



APPLICATION FOR REGISTRATION
CONTRACTORS / CONSULTANTS / MANUFACTURERS / SUPPLIERS (OEMs)

Please write NOT APPLICABLE (N.A.) in any section that does not pertain to your line of business

Categories of Registration

Details of Product / Services for which Registration is sought (Add more sheets if required)	
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Contractor Class to which registration is sought:

*Please strike out those not applicable. **The Upper Limit indicates the maximum value of single work that can be awarded to the applicant.***

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

(The above classification can be revised by CIDC)



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GENERAL INFORMATION:

Organization Name	
Head Office / Registered Office: Address/ City/ State / Pin Code Telephone Fax E-Mail Details of contact person Name & Designation: Mobile Number Email:	
Branch office Details Address/ City/ State/Pin Code Telephone Fax E-Mail Details of contact person Name & Designation: Mobile Number Email:	
GST No.	
PAN No.	
PF Registration No.	
ESIC Registration No.	.
Location of Site / Premises proposed for evaluation	



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Organization Details:

Type of Organization	Document to be enclosed
Sole Proprietorship	Registration Certificate
Partnership	Partnership deed
Private Ltd.	Prospectus, Memorandum of Association, Articles of Association
Public Sector/Public Ltd.	Prospectus, Memorandum of Association, Articles of Association

Manpower Employed:

Sr. No.	Particulars	Nos.	Documents Submitted
1.	Total no. in permanent employment		
2.	Number of Graduate / Diploma Engineers		
3.	Nos. in Safety/Inspn./QC		
4.	Others		
5. For Electrical Contractors, whether the applicant possesses: Valid Electrical Licenses For LT / HT Works? - Valid Electrical Contractors License - Valid Electrical Supervisor License Nos. of Licensed Electricians			



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Equipment / Facility Details:

1. Workshop Details:

Workshop Owned?	Yes / No
Area of workshop	
Location	

2. List of Tools / Machinery / Erection & construction equipment owned:

3. List of Tools / Machinery / Erection & construction equipment hired/leased:

4. Details of Facilities Available for Design/Drafting.

Pre-Qualification Questionnaire

1	Nature of past jobs done	Exactly same as applied for / similar to what applied for
2	Value of at least one single job done during lasts years is greater than 70% of the class upper limit applied for	Yes / No
3	Total turnover of the past 3 years is atleast equal to the upper limit of class applied for	Yes / No
4	The maximum value of similar work done in the past three years.	Rs.
5	The minimum value of works that you shall be interested in.	Rs.
6	Does your organization follow any quality plans / programs?	Yes / No
7	Does your organization have laid down any safety policy?	Yes / No
8	Does your organization have ISO/ISRS Certification	Yes / No



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Past Performance

1.	Details of works executed during last 3 years.	Furnish the Work Order Copy & Completion Certificate (For a few jobs against each category for which registration is sought)
2.	Details of works in progress	Furnish the Work Order Copies for a few jobs
3.	Time schedule	Furnish status with respect to contractual completion period.
4.	Detail of 2 major project/ works executed in the past Year	
	Order No.	
	Name of Work :	
	Value:	
5.	Whether the applicant has been blacklisted or de-registered from the approved list or demoted to a lower class by any organization in the past five years. If No, please furnish the document on company letterhead as per format , Annexure A	
	Name of organization :	
	Date of Blacklisting:	
	Reason	
6.	Whether the applicant has gone for Arbitration/Litigation for any of the past works with any organization in the past five years. If No, please furnish the document on company letterhead as per format , Annexure B	
	Name of the Organisation:	
	Name of the Work:	
	Nature of Arbitration :	

Other Details

1. Turnover (Last 3 Years)

Financial Year	Turn Over in Rs. lakhs	Documents Submitted
		Annual Reports to be provided



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Maximum Value of similar Past Works: (In the order of highest value first)

Year	Order Value in Rs. lakhs	Documents submitted
		Work order copy and Completion certificate

2. Registration with Organisations: (Consulting Organisations / PSUs / Others)

Financial Details / Banker's Details

Address / City / State	
Pin code	

Particulars	Rs. in lacs	Documents submitted
2. Value of Assets		Valuation Certificate
3. Overdraft/Cash credit limits with Banker		Banker's Certificate
4. Extent of Solvency		Banker's Certificate (in terms of net worth)

IT IS CERTIFIED THAT THE INFORMATION SUPPLIED HEREIN (INCLUDING ALL PAGES ATTECHED) IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Having gone through the relevant documentation including the Application form, Instructions to Applicants and FAQ's we hereby submit our proposal. I/We understand and undertake that all arrangements including the entire cost for travel, boarding & lodging for Management Interaction and site visit shall be borne by the Company.

(SEAL OF COMPANY)

SIGNATURE

NAME

DESIGNATION

PLACE : _____

DATE : _____



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INFORMATION TO BE SUBMITTED WITH APPLICATION FOR REGISTRATION

1. Company profile / resume.
2. Description of item(s)/ services and range, for which enlistment is sought.
3. Detailed Engineering product catalogue.
4. Organizational chart including Safety and Quality Control set up.
5. Manufacturing facilities/ Construction equipment list giving details of machinery installed in-house.
6. Quality lab Test equipments calibration documents.
7. In-house design facilities including safety and various software available.
8. Details of testing facilities available in-house. Tests for which dependent on external agencies and their names / addresses.
9. List of bought out items and their sources.
10. List of services subcontracted with details of sub-contractors.
11. Quality Assurance Manual including Health, Safety & Environment policy /document.
12. Photocopy of approvals from authorities such as ASME / API / Indian Boiler Regulation (IBR) / Chief Controller of Explosives (CCE), India or as applicable.
13. Photocopy of approvals / enlistment / accreditation by independent inspection agencies / process licensors / consulting organizations / oil companies / others, with details of items for which registered.
14. Past Experience of similar work.
15. Performance feedback from the end users/ Client appreciation letters including supply reference details.
16. Certification / proof of credit worthiness of the Company from Bankers / statutory authorities, including extent of Solvency document from banker.
17. Audited Annual Reports including Audited Financial Statement & Profit & loss account etc. for the last three years.
18. Documents related to PAN, GST, PF, ESIC etc.
19. Organisation details wrt Registration Certificate, MOA / AOA etc.
20. If the applicant is enlisted with Small Scale Industry, document in the regard shall be furnished.



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IMPORTANT INSTRUCTIONS & Fees Structure

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 (8th Floor), Hemkunt Chamber, 89, Nehru Place,
New Delhi - 110019 India

Tel. 011-26234770, 26489992, 41617971

,Fax: 011-26451604

Email: enlistmentcidc@gmail.com/ ciddccorcom@gmail.com

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.
8. Registration/ Applications form shall be submitted in properly bound and indexed alongwith all supporting documents mentioned therein



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

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 there 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.



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7. 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

**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) (Indian Applicants)	Processing Charges (US\$) (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.



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No Site visit will be undertaken for any renewal upto the 3rd 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.