

Capital Development Authority
(Directorate General Works)

APPLICATION FOR ENLISTMENT OF CONTRACTORS / FIRMS IN CDA.

1. Name of the firm _____
Office address: _____
Telephone /Fax No. _____

2. Category applied for. _____

3. Full name of the proprietor of the firm _____
I.D Card No. _____
Permanent address. _____
Telephone No. _____

Name, I.D Card No. & address of the person legal: authorized to act on behalf of the applicant. _____

4. a. If the applicant is sole proprietor he should produce an affidavit duly attested by first class Magistrate to the effect that he is the proprietor of the business.

b. If a partnership firm

<u>Name of Partner</u>	<u>Address</u>	<u>N.I.C. No.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

A deed of partnership or a copy of attested as such by Notary public. Yes/No

A copy of certificate that the firm is duly registered with Registrar of firms Yes/No

5. If the applicant is registered with Registrar of companies under companies act:

- I) Provide certificate of incorporation.
- II) Certificate of commencement of business.
- III) Memorandum of Association and Article of Association.

6. Registration with Income tax office. Yes/No

- I) National Tax Number _____
- II) Provide copy of last return submitted Income Tax on _____

7. Detail of moveable / immoveable assets, provide attested copies of ownership documents (the total value of assets must not be less than 10% of the limits of category applied).

8. Bank statement showing balance credits and withdrawals during the last 2 years.

9. Indicate the Category of contactors and tender limit if enlisted with any other Government Department.

10. Particular and nature of work executed by the applicant during the preceding three years (please give the name of department / firm, name of work, name of the client and amount of each work).

i) Government Department:

ii) Private firms:

11. Performance certificate (if any)

Department: _____

Designation of issuing Officer: _____

12. Provide License issued by Pakistan Engineering Council Yes/No

Category _____

Valid up to _____

Field of specialization _____

13. Certificate of Punjab Electrical Board in case o entitlement of E&M works Yes/No

14. Supply a list of Engineering Staff with their qualification, experience also provide a copy of their degrees, certificate and P.E.C register on certificates and their affidavit for employment with firm.

Yes/No

15. List of T & P available with the firm, provide ownership certificate in name of proprietor / partner of the firm Yes/No

16. Have you ever applied for enlistment in CDA, so with what result. Yes/No

17. Give an affidavit that none of the partners appear is partner, sharer,
Director of any other firm enlisted in CDA and that none of them owes any
Government dues.

Yes/No

(NOTE): all documents must be attested by Notary public.

DECLARATION:

- a). I/we certify that the above particulars are correct and nothing has been concealed or mis-presented.
- b). I/we agree to notify the CDA of any change in the going particulars as they occurs after our registration and to verify and confirm the particulars annually.
- c). I/we understand and agree that the CDA has the authority as it may decide to suspend remove and black listed my/our firm on submission of tenders, or for technical reason or the delinquency in regard to which decision of CDA will be final and conclusive.
- d). I/we certify that the above particulars are correct and should any of those be found to be false or that, we fail to notify a required vide Para (b) above including our subsequent amalgamation with any other contractor or firm my/our name be remove from the list of contractors and any contract we may be holding at the time liable to be rescinded.
- e). I/we certify that our firm is not black listed/ delisted in CDA or in any other Government Department.

Signature of the person
legally authorized to act
on behalf of contractor firm:

Name . _____

Address _____

N.I.C No. _____