

**APPLICATION FOR RENEWAL OF ENLISTMENT UNDER
ODISHA CONSTRUCTION CORPORATION LTD., BHUBANESWAR**

(Note : If space against any item in the application form below is not Sufficient for giving any information separate sheets may be enclosed.

Paste one recent passport size photograph signed on front & affix separately two more passport size photograph attested by a Gazetted Officer on the back & signed by the applicant on front.

1. Existing Enlistment No.

(Please Enclose the Original Enlistment Certificate)

2. Category & Grade :

Select any one	CATEGORY	GRADE (Please tick any one only)			
<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)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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 :-	
<input type="text"/>	

If yes, then furnish the Name of the Managing Director/Proprietor/authorized Partner, with his full personal address and Phone No. :

Name :-		
Address :-		
<input type="text"/>		
PIN :-	PHONE	MOBILE
<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Permanent address:

At:-	
Po:-	
Via :-	Dist :
Pin :	State : Phone :
Mobile :-	E-mail :

6. Present Address for Correspondence:

At:-	
Po:-	
Via :-	Dist :-
Pin :	State : - Phone :-
Mobile :-	E-mail:-

7.	EPF Regn. No. (Attested copy must be enclosed)	
8.	GST No. (Attested copy must be enclosed)	
9.	Central Excise Registration No. (in case of applicants applying for mechanical category only). (Attested copy must be enclosed).	

10.	Income Tax PAN No. (Attested copies must be enclosed)	
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11. Information on Activities of Job worker during last 3 years period of enlistment

a) Details of Works executed in OCCL during last 3 years :

Sl. No.	Name of work	Name of Project	Agt .No.	Date of		Completed/if in Progress % of work done	Remarks
			Agt. Amount	Commencement	Completion		

N.B.:-Pl. attach photo copies of Performance Certificates issued by concerned Senior Manager, OCC Ltd, in support of above information & separate sheets if the space provided above is insufficient.

b) Details of Works executed in other Govt. U.T./Deptts./Agency during last 3 years:

Sl. No.	Name of work	Name of Project	Agt .No.	Date of		Completed/if in Progress % of work done	Remarks
			Agt. Amount	Commencement	Completion		

N.B.:-Pl. attach photo copies of Performance Certificate issued by concerned Executive Engineer/Engineer-in-charge in support of above information & separate sheets if the space provided above is insufficient.

c)Details of Quotations of O.C.C. Ltd in which the Job worker has participated during last 3 years :

Sl.No.	Name of work	Name of Project	Office of Senior Manager	Quotation Call Notice No. & date	Remarks

**12. Certified of Registration of machineries owned:
(Furnish List of documents enclosed)**

- (i)
- (ii)

N.B.- Please attach photo copies of certificates issued by concerned Senior Manager, O.C.C. Ltd. in support of above information and separate sheets if the space provided is in-sufficient.

Place :

Date :

Signature of Job – Worker.

INFORMATION SHEET

1. This Application Form filled in signed and stamped with rubber seal on each page and complete in all respect with all enclosures should be submitted in original to the Managing Director, Odisha Construction Corporation Ltd., Unit-8, Gopabandhu Nagar, Bhubaneswar – 751012 (Orissa).
2. Enclose 03 (Three) Nos. of recently taken passport size photographs, signed by the applicant on the front side.
3. Please enclose the original Enlistment Certificate issued to you by O.C.C. Ltd. along with the application for renewal.
4. On approval of renewal the applicant will deposit the prescribed fee after expiry of the previous enlistment renewed as per Table below in order to get the enlistment renewed for a further period of 3 years after expiry of the previous enlistment in this prescribed format.

PRESCRIBED NON-REFUNDABLE RENEWAL FEES

Sl. No.	CATEGORY	GRADE	Non-Refundable Renewal Fees
1.	CIVIL	C-I	Rs.10,000.00 +18%GST
2.		C-II	Rs.5,000.00+18%GST
3.		C-III	Rs.2,500.00+18%GST
4.		C-IV	Rs.1,500.00+18%GST
5..	MECHANICAL	M-I	Rs.10,000.00+18%GST
6..		M-II	Rs.5,000.00+18%GST
7.		M-III	Rs.2,500.00+18%GST
8.		M-IV	Rs.1,500.00+18%GST
9.	ELECTRICAL	EHT	Rs.2,500.00+18%GST
10.		ELT	Rs.1,500.00+18%GST
11.	ASSOCIATED CONSULTANTS	AC	Rs.2,500.00+18%GST

5. Alongwith the application for Renewal in this prescribed format, the enlisted job worker will furnish detailed information regarding his upto-date experience, ownership of machineries and his participation in Quotations of the Corporation during his preceding enlistment with O.C.C. Ltd.

Any job worker, who does not participate at least 5 times in the Quotations of the Corporation during the 3 years 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) and Machinery ownership (i.e. criteria No.7) of the corresponding category at the time of submission of application for renewal in order to be eligible for renewal.

The eligibility criteria for enlistment of job workers with the Corporation in different categories are enclosed for reference.

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 (Civil) Engineers - 1 (one) Nos. for Civil job workers &	---	---	---	Copy of Pay Roll/Affidavit & pass certificate of the degree/diploma engineer employed by the applicant must be attached

		Degree / Diploma (Mech) Engineers - 2 (Two) Nos. for Mechanical job workers	Degree / Diploma Mech) Engineers - 1 (one) Nos. for Mechanical job workers				
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.

Format for Affidavit (to be furnished by the applicant along with application)

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