*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) |  |

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)*

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 |  |

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 | |  |  |

Equipment / Facility Details:

1. Workshop Details:

|  |  |
| --- | --- |
| Workshop Owned? | Yes / No |
| Area of workshop |  |
| Location |  |

1. List of Tools / Machinery / Erection & construction equipment owned:
2. List of Tools / Machinery / Erection & construction equipment hired/leased:
3. 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 |

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 |
|  |  |
|  |  |

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 |

1. 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 :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

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

Email:[enlistmentcidc@gmail.com](mailto:enlistmentcidc@gmail.com)/ [ciddccorcom@gmail.com](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.

8. Registration/ Applications form shall be submitted in properly bound and indexed

alongwith all supporting documents mentioned therein

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 \* | 63,250\* | 1,265\* |
| Organization / Manufacturers & Suppliers / Manufacturers/ Contractors / Consultants with Annual turnover   * Between 1-10 Crores * > 10 but < 50 Crores * > 50 Crores but < 100 Crores * > 100 Crores | 63,250  92,000  1,26,500  1,84,000 | 1,265  1,955  2,530  3,680 |

* MSMEs with turnover greater than >100 Crores will pay Rs 1,84,000/- as processing Charges
* Applicant to note that Processing Charges as mentioned (for Indian Applicants & Non- Indian Applicants) are not applicable for organisations having Annual turnover equal to or greater than 100 Crores even though they are registered under Small Scale Industry (SSI)/ MSME.

\*\* Above rates are for Standard, approved & tested products and Services. However, rates for non Standard

products and Services shall be applicable based/ decided on case to case basis.

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, site/shop visit(s) as may be required, will be undertaken.

The Company under enlistment shall organize the required site/ shop visit(s) at their own cost for up to 2 members of the CIDC evaluation team.

1. The balance 50% Processing Charges shall be payable on satisfactory completion of site/ shop survey(s) and approval for Enlistment of the Company.
2. All payments shall be made by Demand Draft in favour of Construction Industry Development Council payable at New Delhi
3. Processing charges once paid are not refundable at any stage of processing.
4. GST @18% shall have to be paid extra.
5. 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