



## **Lucknow Development Authority Rules**

### ***Classification and Enlistment of Contractors in Lucknow Development Authority***

1. These Rules will govern the classification and enlistment of contractors in Lucknow Development Authority. The tenders of only those contractors will be considered for any work in LDA, who are entitled to tender for that work according to their enlistment. The U.P. Rajkiya Nirman Nigam and U.P. State Bridge Corporation or any other state or central Govt. undertaking shall, however, be exempted from enlistment under this rule.
2. Contractors will be classified as Class A, B, C & D. The contractors enlistment under Class A will be entitled to tender the works of value above 100 Lacs to 400 Lacs, contractors enlisted under class B will be entitled to tender work of value above 25 Lacs to 100 Lacs, class C will be entitled tender for works of value above Rs. 10 Lacs to 25 Lacs and class D will be entitled to tender for works of value upto 10 Lacs.

### **Who are to be Enlisted**

3. Enlistment of all classes will be open to an individual, Undivided Hindu Family, Firms registered under the Indian Partnership Act and Public or Private Limited Companies.

Provided that an applicant will be enlisted only in that class to which found entitled in accordance with these rules by the authority prescribed here in for the purpose.

### **Qualification for Enlistment**

4. An applicant for enlistment of particular class should have a minimum solvency of Rs. 100 Lacs for A class, Rs. 50 Lacs for B class, Rs. 20 Lacs for C class and Rs. 10 Lacs for class D.

An applicant for enlistment to particular class should have minimum technical staff as following :

- For Class A one degree holder of Civil Engineer or one Diploma Holder of Civil Engineering with minimum experience of 10 years.
- For Class B one Diploma Holder of Civil Engineering with minimum experience of 5 years.
- For Class C one Diploma Holder of Civil Engineering.

Any applicant for enlistment to a particular class should have minimum equipment, tools and plants as mentioned in **Appendix 'A'**



Applicant should have satisfactorily executed works of Rs. 300 Lacs for class A, Rs. 100 Lacs for class B, Rs. 20 Lacs for class C and Rs. 10 Lacs for Class D.

However, if a contractor does not have the past experience as required, but fulfils all other conditions for enlistment, will be enlisted provisional under class D.

#### **Proof of Applicant's Solvency**

5. In case of Individual, Firms and undivided Hindu Family, proof of solvency of the applicant will consists of a certificate signed by the District Megistrate concerned or a certificate of reference of a scheduled bank.

In case of Private or Public Limited Company, the proof of the company's solvency will be it's last Balance Sheet audited and Certified by a Chartered Accountant or an certificate/ reference of a scheduled bank.

#### **Proof of Employment of Technical Staff**

6. Proof of Employment of the required Technical Staff will consist of a declaration by the applicant in format depicted in **Appendix C** in the presence of a Notary Public giving full particulars of the required staff.

#### **Proof of Possession of Machinery etc.**

7. Proof of possession of required Machinery, Tools and Plants will consist of a declaration by the applicant in the format depicted in **Appendix D** made in the presence of Stipendiary Magistrate giving full particulars of the equipments or an tools affidavit, for the same verified by a notary.

#### **Proof of Previous Experience**

8. Evidence of satisfactory execution of works of required value as mentioned in rule 4 will consist of certificate from the Engineer In charge of the works not below the rank of Executive Engineer and for class A not below the rank of Superintending Engineer.
9. The application for enlistment will be made in the form given in **Appendix B** accompanied by a receipt of documentation charges as below

Class 'A'	Rs. 2000.00
Class 'B'	Rs. 1000.00
Class 'C'	Rs. 500.00
Class 'D'	Rs. 250.00

Every application shall be accompanied by the following documents :

- ❖ Proof of solvency
- ❖ Proof of employment of required technical staff
- ❖ Proof of possession of required machinery, tools and plants
- ❖ Proof of execution of required works as mentioned in Rule 4



- ❖ In case of Firm, duly certified copy of partnership deed and registration certificate. In case of company the deed of Article of Association
- ❖ Income Tax Clearance Certificate
- ❖ Sales Tax Clearance Certificate
- ❖ Two latest passport size photograph of applicant duly attested by a gazetted officer or M.L.A. or M.P. and duly pasted on the space provided in the form.
- ❖ Character Certificate of the applicant from District Magistrate
- ❖ A statement from the applicant giving details of his residential address during last three years. Residential address where he lives more than three months during last three years should be given and such residential address must be verified by a gazetted officer or M.L.A. or M.P. Signature of the applicant must be verified by a gazetted officer.
- ❖ Applicant shall have to give an affidavit that he is not related with blood to any officer or employee of LDA.

He will have to provide certificate of Group Insurance regarding staff employed by him.

In case of any change in solvency, technical staff, tools and plants as mentioned in rule 4 above, or the change in partners or consultation on of a firm or article of association/ Constitution of a company, as mentioned in Rule 9 above, the same shall be intimated to the authority competent for enlistment, within 7 days of such change and acknowledgement of the same shall be obtained.

10. Contractors enlistment shall have to abide by the rules and regulations of LDA imposed time to time and Vice-chairman/Secretary shall have all the powers to black list the firm/contractor if found any action by contractor against rules of LDA.
11. Enlistment shall be made for a year only and he shall have to apply for renewal next year.
12. Chief Engineer will have all the powers to reject the application for enlistment/ renewal in case of incomplete application or any reason what so ever.
13. There shall be no binding on enlistment or renewal.
14. After being found fit for enlistment, contractor shall have to deposit the following enlistment fee/ renewal fee in cash at UCO Bank, LDA Ext. Counter.

	<b>Enlistment Fee</b>	<b>Renewal Fee</b>
Class A	Rs. 50,000.00	Rs. 25,000.00
Class B	Rs. 25,000.00	Rs. 12,500.00
Class C	Rs. 10,000.00	Rs. 05,000.00
Class D	Rs. 05,000.00	Rs. 02,500.00

15. The Contractor enlisted in a particular class will be entitled to tender work of the vale of that class only.



### **Technical Staff at Site of Work**

16. The contractor shall have to keep the staff at the site of the work as per rule 4.

If the contractor fails to comply with sub rule above, the Engineer in Charge of the work shall report the matter to the enlisting authority of the contractor, who after giving the contractor such opportunity to explain as may be considered necessary, order the removal of the contractor's name from the register of the classified contractors. This may be in addition to any action which may be taken against the contractor in terms of his contract of the work.

### **Removal of contractors name from Register of classified contractors**

17. The authority competent to enlist a contractor or any authority having jurisdiction may order removal of a contractor's name from the Register enlisted contractors for the reasons to be mentioned in the order & communicated to the contractor the reason may be.

- ❖ Unsatisfactory execution after tender is accepted.
- ❖ Failure to commence work when tender is accepted and contract agreement is executed and order to commence work has been issued.
- ❖ Failure to maintain the required solvency, technical staff, machinery, tools and plants.
- ❖ Failure to maintain the required amount of general security.
- ❖ Conviction of an offence involving moral turpitude.
- ❖ Any other act which in the judgment of the authority competent to order the removal of the name from the list, is undesirable or amounts to misconduct.

The Officer ordering the removal will inform all authorities below him, who will make a note to this affect against the name of the contractor in their register.

### **Register of Classified Contractors**

18. Separate Register will be maintained for different categories of contractors in the form mentioned in **Appendix E** under each categories separate pages will be allocated for contractors of different classes.

In this register names of the contractors will be entered under the class in which the contractor is ordered to be enlisted by the authority maintaining the register

For this purpose orders of enlistment which have become final after deposit of registration fee shall be communicated by the authority concerned to all officers below him.

### **Certificate of Enlistment**

19. A certificate of enlistment will be issued to the contractor enlisted in form mentioned in **Appendix F** after the order of enlistment become final on deposit of the registration fee.



The enlistment shall be valid for one year only and the year will be reckoned from 1<sup>st</sup> April to 31<sup>st</sup> March.

Duplicate certificate of registration may be issued in case where they are lost or destroyed due to an accident or any other valid reason. The application for a duplicate copy should be presented within a week from the date on which it has been lost. The following fee will be charged for the issue of the duplicate certificate copies.

A class Contractors	Rs. 100.00
B class Contractors	Rs. 50.00
C class Contractors	Rs. 30.00
D class Contractors	Rs. 20.00

In case of a firm, undivided Hindu Families and private or public limited companies, an individual should be authorized to deal with the department on their behalf on production of power of attorney.

20. Any terms and conditions of enlistment can be changed by the Vice-Chairman Lucknow Development Authority which shall be binding on the contractors.



## Appendix 'A'

### Rule – 4

#### Minimum Machinery, Tools and Plants required for Enlistment in each class

SN	Name Of Equipment	Class A	Class B	Class C	Class D
1	Concrete Mixers	2	1	1	-
2	Vibrators	3	2	1	-
3	Pumps	Pin-2; Pin-1	Pin-1	-	-
4	Grinding Mill ( for buildings )	2	1	-	-
5	Diesel winches 65ton ( for bridges )	2	1	-	-
6	Excavating grabs ½ to 1Cum. Capacity ( for bridges )	4	2	-	-
7	Diesel Generating Sets 25 KW ( for bridges )	1	-	-	-
8	Tractors ( for roads only )	1	-	-	-
9	Sheepfoot Rollers ( for roads only ) 1- Owing Brick 2- Owing Transport 3- Owing quarries	2			

**NOTE :** Ordinary the enlistment shall be for all the three trades, but in case a contractor wants to take work in a specific trade, he will have to arrange all the T & P required for completion of that trade as categorized above.



**LUCKNOW DEVELOPMENT AUTHORITY, LUCKNOW**

Sl. No. ....

**Appendix – ‘B’  
Rule – 9**

**Application for Enlistment of Contractor in Lucknow Development Authority,  
Lucknow.**

Date .....day of ..... 20.....

**CHIEF ENGINEER  
Lucknow Development Authority  
Lucknow**

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I/We have the honour to apply for enlistment as class ..... Contractor  
in Lucknow Development Authority, Lucknow or category .....  
.....

A sum of Rs. .... being the fee in respect of this  
application has been deposited and the receipt no  
.....dated.....is enclosed.

The required particulars are given below

**Name of the applicant individual/ Firm/  
Company.....**

**Address of the individual Firm/ Co.**

**Telegraphic address and telephone  
nos if any**

**Nationality of the individual, place of  
Registration if corporation or firm or  
company ( attested copy of deeds or  
records of association are to be  
enclosed )**

**Profession of individual/ nature of  
business of Firm or company and**



**place of business**

**Whether enrolled as a member of any builder association. If so name the association and the date of enrollment**

**Name of persons holding the power of attorney ( attested copy of power of attorney to be enclosed )**

**Name of partners with their respective shares in the firm ( copy of partnership deed to be enclosed only in case of partnership firms )**

**Name of bankers and full address**

**In case of limited liability companies, copy of the last balance sheet duly audited should be attached**

**Particulars of immovable properties with their market value attach certificate from Deputy Commissioner Collector**

**List of works executed giving name of work**

**Name of work**

**Amount of work**

**Year of execution**

**Authority under which carried out**

**Original or attested copies of certificate if any may be enclosed**

**Resources of contractor**

**Details of technical staff employed with technical qualification and experience**

**Details of tools and plants, machinery, transport etc.**

**Details of workshop if any with location**

**Whether the applicant is Diploma**



Holder, qualified civil or electrical engineer or has any other technical qualification ( attested copy of diploma or degree to be attached )

Whether the applicant is already enlisted in LDA if so which class and category

Whether enlisted in any other department if so, in which class and category showing the amount upto which qualified tenderer

Whether the applicant is share holder of any other firm enlisted in this deptment or any other department giving full details

How many years has the application's organization been in business as a general contractor under the present business name

Have the applicant ever failed to execute any work awarded to hire. If so where and why

### **CERTIFICATE**

I/We certify that I/We will not get myself ( our selves ) registered as in LDA under more than one name.

I/We agree to notify the officer accepting this application and enlisting my/ our name on LDA's list of any changes in the foregoing particulars as they occur and to verify and confirm these particulars.

I/We certify that the above particulars are correct and that should have been or that if we have given a false certificate or that if I/We fail to notify the fact changes or my/our subsequent amalgamation with another firm, my/our name is liable to be removed from LDA's list of contractors and any contract that I/We may be holding at that time is liable to be rescinded

I/We certify that, We are/ are not related with blood to any officer/employee of LDA.



**Signature of Applicant  
And Address**

**Important Notes**

- 1- All relevant certificates should be attached with the application
- 2- Income tax clearance certificate for the last three assessment year should be enclosed.
- 3- One set extra copy of attested photograph should be attached



**Appendix 'C'**  
**Rule 6**

**Proof of Employment of Technical Staff**

I.....s/o .....  
r/o .....  
partner of..... applicant of  
enlistment as a contractor in the Lucknow Development Authority do hereby  
declare that the following persons are in my/our employment on the post and  
from the dates mentioned against them.

I undertake that if any of the post fall vacant and is left unfilled for more than  
one month, I/We shall inform the authority to whom the application for  
enlistment is being made.

<b>Sn</b>	<b>Name &amp; Address</b>	<b>Technical Qualification</b>	<b>Post Held</b>	<b>Date of regular / continuous employment</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Sd. Applicant**

**Declared in my presence  
(Seal Notary Public )**



**Appendix 'D'**  
**Rule 7**

**Proof of Possession of Machinery etc.**

I.....s/o .....  
r/o .....  
partner of..... applicant of  
enlistment as a contractor in the Lucknow Development Authority do hereby  
declare that I/We possess the following machinery, tools and plants. I  
undertake that if limit required by the relevant rules I/We shall inform the  
authority to whom the application for enlistment is being made.

Sn	Particulars of machinery	Estimated Cost	Approximate Age



**Appendix 'F'**

**Rule – 19**

**Certificate of Enlistment**

**Dated .....**

**Certified the Shri/ Sarv Shri .....  
Address .....  
is/are enlisted as a class ..... Contractor in the Lucknow Development  
Authority for year .....**

**Chief Engineer  
Lucknow Development Authority  
Lucknow**