



DESIGNED TO EXCEL

ODISHA CONSTRUCTION CORPORATION LTD.

(A Govt. of Odisha Undertaking)
**UNIT-VIII, GOPABANDHU NAGAR,
BHUBANESWAR - 751012
(ODISHA)**

APPLICATION FOR ENLISTMENT OF CIVIL JOB-WORKER / MECHANICAL JOB-WORKER / ELECTRICAL JOB-WORKER / ASSOCIATED CONSULTANT

(Separate application should be submitted for enlistment as Civil Job-Worker /
Mechanical Job-Worker/ Electrical Job-Worker/Associated Consultant)

Issued to
(Name with
full address)

Signature of issuing authority
with date and seal

**Cost of Application Form – to be issued by hand Rs.1000/- + 18% GST
to be issued by post Rs.1100/- + 18% GST**

This Booklet can be downloaded from the Official Website <http://www.odishaconstruction.com> and can
be submitted in Head Office at Bhubaneswar on Payment of Rs.1000.00 + GST along with required
documents.

About OCCL

Odisha Construction Corporation Ltd. (OCCL), a Govt. of Odisha Undertaking, was registered under Companies Act in 1962 and has completed a long journey of 60 years of excellence in Civil & Mechanical construction jobs in the state & country. Since its inception, OCCL has played a vital role in development of modern Odisha. During last six decades of its existence, it has established its leadership in construction activities (both civil and mechanical) by way of being a major participant in almost all engineering ventures in the State, such as multipurpose river valley projects, irrigation systems, bridges, tunnels, harbors, thermal power stations, industrial projects, buildings, roads & railways etc.

The Corporation is one of the pioneer institutions of the country in the area of design, fabrication & erection of hydro-mechanical equipments and structures for river valley projects. It has successfully executed a good number of major projects such as Balimela Hydro-Electric Project, Upper Kolab Hydro- Electric Project, Rengali Hydro-Electric Project, Mahanadi Barrage Project, Samal Barrage Project, Upper Indravati Hydro Electric Project and many more. It has also executed works under a number of contracts in Talcher STPP (NTPC), NALCO, OPGC, OHPC, RSP (SAIL) etc.

The Corporation has also diversified its activities in the fields of Project Management Consultancy, Computer Aided Design (CAD), Development of Software for various Govt. Depts. and other Organizations.

For enlistment in OCCL as Civil Job-Worker & Mechanical Job-Worker in 4(Four) grades, Electrical Job-Worker in 2(Two) grades and Associated Consultants for Consultancy Services, the procedure and qualifying criteria for enlistment under different categories / grades are as described in the foregoing pages.

**CRITERIA FOR ENLISTMENT AS CIVIL JOB WORKER(GRADE C-I/C-II/C-III/C-IV) / MECHANICAL JOB WORKER (GRADE M-I/M-II/M-III/M-IV) / ELECTRICAL JOB WORKER (GRADE-EHT/ELT)/
ASSOCIATED CONSULTANT**

Sl. No.	Description	Civil-Grade C-I / Mechanical-Grade M-I	Civil - Grade C-II / Mechanical- Grade M-II	Civil - Grade C-III / Mechanical- Grade M-III / Electrical Grade EHT	Civil - Grade C-IV / Mechanical- Grade M-IV / Electrical Grade ELT	Associated Consultants	Remarks
1	2	3	4	5	6	7	8
1	Value of works for which eligible for participation in bids	Above 1.00 Crore	Upto 1.00 Crore	Up to 50.00 Lakhs	Up to 20.00 Lakhs	Any amount of consultancy work	---
2	Non-refundable enlistment fees	Rs. 20,000/- + 18% GST	Rs. 10,000/- + 18% GST	Rs. 5,000/- + 18% GST	Rs. 3,000/- + 18% GST	Rs. 5,000/- + 18% GST	Non-refundable Enlistment fees to be deposited either in shape of cash or account payee demand draft drawn on any nationalized/scheduled bank in favor of "Odisha Construction Corporation Ltd." payable at Bhubaneswar
3	Experience	Satisfactory completion of at least 2 Nos. of Civil / Mechanical works of value not less than 1.00 crore each during last 5 years under Government Departments / Public Sector Undertakings / Reputed Private Bodies	Satisfactory completion of at least 2 Nos. of Civil / Mechanical works of value not less than 50.00 lakhs each during last 5 years under Government Departments / Public Sector Undertakings / Reputed Private Bodies	Satisfactory completion of at least 2 Nos. of Civil / Mechanical works of value not less than 20.00 lakhs each during last 5 years under Government Departments / Public Sector Undertakings / Reputed Private Bodies	---	---	Two Nos. of Performance / Experience Certificates issued by the concerned Executive Engineers/ Project Engineers / Senior Managers (in case of Govt. /Corporation) or reputed Private Bodies. Are to be attached However, in case of experience certificates obtained from private bodies, the same should be supported by copies of documentary evidences such as assessed/acknowledged Income Tax returns, works orders, TDS etc.
4	Annual Turnover (For any 2 years each during last 5 years)	Rs. 1.00 Crore & above	Rs. 50.00 Lakhs & above	Rs. 20.00 Lakhs & above	---	---	Certificates like balance sheets from Chartered Accountants, statutory auditors, clients etc. for any 2 years during last 5 years are to be attached
5	Bank Solvency / Cash Credit facilities	Rs. 50.00 Lakhs	Rs. 20.00 Lakhs	Rs. 10.00 Lakhs	---	---	Certificate from a bank towards Bank Solvency / Cash Credit Facility must be furnished.

6	Engineering Personnel	Degree / Diploma (Civil) Engineers - 2 (Two) Nos. for Civil job workers & Degree / Diploma (Mech) Engineers - 2 (Two) Nos. for Mechanical job workers	Degree / Diploma (Civil) Engineers – 1 (one) Nos. for Civil job workers & Degree / Diploma Mech) Engineers – 1 (one) Nos. for Mechanical job workers	---	---	---	Copy of Pay Roll/Affidavit & pass certificate of the degree/diploma engineer employed by the applicant must be attached
7	Certified copy of registration / ownership documents of machinery owned.	Crawler mounted Excavator of minimum 0.9 Cum bucket capacity -1 No. and Tipper/HYVA 6 Nos. (for Civil works) or Dredger -1No. With pipeline of 1000 Mtr. (For dredging works) or Paver finisher (Mechanical / Sensor type) for black topping-1 No. & Road roller-1 No.(for road works)	Crawler mounted Excavator of minimum 0.3 Cum bucket capacity - 1 No. and Tipper/HYVA - 3 Nos.	---	---	---	Applicable for Civil Grade C-I & C-II only. Photocopies of documents of registration of machinery/vehicles or ownership documents (in case of non-registered machinery) duly attested on each page by self are to be attached.
8	For Electrical Job Workers			Valid HT License issued by competent authority	Valid LT License issued by competent authority	---	---
9	Non Refundable Fee for Renewal	Rs. 10,000.00 + 18% GST	Rs. 5,000.00 + 18% GST	Rs. 2,500.00 + 18% GST	Rs. 1,500.00 + 18% GST	Rs. 2,500.00 + 18% GST	While applying for renewal, (in a separate prescribed form), the enlisted job worker should furnish detailed information regarding his up-to- date experience, ownership of machinery and his participation in quotation call of Corporation during preceding enlistment period with O.C.C.Ltd.. Any job worker, who does not participate in OCCL tender during 3 years of enlistment period, will not be eligible for renewal. Further, the Job worker has to satisfy the criteria of work experience (i.e. criteria No.3 above) and Machine ownership (i.e. criteria No.7 above) of the corresponding category at the item of applying for renewal in order to be eligible for renewal.

GENERAL INSTRUCTIONS FOR SUBMISSION OF APPLICATION FORM & BOOKLET

1. This application booklet duly filled-in, signed and stamped on each page and complete in all respects with all enclosures, should be **submitted in original** to the Managing Director, Odisha Construction Corporation Ltd., Unit-8, Gopabandhu Nagar, Bhubaneswar - 751 012 (Odisha).
2. All documents submitted as enclosures with this booklet must be **signed by the applicant on each page** and the original documents should be produced for verification at the time of submission of the application booklet. Money Receipt towards cost of application form amounting to Rs.1,000.00 (if issued by hand) or Rs.1,100.00 (if issued by post) with applicable GST, as the case may be, must be enclosed in original. The applicants applying for Grade C-IV/M-IV/ELT/Associated Consultants category should deposit the non-refundable enlistment fees as mentioned against each category in data sheet and attach the photocopy of the Money Receipt with the booklet. The enlistment will be valid for a period of 3 years from the date of enlistment.
3. The Corporation will intimate applicants applying for Grade III and above categories as well as Grade-EHT separately to **deposit the non-refundable enlistment fees** after provisional selection. After payment of the non-refundable enlistment fee, the applicant will be enlisted as a Job-Worker/Piece-Worker of O.C.C Ltd. which will be valid for a period of 3 years from the date of enlistment.
4. 3(Three) Nos. of recently taken **passport size color photographs** duly self attested by the applicant (on the front side) must be submitted along with application.
5. Income Tax PAN, GSTIN, EPF Regn. No., Affidavits for Ownership/Proprietorship in case of Company/Firm etc. must be enclosed with application booklet.
6. For empanelment as an **Associated Consultant** of OCCL, Firms / Individuals having expertise in Design / Consultancy works can be empanelled in OCCL on submission of the following documents.
 - i. Name, Address and Details of Registration of the Firm/Individual, PAN/GSTIN No. etc.
 - ii. Expertise / Credential documents
 - iii. Bio-data of technical Personnel
 - iv. Any other relevant document
7. For **Electrical Job-Workers**, attested copies of valid HT/LT License issued by the competent authority such as Chief Electrical Inspector etc. along with other required documents must be submitted along with application.
8. For existing Enlisted Job-Workers applying for **Up-gradation** to a higher Grade, the same process of selection will be followed and the applicant is required to apply with this Application Form & Booklet. The applicant should also enclose a copy of Enlistment Certificate issued earlier by OCCL along with other documents as required for the grade applied for. On selection, the applicant has to deposit the prescribed non-refundable enlistment fees as applicable for the grade allowed by OCCL and surrender the original enlistment certificate (issued earlier) before issue of the new Upgraded Enlistment Certificate.
9. **Renewal of enlistment** : Job-Worker/Associated Consultants enlisted for 3 years wishing to renew, will have to apply for Renewal (in form prescribed for Renewal) before expiry of the enlistment period on approval of which the required non-refundable renewal fee shall be deposited by the Job-Worker/ Associated Consultants to extend the validity of his enlistment for a further period of 3 years.

**APPLICATION FOR ENLISTMENT AS CIVIL JOB-WORKER / MECHANICAL JOB-WORKER / ELECTRICAL JOB-WORKER/ ASSOCIATED CONSULTANTS
UNDER ODISHA CONSTRUCTION CORPORATION LTD.,
BHUBANESWAR**

**1. Applied For- UPGRADATION / NEW ENLISTMENT
(Please tick any one only)**

- If applying for Upgradation, existing Regd. No.-

(Enclose Copy of existing registration certificate)

*Paste one recent
passport size
COLOUR
photograph signed
on front & affix
separately two
more passport size
photographs
attested by self*

2. Category & Grade applying for:

Select any one	Category	Grade Applied for (Tick any one)			
<input type="radio"/>	Civil Job Worker	C-I	C-II	C-III	C-IV
<input type="radio"/>	Mechanical Job Worker	M-I	M-II	M-III	M-IV
<input type="radio"/>	Electrical Job Worker	EHT		ELT	
<input type="radio"/>	Associated Consultants	AC			

3. Name of applicant (in CAPITAL Letters):

4. If the applicant is a Company/ partnership/proprietorship firm/ builder/ vendor etc., then furnish the details of registration (Documentary proof must be submitted) :

Registration No:-		Date:-	
Other Details:-			

If yes, then furnish the Name of the Head of the organization such as Managing Director/ CEO / Proprietor/ Authorized Managing Partner etc. with full personal address and Phone No.

Name			
At:-			
Po:-			
Via:-		Dist:-	
Pin:-		State:-	
Mobile:-		Email:-	

5. Permanent Address with phone No: (*Attach Documentary proof*)

At:-			
Po:-			
Via:-		Dist:-	
Pin:-		State:-	
Mobile:-		Email:-	

6. Present Address for correspondence with phone No: (*Attach Documentary proof*)

At:-			
Po:-			
Via:-		Dist:-	
Pin:-		State:-	
Mobile:-		Email:-	

7. Area of Specialization (For Associated Consultants only)

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Consultants need to furnish Performance / Experience Certificates against the above mentioned areas of specialization from the concerned Executive Engineers/ Project Engineers / Senior Managers (in case of Govt. /Corporation) or reputed Private Bodies. However, in case of experience certificates obtained from private bodies, the same should be supported by copies of documentary evidences such as assessed/acknowledge Income Tax returns, works orders etc.

8.	List of at least <u>TWO</u> works executed during last 5 years (Documentary proof must be submitted – (See Sl. 3 of page - 3)	1. 2.
9.	Annual turnover for any <u>TWO</u> Years during last five years (Documentary proof must be submitted (See Sl. 4 of Page - 3)	1. 2.
10.	Bank Solvency certificate (from any nationalized/ Scheduled bank) in due format Lakhs Issued byBank Branch
11.	List of Engineering Personnel along with their proof of enlistment such as copies of Pay Roll /Affidavit and Pass certificate (See Sl. 6 of Page - 4)	1. 2.

12.	List of Machineries and Equipments owned by the applicant (documentary proof must be enclosed)	1. 2. 3.
13.	Whether debarred / black-listed / work rescinded by OCCL / any other client (Furnish the details along with reason)	
14.	Whether any legal action has been taken by OCCL/ any other client for realization of dues (If so details must be furnished)	
15.	For Electrical job workers, Attach valid HT/LT license issued by competent authority	HT/LT License No..... Valid up to.....
16.	GST Regn. No. - (Attested copy must be enclosed)	
17.	EPF Regn. No. - (Attested copy must be enclosed)	
18.	AADHAR No. (Attested copy must be enclosed)	
19.	Central Excise Registration No.(In case of applicants applying for mechanical category only). (Attested copy must be enclosed)	
20.	Income Tax PAN No. : (Attested copy must be enclosed)	
21.	Affidavit in Due format (format attached)	

This is to certify that the information furnished above is true to the best of my knowledge and belief. If any information furnished above are found to be false at any stage later, my enlistment may be cancelled and non-refundable enlistment fees shall be forfeited by OCCL.

Dated.

Signature of the applicant or his power of attorney holder with rubber stamp/ seal (In case of power of attorney holder, documentary proof must be enclosed)

BEFORE THE NOTARY PUBLIC,

AFFIDAVIT

I Sri..... aged about S/o-.....
residing at do hereby solemnly affirm and declare as
following;

1. That the undersigned do hereby declare that all the documents, statements and attachments submitted in the enlistment form for enlistment as jobworker/ contractor of OCCL are true and correct.
2. That we are not blacklisted in any work under any Department of Government of Odisha / any other Government and Public Sector Undertaking of Government of India / Government of Odisha in any form.
3. That I/We hereby undertake that, being an enlisted agency/contractor/jobworker of Odisha Construction Corporation Limited (A Govt. of Odisha Undertaking), I/We will not drag the Corporation to any kind of Litigation, Court Cases on flimsy grounds, without submitting any representation/grievances to the appropriate authority and giving sufficient time to solve the issue by the Corporation.
4. The undersigned agrees that, we will follow all rules and regulations regarding labour laws, EPF payments and we will be responsible for any liability, if arised against labour wages and EPF non-compliances.
5. I/We undertake that while participating in any tender, I/We shall submit all documents/experience certificates/certificate to show value of work done etc. which are genuine and issued by proper authority. If ever we submit any false/fabricated document, my enlistment as Contractor/Job worker/Consultant shall be automatically treated as cancelled.

VERIFICATION

I the deponent do hereby solemnly affirm and declare that the aforesaid facts. stated in the affidavit are true and correct to the best of my knowledge and belief and I verify the same being present before the Executive Magistrate/Notary Public, (Place) on _____day of _____ 20____

Identified by

Advocate

Deponent

(Sample Format)*
BANK CERTIFICATE

This is to certify that
(Name & Address of the Applicant)* is financially sound and is a reputed person/firm. He is solvent to an extent of ` lakhs (in figure) (Rupees.....lakhs) (in words) and/or is currently enjoying a Cash Credit Limit of `lakhs (in figure) (Rupees.....lakhs) (in words) with our Bank.

This certificate is issued on request of
..... (Name of the Applicant) .

Place - Signature of the Bank Manager _____
Date - Name of the Bank Manager _____
Address of the Bank _____

Stamp of Bank

Note: (To be submitted in Original in the Bank's letter head)
** Strike out the italics and whichever is not applicable.*

CHECK-LIST :

1. Signed in all pages of the booklet & enclosed documents. ☐
2. Three passport size photographs enclosed. ☐
3. Experience certificates (minimum 2 Nos.) enclosed. ☐
4. Annual turnover certificates for 2 years enclosed. ☐
5. Bank solvency certificate of required amount enclosed. ☐
6. Copies of Pay roll/Affidavit & Pass certificate of engineering personnel enclosed. ☐
7. Registration/ownership documents of machinery owned ☐
8. Attested copies of HT/LT License (for Electrical J/W.) ☐
9. GSTIN to be enclosed. ☐
10. Central Excise Regn. No. enclosed. (for Mech. Job-workers) ☐
11. Income Tax PAN No. enclosed. ☐
12. For Firms/Companies, copies of Regn. Certificate & bye laws/partnership deeds enclosed. ☐
13. For upgradation, copy of existing Regn. Certificate. ☐
14. Any other document (pl. specify) ☐
15. Residential proof & Aadhar Card (identity proof) ☐
16. Affidavit in due format ☐

Signature of the Applicant