

## 5.0 IMPORTANT INSTRUCTIONS

1. Suppliers/Contractors shall apply as per the prescribed Registration Form. The Registration Form is to be completed in all respects.
2. Verification of facilities as well as statements submitted will be carried out, as necessary by CIDC.
3. Registration form completed in all respect with necessary documents and the applicable processing fees shall be forwarded to

Construction Industry Development Council,  
Enlistment Division  
801 (8<sup>th</sup> Floor), Hemkunt Chamber, 89, Nehru Place,  
New Delhi - 110019 India  
Tel. 011-26234770, 26489992, 41617971  
,Fax: 011-26451604  
Email:[enlistmentcidc@gmail.com](mailto:enlistmentcidc@gmail.com)/  
[enlistment@cidc.in](mailto:enlistment@cidc.in)  
Internet: <http://www.cidcdatabase.com>

For any clarification you may contact the Enlistment Division

4. CIDC reserves the right to accept or reject any or all applications without assigning any reasons.
5. Enlistment shall be accorded for a period of one year after which the same shall require to be revalidated.
6. **The Enlistment shall in no way guarantee issue of purchase/ tender enquires.**
7. The list of parities enlisted by CIDC may also be made available to project authorities / owners for adoption.

## 6.0 Processing Charges for Enlistment / Registration/Yearly Renewal – Suppliers / Manufacturers/ Contractors / Consultants

Enlistment / Registration is subject to payment of Processing charges as detailed below:

Category of Industry	Processing Charges (Rs)	Processing Charges (US\$)
	(Indian Applicants)	(Non-Indian Applicants)
Organizations registered under Small Scale Industry (SSI) / MSME	50,000	1,000
Organization /Contractors / Consultants with Annual turnover		
• Between 1-10 Crores	50,000	1,000
• > 10 but < 50 Crores	70,000	1,500
• > 50 Crores but < 100 Crores	1,00,000	2,000
• > 100 Crores	1,40,000	3,000

**Conditions / Schedule of Payment:**

1. 50% of the applicable Processing Charges shall be payable along with the application and the required documentation.
2. On satisfactory review and acceptance of the documentation, shop visit(s) as may be required, will be undertaken.  
The Company under enlistment shall organize the required shop visit(s) at their own cost for upto 2 members of the CIDC evaluation team.
3. The balance 50% Processing Charges shall be payable on satisfactory completion of shop survey(s) and approval for Enlistment of the Company.
4. All payments shall be made by Demand Draft in favor of Construction Industry Development Council payable at New Delhi
5. Processing charges once paid are not refundable at any stage of processing.
6. GST @18% shall have to be paid extra.
7. Kindly remit the fees through RTGS in our following account:

Bank : The Federal Bank Limited

Address : G. 1-6, Satkar Building, 79-80, Nehru Place, New Delhi-110019

Vendor : Construction Industry Development Council

Account No. : 13020100120032

IFSC Code : FDRL0001302

MICR Code : 110049005

**6.1 Renewal Charges for Enlistment / Registration –Suppliers / Manufacturers/ Contractors / Consultants**

Renewal of Enlistment / Registration is subject to payment of charges as detailed below:

Category of Industry	Processing Charges (Rs)	Processing Charges (US\$)
	(Indian Applicants)	(Non-Indian Applicants)
Organizations registered under Small Scale Industry (SSI) / MSME	20,000	400
Organization / Contractors / Consultants with Annual turnover		
• 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

**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

No Site visit will be undertaken for any renewal upto the 3<sup>rd</sup> year. Beyond the 3 year, the Company under renewal shall organize the required shop visit(s) at their own cost for upto 2 members of the CIDC evaluation team.

For Example: Enlistment Year - 2015

1st Renewal Year – 2016- No Site Visit

2nd Renewal Year – 2017 – No Site Visit

3rd Renewal Year – 2018 - Site Visit

However, Applicant / Organisation to note that, in addition to processing Changes mentioned in 6.1 above, 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.