

**APPLICATION FOR RENEWAL OF REGISTRATION IN CIDC CONSTRUCTION INDUSTRY DATABASE**

**CONTRACTORS/ CONSULTANTS/MANUFACTURES/ SUPPLIERS (OEMS')**

*Please mention NOT APPLICABLE (N.A.) in any section that does not pertain to the relevant clause and subject. Reference shall be made to the previous application made.*

**Name of organisation:**

- Complete Address:
- Telephone:
- Fax:
- E- Mail:
- Name & Designation of Contact Person
- Mobile Number
- E- mail
- Reference of Previous Application:

**Categories of Registration:**

Applicant to mention, if there is any addition or deletion of Product/ Services, for which Registration was sought as per previous application.

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**Contractor class to which Renewal Registration is being sought:**

Applicant to mention, if there is any change in the Class and Upper limit, to the previous application.

<b>Class</b>	<b>Upper Limit (Rs. In Crores)</b>
I	>100 Crores
II	>50 Crores but < 100 Crores
III	>10 Crores but < 50 Crores
IV	Between 1 Crore to 10 Crores
V	Less than 1 Crore

**General Information:**

Applicant to mention, if there is any change in the contact details of their organisation with respect to Registered/ Branch office details.

Registered office	
Branch office	
Any other information	

**Organisation Details:**

Applicant to mention if there is any change in the type of organisation i.e., from Sole Proprietorship to Partnership/ Private Ltd. / Public Ltd. etc.

**Manpower Employed:**

Applicant to mention, if there is any variation, in the manpower employment details provided with previous application. Specific mention is to be made with respect to no. of Graduate/ Diploma Engineers/ Nos. in Safety/ Inspn./Q.C.

**Equipments/ Factory/Facility Details:**

Applicant to mention, if there is any up-gradation/ reduction with respect to Design office/Factory/ Machinery or any other facility in the past one year.

**Other Details:**

Following documents are to be attached by the applicant for Renewal of Registration:

1. Financial Details:
  - Turn Over for the Last Year/ Year in subject (in Lacs):
  - Nature of document furnished i.e., Audited copy of Balance Sheet
2. Banker's details and other financial details with respect to Assets value, Credit limits, Extent of Solvency etc. to be refurnished for the current year.
3. Whether the organisation has modified/ developed any Quality and Safety Policies in the current year.
4. Mention if your organisation has Renewed/ obtained any ISO/ ISRS or any other certification in the current year of renewal of application.
5. Any Empanelment/ approvals have been obtained during past one year.
6. Applicant to furnish that their organisation has not been blacklisted or de-registered from any Govt. / Public Sector/ Private agencies. An Undertaking to this regard shall be furnished on Company Letter head. Refer Annexure – A.
7. Applicant to furnish separately the details of Arbitration/Litigation, if any, with any Govt./ Public Sector/ Private agencies. An Undertaking to this regard shall be furnished on Company Letter head. Refer Annexure – B.
8. If the applicant is enlisted with Small Scale Industry, document in the regard shall be furnished.

**IMPORTANT INSTRUCTIONS:**

1. Applicant shall be required to apply for Renewal of Registration as per the prescribed Renewal of Registration form and completed in all respects.
2. Request letter, on Company Letter Head, along with the form and Annexure A and B shall be forwarded to:  
Enlistment Division  
Construction Industry Development Council  
801, 8<sup>th</sup> Floor, Hemkunt Chambers,

89, Nehru Place, New Delhi – 110 019.

Tel. nos.: 011-26234770, 011-26489992 & 011-41617971

Fax: 011-26451604

E- Mail: [enlistmentcidc@gmail.com](mailto:enlistmentcidc@gmail.com) and [cidcvks@gmail.com](mailto:cidcvks@gmail.com)

Web site: <http://www.cidc.in> & [www.cidcdatabase.com](http://www.cidcdatabase.com)

**3. Renewal Charges for Enlistment/Registration are as follows:**

Category of Industry	Processing Charges (Rs) (Indian applicants)	Processing Charges (US\$) (Non-Indian applicants)
Organisations registered under Small Scale Industry	20,000	400
Organisation/ Contractors/ Consultants with Annual Turn over Between 1-10 Crores	20,000	400
> 10 but < 50 Crores	30,000	600
> 50 Crores but < 100 Crores	40,000	800
> 100 Crores	50,000	1,000

**4. However, please note that Renewal Fee from one category to any upper category shall be additional 25% of the first time enrolment.**

For Example: If earlier enrolled in category/Class between 1 -10 Crores and fee already paid as Rs.50000/- and now the registered vendor is coming in category >10 but <50 Crores, Company has to pay additional Rs. 70000 – Rs. 50000 = Rs.20000 + Rs.5000 (additional 25%), which amount to Rs. 25000/- + GST as applicable over and above the applicable processing charges of Rs 30,000/- + GST

**Conditions / Schedule of Payment:**

1. GST @ 18% shall have to be paid extra.
2. Kindly remit the fees through RTGS in our following account:

Bank : The Federal Bank Limited  
Address : G. I-6, Satkar Building, 79-80, Nehru Place, New Delhi-110019  
Vendor : Construction Industry Development Council  
Account No. : 13020100120032  
IFSC Code : FDRL0001302  
MICR Code : 110049005

3. The Enlistment shall in no way guarantee issue of purchase/tender enquiries.
4. Applicant/Organisation to note that if there is any variation of 15% or more in their Financial Turn Over; Production Capacity; Manpower deployment and other related growth aspects, Site/Shop visit(s) as may be required, will be undertaken and Company shall organise the required Site/ Shop visit(s) at their own cost for up to 2 members of

**the CIDC Evaluation team. However, if there is no change or change under 15%, no Site/ Shop visit will be undertaken.**

5. On satisfactory review and acceptance of the documentation, Site/ Shop visit(s) as may be required, will be undertaken.
6. The list of parties enlisted by CIDC may also be made available to project authorities/owners for adoption.
7. Enlistment shall be accorded for the current year in subject after which the same shall require to be revalidated.
8. CIDC reserves the right to accept or reject any or all the applications without assigning any reasons.