

**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 Financial Statement
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) & [cidccorcom@gmail.com](mailto:cidccorcom@gmail.com)

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

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

Category of Industry	Processing Charges (Rs) (Indian Applicants)	Processing Charges (US\$) (Non-Indian Applicants)
Organizations registered under Small Scale Industry (SSI) / MSME **	28,750**	575**
Organization / Manufacturers & Suppliers / Manufacturers/ Contractors / Consultants with Annual turnover		
• Between 1-10 Crores	28,750	575
• > 10 but < 50 Crores	40,250	805
• > 50 Crores but < 100 Crores	51,750	1,035
• > 100 Crores	63,250	1,265

\*\*MSME with turnover greater than >100 Crores will pay Rs 63,250/- 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

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

### **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 - 2021

1st Renewal Year – 2022- No Site Visit

2nd Renewal Year – 2023 – No Site Visit

3rd Renewal Year – 2024 - 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.