

**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)			
		CIVIL JOB WORKER	C-I	C-II	C-III
	MECHANICAL JOB WORKER	M-I	M-II	M-III	M-IV
	ELECTRICAL JOB WORKER	EHT		ELT	

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 with phone No. : (PIN Code No. be furnished)

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

6. Present Address for Correspondence with Phone No.: (PIN Code No. be furnished)

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

7.	EPF Regn. No. (Attested copy must be enclosed)	<input type="text"/>
8.	VAT (TIN/SRIN) No. (Attested copy must be enclosed)	<input type="text"/>
9.	Central Excise Registration No. (in case of applicants applying for mechanical category only). (Attested copy must be enclosed).	<input type="text"/>

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
2.		C-II	Rs.5,000.00
3.		C-III	Rs.2,500.00
4.		C-IV	Rs.1,500.00
5..	MECHANICAL	M-I	Rs.10,000.00
6..		M-II	Rs.5,000.00
7.		M-III	Rs.2,500.00
8.		M-IV	Rs.1,500.00
9.	ELECTRICAL	EHT	Rs.1,500.00
10.		ELT	Rs.1,500.00

5. Alongwith the application for Renewal in this prescribed format, the enlisted job worker will furnish detailed informations regarding his upto-date experience, ownership of machineries and his participation in Quotations of the Corporation during his preceeding 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 is 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)

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	Remarks
1	2	3	4	5	6	7
1	Value of works for which eligible for participation in bids	Above ` .50.00 lakhs	Upto ` .50.00 lakhs	Upto ` .20.00 lakhs	Upto ` .5.00 lakhs	...
2	Non-refundable enlistment fees.	` .20,000/-	` .10,000/-	` .5,000/-	` .3,000/-	To be deposited after selection for enlistment either in shape of cash or account payee demand draft drawn on any nationalised/ scheduled bank in favour of "Odisha Construction Corporation Ltd." payable at Bhubaneswar.
3	Experience	Satisfactory completion of atleast 2 civil / mechanical works not less than ` 50.00 lakhs each during last 5 years under Government Departments/ Public Sector Undertakings/ Reputed Private Bodies.	Satisfactory completion of atleast 2 civil / mechanical works not less than ` 20.00 lakhs each during last 5 years under Government Departments/ Public Sector Undertakings/ Reputed Private Bodies.	Satisfactory completion of atleast 2 civil / mechanical / electrical works not less than ` 5.00 lakhs each during last 5 years under Government Departments/ Public Sector Undertakings/ Reputed Private Bodies.	...	Attach 2 Nos. of Performance / Experience certificates 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/acknowledged Income Tax returns, work orders etc.

1	2	3	4	5	6	7
4	Annual turn over (For any 2 years each during last 5 years)	₹.50.00 lakhs & above	₹.20.00 lakhs & above	₹. 5.00 lakhs & above	...	Attach Certificates like balance sheets from Chartered Accountants , statutory auditors, clients etc. for any 2 years during last 5 years.
5	Bank solvency (Cash credit facilities)	₹.20.00 lakhs	₹.15.00 lakhs	₹. 5.00 lakhs	...	Certificates from a bank towards cash credit facility must be furnished.
6	Engineering personnel	Degree / Diploma holders - 2 (Two) Nos.	Degree / Diploma holder - 1 (One) No.	Attach copy of Pay Roll / Affidavit & pass certificate of the degree/diploma holder employed by the applicant.
7	Certified copy of registration/ ownership documents of machinery owned.	Crawler mounted Excavator of minimum 0.9 Cum bucket capacity- 1No. 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-1No. (for road works).	Crawler mounted Excavator of minimum 0.3 Cum. bucket capacity -1No. and Tipper/Hyva-3 Nos.	Applicable for Civil Grade C-I & C-II only. Attach photocopies of documents of registration machinery/vehicles or ownership documents (in case of non-registered machinery) duly attested on each page by an Officer of Group - B or above of State/Central Government.
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	₹10,000.00	₹5,000.00	₹2,500.00	₹1,500.00	While applying for renewal, (in a separate prescribed form), the enlisted Job-Worker will 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 at least 5 times in quotation calls of Corporation 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 time of applying for renewal in order to be eligible for renewal.