



**CONTRACTORS ENLISTMENT FORM
BUILDING CONTROL DHA LAHORE**

Document Reference:
4422073

Category Applied: BC-1 (C2/C1), BC-2 (C-3) & BC-3 (C-3)

1. Name of Firm / Company _____
2. Address: _____
3. Tel: _____ (Fax): _____ (Email): _____
4. Place of Incorporation / Registration: _____ Year of Incorporation: _____
5. Contact Person (Name): _____ Title: _____

6. Type of Business:

Listed Company
 Non-Listed Company
 Partnership
 Sole-Proprietorship
 Others (please specify): _____

7. NTN: _____	8. GST (If registered): _____
9. PEC (Reg No): _____	10. PEC Registration Category: _____
11. Field of Specialization: _____	12. Validity: _____
13. Worked with DHA before: (Yes / No) 14. Registered with any other Organizations: _____	

15. Authorized Signatories: (Authorized to signs bids/ offers/ contracts & receive cheques)

S. No	Name & CNIC	Design	Contact No.	Specimen Signature
<i>Note: Use duly signed & stamped separate sheet if required.</i>				

16. Plant and Machinery available with the contractor / firm (Other than C5 & C6)

S. No	Name of Machinery	Model	Make	Registration/ Engine No.	Number of Units
<i>Note: Use duly signed & stamped separate sheet if required.</i>					

17. List of Engineering Staff employed by Contractor / Firm (All HR Record)

S. No	Name & CNIC	Designation	Contact No.	PEC #	Qualification	Date Employed
<i>Note: Use duly signed & stamped separate sheet if required.</i>						

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18. Litigation History:

(Application should provide information on any history of litigation or arbitration resulting from contracts executed in the last four years or currently under execution. A separate sheet should be used for each partner).

Year	Award FOR or AGAINST Applicant	Name of Client, Cause of Litigation and Matter in Dispute	Disputed Amount (in PKR)

19. License of PEC:

(Application should process the relevant documents concerning registration with PEC and finish the relevant details in the following format)

License No.	Category	Field of Specialization	Validity

20. Financial Position:

(Application should provide financial information and demonstrate that they meet the requirements stated in the instructions to applicants. Applicants must fill-in this form. If necessary, use separate sheets to provide complete banker information. A copy of the third party audited balance sheets should be attached)

Banker	Name of Banker		
	Address of Banker:		
	Telephone:	Contact Person & Title:	
	Fax:	E-mail:	

Bank Statement for last 03 years should be attached.

21. Summary of Assets and Liabilities:

(Actual Assets & Liabilities for the previous three years. Also include any assets in DHA).

Ser	Financial Information	Actual for Last Three (03) Years		
		1 (2021)	2 (2020)	3 (2019)
1.	Total Assets			
2.	Current Assets			
3.	Total Liabilities			
4.	Current Liabilities			
5.	Profit before Taxes			
6.	Profit after Taxes			

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22. Experience Record:

(Experience will be supported by attaching copy of acceptance letter / work order of the project along with completion certificate).

Completed Projects during last 5 Years

(Photocopy of award letters and satisfactory completion certificates are required)

Name of Work / Location	Total Value of Work (M)	Current Period		Name, Designation, Contact No & Address of Client	Remarks
		Start	Completion		

Note: Use duly signed & stamped separate sheet if required.

Record of in Hand Projects

(Photocopy of award letters is required)

Name of Work / Location	Total Value of Work (M)	Current Period		Name, Designation, Contact No & Address of Client	Remarks
		Start	Completion		

Note: Use duly signed & stamped separate sheet if required.

Previous Experience with DHAs (if any) - NIL

(Photocopy of award letters is required)

Name of Work / Location	Total Value of Work (M)	Current Period		Name, Designation, Contact No & Address of Client	Remarks
		Start	Completion		

Note: Use duly signed & stamped separate sheet if required.

23. Category of Enlistment:

Category	Processing Fee (Rs.)	Enlistment Fee (Rs.)	Annual Renewal Fee (Rs.)
BC – 1 (Above 300M)	60,000/-	800,000/-	320,000/-
BC – 2 (200M to 300M)	50,000/-	400,000/-	160,000/-
BC – 3 (100M to 200M)	40,000/-	300,000/-	120,000/-



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24. Declaration:

I, _____ CNIC _____ Designation _____ of Messrs _____ do hereby declare and confirm that the information provided herein is true, accurate and correct to best of my knowledge and belief and nothing has been concealed intentionally. I agree that this enlistment, if accepted, shall be valid for 01 year from the date of approval and is subject to be renewed on annual basis. I also confirm that in the event of any changes of status or changes in the elements of the aforementioned information, details shall be provided as and when changes take place.

Signature

Stamp

Date

Note: All parts of the enlistment form must be completed, and all above requirement must be fully complied with. Incomplete forms will not be processed. Enlistment with DHA, if accepted, does not constitute any obligation on part of DHA to guarantee any project or any order for product or service. It must not be treated as prequalification. Please send this form to following address through registered post or courier.

Director Building Control

Building Control Branch
Defence Housing Authority Lahore

25. Following documents are to be attached in addition to the application form (if nec):

- Certificate of Incorporation/ Partnership Deed/ Undertaking in case of Sole Proprietorship.
- Articles / Memorandum of Association & Form A (in case of company)
- Copy of license issued by Pakistan Engineering Council (Photocopy both sides)
- NTN Certificate and Sales Tax Registration Certificate (if registered under Sales Tax)
- CNIC of Directors/ Members/ Partners and Authorized Signatories
- Pay order in the favor of DHA Lahore (After approval by the Competent Auth) of the respective amount mentioned at point 23.
- Company Financial Statements/ Balance Sheet (Audited Reports) for the last two fiscal years. In case of audit accounts are not available: a business profit & loss statement is required to be submitted on the company letter head along with copies of final income tax returns for the last two years.
- List of full-time technical staff/ designers with qualification and experience of each (onus of submitting adequate proof of experience of staff lies with the applicant).
- Attested copies of degrees/ diplomas of the technical staff (att in Profile)
- Declaration from technical staff that they are employed with the applicant (att in Profile)
- Company profile along with experience over the last Five years stating major contracts with values and corresponding client name.

DHA Main Office Complex, Phase VI, Lahore.

E-mail: bcbbranch@dhalahore.org

Help Desk: PTCL Phone No. **042-99063004** is functional for help/ information/ queries purpose for Contractors/ Firms.



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For Official Use Only (DHA Lahore):

Verification

Remarks

**Recommendation
by BC Branch**

Enlistment No. Allotted _____

Desg:

Category Allotted

Date Received by DHA: _____

Sign: _____

Date Evaluated: _____

Enlistment Intimated On: _____

Stamp: _____

Rejection Intimated _____