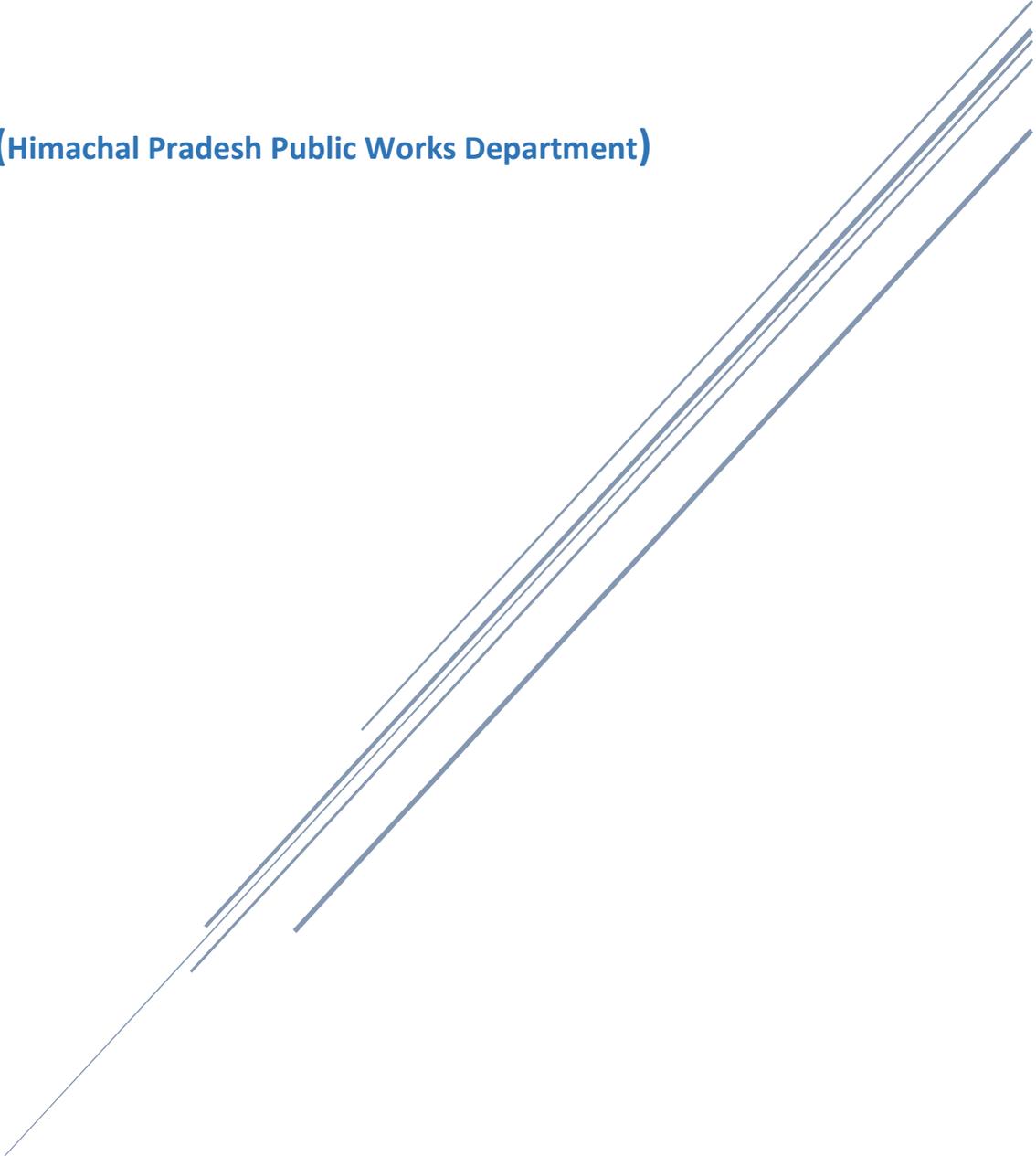


# **USER MANUAL FOR CONTRACTOR ENLISTMENT AND REVALIDATION APPLICATION**

**(Himachal Pradesh Public Works Department)**



## 1. Introduction

The State Government of Himachal Pradesh (GoHP) through the Government of India (GOI) had received a loan from International Bank for Reconstruction and Development (IBRD) for implementation of Himachal Pradesh State Roads Project (HPSRP) and intends to apply a portion of this loan to finance the consultancy services for Technical Assistance to help and establish Road Management System (RMS), so that could be used for all state core road network (CRN) in Himachal Pradesh.

Himachal Pradesh Road and Other Infrastructure Development Corporation Limited (HPRIDC) awarded the consultancy services contract entitled, Consulting Services for Technical Assistance to Upgrade Road Maintenance Management System to Road Management System in the State of Himachal Pradesh, with Contract No. 4860-IN & 8199-IN to HIMS Ltd, New Zealand in joint venture with SATRA Services and Solutions Pvt Ltd (Formerly SATRA Infrastructure Management Services Pvt Ltd), India. The project commenced on 25 May 2016 with an expected completion date of 24 May 2018. Under the Variation Order No.5 this assignment IT Solutions for Promoting “Ease of Doing Business” in HPPWD has been awarded on 02 September 2020. The project commenced on 04 September 2020 with an expected completion date of 31 October 2020.

### **Himachal Pradesh Road and Other Infrastructure Development Corporation Limited (HPRIDC)**

Himachal Pradesh Road & Other Infrastructure Development Corporation Limited, a wholly owned Company of Government of Himachal Pradesh was incorporated on 10.06.1999 under the Companies Act, 1956, with the main objective of developing Roads, Bridges & other infrastructure in the State of Himachal Pradesh.

The construction and maintenance of the State Highways (1,504 km), Major District Roads (2,139 km) and Rural Roads (27,575 km) totalling to 31,218 km are being looked after by the Himachal Pradesh Public Works Department (HPPWD). While NHs, SHs and MDRs carry the bulk of the traffic and are the principal carrier of economic activities, the State Core Road Network (CRN) comprises of SHs, MDRs and Other roads connecting NHs in the State with the rural and other roads, totalling to 4,200 km.

## 2. Contractor Enlistment Application

This module is for applying enlistment and revalidation of contractors. The contractors can be an individual or a Firm.

Design and implement an online single window system with functionality for online application submission, payment and approvals and mandate that all applications are submitted online.

### Process Flow

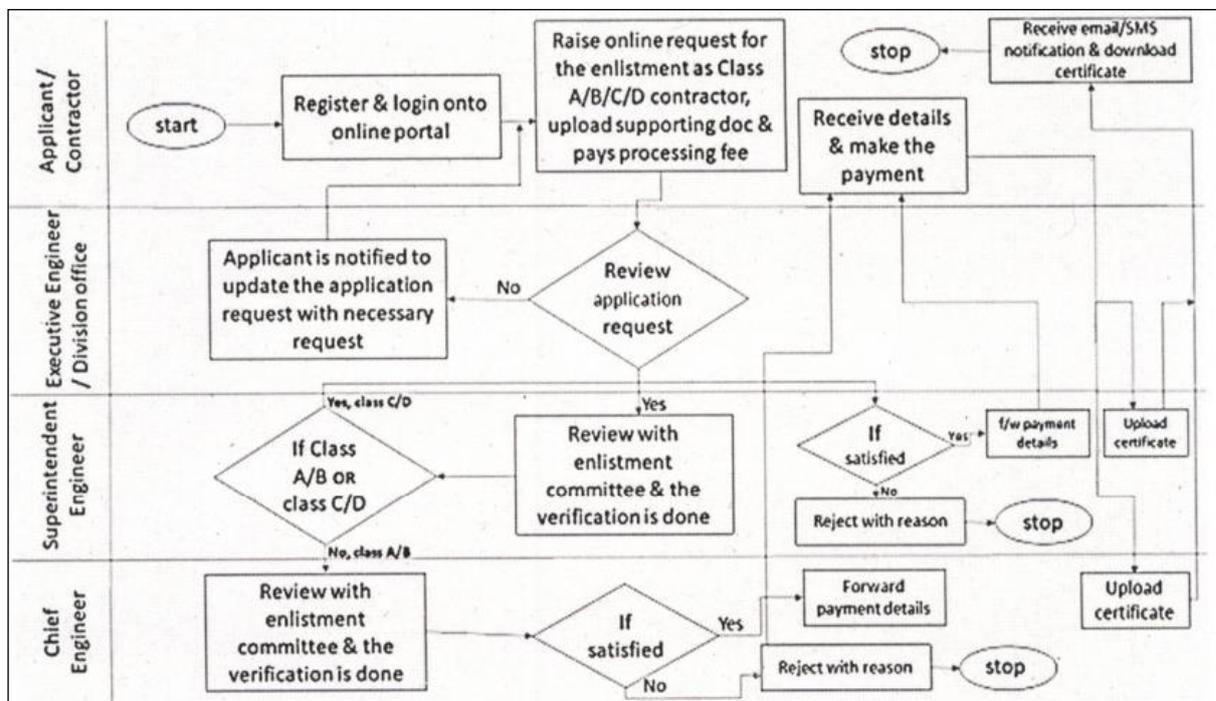


Figure 2-1: Process Flow – Contractor Enlistment

### 3. Software Recommendations

#### Supported Browsers

This Permission System has been designed in compliance with W3C web standards and supports most of the browsers. However, the following browsers are recommended for best results.

**Table 3-1: Browser and Version**

Browser	Name	Version
	Mozilla Firefox	Version 45 and above.
	Google Chrome	Version 45 and above.

## 4. Getting Started

Contractor enlistment system is a web application which needs a Login ID and a Password in order to get started. User has to first register by clicking on Register button on the Login Page. To logging in to system (*Application URL: <https://online.hppwd.gov.in/Enlistment>*)

**PORTAL FOR CONTRACTOR ENLISTMENT**  
Government of Himachal Pradesh, India

05ENG Refresh

Enter Captcha

Remember Me [Forgot Password?](#)

Log in

Don't have an Account? [Register Now!](#)

REGISTER

**Instructions**

1. Flow Chart for Enlistment Application
2. Check list for New Enlistment Revalidation
3. Checklist for Renewal of Enlistment

[Download Procedures & Checklist](#)

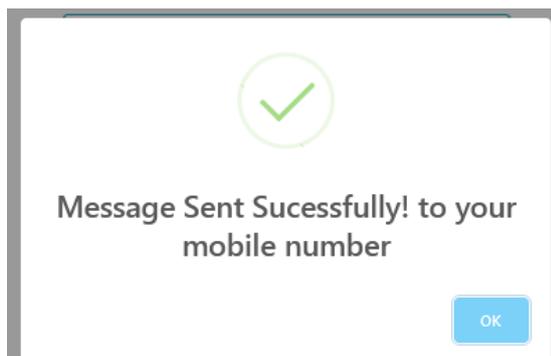
## Register

User can register as an individual User or can register as a Firm / Organisation/Company. There is an option in the screen to select User or Institution.

- When Individual User signup, the applicant should enter Individual PAN Number followed by other attributes like First Name, Last Name, Email, Mobile Number etc.
- When Institution / Firm User signup, the application should ask for GST Number followed by other attributes like Firm/Institution Name, Represented By, Email, Contact Number etc.

Signup	Signup
<input checked="" type="radio"/> User <input type="radio"/> Institution	<input type="radio"/> User <input checked="" type="radio"/> Institution
<input type="text" value="First Name"/>	<input type="text" value="Organisation Name"/>
<input type="text" value="Last name"/>	<input type="text" value="Rep. by"/>
<input type="text" value="PAN No / Aadhar No(optional)"/>	<input type="text" value="GST No / TAN No(optional)"/>
<input type="text" value="Email Id"/>	<input type="text" value="Email Id"/>
<input type="text" value="Mobile Number"/>	<input type="text" value="Mobile Number"/>
<input type="button" value="Get OTP"/>	<input type="button" value="Get OTP"/>
<input type="text" value="OTP"/>	<input type="text" value="OTP"/>
<input type="text" value="Enter password"/>	<input type="text" value="Enter password"/>
<input type="text" value="confirm password"/>	<input type="text" value="confirm password"/>
<input type="button" value="Register"/>	<input type="button" value="Register"/>
Already have an Account? <a href="#">Login Now!</a>	Already have an Account? <a href="#">Login Now!</a>

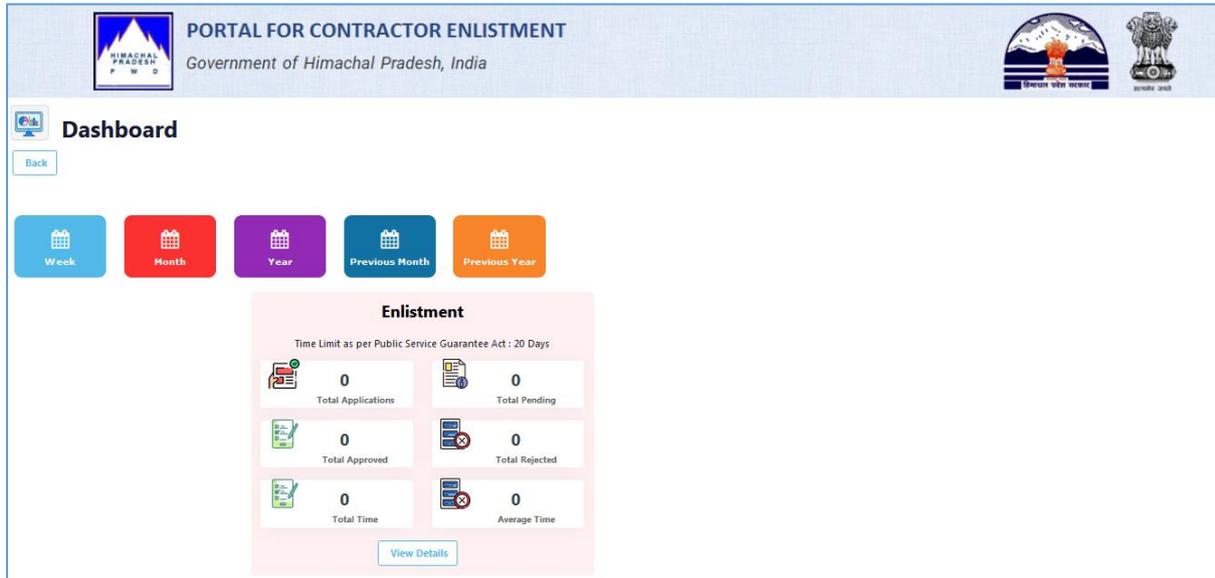
- After entering the phone number user has to click on Get OTP to verify the Mobile number entered. OTP is sent to the mobile



- After entering the OTP, user has to enter the preferred password and confirm the password entered.
- Click on Register to complete the user registration. Application will redirect to login page.

Dashboard

The dashboard option is provided on the login page ([URL: https://online.hppwd.gov.in/Enlistment](https://online.hppwd.gov.in/Enlistment)) to view the performance of the department on number of enlistment applications process and what are the timelines and service guarantee details (refer Figure 4-1 below)



**Figure 4-1: Enlistment Service Guarantee Dashboard - Summary**

- User can filter the data by clicking on various filter options provided like
  - Week to view the current week status;
  - Month to view the current month status;
  - Year to view the current year status;
  - Previous Month to view the previous month status;
  - Previous Year to view the previous year status.
- There is an option to view more details by clicking on View Details option
- The detailed information is displayed as show in the Figure 4-2 below.
- Click on Back button to go back to summary dashboard page
- Again click Back button on summary dashboard page to go back to Login page.



**Figure 4-2: Enlistment Service Guarantee Dashboard - Detailed**

## Login

To logging in to system (*Application URL: <https://online.hppwd.gov.in/Enlistment>*)

1. Enter User Name i.e. Email ID that was given at the time of Registration.
2. Enter the password.
3. Click on Login

PORTAL FOR CONTRACTOR ENLISTMENT  
Government of Himachal Pradesh, India

05ENG Refresh

Enter Captcha

Remember Me [Forgot Password?](#)

Log in

Don't have an Account? [Register Now!](#)

REGISTER

Instructions

1. Flow Chart for Enlistment Application
2. Check list for New Enlistment Revalidation
3. Checklist for Renewal of Enlistment

Download Procedures & Checklist

**Figure 4-3: Login**

## Forgot Password

1. If forgot the password, click on Forgot Password Option. Once clicked below screen is opened.

Forgot Password

User name

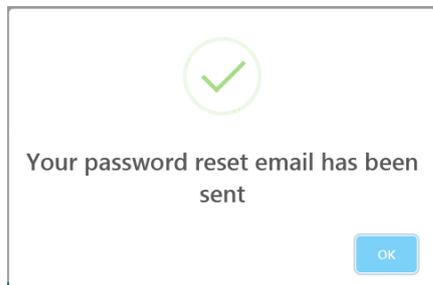
Reset Password

Don't have an Account? [Register Now!](#)

Login

**Figure 4-4: Forgot Password**

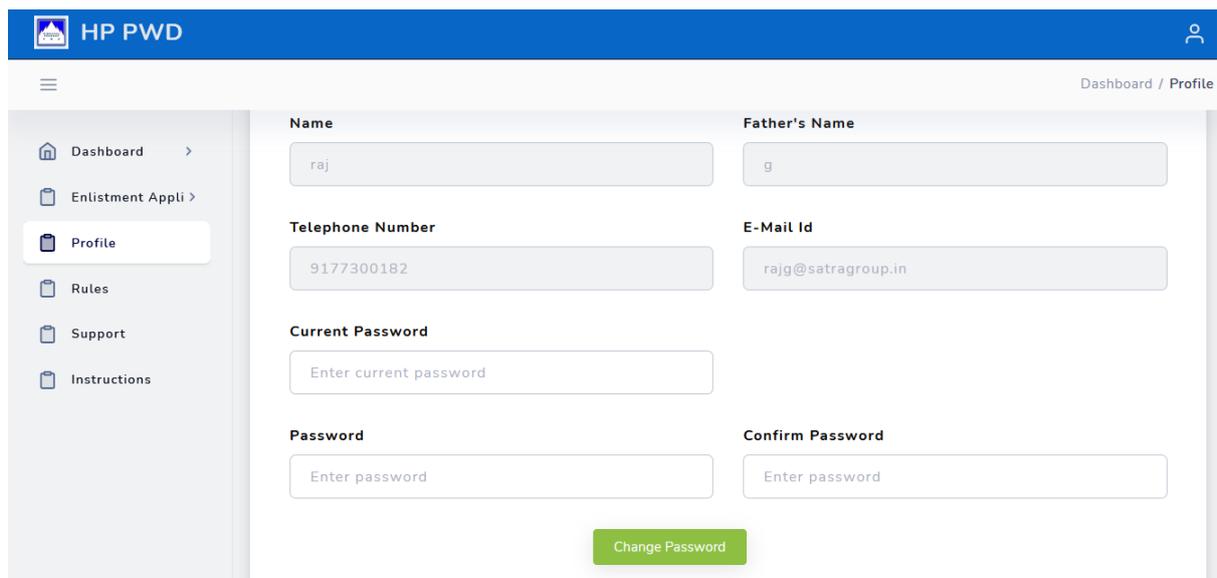
2. In the above screen, enter the Username / Email ID and click on Reset Password.  
The new password is sent to email.



## Change Password

To change the password:

1. Login to application, after login Click on the profile menu.
2. Profile screen is option (Figure 1-3).



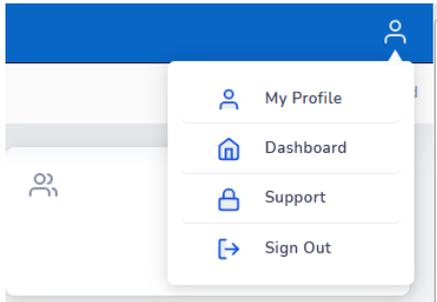
**Figure 4-5: Dashboard (Profile)**

3. In the **Profile** form, fill-in Old password, New password and Confirm password.
4. Click on **Change Password**.

## Logout

To Logout from the application:

1. Login to application, on the dashboard screen top right corner click on User Icon.
2. Click on **Sign Out** (Figure 1-5).

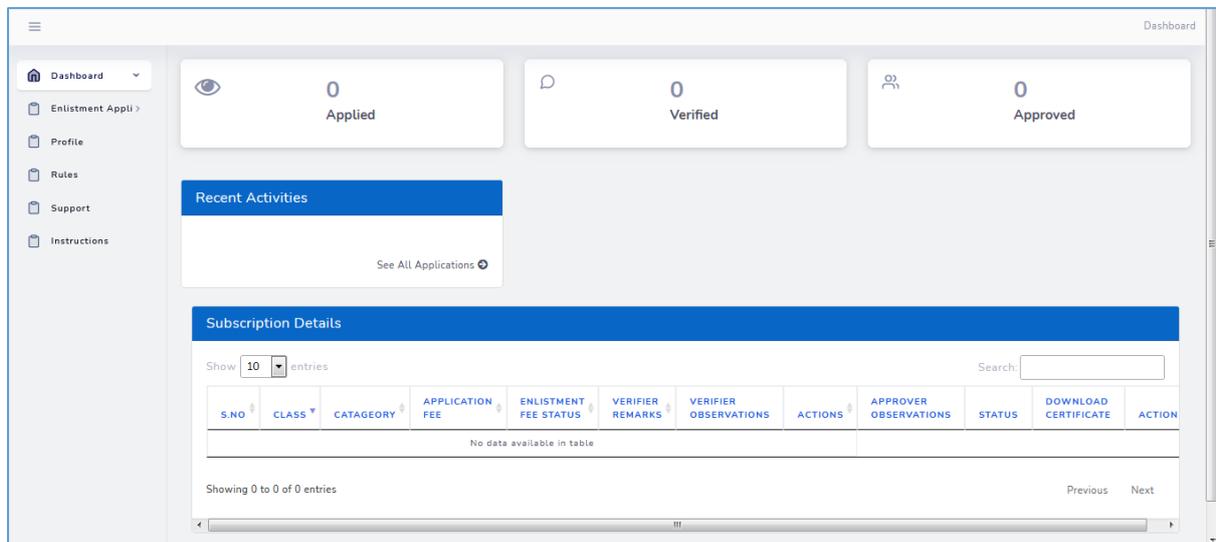


**Figure 4-6: Logout**

## 4.2 Dashboard

After login, user is navigated to dashboard screen with the following features/functions:

- Users/Institutions can view status of their application submitted online
- Users/Institutions can change their passwords
- Users/Institutions can apply online for new Enlistment / Upgradation / Renewal for their respective categories
- View clarifications requested by department on application submitted and submit the additional information sought
- Make online payment for application processing and enlistment fees
- Download Enlistment Certificate



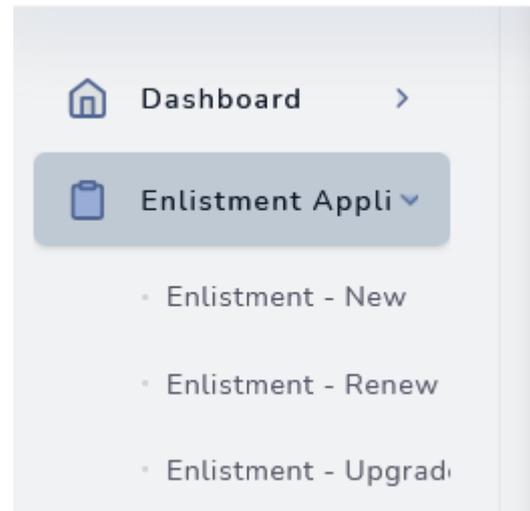
**Figure 4-7: User Dashboard**

### New Enlistment Application Screen

Individual User / Institutions can apply online enlistment application for their respective categories on Dashboard menu options:

1. Enlistment - New
2. Enlistment - Renew
3. Enlistment - Upgrade

After selecting the Enlistment - New application, New Enlistment application form is opened as shown below:

A screenshot of the 'Enlistment Application - New' form. The form is titled 'Enlistment Application - New' in a blue header. Below the header, there are three page indicators: 'Page 1/3', 'Page 2/3', and 'Page 3/3'. The form contains several input fields and dropdown menus: 'Contractor Class' (dropdown with 'A' selected), 'Department' (dropdown with 'Select Department'), 'Zone' (dropdown with 'Select Zone'), 'Circle' (dropdown with 'Select Circle'), 'Division' (dropdown with 'Select Division'), 'Sub Division' (dropdown with 'Select SubDivision'), 'Salutation' (dropdown with 'Firm' selected), '1. Name of Applicant' (text input with 'Name of Applicant'), '2. Nationality' (radio buttons for 'Indian' and 'Other'), '3. Address For Communication' (text input with 'Address For Communication'), and 'Permanent Address (With documentary proof )' (text input with 'Permanent Address').

- User shall select Class – A, B, C, or D to which he desire to apply for;
- User shall select Department – Civil, Mechanical, or Electrical to which he desire to apply for;
- User to select jurisdiction (Zone, Circle, Division and Sub Division) to apply to seek enlistment registration for above mentioned Class and Department.
- After selecting the jurisdiction details, user need to enter the following details
- User shall fill in application details like
  - Name of Applicant Firm/Co./Shri/Smt/M/s
  - Nationality – Indian / Other
  - Present Address
  - Permanent Address
  - Contact details
  - Constitution of the Firm – Individual / Sole Proprietorship/ Partnership Firm / Public Limited Company / Private Ltd. Company

## Himachal Pradesh Public Works Department

**Documentary Proof**

Voter Id

**Upload Proof**

Choose file...

**4. Contact Details : \* Mandatory**

**Telephone Number**

**Alternate Mobile No**

**Mobile No**

**E-Mail Id**

Please Enter a Valid Mobile Number Please Enter a Valid Email Id

**5. Constitution :**

Individual  Sole Proprietorship  Partnership Firm  Public Ltd. Company

Private Ltd. Company

**6. Upload Photos - (Photo Size of should be 2.5cm x 3.5cm having white background and printed name at bottom) :**

Individual  Sole Proprietorship  Partnership Firm  Public Ltd. Company

Private Ltd. Company

Enter Name   No file selected.

- User shall upload documentary proof for address viz. Voter I.D Card, PAN card, Driving license, Ration Card, Passport
- Enter Contact details (Telephone Number, Alternate Mobile No., Mobile No. and Email ID)
- Enter Constitution of the Firm – Individual / Sole Proprietorship/ Partnership Firm / Public Limited Company / Private Ltd. Company
- User shall upload Photo(s) (Size should be 2.5cm X 3.5 cm having white background and printed name at bottom) of Individual/Sole proprietor/all directors against his/their names.
  - Photo to be signed by the respective person and user need to scan the signed photograph and upload while uploading enter the name of the person of whose photo is being uploaded
- User Can Click on Add New option to upload photos for other directors (if any)
- Click on Save & Continue button to submit details.
- After successful saving of data, User is navigated to next page as shown below

Enlistment Application - New

Page 1/3 Page 2/3 Page 3/3

**7. Is the Individual / Sole Proprietor / Any Partner / Directors of Company :**

a). Dismissed 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 Department of Govt. of H.P. within Last Two Years  
 Yes  No

g). Director or Partner of any Other Company/Firm Enlisted with HPWD or any Other Department  
 Yes  No

h). Member of Parliament or any State Legislative Assembly  
 Yes  No

## Himachal Pradesh Public Works Department

8. a). Name of Person Holding Power Of Attorney   No file selected.

b). Nationality  Indian  Other

c). Liabilities   No file selected.

9. Name of Bankers with Full Address :

i) Bank Account No

ii) IFSC Code

iii) PAN No

Bank Name

Bank Full Address

Upload latest ITR  No file selected.

Upload PAN No  No file selected.

10. Place of Business

11. Full time technical staff in applicant's employ: For Civil, Electrical & Mechanical contractors (Give details in the form of an affidavits on Annexure-XII & XII-A )

[Download - Annexure-XII](#) [Download - Annexure-XII-A](#)

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 (Affidavit on Annexure-XVI duly attested by 1st Class Magistrate to be attached)

Yes  No

- User shall complete filling the application details as given in the screen above.
- In case of Individual, User shall upload PAN card and a copy of latest Income Tax Return (ITR) filed along with his application for Up gradation/renewal/new enlistment whereas only a copy of PAN card is required for new enlistment as class "D" or in case of fresh Degree /Diploma Holder
- In case of Firm, User shall upload a copy of GST No. along with his application for new enlistment/up gradation/renewal. The contractor/applicant shall submit a copy of EPF No. along with his application for new enlistment /up gradation /renewal.
- User shall upload the details of Full time technical staff employed by the Contractor for Civil, Electrical or Mechanical as per format given in Application form Annexure - Give details in the form of an affidavits on Annexure-XII & XII-A and scan the documents and upload
- If Yes for Form item no. 12, User shall upload the documents related to details of Machinery, T&P, Equipment and Workshop user possess as per the requirements mentioned in the Enlistment Rules for the class & category applied for (Affidavit on Annexure- XVI & XVI(A) duly attested by 1st Class Magistrate to be attached) - scan the documents and upload
- Question No. 13 is applicable In case of Enlistment for Electrical Department -
- User can click on Previous button to go back previous details of application form. And Click on Save and Continue to navigate to next page of the application form as shown below

**Enlistment Application - New**

Page 1/3   Page 2/3   **Page 3/3**

---

**14. (a) Whether already enlisted with HP PWD or any other department**

Yes                       No

**15. Is Applicant or any person working with the Applicant is a near relative of the Officer/Official Working in HP PWD ? [See Rule 17.0]**

Yes                               No

**17. Details of Works completed and in progress during the Last 5 Years to be filled in proforma as given in ( Annexure-IX ).**

Yes                               No

**18. Certificates from Client(s) in Original as per proforma given in Annexure-X for all eligible works executed during the last five years**

Yes                               No

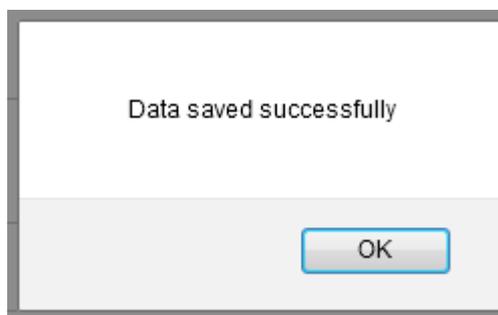
**19. Certificates**

- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in HP PWD 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 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 and more than one enlisting authority/ Zone in HP PWD.
- (iv) that since my/our registration as contractor in HP P.W.D. I/we never been blacklisted from the contractor ship..
- (v) I /We are aware of e-procurement and (Tick either of below) a. I/We have obtained Digital Signature Certificate (DSC) b. I /We will obtain Digital from approved vendor at our own cost
- (vi) (A) I certify that I am not a retired officer/official from any service of Government of India/State Government/ U.T Government/ PSU's/ Semi Government or any department funded/aided by the Government during the last two years. I also certify that I have neither such
- (a) person under my employment nor shall I employ any such person within two years of his retirement except with the prior permission of the Government. (For Individuals seeking enlistment in their own name).
- (b) We certify that none of such person is the partner/Director in our firm/Co. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies). (Strike out whichever is not applicable)
- (B) Certified that no individual, or a partner/Director of the firm/Co. is a dismissed government/Semi Government servant; or blacklisted contractor or removed from the approved list of contractors; or demoted to lower class of the contractor; or having business banned/ suspended by any government/Semi Government department in the past; or under trial/convicted by a court of law.

I have read and accept all above                       No file selected.                      Specimen signature                       No file selected.

Note: Power of attorney is required to sign on behalf of firm/Company.

- User shall fill in all the application details of page-3 and shall have provision to upload the scanned copy of power of attorney and specimen signature of application signing authority who is submitting the enlistment application.
- User can click on Previous button to go back to previous details of application form. And/or Click on Submit to submit the application form, after submission confirmation message is shown as below.



- After successful saving of data, User is navigated to Payment screen to make online payment of application fees.

**Payment**

**Payment Mode :**

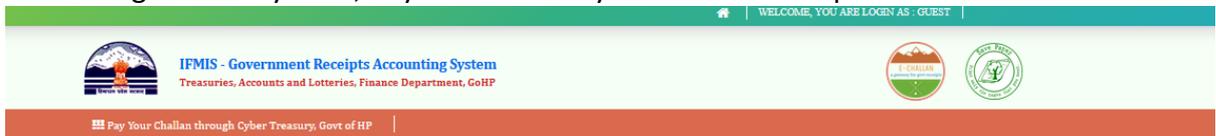
Online

**Payment Amount**

1

**Go To Payment**

- Default payment mode and payment amount will be displayed and user need to click on Go To Payment option for making the online payment
- On clicking Go To Payment, Payment Gateway screen shall be opened



eChallan - Challan Payment Gateway

**PWD PUBLIC WORKS : ONLINE PAYMENT FACILITY THROUGH CYBER TREASURY, GOHP**

NOTE: IF YOUR BANK ACCOUNT IS DEBITED , THEN DONOT MAKE DOUBLE PAYMENT WITHIN 24 HOURS.

DEPT : 307-PWD Public Works  
 DDO : 307-BLP00-643 E.E. PWD DIVISION-1, BILASPUR  
 DEPT REF. NO. : TP100000001  
 TENDER BY : raj  
 PERIOD FROM : 23-12-2020 To 23-12-2020

ID	Payment of (Service)	Head	Amount Rs.
1	OTHER ITEMS	0059-01-800-01	1

AMOUNT (₹) : 1 ( Rupees One )

PAYMENT TYPE :  e-banking  Manually

SELECT BANK : Select Bank

ENTER CODE : J3wk ENTER CODE

**MAKE PAYMENT** **CANCEL**

Latest 10 Transactions Done with Above Dept Ref No.  
 No Previous Transaction Done with Above Dept Ref No.

- After successful filling of payment details click on Make Payment button to complete the payment process.
- If any failure in the payment process, following message is displayed.

**Payment**

**Payment Process Complete**

**Status : "Failed/Cancelled"**

[Click here to go to Dashboard](#)  
 In case of failed transactions please check with site administrator

- On successful payment, System shall generate the electronic receipt and displayed on the Dashboard.

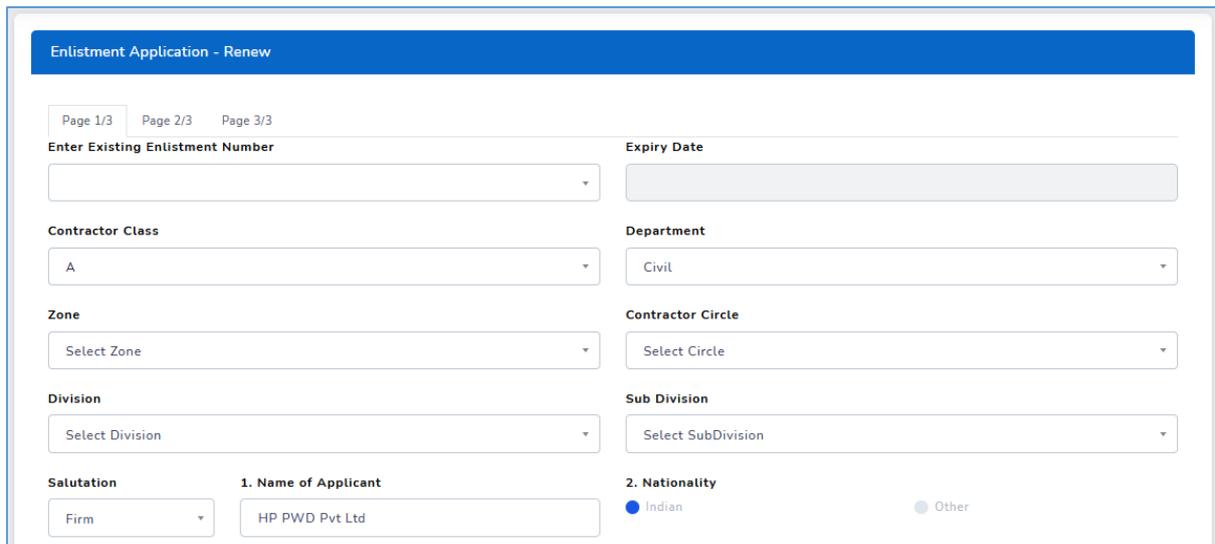
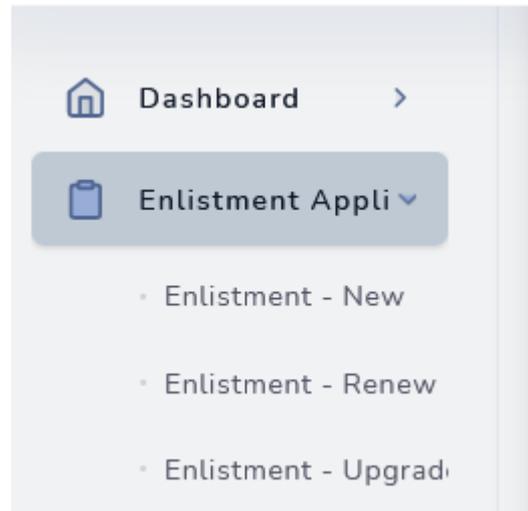
- User shall receive an acknowledgement notification to his email / SMS with Application Number.

### Renew Enlistment Application Screen

Individual User / Institutions can renew enlistment application online for their respective categories on Dashboard menu options:

1. Enlistment - New
2. Enlistment - Renew
3. Enlistment - Upgrade

After selecting the Enlistment - Renew application, Renew Enlistment application form is opened as shown below:

A screenshot of a web form titled 'Enlistment Application - Renew'. The form is divided into several sections with dropdown menus and text input fields. At the top, there are three page indicators: 'Page 1/3', 'Page 2/3', and 'Page 3/3'. The main form area contains the following fields:

- Enter Existing Enlistment Number**: A dropdown menu.
- Expiry Date**: A date input field.
- Contractor Class**: A dropdown menu with 'A' selected.
- Department**: A dropdown menu with 'Civil' selected.
- Zone**: A dropdown menu with 'Select Zone' selected.
- Contractor Circle**: A dropdown menu with 'Select Circle' selected.
- Division**: A dropdown menu with 'Select Division' selected.
- Sub Division**: A dropdown menu with 'Select SubDivision' selected.
- Salutation**: A dropdown menu with 'Firm' selected.
- 1. Name of Applicant**: A text input field containing 'HP PWD Pvt Ltd'.
- 2. Nationality**: Radio buttons for 'Indian' (selected) and 'Other'.

- User shall select existing Enlistment number which is being renewed
- Up on selection of enlistment number following information will be auto populated on the screen
  - Current expiry date of the enlistment
  - Class, Department, jurisdiction details,
  - Contractor details like Name of the applicant, nationality, address (present & permanent), contact details (Telephone Number, Alternate Mobile No., Mobile No. and Email ID)
  - Constitution of the Firm – Individual / Sole Proprietorship/ Partnership Firm / Public Limited Company / Private Ltd. Company
- User shall have provision to edit the details which are pre-populated

## Himachal Pradesh Public Works Department

**3. Address For Communication**

Hyderabad

**Documentary Proof**

Voter Id

**Permanent Address (With documentary proof)**

Permanent Address

**Upload Proof**

Choose file... [Browse](#)

**4. Contact Details : \* Mandatory**

**Telephone Number**

Telephone Number

**Alternate Mobile No**

FAX No

**Mobile No**

Mobile No

**E-Mail Id**

E-Mail Id

**5. Constitution :**

Individual  Sole Proprietorship  Partnership Firm  Public Ltd. Company

Private Ltd. Company

**6. Upload Photos - (Photo Size of should be 2.5cm x 3.5cm having white background and printed name at bottom) :**

Individual  Sole Proprietorship  Partnership Firm  Public Ltd. Company

Private Ltd. Company

Enter Name  [Browse...](#) No file selected. [Add More](#)

[Save & Continue](#)

- User shall upload documentary proof for address viz. Voter I.D Card, PAN card, Driving license, Ration Card, Passport (if any changes from the previous submitted)
- User shall upload (if any changes from the previous submitted) Photo(s) (Size should be 2.5cm X 3.5 cm having white background and printed name at bottom) of Individual/Sole proprietor/all directors against his/their names.
  - Photo to be signed by the respective person and user need to scan the signed photograph and upload while uploading enter the name of the person of whose photo is being uploaded
- User Can Click on Add New option to upload photos for other directors (if any)
- Click on Save & Continue button to submit details.
- After successful saving of data, User is navigated to next page as shown below

Enlistment Application - New

Page 1/3 Page 2/3 Page 3/3

**7. Is the Individual / Sole Proprietor / Any Partner / Directors of Company :**

a). Dismissed 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 Department of Govt. of H.P. within Last Two Years

Yes  No

g). Director or Partner of any Other Company/Firm Enlisted with HPWD or any Other Department

Yes  No

h). Member of Parliament or any State Legislative Assembly

Yes  No

## Himachal Pradesh Public Works Department

8. a). Name of Person Holding Power Of Attorney   
 No file selected.

b). Nationality  Indian  Other

c). Liabilities

9. Name of Bankers with Full Address :

i) Bank Account No   
Bank Name

ii) IFSC Code   
Bank Full Address

iii) PAN No   
Upload latest ITR  No file selected.

Upload PAN No  No file selected.

10. Place of Business

11. Full time technical staff in applicant's employ: For Civil, Electrical & Mechanical contractors (Give details in the form of an affidavits on Annexure-XII & XII-A )  
    
[Download - Annexure-XII](#) [Download - Annexure-XII-A](#)

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 (Affidavit on Annexure-XVI duly attested by Ist Class Magistrate to be attached)  
 Yes  No

- User shall edit the pre-populated data (if any) and complete filling the application details as given in the screen above.
- In case of Individual, User shall upload PAN card and a copy of latest Income Tax Return (ITR) filed along with his application for Up gradation/renewal/new enlistment whereas only a copy of PAN card is required for new enlistment as class "D" or in case of fresh Degree /Diploma Holder
- In case of Firm, User shall upload a copy of GST No. along with his application for new enlistment/up gradation/renewal. The contractor/applicant shall submit a copy of EPF No. along with his application for new enlistment /up gradation /renewal.
- User shall upload the details of Full time technical staff employed by the Contractor for Civil, Electrical or Mechanical as per format given in Application form Annexure - Give details in the form of an affidavits on Annexure-XII & XII-A and scan the documents and upload
- Question No. 13 is applicable In case of Enlistment for Electrical Department - User shall upload the documents related to details of Machinery, T&P, Equipment and Workshop user possess as per the requirements mentioned in the Enlistment Rules for the class & category applied for (Affidavit on Annexure- VIII & VIII(A) duly attested by Ist Class Magistrate to be attached) - scan the documents and upload
- User can click on Previous button to go back previous details of application form. And Click on Save and Continue to navigate to next page of the application form as shown below

Enlistment Application - New

Page 1/3 Page 2/3 Page 3/3

14. (a) Whether already enlisted with HP PWD or any other department

Yes  No

15. Is Applicant or any person working with the Applicant is a near relative of the Officer/Official Working in HP PWD ? [See Rule 17.0]

Yes  No

17. Details of Works completed and in progress during the Last 5 Years to be filled in proforma as given in ( Annexure-IX ).

Yes  No

18. Certificates from Client(s) in Original as per proforma given in Annexure-X for all eligible works executed during the last five years

Yes  No

19. Certificates

(i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in HP PWD 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 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 and more than one enlisting authority/ Zone in HP PWD.

(iv) that since my/our registration as contractor in HP P.W.D. I/we never been blacklisted from the contractor ship..

(v) I /We are aware of e-procurement and (Tick either of below) a. I/We have obtained Digital Signature Certificate (DSC) b. I /We will obtain Digital from approved vendor at our own cost

(vi) (A) I certify that I am not a retired officer/official from any service of Government of India/State Government/ U.T Government/ PSU's/ Semi Government or any department funded/aided by the Government during the last two years. I also certify that I have neither such

(a) person under my employment nor shall I employ any such person within two years of his retirement except with the prior permission of the Government. (For Individuals seeking enlistment in their own name).

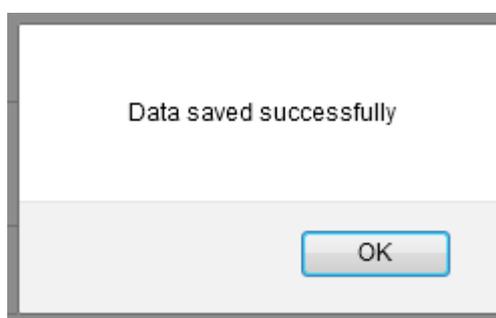
(b) We certify that none of such person is the partner/Director in our firm/Co. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies). (Strike out whichever is not applicable)

(B) Certified that no individual, or a partner/Director of the firm/Co. is a dismissed government/Semi Government servant; or blacklisted contractor or removed from the approved list of contractors; or demoted to lower class of the contractor; or having business banned/ suspended by any government/Semi Government department in the past; or under trial/convicted by a court of law.

I have read and accept all above  No file selected. Specimen signature  No file selected.

Note: Power of attorney is required to sign on behalf of firm/Company.

- User shall fill in all the application details of page-3 and shall have provision to upload the scanned copy of power of attorney and specimen signature of application signing authority who is submitting the enlistment application.
- User can click on Previous button to go back to previous details of application form. And/or Click on Submit to submit the application form, after submission confirmation message is shown as below.



- After successful saving of data, User is navigated to Payment screen to make online payment of application fees.

**Payment**

**Payment Mode :**

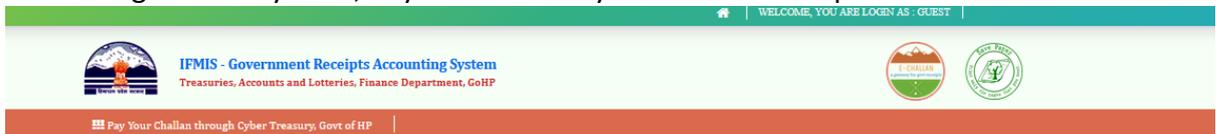
Online

**Payment Amount**

1

**Go To Payment**

- Default payment mode and payment amount will be displayed and user need to click on Go To Payment option for making the online payment
- On clicking Go To Payment, Payment Gateway screen shall be opened



eChallan - Challan Payment Gateway

**PWD PUBLIC WORKS : ONLINE PAYMENT FACILITY THROUGH CYBER TREASURY, GOHP**

NOTE: IF YOUR BANK ACCOUNT IS DEBITED , THEN DONOT MAKE DOUBLE PAYMENT WITHIN 24 HOURS.

DEPT : 307-PWD Public Works  
 DDO : 307-BLP00-643 E.E. PWD DIVISION-1, BILASPUR  
 DEPT REF. NO. : TP100000001  
 TENDER BY : raj  
 PERIOD FROM : 23-12-2020 To 23-12-2020

ID	Payment of (Service)	Head	Amount Rs.
1	OTHER ITEMS	0059-01-800-01	1

AMOUNT (₹): 1 ( Rupees One )

PAYMENT TYPE:  e-banking  Manually

SELECT BANK: Select Bank

ENTER CODE: J3wk ENTER CODE

**MAKE PAYMENT** **CANCEL**

Latest 10 Transactions Done with Above Dept Ref No.  
 No Previous Transaction Done with Above Dept Ref No.

- After successful filling of payment details click on Make Payment button to complete the payment process.
- If any failure in the payment process, following message is displayed.

**Payment**

**Payment Process Complete**

**Status : "Failed/Cancelled"**

[Click here to go to Dashboard](#)  
 In case of failed transactions plesae check with site administrator

- On successful payment, System shall generate the electronic receipt and displayed on the Dashboard.

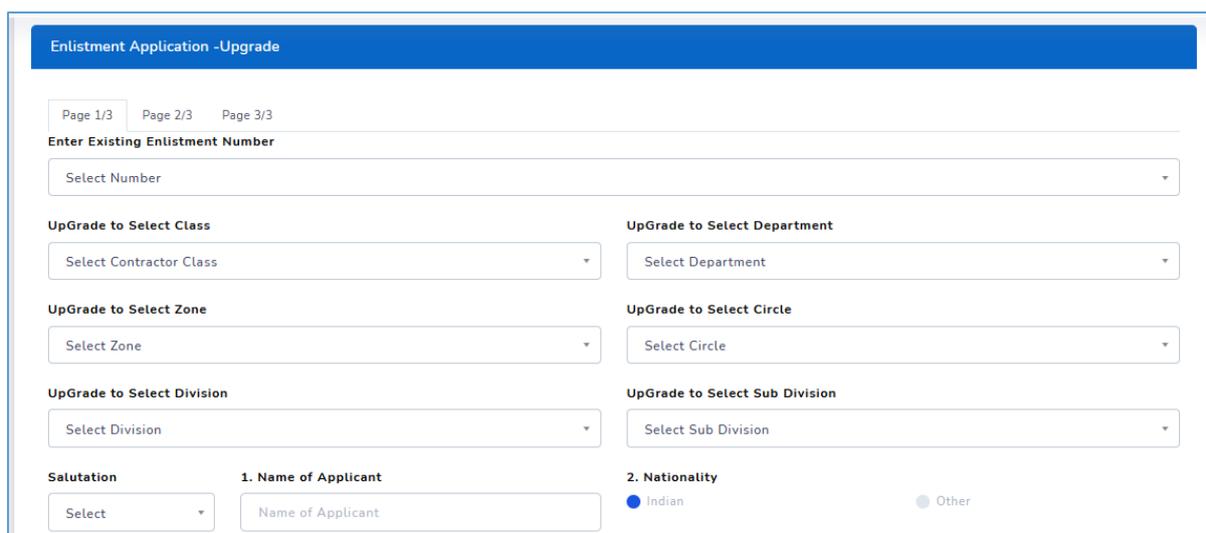
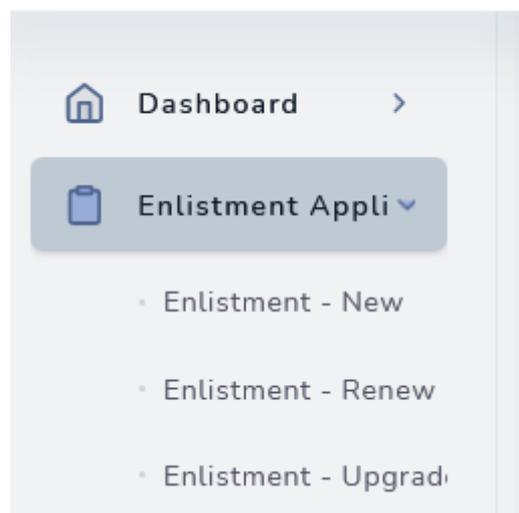
User shall receive an acknowledgement notification to his email / SMS with Application Number.

### Upgrade Enlistment Application Screen

Individual User / Institutions can upgrade enlistment application online for their respective categories on Dashboard menu options:

1. Enlistment - New
2. Enlistment - Renew
3. Enlistment - Upgrade

After selecting the Enlistment - Upgrade application, Upgrade Enlistment application form is opened as shown below:

A screenshot of the 'Enlistment Application -Upgrade' form. The form has a blue header with the title 'Enlistment Application -Upgrade'. Below the header, there are three page indicators: 'Page 1/3', 'Page 2/3', and 'Page 3/3'. The main form area contains several fields: 'Enter Existing Enlistment Number' with a 'Select Number' dropdown; 'UpGrade to Select Class' with a 'Select Contractor Class' dropdown; 'UpGrade to Select Department' with a 'Select Department' dropdown; 'UpGrade to Select Zone' with a 'Select Zone' dropdown; 'UpGrade to Select Circle' with a 'Select Circle' dropdown; 'UpGrade to Select Division' with a 'Select Division' dropdown; 'UpGrade to Select Sub Division' with a 'Select Sub Division' dropdown; 'Salutation' with a 'Select' dropdown; '1. Name of Applicant' with a text input field containing 'Name of Applicant'; and '2. Nationality' with radio buttons for 'Indian' (selected) and 'Other'.

- User shall select existing Enlistment number which is being upgraded
- User shall have provision to select the upgrade option depending on the existing class i.e. from Class
  - D to C; or
  - D to B; or
  - D to A; or
  - C to B; or
  - C to A; or
  - B to A
- Up on selection of enlistment number following information will be auto populated on the screen
  - Current expiry date of the enlistment
  - Class, Department, jurisdiction details,
  - Contractor details like Name of the applicant, nationality, address (present & permanent), contact details (Telephone Number, Alternate Mobile No., Mobile No. and Email ID)

## Himachal Pradesh Public Works Department

- Constitution of the Firm – Individual / Sole Proprietorship/ Partnership Firm / Public Limited Company / Private Ltd. Company
- User shall have provision to edit the details which are pre-populated

3. Address For Communication

Hyderabad

Permanent Address (With documentary proof)

Permanent Address

Documentary Proof

Voter Id

Upload Proof

Choose file... Browse

4. Contact Details : \* Mandatory

Telephone Number

Alternate Mobile No

Mobile No

E-Mail Id

Telephone Number

FAX No

Mobile No

E-Mail Id

5. Constitution :

Individual  Sole Proprietorship  Partnership Firm  Public Ltd. Company

Private Ltd. Company

6. Upload Photos - (Photo Size of should be 2.5cm x 3.5cm having white background and printed name at bottom) :

Individual  Sole Proprietorship  Partnership Firm  Public Ltd. Company

Private Ltd. Company

Enter Name

Browse... No file selected.

Add More

Save & Continue

- User shall upload documentary proof for address viz. Voter I.D Card, PAN card, Driving license, Ration Card, Passport (if any changes from the previous submitted)
- User shall upload (if any changes from the previous submitted) Photo(s) (Size should be 2.5cm X 3.5 cm having white background and printed name at bottom) of Individual/Sole proprietor/all directors against his/their names.
  - Photo to be signed by the respective person and user need to scan the signed photograph and upload while uploading enter the name of the person of whose photo is being uploaded
- User Can Click on Add New option to upload photos for other directors (if any)
- Click on Save & Continue button to submit details.
- After successful saving of data, User is navigated to next page as shown below

Enlistment Application - New

Page 1/3 Page 2/3 Page 3/3

7. Is the Individual / Sole Proprietor / Any Partner / Directors of Company :

a). Dismissed 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 Department of Govt. of H.P. within Last Two Years

Yes  No

g). Director or Partner of any Other Company/Firm Enlisted with HPWD or any Other Department

Yes  No

h). Member of Parliament or any State Legislative Assembly

Yes  No

## Himachal Pradesh Public Works Department

8. a). Name of Person Holding Power Of Attorney   No file selected.

b). Nationality  Indian  Other

c). Liabilities

9. Name of Bankers with Full Address :

i) Bank Account No

ii) IFSC Code

iii) PAN No

Bank Name

Bank Full Address

Upload latest ITR  No file selected.

Upload PAN No  No file selected.

10. Place of Business

11. Full time technical staff in applicant's employ: For Civil, Electrical & Mechanical contractors (Give details in the form of an affidavits on Annexure-XII & XII-A )

[Download - Annexure-XII](#) [Download - Annexure-XII-A](#)

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 (Affidavit on Annexure-XVI duly attested by 1st Class Magistrate to be attached)

Yes  No

- User shall edit the pre-populated data (if any) and complete filling the application details as given in the screen above.
- In case of Individual, User shall upload PAN card and a copy of latest Income Tax Return (ITR) filed along with his application for Up gradation/renewal/new enlistment whereas only a copy of PAN card is required for new enlistment as class "D" or in case of fresh Degree /Diploma Holder
- In case of Firm, User shall upload a copy of GST No. along with his application for new enlistment/up gradation/renewal. The contractor/applicant shall submit a copy of EPF No. along with his application for new enlistment /up gradation /renewal.
- User shall upload the details of Full time technical staff employed by the Contractor for Civil, Electrical or Mechanical as per format given in Application form Annexure - Give details in the form of an affidavits on Annexure-XII & XII-A and scan the documents and upload
- Question No. 13 is applicable In case of Enlistment for Electrical Department - User shall upload the documents related to details of Machinery, T&P, Equipment and Workshop user possess as per the requirements mentioned in the Enlistment Rules for the class & category applied for (Affidavit on Annexure- VIII & VIII(A) duly attested by 1st Class Magistrate to be attached) - scan the documents and upload
- User can click on Previous button to go back previous details of application form. And Click on Save and Continue to navigate to next page of the application form as shown below

**Enlistment Application - New**

Page 1/3   Page 2/3   **Page 3/3**

---

**14. (a) Whether already enlisted with HP PWD or any other department**

Yes                       No

**15. Is Applicant or any person working with the Applicant is a near relative of the Officer/Official Working in HP PWD ? [See Rule 17.0]**

Yes                               No

**17. Details of Works completed and in progress during the Last 5 Years to be filled in proforma as given in ( Annexure-IX ).**

Yes                               No

**18. Certificates from Client(s) in Original as per proforma given in Annexure-X for all eligible works executed during the last five years**

Yes                               No

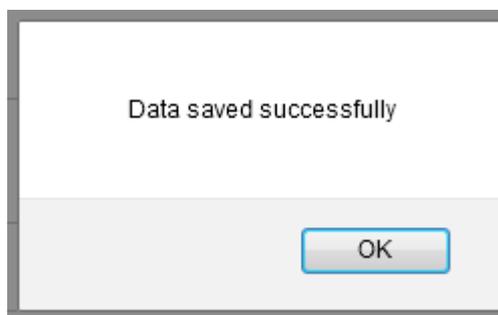
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- (vi) (A) I certify that I am not a retired officer/official from any service of Government of India/State Government/ U.T Government/ PSU's/ Semi Government or any department funded/aided by the Government during the last two years. I also certify that I have neither such
- (a) person under my employment nor shall I employ any such person within two years of his retirement except with the prior permission of the Government. (For Individuals seeking enlistment in their own name).
- (b) We certify that none of such person is the partner/Director in our firm/Co. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies). (Strike out whichever is not applicable)
- (B) Certified that no individual, or a partner/Director of the firm/Co. is a dismissed government/Semi Government servant; or blacklisted contractor or removed from the approved list of contractors; or demoted to lower class of the contractor; or having business banned/ suspended by any government/Semi Government department in the past; or under trial/convicted by a court of law.

I have read and accept all above                       No file selected.                      Specimen signature                       No file selected.

Note: Power of attorney is required to sign on behalf of firm/Company.

- User shall fill in all the application details of page-3 and shall have provision to upload the scanned copy of power of attorney and specimen signature of application signing authority who is submitting the enlistment application.
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**Payment Mode :**

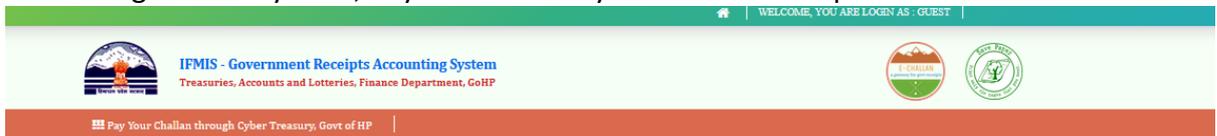
Online

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1

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eChallan - Challan Payment Gateway

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NOTE: IF YOUR BANK ACCOUNT IS DEBITED , THEN DONOT MAKE DOUBLE PAYMENT WITHIN 24 HOURS.

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 DDO : 307-BLP00-643 E.E. PWD DIVISION-1, BILASPUR  
 DEPT REF. NO. : TP100000001  
 TENDER BY : raj  
 PERIOD FROM : 23-12-2020 To 23-12-2020

ID	Payment of (Service)	Head	Amount Rs.
1	OTHER ITEMS	0059-01-800-01	1

AMOUNT (₹) : 1 ( Rupees One )

PAYMENT TYPE :  e-banking  Manually

SELECT BANK : Select Bank

ENTER CODE : J3wk ENTER CODE

**MAKE PAYMENT** **CANCEL**

Latest 10 Transactions Done with Above Dept Ref No.  
 No Previous Transaction Done with Above Dept Ref No.

- After successful filling of payment details click on Make Payment button to complete the payment process.
- If any failure in the payment process, following message is displayed.

**Payment**

**Payment Process Complete**

**Status : "Failed/Cancelled"**

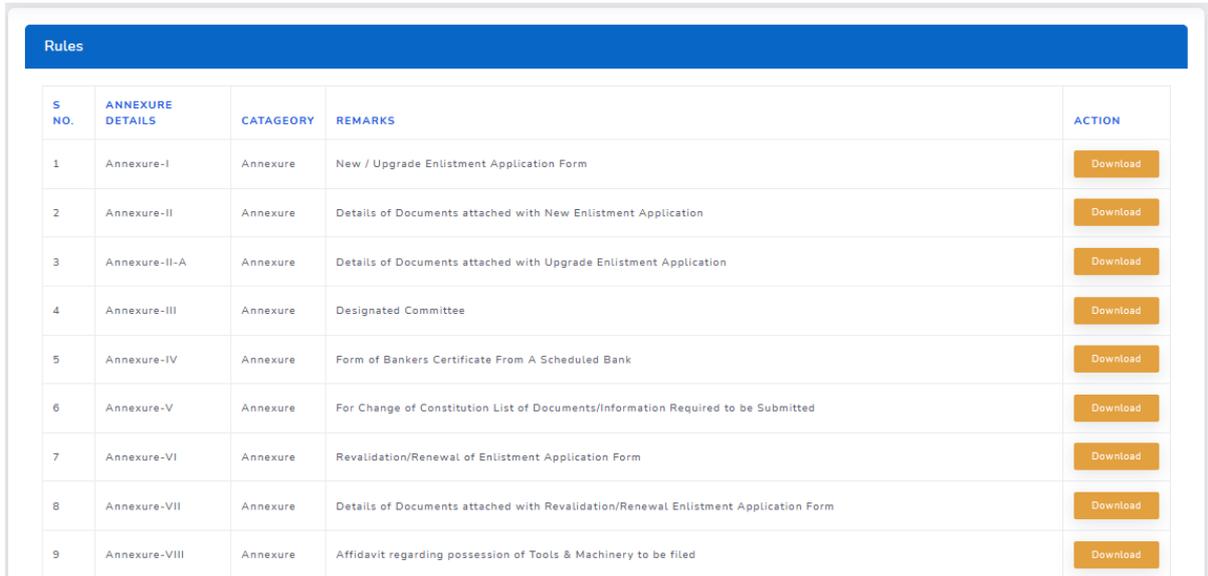
[Click here to go to Dashboard](#)  
 In case of failed transactions please check with site administrator

- On successful payment, System shall generate the electronic receipt and displayed on the Dashboard.

User shall receive an acknowledgement notification to his email / SMS with Application Number.

### Rules

Rules menu on the dashboard will help the user to download / view the applicable rules or annexures to be used for seeking the Contractor Enlistment.

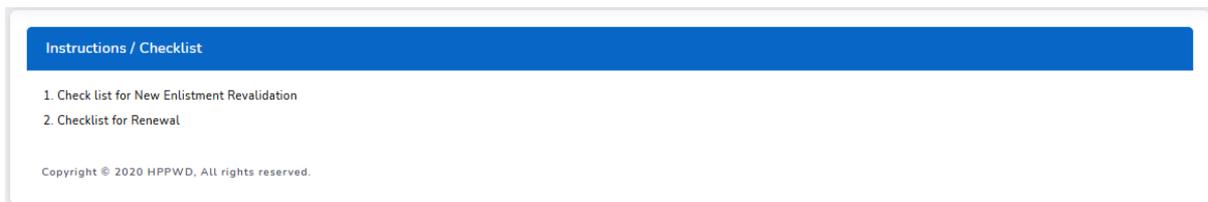


S NO.	ANNEXURE DETAILS	CATAGEORY	REMARKS	ACTION
1	Annexure-I	Annexure	New / Upgrade Enlistment Application Form	<a href="#">Download</a>
2	Annexure-II	Annexure	Details of Documents attached with New Enlistment Application	<a href="#">Download</a>
3	Annexure-II-A	Annexure	Details of Documents attached with Upgrade Enlistment Application	<a href="#">Download</a>
4	Annexure-III	Annexure	Designated Committee	<a href="#">Download</a>
5	Annexure-IV	Annexure	Form of Bankers Certificate From A Scheduled Bank	<a href="#">Download</a>
6	Annexure-V	Annexure	For Change of Constitution List of Documents/Information Required to be Submitted	<a href="#">Download</a>
7	Annexure-VI	Annexure	Revalidation/Renewal of Enlistment Application Form	<a href="#">Download</a>
8	Annexure-VII	Annexure	Details of Documents attached with Revalidation/Renewal Enlistment Application Form	<a href="#">Download</a>
9	Annexure-VIII	Annexure	Affidavit regarding possession of Tools & Machinery to be filed	<a href="#">Download</a>

Figure 4-8: Rules

### Instructions

Instructions menu of the dashboard will help the user to view the list of instructions / checklist to be followed for submitting the enlistment application.



Instructions / Checklist
1. Check list for New Enlistment Revalidation
2. Checklist for Renewal

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Figure 4-9: Instructions